

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



BOARD OF COMMISSIONERS

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

ELECTED OFFICIALS

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

COUNTY STAFF

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

County Commission Agenda **April 21, 2009**

Order of Business:

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

Public Comment

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

Consent Agenda

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

Standing Committees

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

Closed Session

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

"Your interest in your County Government is appreciated"

AGENDA
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
April 21, 2009
7:00 p.m.
County Commission Chambers

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

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner Earl J. Poleski*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS** – *by Chairman Steve Shotwell*
 - A. **Resolution (04-09.10) Honoring Jim Guerriero, Parks Director, Upon His Retirement**

Attachments:
*Resolution (04-09.10) Honoring Jim Guerriero, Parks Director, Upon His Retirement
 - B. **Proclamation (04-09.03) – Parks Volunteers Recognition Day**

Attachments:
*Proclamation (04-09.03) – Parks Volunteers Recognition Day
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.
11. **MINUTES** - Minutes of the 3/17/09 Regular and 4/10/09 Special Meetings of the Jackson County Board of Commissioners

Attachments:
*3/17/09 Regular Meeting Minutes
*4/10/09 Special Meeting Minutes

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

A. **County Affairs**

1. **Register of Deeds 2008 Annual Report**

Attachments:

*Register of Deeds 2008 Annual Report

2. **2009 Equalization Report**

Attachments:

*2009 Equalization Report

3. **Approval of Imprest Cash for the 2009 Parks Season in the Amount of \$1,850**

Attachments:

*Memo from County Parks dated 4-3-09

4. **Fair – Approval for Wheels of Thunder LLC of Jackson, Michigan, to serve beer at their event to be held on June 12-13, 2009 at the Jackson County Fairgrounds**

Attachments:

*Memo from Fair Manager dated 4-8-09

B. **County Agencies**

5. **Friend of the Court – Request for Funding of Additional Image Soft Licenses**

Attachments:

*Memo from Friend of the Court dated 3-31-09

C. **Human Services – None.**

6. **Health Department – Michigan Abstinence Program Grant Agreement – 2009**

Attachments:

*MAP Grant Agreement

7. **Health Department – Hearing and Vision Staffing Change**

Attachments:

*Memo from Health Officer dated 4-3-09

D. Personnel & Finance

8. Resolution (04-09.8) Adopting Amendment No. 1 to the County of Jackson Second Amended and Restated Section 125 Cafeteria Plan

Attachments:

*Resolution (04-09.8)

*Amendment No. 1 to County of Jackson Second Amended and Restated Section 125 Cafeteria Plan

9. Retention Schedule – Human Resources

Attachments:

*Retention Schedule – Human Resources

10. Sheriff - Deletion of a Sergeant Position

Attachments: None.

11. Budget Adjustments

- Moving Animal Control Expenses from Animal Shelter
- Health Department Budget Adjustments

Attachments:

*Animal Shelter/Animal Control Budget Adjustments

*Memo from Health Officer dated 4-2-09 Regarding Budget Adjustments

*Health Department Budget Adjustments

12. Claims - 2/1/09 – 2/28/09 and 3/1/09 – 3/31/09

13. STANDING COMMITTEES

A. County Affairs – *Commissioner Dave Lutchka*

1. Appointments

a. Emergency Management Advisory Council, terms to 4/2011

- two public members
- one Commissioner member
- Sheriff or representative
- City Police Chief or representative
- City Fire Chief or representative
- Michigan State Police or representative
- Township Fire Chief
- Township Police Chief
- Emergency Medical Services Provider
- Jackson County Medical Control representative

b. **Jury Board, term to 4/2015**

- one public member

c. **Parks, term to 2/2010**

- one Region 2 Planning Commission Representative

d. **Region 2 Area Agency on Aging, terms to 4/2011**

- one public member
- one Commissioner member

Attachments:

*Commissioner Board Appointments

*Applications

*Memo from Chief Circuit Judge dated 4-7-09

*Memo from Region 2 Planning Commission dated 3-17-09

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

None.

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

1st Reading 1. **Health Department – Animal Shelter – Spay/Neuter Fees (No action required)**

Attachments:

*Memo from Environmental Health Director dated 4-8-09

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

None.

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **Draft Policy Revisions**

1. **Personnel Policy 3120 – Employer Provided Automobiles** – This policy has been replaced by Vehicles Policy 7030
2. **Personnel Policy 3130 – Mileage** – This policy has been replaced by Vehicles Policy 7060

3. **Personnel Policy 3260 – Flexible Spending Accounts**
4. **Personnel Policy 3280 – Employee Recognition**
5. **Personnel Policy 3285 – Recognition of County Retirees**

Attachments:

*Policies 3120, 3130, 3260, 3280, 3285

Roll Call B. **Proposed Revision to Addressing Ordinance**

Attachments:

*Draft Revision – Addressing Ordinance

C. **Ramco-Gershenson Purchase Agreement Extension**

Attachments:

*To be provided at the meeting

Administrator/Controller Comment: No attachments are available yet as legal counsel is still negotiating the terms of the agreement.

D. **Agreement to Exchange Property – City of Jackson/County Fair**

Attachments:

*Certificate of Survey

*Parcel 1 & 2 Details

*Remainder Details

*Description

*Description Part 2

*Agreement to Exchange Property

*Letter from City Manager dated 4-9-09

E. **Authorization for Additional Travel Allowance by a Member of the Board of Commissioners, Policy 4160, Section 17.4**

Administrator/Controller Comment: This is a request to increase the travel allowance for Commissioner Mahoney by an additional \$2,000.

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



Jackson County

Resolution (04-09.10)

HONORING JIM GUERRIERO, PARKS DIRECTOR, UPON HIS RETIREMENT

WHEREAS, Jim Guerriero was hired as the Jackson County Assistant Parks Director on January 1, 1975. He was appointed to be the Acting Parks Director on June 11, 1979, and was then promoted to Parks Director on September 24, 1979.

WHEREAS, Jim has had many accomplishments during his time as Parks Director, including the Falling Waters Trail, renovations at Swains Lake and the Cascades Manor House, multiple fund raising efforts to restore the Cascades Falls, modernization of the Pleasant and Swains Lake campgrounds, installation of seawalls at various parks, and the playscape at Pleasant Lake. Jim also wrote several successful grants for various areas in the Parks; and

WHEREAS, Jim assisted in developing and working with several volunteer organizations such as the Jackson County Parks Association, Cascades, Inc. (the Civil War Muster), Friends of the Falling Waters Trail, Revive the Pride Campaign Committee, Pleasant Lake Playscape Committee and the Cascades Park Foundation. Jim valued the friendships and relationships developed with the parks as the common thread; and

WHEREAS, throughout his 34 years of employment with Jackson County, Jim has been dedicated to the citizens of Jackson County in maintaining and promoting the Parks system and golf courses as a place for citizens to relax and play. Jim is easy-going in life, but passionate about parks and recreation in Jackson County and improving the quality of life in the community. Jim has a true love for the parks, especially Sparks Park, the Cascades Falls, and the Cascades Manor House; and

WHEREAS, Jim has earned the heartfelt thanks and gratitude of the Jackson community for his commitment and devotion to the Parks; and

WHEREAS, Jim retired from his position with Jackson County effective May 1, 2009.

NOW, THEREFORE, BE IT RESOLVED that the Jackson County Board of Commissioners extends to Jim Guerriero their appreciation for his dedication and for his many years of service to Jackson County and its citizens, and wishes him all the best life has to offer in his retirement.

James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
April 21, 2009



Jackson County

Proclamation

(04-09.03)

WHEREAS, THE JACKSON COUNTY BOARD OF COMMISSIONERS wishes to recognize the outstanding service and contributions of the many volunteers and non-profit groups that support the Jackson County Parks; and

WHEREAS, the Volunteers with the Cascades Park Foundation, the Jackson County Parks Association, the Friends of the Falling Waters Trail, Cascades Inc., the Cascades Falls Family Night Shows, the Revive the Pride Campaign, the Pleasant Lake Play for Peace Team, various Eagle Scouts, and many others that have contributed significant enhancements to the County Parks System; and

WHEREAS, the volunteers here today and all those not here, are not measured in size, but by the depth of their commitment to make a difference in the lives of others and their community; and

WHEREAS, volunteerism is the voice of the people put into action, and these actions shape and mold the present into a future of which we can all be proud; and

WHEREAS, over the past twenty years the above groups and all volunteers in the parks system, have contributed to the improvement and expansion of park facilities and special events directly related to a desirable quality of life in Jackson County; and

WHEREAS, the Jackson County Board of Commissioners thanks all volunteers for their dedication, service, and commitment to the County Parks and the residents of Jackson County.

NOW THEREFORE, I, James E. Shotwell, Jr., Chairman of the Jackson County Board of Commissioners, do hereby proclaim the day of April 21, 2009 as

Jackson County Parks Volunteers Recognition Day

in Jackson County.

James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
April 21, 2009

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

1. **CALL TO ORDER** - Chairman Shotwell called the March 17, 2009 meeting of the Jackson County Board of Commissioners to order at 7:01 p.m.

2. **INVOCATION** – *by Commissioner Phil Duckham*

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

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

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

5. **APPROVAL OF AGENDA**

Cmr. Elwell added Resolution (03-09.7) Asking the Michigan Department of Transportation (MDOT) to Remove All Highway Signs in Jackson County that Warn Motorists of Hitchhikers or Recommend Caution Due to Area Prisons under Commissioner Comments.

Chairman Shotwell added a Special Meeting to be held April 10, 2009 at 7:30 a.m. prior to the Study Session under New Business.

Moved by Videto, supported by Mahoney for Approval of the Agenda as Amended.

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

6. **AWARDS & RECOGNITIONS** – None.

7. **COMMUNICATIONS/PETITIONS**

Chairman Shotwell notified the Board that they will be receiving a Resolution from the Chamber of Commerce that was received by him via e-mail, in support of Cmr. Elwell's Resolution.

8. **SPECIAL ORDERS/PUBLIC HEARINGS**

A. Recovery/Mental Health Court Presentation

Chief Circuit Court Judge Chad Schmucker conducted the presentation.

9. **PUBLIC COMMENTS**

Sheriff Heyns spoke about removing signs on the highway that reference hitchhiking.

Mike Hoover asked to be re-appointed to the Lifeways board.

Rod Melling stated that he is a local realtor and asked to be appointed to the Brownfield Redevelopment Authority.

Ed Woods asked to be re-appointed to the Lifeways board.

Jeff Peterson asked to be re-appointed to the Lifeways board.

10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.

11. **MINUTES**

Minutes of the 2/17/09 Regular Meeting of the Jackson County Board of Commissioners.

Moved by Mahoney, supported by Williams to Approve the Minutes of the 2/17/09 Regular Meeting of the Jackson County Board of Commissioners.

12. **CONSENT AGENDA**

Cmr. Kruse asked that item 12. A. 2. Metro Parks Concept be removed from the Consent Agenda. Item was moved to 13. A. 2. under County Affairs.

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

A. **County Affairs**

1. Parks - Resolution (03-09.4) Supporting the Parks Grant Application to the Michigan Natural Resources Trust Fund (MNRTF) for the Cascades Park Renovation Project Phase II

2. ~~Parks~~ - Metro Parks Concept

B. **County Agencies**

3. Sheriff - Jail Medical Request for Proposal (RFP)

C. **Human Services** – None.

D. **Personnel & Finance**

4. Parks - Parks Reorganization Proposal

E. **Claims**

5. Claims - 1/1/09 – 1/31/09

13. **STANDING COMMITTEES**

A. **County Affairs – Commissioner Dave Lutchka**

1. **Appointments**

a. **Brownfield Redevelopment Authority – 3 public members, terms to 3/2012**

Commissioner Lutchka stated that the committee recommended Steve Shotwell, Rodney Melling and Christopher Dimas. No other nominations from the floor.
Steve Shotwell, Rodney Melling, and Christopher Dimas appointed

b. Economic Development Corporation – 2 public members, terms to 3/2015

Commissioner Lutchka stated that the committee recommended Robert Simmons and Lanny Green. Cmr. Way nominated Philip Wrzesinski. Roll Call: (12) Simmons. Roll Call: (8) Wrzesinski. Cmr. Herl, Lutchka, Poleski, Videto, Mahoney, Williams, Way, and Shotwell. (4) Green. Cmr. Kruse, Duckham, Smith, and Elwell. *Robert Simmons and Philip Wrzesinski appointed.*

c. LifeWays – 3 public members, terms to 3/2012

Commissioner Lutchka stated that the committee recommended Jeffrey Peterson, Edward Woods, and Michael Hoover. No other nominations from the floor. *Jeffrey Peterson, Edward Woods, and Michael Hoover appointed.*

2. Parks - Metro Parks Concept

Much discussion held.

Moved by Lutchka, supported by Mahoney for the exploration of a joint Park Authority. Roll Call: (12) Yeas. Motion carried unanimously.

Moved by Kruse supported by Duckham to amend the motion to include researching the feasibility of leasing the golf courses with Region II acting as the facilitator. Roll Call: (12) Yeas. Motion carried unanimously.

B. County Agencies – Commissioner Gail W. Mahoney

None.

C. Human Services – Commissioner Mike Way

None.

D. Personnel and Finance – Commissioner James Videto

1. Budget Adjustments

- a. Worker Comp Fund Deficit Budget Adjustment
- b. Retiree Health Insurance Budget Adjustment

Moved by Videto, supported by Mahoney to approve the budget adjustment for the Worker Comp Fund Deficit and Retiree Health Insurance. Roll Call: (12) Yeas. Motion carried unanimously.

14. UNFINISHED BUSINESS

A. Retreat Follow-Up

Deputy Administrator, Adam Brown, gave a brief presentation on the result of the budget retreat.

Moved by Poleski, supported by Mahoney to adopt the 2010 budget prioritization. Roll Call: (11) Yeas. Cmr. Herl, Lutchka, Kruse, Poleski, Videto, Shotwell, Mahoney, Williams, Smith, Way, and Elwell. (1) Nay. Cmr. Duckham. Motion carried.

15. **NEW BUSINESS**

A. **Reviewed/Revised Policies**

1. Personnel Policy 3245 – Termination of Employment Paid Time Off
2. Personnel Policy 3250 – Pre-Tax Medical Premium Plan
3. Personnel Policy 3330 – Identification Badges

Moved by Mahoney, supported by Poleski to adopt revised policies 3245, 3250, and 3330.
Roll Call: (12) Yeas. Motion carried unanimously.

B. **Resolution (03-09.5) Supporting a Grant Application to the Michigan Natural Resources Trust Fund (MNRTF) for the Concord Mill Pond Park-Falling Waters Trailhead**

Moved by Herl, supported by Videto to approve Resolution (03-09.5) Supporting a Grant Application to the Michigan Natural Resources Trust Fund (MNRTF) for the Concord Mill Pond Park – Falling Waters Trailhead. Roll Call: (12) Yeas. Motion carried unanimously.

C. **Set Date for a Special Meeting of the Board of Commissioners**

Special meeting set for April 10, 2009 at 7:30 a.m. prior to the Study Session.

16. **PUBLIC COMMENTS**

Mike Hoover thanked the Board for their support in his appointment to the Lifeways Board.

17. **COMMISSIONER COMMENTS**

A. **Dave Lutchka – Resolution (03-09.6) Supporting an International Agribusiness Expo Center and Horse Park Facility**

Moved by Lutchka, supported by Herl to approve Resolution (03-09.6) Supporting an International Agribusiness Expo Center and Horse Park Facility. Roll Call: (12) Yeas. Motion carried unanimously.

B. **Dave Elwell – Resolution (03-09.7) asking MDOT to Remove All Highway Signs in Jackson County that Warn Motorists of Hitchhikers or Recommend Caution due to Area Prisons**

Moved by Lutchka, supported by Herl to approve Resolution (03-09.7) asking MDOT to Remove all Highway Signs in Jackson County that Warn Motorists of Hitchhikers or Recommend Caution due to Area Prisons. Roll Call: (12) Yeas. Motion carried unanimously.

18. **CLOSED SESSION – None.**

19. **ADJOURNMENT**

Chairman Shotwell adjourned the February 17, 2009 meeting of the Jackson County Board of Commissioners at 8:15 p.m.

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

Amanda L. Riska – County Clerk

Respectfully submitted by Carrienne VanDusseldorp – Chief Deputy County Clerk

**JACKSON COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING
Friday, April 10, 2009
6th Floor Conference Room – Tower Building
7:30 a.m.**

1. CALL TO ORDER

Chairman Shotwell called the Special Meeting of the Jackson County Board of Commissioners to order at 7:30 a.m.

2. ROLL CALL County Clerk – Amanda L. Riska

(10) Present: Commissioners Herl, Lutchka, Kruse, Poleski, Mahoney, Williams, Smith, Way, Elwell and Shotwell.

(2) Absent: Commissioners Duckham and Videto.

3. PUBLIC COMMENT

None.

4. AIRPORT

Airport Manager Kent Mauer addressed the commissioners regarding items a-d.

a. Contract with Mead and Hunt for Property/Easement Acquisition Services

Moved by Lutchka, supported by Elwell to Approve the Contract with Mead and Hunt for Property/Easement Acquisition Services. Voice vote: Motion carried unanimously.

b. Contract with Mead and Hunt for Exhibit A/Boundary Survey Services

Moved by Lutchka, supported by Mahoney to Approve the Contract with Mead and Hunt for Exhibit A/Boundary Survey Services. Voice vote: Motion carried unanimously.

c. MDOT Grant for Update Exhibit A and Boundary Survey, Contract #2009-0235 (Federal Project #B-26-0051-2307)

d. Resolution (04-09.9) Authorizing the County Board Chair to sign MDOT Contract #2009-0235 (Federal Project #B-26-00851-2307)

Moved by Lutchka, supported by Herl to Approve the MDOT Grant and Resolution (04-09.9) Authorizing the County Board Chair to sign MDOT Contract #2009-0235 (Federal Project #B-26-0051-2307). Roll Call: (10) Yeas. Motion carried unanimously.

5. SHERIFF

Lt. Rand addressed the commissioners regarding the grant.

a. Recovery Act Edward Byrne Memorial Justice Assistance Grant (JAG)

Moved by Mahoney, supported by Williams to Approve the Recovery Act Edward Byrne Memorial Justice Assistance Grant (JAG). Voice vote: Motion carried unanimously.

6. PUBLIC COMMENT

None.

7. ADJOURN

Chairman Shotwell adjourned the April 10, 2009, Special Meeting of the Jackson County Board of Commissioners at 7:36 a.m.

James E. Shotwell – Chairman, Jackson County Board of Commissioners
Amanda L. Riska – Jackson County Clerk

Consent Agenda

Motions

April 21, 2009

Roll Call

1. Motion: Accept the Register of Deeds 2008 Annual Report
2. Motion: Approve the 2009 Equalization Report
3. Motion: Approve Imprest Cash for the 2009 Parks Season in the Amount of \$1,850
4. Motion: Approve Wheels of Thunder LLC of Jackson, Michigan, to serve beer at their event to be held on June 12-13, 2009 at the Jackson County Fairgrounds
5. Motion: Approve the Request for Funding of Additional Image Soft Licenses for Friend of the Court
6. Motion: Approve the Michigan Abstinence Program Grant Agreement – 2009
7. Motion: Approve the Hearing and Vision Staffing Change in the Health Department
8. Motion: Approve Resolution (04-09.8) Adopting Amendment No. 1 to the County of Jackson Second Amended and Restated Section 125 Cafeteria Plan
9. Motion: Approve the Retention Schedule – Human Resources
10. Motion: Approve the Deletion of a Sergeant Position in the Sheriff's Office
11. Motion: Approve the Budget Adjustments
12. Motion: Approve the Claims dated 2/1/09 to 2/28/09:

| | |
|---------------------|---------------|
| Affairs | \$ 136,379.96 |
| Agencies | 555,538.60 |
| Human Services | 140,767.96 |
| Personnel & Finance | 202,965.12 |

and Claims dated 3/1/09 to 3/31/09:

| | |
|---------------------|---------------|
| Affairs | \$ 153,485.85 |
| Agencies | 636,533.53 |
| Human Services | 134,372.66 |
| Personnel & Finance | 649,457.16 |

2008 ANNUAL REPORT

Register of Deeds



**Jackson County, Michigan
Mindy Reilly, Register**

2008 ANNUAL REPORT

March 2009

HONORABLE COMMISSIONERS
COUNTY BOARD OF COMMISSIONERS
JACKSON, MICHIGAN 49201

Dear Commissioners:

We are pleased to submit the annual report of the Register of Deeds office for 2008. This report reflects the activities of the office; the recording and filing of real property instruments, fixture filings and miscellaneous documents. It also reflects the revenues received during the year and the net revenue credited to the County General Fund.

We did not set records this year but we kept busy with learning our new computer system and working on historical records. This office has downsized from six employees and the Register in 2006 to four employees and the Register in 2008.

In 2008 we again collected State Transfer Tax, in the amount of \$1,801,372.50, which we remitted to the treasurer, and forwarded to the State of Michigan. The total amount of money that went through our office in 2008 was \$2,932,679.73.

On March 31, 2003 PA 698 of 2002 required Register of Deeds to collect additional recording fees with a portion of the total fee specifically earmarked for an "automation fund." This office collected \$142,272.00 in 2008 that went into this fund. This same act earmarked another portion of the total fee to be collected for the Remonumentation program for the county which we collected \$94,985.00.

In the years of 2005-2008 we have been using the automation fund to convert some historical data and images and putting them on our computer system. We have images available back to 1965 and have indexing back to 1983 available to the public. We will be working on the historical index for the next few years with our goal being to have 40+ years on our computer system with both index and images.

We did get a new computer system in late 2008 that allow us to put these images out on the web for viewing and purchasing. Our new system also has the capability to redact the social security number from the documents, so that the public can not see them. We are still working on an e-commerce program to allow for credit card purchases both on line and in the office.

All these projects are done through our automation fund and no monies coming for the counties general fund.

In 2009 we are looking forward to our new home on the 2nd floor with the Equalization Dept. and County Treasurer.

As always, we would like to invite you to visit our office sometime and share in the pride that we all take here in the Register of Deeds office.

Respectfully submitted,

Mindy Reilly
Register of Deeds

Revenues received in 2008, credited to account numbers assigned to the Register of Deeds Office and remitted to the County General Fund are:

| NUMBER | ACCOUNT | 2005 AMOUNTS | 2006 AMOUNTS | 2007 AMOUNTS | 2008 AMOUNTS |
|-------------------------------------|-----------------|-----------------------|-----------------------|-----------------------|---------------------|
| 609 | Searches | \$ 162.00 | \$ 156.00 | \$ 84.00 | \$ 168.00 |
| 625 | Transfer Tax | 586,434.20 | 560,162.90 | 413,041.20 | 350,986.35 |
| 634 | Recording | 709,203.00 | 593,196.00 | 452,502.00 | 359,441.00 |
| 636 | Tract Index | 20,880.00 | 22,150.00 | 25,800.00 | 24,045.00 |
| 643.06 | Copies | 125,627.00 | 122,458.00 | 137,699.050 | 107,924.89 |
| 643.140 | Optical Imaging | 57,906.00 | 89,505.00 | 90,879.11 | 49,168.00 |
| 685.010 | Admin. Reimb. | 2,429.18 | 1,613.06 | 1,850.58 | 1573.74 |
| 695.000 | Refunds | | | | 743.25 |
| TOTAL FEES COLLECTED: | | \$1,502,641.38 | \$1,389,240.96 | \$1,122,444.29 | \$894,050.23 |
| LESS DEPARTMENTAL EXPENSES: | | <u>272,860.57</u> | <u>297,035.32</u> | <u>281,815.80</u> | <u>304,293.63</u> |
| EXCESS REVENUE GENERAL FUND: | | \$1,229,780.81 | \$1,092,205.64 | \$840,628.49 | \$589,756.60 |

CORNERS

P. A. 132 of 1970 requires Surveyors to file with the Register of Deeds Office a written record of corner establishment or restoration. In 2008, fourteen (14) corners were recorded.

SURVEYS

P. A. 132 of 1970 allows the recording of certified surveys in the County. In 2008 a total forty one (41) surveys were recorded.

RECORDING OF**REAL ESTATE DOCUMENTS:**

| | <u>2003</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> | <u>2007</u> | <u>2008</u> |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| Deeds | 8,452 | 8,021 | 8,395 | 8,123 | 7,328 | 7062 |
| Mortgages | 19,935 | 15,375 | 13,629 | 11,070 | 7,669 | 4984 |
| Mortgage Discharges | 18,369 | 12,486 | 11,067 | 9,163 | 6,872 | 4919 |
| Miscellaneous Documents- Wills, Court Orders, Land Contracts, Agreements, Assignments, Tax Liens, Leases, Affidavits, Death Certificates, etc. | 12,076 | 10,769 | 10,421 | 11,018 | 10,542 | 11,427 |
| Plats | 4 | 2 | 3 | 1 | 0 | 0 |
| Condominiums | 7 | 12 | 17 | 8 | 3 | 4 |
| Corners | 17 | 12 | 6 | 12 | 33 | 14 |
| Remonumentation Corners | 77 | 83 | 194 | 140 | 144 | 101 |
| Surveys | <u>141</u> | <u>55</u> | <u>45</u> | <u>26</u> | <u>13</u> | <u>41</u> |
| TOTAL: | 59,078 | 46,815 | 43,777 | 39,561 | 32,604 | 28,552 |

FINANCING STATEMENTS:

| | | | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Financing Statements | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal & State Tax Liens | 110 | 33 | 34 | 55 | 178 | 356 |
| Federal & State Tax Lien Releases | 84 | 79 | 45 | 23 | 23 | 79 |
| Terminations (no charge) | 54 | 42 | 15 | 14 | 0 | - |
| Fixture Filings & Releases | 32 | 48 | 17 | 3 | 6 | 3 |
| Releases | 0 | 0 | 0 | 0 | 0 | - |
| Continuations | 0 | 0 | 0 | 0 | 0 | - |
| Assignments | 0 | 0 | 0 | 0 | 0 | - |
| Amendments | 0 | 0 | 0 | 0 | 0 | - |
| Jeopardy Tax & Release | <u>10</u> | <u>1</u> | <u>0</u> | <u>3</u> | <u>8</u> | <u>5</u> |
| TOTAL: | 290 | 203 | 111 | 98 | 215 | 443 |
| TOTAL INSTRUMENTS | 59,368 | 47,018 | 43,888 | 39,659 | 32,819 | 28,995 |

COUNTY TRANSFER TAX

Public Act 134 of 1966, as amended by Public Act 258 of 1967 and Public Act 327 of 1968, imposes a county transfer tax on the value of property sold. Certain transactions are exempt for the provisions of this law. The current tax rate of \$0.55 per \$500.00, or fraction thereof, of value. All proceeds of this Act are county revenues and are credited to the General Fund of the County.

Revenue from this Act over the past 30 years:

| | | | | | |
|-------------|--------------|-------------|------------|-------------|------------|
| 1979 | \$120,591.90 | 1980 | 86,922.80 | 1981 | 74,236.35 |
| 1982 | 61,058.76 | 1983 | 92,561.25 | 1984 | 100,055.40 |
| 1985 | 119,104.66 | 1986 | 170,217.50 | 1987 | 170,027.50 |
| 1988 | 171,201.80 | 1989 | 189,824.40 | 1990 | 222,710.06 |
| 1991 | 187,454.45 | 1992 | 209,591.35 | 1993 | 261,180.15 |
| 1994 | 249,727.50 | 1995 | 253,722.70 | 1996 | 297,580.85 |
| 1997 | 329,584.75 | 1998 | 411,539.15 | 1999 | 421,353.80 |
| 2000 | 415,037.15 | 2001 | 431,459.60 | 2002 | 462,719.95 |
| 2003 | 503,588.80 | 2004 | 570,175.70 | 2005 | 586,434.20 |
| 2006 | 560,162.90 | 2007 | 413,041.20 | 2008 | 350,986.35 |

STATE TRANSFER TAX

Effective January 1, 1995 the State imposed a state transfer tax on the value of property sold. This tax is at the rate of \$3.75 per \$500.00, or fraction thereof, of value and is in addition to the County Transfer Tax. Revenues generated by this tax in 2008 totaled \$1,804,372.50. This entire amount is forwarded to the State Treasurer.

MICROFILM AND COPY REVENUE

Revenue generated through the sale of document copies to the public and microfilm of all recordings to various title companies generated additional revenue for this department and the County general fund. Revenues from this source over the past years are reflected below:

| | | | | | |
|------|-----------|--------|-----------|--------|------------|
| 1984 | 24,752.05 | 1993 | 77,830.37 | 2002** | 97,229.05 |
| 1985 | 26,525.65 | 1994 | 77,005.75 | 2003** | 143,276.75 |
| 1986 | 27,487.25 | 1995 | 69,750.82 | 2004** | 119,709.20 |
| 1987 | 28,381.00 | 1996* | 47,824.61 | 2005** | 125,627.00 |
| 1988 | 32,517.15 | 1997** | 31,783.00 | 2006** | 122,458.00 |
| 1989 | 35,571.79 | 1998** | 46,743.39 | 2007** | 137,699.50 |
| 1990 | 27,670.76 | 1999** | 53,486.51 | 2008** | 107,924.89 |
| 1991 | 49,368.76 | 2000** | 61,160.47 | | |
| 1992 | 62,449.65 | 2001** | 88,146.50 | | |

*This amount is 12 months of copies and 3 months microfilm.

** Copies of Documents only, either on paper, CD-ROM, Fax or E-Mailed.

MICROFILM SYSTEM

Since the installation of microfilm system in 1965, the public has been able to do their own record searching, with some assistance from staff. With the addition of the Tract Index section, anyone is able to search their own property recordings either by name or property description. Since January 1985 all index information is maintained on a computer, which saves much time in locating records by grantor/grantee or legal description. In 1996 we went to the optical imaging which allows this search process to be done at one station instead of the three different stations before our imaging.

IMAGING REVENUE

With the implementation of our new image system, April 15, 1996, we have replaced the microfilm revenue with imaging revenue. The imaging revenue is money collected from our local title companies and individuals that will be using our optical imaging remote access. The title companies will no longer purchase microfilm. They are using the remote and doing their searches and making copies through the remote. Our remote system is available 24 hours a day seven days a week.

The imaging revenue is as follows:

| | | | |
|------|-----------------|------|-----------------|
| 1998 | \$59,514.00 | 2004 | \$58,275.00 ** |
| 1999 | \$63,348.00 | 2004 | \$ 1,490.00 *** |
| 2000 | \$45,375.00*** | 2005 | \$56,400.00 ** |
| 2000 | \$ 3,120.00** | 2005 | \$ 1,506.00 *** |
| 2001 | \$48,791.00 ** | 2006 | \$56,700.00 ** |
| 2001 | \$ 1,646.00*** | 2006 | \$32,805.00 *** |
| 2002 | \$55,949.50 ** | 2007 | \$51,767.00** |
| 2002 | \$ 1,320.00 *** | 2007 | \$39,112.11*** |
| 2003 | \$57,118.00 ** | 2008 | \$37,725.00** |
| 2003 | \$ 707.00 *** | 2008 | \$1,443.00**** |

MONTHLY CONTRACT COMPANIES * PER MINUTE CASUAL USERS

****PER MINUTE CASUAL USERS STOPPED 10/2008

This department does all the setup and security levels for these users. We have surveyors, attorneys and independent title people as example of this type of user. We also have some governmental units such as City Assessor, Equalization and the Treasures office, along with some townships as users.

***As of 10/1/2008 we no longer charge by the minute, they are charged for their prints only. The customer has a pre-paid account, when they log in they see their balance and each time they print it subtracts \$1.00 per page from that balance.

REMONUMENTATION

Public Acts 345 and 346 of 1990 required the County to establish a plan for monumenting (marking) all section corners in the County, and included an increase in recording fees to provide funds for this purpose on a statewide basis. In **2008** the Register of Deeds office collected a total of **\$94,985.00** in fees for this purpose.

Remonumentation fees collected in previous years were:

| | | | |
|-------------|-------------|-------------|---------------|
| 1992 | \$55,414.00 | 2000 | \$61,406.00 |
| 1993 | \$60,140.00 | 2001 | \$84,432.00 |
| 1994 | \$56,076.00 | 2002 | \$102,250.00 |
| 1995 | \$53,526.00 | 2003 | *\$198,256.00 |
| 1996 | \$58,232.00 | 2004 | \$184,554.00 |
| 1997 | \$60,966.00 | 2005 | \$161,945.00 |
| 1998 | \$79,072.00 | 2006 | \$143,282.00 |
| 1999 | \$77,396.00 | 2007 | \$114,724.00 |

***Fee increase for remonumentation on 3/31/2003 from \$2.00 per document to \$4.00 per document.**

In 2008 a total of 101 remonumentation corners were recorded, down in comparison with the 144 recorded in 2007.

LAND SEARCH

The Abstract Office in Jackson County was dissolved on January 13, 1976 by action of the Board of Commissioners and the Tract Index (Land Search) was made a part of the Register of Deeds Office. This area is not considered part of the public record and fees are charged for using these records. Service agreements with title companies and hourly fees produced **\$24,045.00** in revenue in **2008**. The State, County, City, Townships and person checking their own property ownership are not charged for use of these records.

RECORDING COMPARISONS

| DOCUMENTS | | YEAR | PAGES | |
|---------------|----------------|------|---------------|----------------|
| <i>NUMBER</i> | <i>AVERAGE</i> | | <i>NUMBER</i> | <i>AVERAGE</i> |
| 33600 | 134.31 | 1997 | 95390 | 381.61 |
| 42708 | 168.03 | 1998 | 130383 | 516.39 |
| 41257 | 152.07 | 1999 | 125356 | 503.53 |
| 36318 | 139.92 | 2000 | 111822 | 444.36 |
| 44195 | 175.51 | 2001 | 190914 | 759.48 |
| 52194 | 200.75 | 2002 | 229626 | 915.33 |
| 59368 | 228.34 | 2003 | 285100 | 1126.88 |
| 46873 | 180.28 | 2004 | 223824 | 894.29 |
| 43949 | 169.03 | 2005 | 206989 | 796.11 |
| 39659 | 152.53 | 2006 | 171810 | 660.81 |
| 32819 | 126.23 | 2007 | 129444 | 497.86 |
| 28995 | 112.17 | 2008 | 100841 | 391.00 |

PLATS

In 2008 we had no plats recorded:

CONDOMINIUMS

In 2008 the following new condominiums were recorded:

| <u>NAME</u> | <u>LOCATION</u> | <u>Units</u> |
|----------------------------|-----------------|--------------|
| Midway Business Center | Grass Lake | 6 |
| Punkin Properties | City | 3 |
| Terrace Hills II | Summit | 26 |
| 2500 Airport Rd Site Condo | Blackman | 23 |

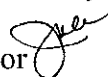
SHERIFF'S DEEDS

During **2008** a total of **1252** Sheriff's Deeds (mortgage foreclosure sales) were recorded in this office, with a total consideration of **\$123,293,106.39**.

Past year's information regarding Sheriff Deeds:

| Year | Number of recorded Sheriff Deeds | Total Consideration |
|------|-------------------------------------|---------------------|
| 2007 | 1227 | \$ 135,043,702.13 |
| 2006 | 874 | 90,515,747.95 |
| 2005 | 582 | 56,121,224.44 |
| 2004 | 491 | 47,546,305.44 |
| 2003 | 481 | 40,275,813.29 |
| 2002 | 442 | 32,445,099.27 |
| 2001 | 282 | 18,553,689.06 |
| 2000 | 228 | 13,354,678.56 |
| 1999 | 194 | 10,406,639.09 |
| 1998 | 159 | 7,732,933.37 |
| 1997 | 95 | 4,894,186.12 |
| 1996 | 88 | 3,975,037.84 |
| 1995 | 62 | 2,475,347.23 |

TO: Board of Commissioners

FROM: Juli Kolbe,
Equalization Director 

SUBJECT: 2009 Equalization Report

The 2009 Equalization Report totals to a decrease of 6.01%. I don't believe this is a surprise to anyone, given today's economy. The largest decrease occurred in the Residential class of property at 7.34%. This effects the overall value of the county as the residential class represents 67% of the County's total (see page 9 of the report). Commercial properties decreased over 5.50%, which is an indication of the lower property values and the loose of small businesses throughout the county. The agricultural and industrial classes decreased as well but with a much smaller impact. The 30% decrease in the developmental class is the transfer of parcels out of the developmental class to other classes of property, usually residential. The one surprise of the report was the personal property class which increased 1.39%; this is the first time in three years that this class has shown an increase in value.

I would like to bring to your attention pages 11 & 12 of the report, these pages show that due to the decreases property values this year, the overall picture is that we have fallen back to the 2005 values in one year. The average price of a home by township indicates some townships are a bit lower than 2005. The market continues to be sluggish and sales are few and far between. The foreclosures for the first quarter of 2009 have slowed and are a bit below last year's volume.

On page 13 is a list of the top 20 taxpayers, #17 is Federal National Mortgage Company. This is the first year for the company to make the top 20 taxpayers. This company is the holder of foreclosed properties. I hope in 2010 that Federal National does not show in the top 20.

Any questions regarding the report, do not hesitate to contact me.

**2009
JACKSON COUNTY EQUALIZATION REPORT
TOTAL**

| TOTAL REAL & PERSONAL | | Valuation | | | | |
|-----------------------|-----------------|-------------------|-----------------|------------|----------------|----------|
| UNIT | 2009 ASSESSED | Added or Deducted | 2009 EQUALIZED | % OF TOTAL | 2008 EQUALIZED | % CHANGE |
| Blackman | \$638,863,726 | | \$638,863,726 | 11.399% | \$687,133,082 | -7.02% |
| Columbia | \$482,308,081 | | \$482,308,081 | 8.605% | \$511,212,652 | -5.65% |
| Concord | \$107,446,700 | | \$107,446,700 | 1.917% | \$109,853,479 | -2.19% |
| Grass Lake | \$274,418,481 | | \$274,418,481 | 4.896% | \$299,751,067 | -8.45% |
| Hanover | \$158,531,600 | | \$158,531,600 | 2.829% | \$170,179,300 | -6.84% |
| Henrietta | \$173,865,467 | | \$173,865,467 | 3.102% | \$181,776,673 | -4.35% |
| Leoni | \$523,771,695 | | \$523,771,695 | 9.345% | \$556,711,126 | -5.92% |
| Liberty | \$145,458,944 | | \$145,458,944 | 2.595% | \$149,271,002 | -2.55% |
| Napoleon | \$298,182,325 | | \$298,182,325 | 5.320% | \$304,091,686 | -1.94% |
| Norvell | \$163,130,208 | | \$163,130,208 | 2.911% | \$176,296,311 | -7.47% |
| Parma | \$93,139,329 | | \$93,139,329 | 1.662% | \$101,405,196 | -8.15% |
| Pulaski | \$81,012,400 | | \$81,012,400 | 1.445% | \$77,693,950 | 4.27% |
| Rives | \$154,996,000 | | \$154,996,000 | 2.765% | \$158,466,900 | -2.19% |
| Sandstone | \$178,573,942 | | \$178,573,942 | 3.186% | \$177,986,186 | 0.33% |
| Spring Arbor | \$244,859,542 | | \$244,859,542 | 4.369% | \$249,412,785 | -1.83% |
| Springport | \$75,360,100 | | \$75,360,100 | 1.345% | \$76,597,500 | -1.62% |
| Summit | \$735,015,500 | | \$735,015,500 | 13.114% | \$789,248,800 | -6.87% |
| Tompkins | \$91,470,349 | | \$91,470,349 | 1.632% | \$104,631,139 | -12.58% |
| Waterloo | \$135,117,680 | | \$135,117,680 | 2.411% | \$160,007,320 | -15.56% |
| City of Jackson | \$849,244,350 | | \$849,244,350 | 15.152% | \$921,167,500 | -7.81% |
| Jackson County Total | \$5,604,766,419 | \$0 | \$5,604,766,419 | 100.00% | 5,962,893,654 | -6.01% |

**2009
JACKSON COUNTY EQUALIZATION
REPORT**

| AGRICULTURAL REAL | | Valuation Added or Deducted | | | | | | |
|----------------------|---------------|--------------------------------|----------------|---------|------------|--|----------------|----------|
| UNIT | 2009 ASSESSED | | 2009 EQUALIZED | FACTOR | % OF TOTAL | | 2008 EQUALIZED | % CHANGE |
| Blackman | \$8,860,573 | | \$8,860,573 | 1.00000 | 2.143% | | \$11,538,742 | -23.21% |
| Columbia | \$21,116,042 | | \$21,116,042 | 1.00000 | 5.106% | | \$22,034,185 | -4.17% |
| Concord | \$28,820,850 | | \$28,820,850 | 1.00000 | 6.970% | | \$28,831,231 | -0.04% |
| Grass Lake | \$23,728,308 | | \$23,728,308 | 1.00000 | 5.738% | | \$25,209,957 | -5.88% |
| Hanover | \$22,739,200 | | \$22,739,200 | 1.00000 | 5.499% | | \$24,288,000 | -6.38% |
| Henrietta | \$22,817,055 | | \$22,817,055 | 1.00000 | 5.518% | | \$22,372,004 | 1.99% |
| Leoni | \$17,241,772 | | \$17,241,772 | 1.00000 | 4.169% | | \$17,448,017 | -1.18% |
| Liberty | \$22,672,244 | | \$22,672,244 | 1.00000 | 5.483% | | \$21,758,201 | 4.20% |
| Napoleon | \$13,842,508 | | \$13,842,508 | 1.00000 | 3.347% | | \$14,528,668 | -4.72% |
| Norvell | \$21,505,590 | | \$21,505,590 | 1.00000 | 5.201% | | \$20,866,090 | 3.06% |
| Parma | \$21,887,090 | | \$21,887,090 | 1.00000 | 5.293% | | \$20,730,709 | 5.58% |
| Pulaski | \$35,135,850 | | \$35,135,850 | 1.00000 | 8.497% | | \$34,361,800 | 2.25% |
| Rives | \$30,178,700 | | \$30,178,700 | 1.00000 | 7.298% | | \$30,953,300 | -2.50% |
| Sandstone | \$28,066,191 | | \$28,066,191 | 1.00000 | 6.787% | | \$27,390,553 | 2.47% |
| Spring Arbor | \$18,991,870 | | \$18,991,870 | 1.00000 | 4.593% | | \$20,892,280 | -9.10% |
| Springport | \$30,182,500 | | \$30,182,500 | 1.00000 | 7.299% | | \$30,646,900 | -1.52% |
| Summit | \$1,932,400 | | \$1,932,400 | 1.00000 | 0.467% | | \$2,046,700 | -5.58% |
| Tompkins | \$25,253,408 | | \$25,253,408 | 1.00000 | 6.107% | | \$26,559,434 | -4.92% |
| Waterloo | \$18,549,300 | | \$18,549,300 | 1.00000 | 4.486% | | \$18,569,400 | -0.11% |
| City of Jackson | \$0 | | \$0 | - | 0.000% | | \$0 | 0.00% |
| Jackson County Total | \$413,521,451 | \$0 | \$413,521,451 | | 100.000% | | \$421,026,171 | -1.78% |

2009 JACKSON COUNTY EQUALIZATION REPORT

| COMMERCIAL REAL | | Valuation Added or Deducted | | | | | |
|----------------------|---------------|--------------------------------|----------------|---------|------------|----------------|----------|
| UNIT | 2009 ASSESSED | | 2009 EQUALIZED | FACTOR | % OF TOTAL | 2008 EQUALIZED | % CHANGE |
| Blackman | \$232,795,568 | | \$232,795,568 | 1.00000 | 29.794% | \$243,917,253 | -4.56% |
| Columbia | \$36,087,978 | | \$36,087,978 | 1.00000 | 4.619% | \$35,286,206 | 2.27% |
| Concord | \$5,700,650 | | \$5,700,650 | 1.00000 | 0.730% | \$5,997,320 | -4.95% |
| Grass Lake | \$14,060,654 | | \$14,060,654 | 1.00000 | 1.800% | \$14,477,040 | -2.88% |
| Hanover | \$2,756,200 | | \$2,756,200 | 1.00000 | 0.353% | \$2,858,600 | -3.58% |
| Henrietta | \$4,008,042 | | \$4,008,042 | 1.00000 | 0.513% | \$3,861,162 | 3.80% |
| Leoni | \$95,520,893 | | \$95,520,893 | 1.00000 | 12.225% | \$98,209,215 | -2.74% |
| Liberty | \$3,366,700 | | \$3,366,700 | 1.00000 | 0.431% | \$3,401,436 | -1.02% |
| Napoleon | \$14,367,711 | | \$14,367,711 | 1.00000 | 1.839% | \$14,777,493 | -2.77% |
| Norvell | \$3,498,180 | | \$3,498,180 | 1.00000 | 0.448% | \$3,442,590 | 1.61% |
| Parma | \$9,097,485 | | \$9,097,485 | 1.00000 | 1.164% | \$10,215,086 | -10.94% |
| Pulaski | \$1,682,550 | | \$1,682,550 | 1.00000 | 0.215% | \$1,643,850 | 2.35% |
| Rives | \$5,273,300 | | \$5,273,300 | 1.00000 | 0.675% | \$5,829,200 | -9.54% |
| Sandstone | \$5,474,439 | | \$5,474,439 | 1.00000 | 0.701% | \$5,157,237 | 6.15% |
| Spring Arbor | \$18,361,830 | | \$18,361,830 | 1.00000 | 2.350% | \$17,905,160 | 2.55% |
| Springport | \$2,294,300 | | \$2,294,300 | 1.00000 | 0.294% | \$2,381,200 | -3.65% |
| Summit | \$79,341,400 | | \$79,341,400 | 1.00000 | 10.155% | \$87,444,600 | -9.27% |
| Tompkins | \$1,080,529 | | \$1,080,529 | 1.00000 | 0.138% | \$1,055,591 | 2.36% |
| Waterloo | \$7,397,450 | | \$7,397,450 | 1.00000 | 0.947% | \$7,664,800 | -3.49% |
| City of Jackson | \$239,174,150 | | \$239,174,150 | 1.00000 | 30.611% | \$261,431,300 | -8.51% |
| Jackson County Total | \$781,340,009 | \$0 | \$781,340,009 | | 100.00% | \$826,956,339 | -5.52% |

2009 JACKSON COUNTY EQUALIZATION REPORT

| INDUSTRIAL REAL | | Valuation | | | | | | |
|----------------------|---------------|-------------------|----------------|---------|------------|--|----------------|----------|
| UNIT | 2009 ASSESSED | Added or Deducted | 2009 EQUALIZED | FACTOR | % OF TOTAL | | 2008 EQUALIZED | % CHANGE |
| Blackman | \$45,297,701 | | \$45,297,701 | 1.00000 | 17.356% | | \$47,879,454 | -5.39% |
| Columbia | \$5,259,981 | | \$5,259,981 | 1.00000 | 2.015% | | \$4,305,122 | 22.18% |
| Concord | \$2,354,800 | | \$2,354,800 | 1.00000 | 0.902% | | \$2,365,700 | -0.46% |
| Grass Lake | \$9,763,477 | | \$9,763,477 | 1.00000 | 3.741% | | \$9,098,623 | 7.31% |
| Hanover | \$962,400 | | \$962,400 | 1.00000 | 0.369% | | \$985,600 | -2.35% |
| Henrietta | \$803,271 | | \$803,271 | 1.00000 | 0.308% | | \$526,163 | 52.67% |
| Leoni | \$15,567,497 | | \$15,567,497 | 1.00000 | 5.965% | | \$17,307,272 | -10.05% |
| Liberty | \$1,256,500 | | \$1,256,500 | 1.00000 | 0.481% | | \$534,187 | 135.22% |
| Napoleon | \$13,305,106 | | \$13,305,106 | 1.00000 | 5.098% | | \$12,902,335 | 3.12% |
| Norvell | \$128,760 | | \$128,760 | 1.00000 | 0.049% | | \$126,730 | 1.60% |
| Parma | \$1,152,391 | | \$1,152,391 | 1.00000 | 0.442% | | \$1,152,473 | -0.01% |
| Pulaski | \$236,200 | | \$236,200 | 1.00000 | 0.091% | | \$192,500 | 22.70% |
| Rives | \$1,594,500 | | \$1,594,500 | 1.00000 | 0.611% | | \$1,304,100 | 22.27% |
| Sandstone | \$14,841,512 | | \$14,841,512 | 1.00000 | 5.687% | | \$14,296,575 | 3.81% |
| Spring Arbor | \$2,470,720 | | \$2,470,720 | 1.00000 | 0.947% | | \$2,335,810 | 5.78% |
| Springport | \$1,405,000 | | \$1,405,000 | 1.00000 | 0.538% | | \$1,414,200 | -0.65% |
| Summit | \$15,145,400 | | \$15,145,400 | 1.00000 | 5.803% | | \$15,773,900 | -3.98% |
| Tompkins | \$1,038,461 | | \$1,038,461 | 1.00000 | 0.398% | | \$1,083,631 | -4.17% |
| Waterloo | \$1,745,100 | | \$1,745,100 | 1.00000 | 0.669% | | \$1,781,500 | -2.04% |
| City of Jackson | \$126,661,950 | | \$126,661,950 | 1.00000 | 48.531% | | \$131,008,800 | -3.32% |
| Jackson County Total | \$260,990,727 | \$0 | \$260,990,727 | | 100.00% | | \$266,374,675 | -2.02% |

2009 JACKSON COUNTY EQUALIZATION REPORT

| RESIDENTIAL REAL | | Valuation Added or Deducted | | | | | | |
|----------------------|-----------------|--------------------------------|-----------------|---------|------------|--|-----------------|----------|
| UNIT | 2009 ASSESSED | | 2009 EQUALIZED | FACTOR | % OF TOTAL | | 2008 EQUALIZED | % CHANGE |
| Blackman | \$258,121,937 | | \$258,121,937 | 1.00000 | 6.863% | | \$289,875,121 | -10.95% |
| Columbia | \$403,383,415 | | \$403,383,415 | 1.00000 | 10.726% | | \$433,255,665 | -6.89% |
| Concord | \$65,358,000 | | \$65,358,000 | 1.00000 | 1.738% | | \$66,910,918 | -2.32% |
| Grass Lake | \$214,219,705 | | \$214,219,705 | 1.00000 | 5.696% | | \$234,383,212 | -8.60% |
| Hanover | \$127,574,500 | | \$127,574,500 | 1.00000 | 3.392% | | \$137,406,800 | -7.16% |
| Henrietta | \$141,044,080 | | \$141,044,080 | 1.00000 | 3.750% | | \$150,422,685 | -6.23% |
| Leoni | \$365,490,284 | | \$365,490,284 | 1.00000 | 9.718% | | \$393,995,143 | -7.23% |
| Liberty | \$114,357,300 | | \$114,357,300 | 1.00000 | 3.041% | | \$118,937,721 | -3.85% |
| Napoleon | \$228,559,548 | | \$228,559,548 | 1.00000 | 6.077% | | \$234,673,732 | -2.61% |
| Norvell | \$135,656,905 | | \$135,656,905 | 1.00000 | 3.607% | | \$149,555,215 | -9.29% |
| Parma | \$56,670,540 | | \$56,670,540 | 1.00000 | 1.507% | | \$64,309,157 | -11.88% |
| Pulaski | \$41,434,200 | | \$41,434,200 | 1.00000 | 1.102% | | \$38,983,450 | 6.29% |
| Rives | \$108,546,600 | | \$108,546,600 | 1.00000 | 2.886% | | \$110,795,900 | -2.03% |
| Sandstone | \$106,883,055 | | \$106,883,055 | 1.00000 | 2.842% | | \$111,228,459 | -3.91% |
| Spring Arbor | \$195,779,185 | | \$195,779,185 | 1.00000 | 5.206% | | \$199,006,192 | -1.62% |
| Springport | \$36,061,500 | | \$36,061,500 | 1.00000 | 0.959% | | \$36,479,600 | -1.15% |
| Summit | \$600,669,300 | | \$600,669,300 | 1.00000 | 15.971% | | \$646,947,600 | -7.15% |
| Tompkins | \$54,142,289 | | \$54,142,289 | 1.00000 | 1.440% | | \$66,223,993 | -18.24% |
| Waterloo | \$100,489,930 | | \$100,489,930 | 1.00000 | 2.672% | | \$126,180,720 | -20.36% |
| City of Jackson | \$406,447,250 | | \$406,447,250 | 1.00000 | 10.807% | | \$449,366,000 | -9.55% |
| Jackson County Total | \$3,760,889,523 | \$0 | \$3,760,889,523 | | 100.00% | | \$4,058,937,283 | -7.34% |

2009 JACKSON COUNTY EQUALIZATION REPORT

| DEVELOPMENTAL REAL | | Valuation | | | | | |
|-----------------------------|---------------------|-------------------|---------------------|---------|----------------|---------------------|----------------|
| UNIT | 2009 ASSESSED | Added or Deducted | 2009 EQUALIZED | FACTOR | % OF TOTAL | 2008 EQUALIZED | % CHANGE |
| Blackman | \$2,750,163 | | \$2,750,163 | 1.00000 | 17.654% | \$2,426,345 | 13.35% |
| Columbia | \$3,923,170 | | \$3,923,170 | 1.00000 | 25.184% | \$4,184,142 | -6.24% |
| Concord | \$687,900 | | \$687,900 | 1.00000 | 4.416% | \$941,000 | -26.90% |
| Grass Lake | \$0 | | \$0 | 1.00000 | 0.000% | \$4,262,489 | -100.00% |
| Hanover | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Henrietta | \$978,121 | | \$978,121 | 1.00000 | 6.279% | \$1,065,368 | -8.19% |
| Leoni | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Liberty | \$0 | | \$0 | 1.00000 | 0.000% | \$1,064,826 | -100.00% |
| Napoleon | \$275,318 | | \$275,318 | 1.00000 | 1.767% | \$447,610 | -38.49% |
| Norvell | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Parma | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Pulaski | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Rives | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Sandstone | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Spring Arbor | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Springport | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Summit | \$6,963,600 | | \$6,963,600 | 1.00000 | 44.701% | \$7,871,600 | -11.54% |
| Tompkins | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Waterloo | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| City of Jackson | \$0 | | \$0 | 1.00000 | 0.000% | \$0 | 0.00% |
| Jackson County Total | \$15,578,272 | \$0 | \$15,578,272 | | 100.00% | \$22,263,380 | -30.03% |

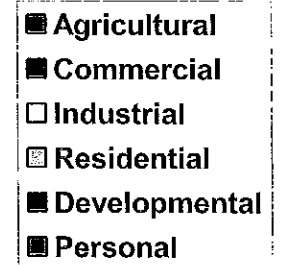
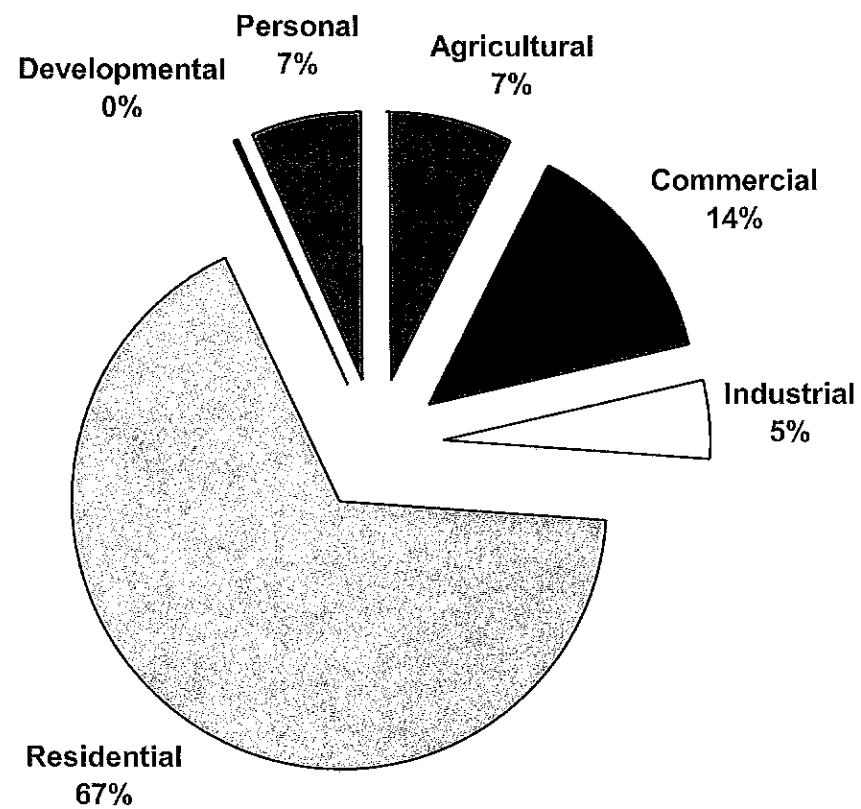
2009 JACKSON COUNTY EQUALIZATION REPORT

| TOTAL REAL PROPERTY | | Valuation | | | | | |
|----------------------|-----------------|-------------------|-----------------|------------|--|----------------|----------|
| UNIT | 2009 ASSESSED | Added or Deducted | 2009 EQUALIZED | % OF TOTAL | | 2008 EQUALIZED | % CHANGE |
| Blackman | \$547,825,942 | | \$547,825,942 | 10.470% | | \$595,636,915 | -8.03% |
| Columbia | \$469,770,586 | | \$469,770,586 | 8.978% | | \$499,065,320 | -5.87% |
| Concord | \$102,922,200 | | \$102,922,200 | 1.967% | | \$105,046,169 | -2.02% |
| Grass Lake | \$261,772,144 | | \$261,772,144 | 5.003% | | \$287,431,321 | -8.93% |
| Hanover | \$154,032,300 | | \$154,032,300 | 2.944% | | \$165,539,000 | -6.95% |
| Henrietta | \$169,650,569 | | \$169,650,569 | 3.242% | | \$178,247,382 | -4.82% |
| Leoni | \$493,820,446 | | \$493,820,446 | 9.438% | | \$526,959,647 | -6.29% |
| Liberty | \$141,652,744 | | \$141,652,744 | 2.707% | | \$145,696,371 | -2.78% |
| Napoleon | \$270,350,191 | | \$270,350,191 | 5.167% | | \$277,329,838 | -2.52% |
| Norvell | \$160,789,435 | | \$160,789,435 | 3.073% | | \$173,990,625 | -7.59% |
| Parma | \$88,807,506 | | \$88,807,506 | 1.697% | | \$96,407,425 | -7.88% |
| Pulaski | \$78,488,800 | | \$78,488,800 | 1.500% | | \$75,181,600 | 4.40% |
| Rives | \$145,593,100 | | \$145,593,100 | 2.783% | | \$148,882,500 | -2.21% |
| Sandstone | \$155,265,197 | | \$155,265,197 | 2.967% | | \$158,072,824 | -1.78% |
| Spring Arbor | \$235,603,605 | | \$235,603,605 | 4.503% | | \$240,139,442 | -1.89% |
| Springport | \$69,943,300 | | \$69,943,300 | 1.337% | | \$70,921,900 | -1.38% |
| Summit | \$704,052,100 | | \$704,052,100 | 13.456% | | \$760,084,400 | -7.37% |
| Tompkins | \$81,514,687 | | \$81,514,687 | 1.558% | | \$94,922,649 | -14.13% |
| Waterloo | \$128,181,780 | | \$128,181,780 | 2.450% | | \$154,196,420 | -16.87% |
| City of Jackson | \$772,283,350 | | \$772,283,350 | 14.760% | | \$841,806,100 | -8.26% |
| Jackson County Total | \$5,232,319,982 | \$0 | \$5,232,319,982 | 100.00% | | 5,595,557,848 | -6.49% |

2009 Jackson County Equalization Personal Property

| PERSONAL PROPERTY | | Valuation | | | | | |
|----------------------|---------------|-------------------|----------------|---------|------------|----------------|----------|
| | | Added or Deducted | | | | | |
| UNIT | 2009 ASSESSED | | 2009 EQUALIZED | FACTOR | % OF TOTAL | 2008 EQUALIZED | % CHANGE |
| Blackman | \$91,037,784 | | \$91,037,784 | 1.00000 | 24.443% | \$91,496,167 | -0.50% |
| Columbia | \$12,537,495 | | \$12,537,495 | 1.00000 | 3.366% | \$12,147,332 | 3.21% |
| Concord | \$4,524,500 | | \$4,524,500 | 1.00000 | 1.215% | \$4,807,310 | -5.88% |
| Grass Lake | \$12,646,337 | | \$12,646,337 | 1.00000 | 3.395% | \$12,319,746 | 2.65% |
| Hanover | \$4,499,300 | | \$4,499,300 | 1.00000 | 1.208% | \$4,640,300 | -3.04% |
| Henrietta | \$4,214,898 | | \$4,214,898 | 1.00000 | 1.132% | \$3,529,291 | 19.43% |
| Leoni | \$29,951,249 | | \$29,951,249 | 1.00000 | 8.042% | \$29,751,479 | 0.67% |
| Liberty | \$3,806,200 | | \$3,806,200 | 1.00000 | 1.022% | \$3,574,631 | 6.48% |
| Napoleon | \$27,832,134 | | \$27,832,134 | 1.00000 | 7.473% | \$26,761,848 | 4.00% |
| Norvell | \$2,340,773 | | \$2,340,773 | 1.00000 | 0.628% | \$2,305,686 | 1.52% |
| Parma | \$4,331,823 | | \$4,331,823 | 1.00000 | 1.163% | \$4,997,771 | -13.32% |
| Pulaski | \$2,523,600 | | \$2,523,600 | 1.00000 | 0.678% | \$2,512,350 | 0.45% |
| Rives | \$9,402,900 | | \$9,402,900 | 1.00000 | 2.525% | \$9,584,400 | -1.89% |
| Sandstone | \$23,308,745 | | \$23,308,745 | 1.00000 | 6.258% | \$19,913,362 | 17.05% |
| Spring Arbor | \$9,255,937 | | \$9,255,937 | 1.00000 | 2.485% | \$9,273,343 | -0.19% |
| Springport | \$5,416,800 | | \$5,416,800 | 1.00000 | 1.454% | \$5,675,600 | -4.56% |
| Summit | \$30,963,400 | | \$30,963,400 | 1.00000 | 8.314% | \$29,164,400 | 6.17% |
| Tompkins | \$9,955,662 | | \$9,955,662 | 1.00000 | 2.673% | \$9,708,490 | 2.55% |
| Waterloo | \$6,935,900 | | \$6,935,900 | 1.00000 | 1.862% | \$5,810,900 | 19.36% |
| City of Jackson | \$76,961,000 | | \$76,961,000 | 1.00000 | 20.664% | \$79,361,400 | -3.02% |
| Jackson County Total | \$372,446,437 | \$0 | \$372,446,437 | | 100.00% | \$367,335,806 | 1.39% |

JACKSON COUNTY ASSESSED BY CLASS



JACKSON COUNTY EQUALIZED VALUATIONS

1 and 10 Year Comparison

| 1 YEAR COMPARISON | 2008 | 2009 | % Change |
|---------------------------|-----------------|-----------------|-----------------|
| Agricultural | \$421,082,123 | \$413,521,451 | -1.80% |
| Commercial | \$826,956,339 | \$781,340,009 | -5.52% |
| Industrial | \$266,374,675 | \$260,990,727 | -2.02% |
| Residential | \$4,058,937,303 | \$3,760,889,523 | -7.34% |
| Developmental | \$22,263,380 | \$15,578,272 | -30.03% |
| Total Real | \$5,595,613,820 | \$5,232,319,982 | -6.49% |
| Personal | \$367,335,806 | \$372,446,437 | 1.39% |
| Grand Total | \$5,962,949,626 | \$5,604,766,419 | -6.01% |
| | | | |
| | | | |
| | | | |
| 10 YEAR COMPARISON | 1999 | 2009 | % Change |
| Agricultural | \$246,451,737 | \$413,521,451 | 67.79% |
| Commercial | \$374,408,136 | \$781,340,009 | 108.69% |
| Industrial | \$103,252,538 | \$260,990,727 | 152.77% |
| Residential | \$2,214,083,218 | \$3,760,889,523 | 69.86% |
| Developmental | \$10,939,492 | \$15,578,272 | 42.40% |
| Total Real | \$2,949,135,121 | \$5,232,319,982 | 77.42% |
| Personal | \$327,392,703 | \$372,446,437 | 13.76% |
| Grand Total | \$3,276,527,824 | \$5,604,766,419 | 71.06% |

JACKSON COUNTY EQUALIZED VALUATIONS

| | 2005 | 2009 | % Change |
|---|-----------------|-----------------|----------|
| Agricultural | \$368,635,789 | \$413,521,451 | 12.18% |
| Commercial | \$746,009,605 | \$781,340,009 | 4.74% |
| Industrial | \$277,990,660 | \$260,990,727 | -6.12% |
| Residential | \$3,754,484,901 | \$3,760,889,523 | 0.17% |
| Developmental | \$31,238,733 | \$15,578,272 | -50.13% |
| Total Real | \$5,178,359,688 | \$5,232,319,982 | 1.04% |
| Personal | \$357,507,508 | \$372,446,437 | 4.18% |
| Grand Total | \$5,535,867,196 | \$5,604,766,419 | 1.24% |
| This comparison is to demonstrate the negative impact the real estate market has had on the property valuations in 2008 within Jackson County. Basically, overall the value of property in Jackson County has reverted back to 2005 values. | | | |

AVERAGE MARKET VALUE OF A HOME IN JACKSON COUNTY

| | 2005 | 2006 | 2007 | 2008 | 2009 |
|--|-----------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|
| Blackman Township | \$ 97,186 | \$ 99,541 | \$ 104,332 | \$ 106,350 | \$ 94,100 |
| Columbia Township | \$ 152,920 | \$ 152,528 | \$ 160,220 | \$ 161,470 | \$ 149,725 |
| Concord Township | \$ 107,633 | \$ 119,983 | \$ 123,732 | \$ 107,557 | \$ 100,600 |
| Grass Lake Township | \$ 151,749 | \$ 164,157 | \$ 169,164 | \$ 165,940 | \$ 152,900 |
| Hanover Township | \$ 135,768 | \$ 140,808 | \$ 151,722 | \$ 150,710 | \$ 138,750 |
| Henrietta Township | \$ 113,423 | \$ 119,085 | \$ 116,743 | \$ 118,980 | \$ 110,750 |
| Leoni Township | \$ 103,167 | \$ 112,623 | \$ 118,625 | \$ 115,425 | \$ 100,775 |
| Liberty Township | \$ 130,064 | \$ 142,400 | \$ 144,692 | \$ 130,165 | \$ 126,900 |
| Napoleon Township | \$ 119,116 | \$ 125,260 | \$ 133,937 | \$ 132,135 | \$ 128,975 |
| Norvell Township | \$ 129,139 | \$ 142,500 | \$ 143,135 | \$ 144,814 | \$ 130,400 |
| Parma Township | \$ 95,290 | \$ 93,564 | \$ 105,356 | \$ 92,150 | \$ 81,675 |
| Pulaski Township | \$ 96,705 | \$ 94,895 | \$ 100,310 | \$ 100,684 | \$ 105,600 |
| Rives Township | \$ 120,285 | \$ 127,365 | \$ 128,564 | \$ 117,072 | \$ 115,750 |
| Sandstone Township | \$ 119,609 | \$ 126,423 | \$ 128,690 | \$ 131,803 | \$ 125,250 |
| Spring Arbor Township | \$ 119,693 | \$ 125,203 | \$ 131,870 | \$ 127,974 | \$ 124,750 |
| Springport Township | \$ 82,614 | \$ 94,067 | \$ 94,343 | \$ 92,725 | \$ 93,025 |
| Summit Township | \$ 125,910 | \$ 131,270 | \$ 134,934 | \$ 132,462 | \$ 121,600 |
| Tompkins Township | \$ 108,632 | \$ 115,114 | \$ 120,490 | \$ 115,510 | \$ 92,600 |
| Waterloo Township | \$ 178,254 | \$ 179,100 | \$ 182,932 | \$ 183,692 | \$ 145,750 |
| City of Jackson | \$ 69,150 | \$ 73,862 | \$ 77,560 | \$ 73,885 | \$ 66,700 |
| Average Price of a Home in Jackson County | \$ 117,815 | \$ 123,987 5.24% | \$ 128,568 3.69% | \$ 125,075 -2.72% | \$ 115,329 -7.79% |

Note: Average Price for 2009 is lower than 2005

2009 Jackson County Top 20 Taxpayers

| PROPERTY OWNER | TOTAL TAXABLE W/SPECIAL | TOTAL TAXABLE | LOCATION | TYPE |
|----------------------------------|-------------------------|---------------|-------------------------|------------------|
| 1} Consumers Energy | 156,917,752 | 156,917,752 | County-wide | Utility |
| 2} Kinder Morgan Michigan LLC ** | 93,590,186 ** | 93,590,186 | City, Blackman & Summit | Utility |
| 3} M A C I | 63,242,515 * | 27,362,069 | Sandstone | Automotive |
| 4} Gerdau Mac Steel | 46,172,000 * | 27,362,069 | Napoleon & Summit | Manufacturing |
| 5} Ramco Jackson LTD | 18,011,329 | 18,011,329 | City & Blackman | Retail |
| 6} TAC Manufacturing Inc | 17,347,931 * | 4,002,777 | Blackman | Automotive |
| 7} Meijer Inc. | 14,369,867 | 14,369,867 | Leoni & Blackman | Retail |
| 8} Lloyd Ganton | 14,118,988 | 14,118,988 | Various | Senior Housing |
| 9} Wal-mart Stores, Inc | 12,726,623 | 12,726,623 | Blackman | Retail |
| 10} Wolv Tech & Certainteed | 12,415,050 * | 10,515,450 | City | Manufacturing |
| 11} Vista Grande Villa | 11,606,845 | 11,606,845 | Blackman | Housing |
| 12} Tenneco/ Walker | 11,294,106 * | 9,542,662 | Leoni & Grass Lake | Automotive |
| 13} John Ganton | 10,851,104 | 10,851,104 | Multiple units | Senior Housing |
| 14} Sears Roebuck | 8,815,719 | 8,815,719 | City & Blackman | Retail |
| 15} Worthington Steele | 8,786,173 * | 8,111,773 | Summit & Napoleon | Manufacturing |
| 16} Vector Pipeline LP | 8,327,855 | 8,327,855 | Multiple units | Utility |
| 17} Federal National Mortgage | 7,963,622 | 7,963,622 | Multiple units | Mortgage company |
| 18} Adco | 7,496,504 * | 5,656,678 | Multiple units | Manufacturing |
| 19} Kaneka Texas Corporation | 7,455,565 * | 4,474,434 | Blackman | Automotive |
| 20} ALRO | 7,254,195 * | 6,418,395 | Multiple units | Manufacturing |

* values included Industrial Facilities Tax Abatement totals

** Kinder Morgan is in a Ren Zone - [pays no property taxes @ this time]

JACKSON COUNTY INDUSTRIAL FACILITIES EXEMPTIONS BY UNIT

2009

| | <u>REAL</u> | | <u>PERSONAL</u> | |
|-----------------------|-------------------|----------------|--------------------|--------------------|
| | NEW | REHAB | NEW | |
| BLACKMAN TOWNSHIP | 9,524,796 | 345,645 | 25,464,017 | |
| COLUMBIA TOWNSHIP | 2,021,586 | 142,731 | 3,310,364 | |
| CONCORD TOWNSHIP | 212,452 | | 889,750 | |
| GRASS LAKE TOWNSHIP | 2,048,343 | | 2,861,152 | |
| HANOVER TOWNSHIP | 283,700 | - | 1,018,100 | (2008 values) |
| HENRIETTA TOWNSHIP | - | | - | |
| LEONI TOWNSHIP | 2,053,915 | - | 3,881,239 | |
| LIBERTY TOWNSHIP | - | | - | |
| NAPOLEON TOWNSHIP | 8,824,760 | | 11,272,834 | |
| NORVELL TOWNSHIP | | | | |
| PARMA TOWNSHIP | 289,531 | | 292,362 | |
| PULASKI TOWNSHIP | - | | - | |
| RIVES TOWNSHIP | 430,700 | | 1,129,800 | |
| SANDSTONE TOWNSHIP | 1,610,971 | | 35,358,047 | |
| SPRING ARBOR TOWNSHIP | - | | 292,897 | |
| SPRINGPORT TOWNSHIP | - | | 432,100 | |
| SUMMIT TOWNSHIP | 886,600 | | 6,627,600 | |
| TOMPKINS TOWNSHIP | - | | - | |
| WATERLOO TOWNSHIP | - | | - | |
| CITY OF JACKSON | 2,619,800 | | 9,243,600 | |
| TAXABLE TOTALS | 30,807,154 | 488,376 | 102,073,862 | 133,369,392 |

JACKSON COUNTY PARKS

Memorandum

To: County Personnel and Finance Committee

From: County Parks Department

Date: April 3, 2009

Re: Imprest Cash

1. **The Parks Department requests approval** for imprest cash in the amount of \$1,850.00

Background:

The cash is for the bank for the

Short Course and Driving Range = \$400.00

Cascade Falls = \$1,250

Swain's Lake Campground = \$100

Pleasant Lake Campground = \$100

The amounts are deposited back to the county when each area closes for the season.

Memorandum

To: Randy Treacher, Administrator

From: Steve Thelen, JCF Manager

Date: 4/15/2009

Re: Wheels of Thunder LLC Event

Wheels of Thunder LLC, of Jackson Michigan will be hosting an event here at the Fair Grounds on June 12 & 13, 2009. The Event will feature: Displays of custom built motorcycles, Ride in Activities from various points around the state, A Battle of the Bands and Indoor and Outdoor Vendors. They wish to have a local non profit group be able to operate a beer tent at the event. Hours of Operation: 10:00 A M to 10:00 P M

At the March 17, 2009 Jackson County Fair Board Meeting the following motion was approved to be forwarded to the County Affairs Committee:

To allow Joe Michner, Wheels of Thunder LLC of Jackson MI to allow the serving of beer on the Jackson County Fair Grounds on June 12 & 13, 2009, with the stipulations that the appropriate Liquor License will be procured from the State of Michigan and that Liquor Liability and General Liability Insurance will be in effect showing the Jackson County Fair as additional insured for the event, also that any required permits form the City of Jackson will be procured by the event at nor cost to the County.

If you have any questions, please let me know.

CONFIDENTIAL

Memo

To: Randy Treacher, County Administrator/Controller
From: Andy Crisenbery, Director
CC: Karen Robinson (Assistant Director), Connie Frey (IT Director), Charles Adkins (Court Administrator)
Date: March 31, 2009
Re: FOC Request for Funding of Additional Image Soft Licenses

The Friend of the Court is in need of additional licenses for our new imaging system, which we hope to implement no later than May 2009.

Please place this issue on the agenda for the April 13, 2009 Personnel and Finance Committee meeting, and then the full Board meeting on April 21, 2009 if approved at the standing committee level, so the Friend of the Court can request funding of these licenses.

Following is an itemization of the licenses that will be purchased and the costs:

| Software | Product | Unit Cost | # of Units | Cost |
|---|---------|-----------|------------|----------|
| Workflow Concurrent Client SL (Qty 1 –20) | WLIPC1 | \$2000 | 5 | \$10,000 |
| Workflow Named Client SL (Qty 1 – 20) | WLIPN1 | \$1250 | 11 | \$13,750 |
| Annual Maintenance | | \$4275 | 1 | \$4275 |
| Total | | | | \$28025 |

Following is the payment schedule:

1. 60% of the total (\$16,815) must be paid immediately following full Board approval.
2. 40% of the total (\$11,210) is due October 1, 2009.

Funding of the 60% that is due this fiscal year will be paid out of our office supply line item, which is expense line item 215.143.730.000. 66% of this expenditure is reimbursable under the Cooperative Reimbursement Program (CRP). Therefore, roughly \$11,098 will be paid for by CRP.

Funding of the 40% that is due October 1, 2009 will be included in next fiscal year's CRP contract and budget. 66% of this expenditure is reimbursable under the Cooperative Reimbursement Program (CRP). Therefore, roughly \$7399 will be paid for by CRP.

This additional expense will not lead to any increases in the County's "transfer in General fund" amount.

Contract #: 20092831

Grant Agreement Between
Michigan Department of Community Health
hereinafter referred to as the "Department"
and
County of Jackson
120 W. Michigan Ave.
Jackson MI 49201
Federal I.D.#: 38-6004845
hereinafter referred to as the "Contractor"
for
Michigan Abstinence Program - 2009
Part I

1. Period of Agreement:

This agreement shall commence on January 1, 2009 and continue through September 30, 2009. This agreement is in full force and effect for the period specified.

2. Program Budget and Agreement AmountA. Agreement Amount

The total amount of this agreement is \$112,500.00. The Department under the terms of this agreement will provide funding not to exceed \$75,000.00. The federal funding provided by the Department is \$75,000.00, as follows:

| Federal Program Title | Catalog of Federal Domestic Assistance (CFDA) Title | CFDA # | Federal Agency Name | Federal Grant Award Number | Grant Phase | Amount |
|------------------------------------|---|--------|---|----------------------------|-------------|-----------|
| Abstinence Education Program | Abstinence Education Program | 93.235 | Department of Health and Human Services | G 0501MIAEG P | 08 | 56,250.00 |
| Abstinence Education Grant Program | Abstinence Education Program | 93.235 | Department of Health and Human Services | G 0501MIAEG P | 09 | 18,750.00 |
| | | | Total for Federal Funding | | | 75,000.00 |

The grant agreement is designated as a:

☒ subrecipient relationship or
☐ vendor relationship

The grant agreement is designated as:

☐ Research and development project; or

X Not a reasearch and development project.

B. Equipment Purchases and Title

Any contractor equipment purchases supported in whole or in part through this agreement must be listed in the supporting Equipment Inventory Schedule. Equipment means tangible, non-expendable, personal property having useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 shall vest with the Contractor upon acquisition. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the Department's proportionate interest in such equipment supports such retention or transfer of title.

C. Deviation Allowance

A deviation allowance modifying an established budget category by \$10,000 or 15%, whichever is greater, is permissible without prior written approval of the Department. Any modification or deviations in excess of this provision, including any adjustment to the total amount of this agreement, must be made in writing and executed by all parties to this agreement before the modifications can be implemented. This deviation allowance does not authorize new categories, subcontracts, equipment items or positions not shown in the attached Program Budget Summary and supporting detail schedules.

3. Purpose

The focus of the program is to: Provide abstinence education programming for youth in the provider's jurisdiction.

4. Statement of Work

The Contractor agrees to undertake, perform and complete the services described in Attachment A, which is part of this agreement through reference.

5. Financial Requirements

The financial requirements shall be followed as described in Part II of this agreement and Attachments B and D, which are part of this agreement through reference.

6. Performance/Progress Report Requirements

The progress reporting methods, as applicable, shall be followed as described in Attachment C and Attachment E, which are part of this agreement through reference.

7. General Provisions

The Contractor agrees to comply with the General Provisions outlined in Part II, which is part of this agreement through reference.

8. Administration of the Agreement

The person acting for the Department in administering this agreement (hereinafter referred to as the Contract Manager) is:

Name: Debra Keehne
 Location/Building: Washington Square
 Title: Contract Mgr
 Telephone No.: 517-335-9560
 Email Address: KeehneD@michigan.gov

9. Contractor's Financial Contact for the Agreement

The person acting for the Contractor on the financial reporting for this agreement is:

Rex Pierce Director

| Name | Title |
|--------------------------|----------------|
| rpierce@co.jackson.mi.us | (517) 768 2125 |

| E-Mail Address | Telephone No. |
|----------------|---------------|
| | |

10. Special Conditions:

- A. This agreement is valid upon approval by the State Administrative Board as appropriate and approval and execution by the Department.
- B. This agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. The Department will not assume any responsibility or liability for costs incurred by the Contractor prior to the signing of this agreement.
- D. The contractor is required by PA 533 of 2004 to receive payments by electronic funds transfer.

11. Special Certification

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the responsible governing board, official or Contractor.

12. Signature Section

FOR County of Jackson

| | | |
|------|----------------|-------|
| Name | (please print) | Title |
|------|----------------|-------|

| | |
|--|------|
| Signature | Date |
| For the Michigan Department of Community Health | |

| | |
|---|------|
| Mary Jane Russell, Director, Bureau of Budget And Audit | Date |
|---|------|



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

From: Ted Westmeier
Director/Health Officer

Re: Hearing and Vision Technicians

Date: April 3, 2009

There is currently a vacant full-time hearing and vision technician position within the Health Department. The hearing and vision screening program is mandated by the state and is partially funded by the state thru Local Public Health Operations. We are unable to meet our screening obligations without increasing our staffing levels. Instead of filling the full time position , we are requesting authorization to create two part-time hearing and vision technician positions and eliminate the full-time position. By creating two part-time positions, we will have more staff available during the school year to conduct hearing and vision screens. In addition, we will decrease personnel expenses by \$10,000. The part-time positions will be at the same grade as the full-time position.

If you have any additional questions or concerns, do not hesitate to contact me.

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

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788-4420

County of Jackson

Resolution (04-09.8) Adopting Amendment No. 1 to the 2009 County of Jackson Amended and Restated Section 125 Cafeteria Plan

A meeting of the Board of Commissioners of the County of Jackson, (the "County") was held on April 21, 2009. Sufficient members were present to constitute a quorum of the Commissioners of the County. Following a reading of the Amendment and discussion concerning the provisions, the following resolutions were, upon motion duly made, adopted:

RESOLVED, that the County of Jackson's adoption of Amendment No. 1 to the 2009 County of Jackson Second Amended and Restated Section 125 Cafeteria Plan ("Amendment"), effective as of the dates contained therein, is affirmed and ratified.

RESOLVED FURTHER, that the actions of the County Administrator/ Controller, Randall W. Treacher, necessary to adopt the Amendment on behalf of the County of Jackson are hereby affirmed and ratified.

I certify that the above is true and a complete record of action taken by the Board of Commissioners of the County of Jackson, on the 21st day of April, 2009.

James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
April 21, 2009

**AMENDMENT NO. 1 TO THE COUNTY OF JACKSON
SECOND AMENDED AND RESTATED SECTION 125 CAFETERIA PLAN**

Amendment No. 1 to the County of Jackson Second Amended and Restated Section 125 Cafeteria Plan (the "Plan") is made this _____ day of _____, 2009.

1. Section 9.4 of the Plan is amended in its entirety, effective April 1, 2009, to read as follows:

9.4 HIPAA Special Enrollment. An Employee or Participant may revoke an election for group health coverage during a Plan Year and make a new election that corresponds with the special enrollment rights provided in Code section 9801(f). Unless otherwise provided, such change shall take place on a prospective basis.

(a) As required by HIPAA, a 30-day special enrollment right will arise if:

(1) A current Employee is eligible for, but declined enrollment in, this group health plan coverage (or a Dependent of such Employee is eligible for, but was not enrolled in, this group health plans coverage) because the Employee or Dependent was covered under another group health plan or had other health insurance coverage when this group health plan coverage was previously offered and the other coverage was lost due to either: (i) if the other coverage was COBRA continuation coverage, that coverage has been exhausted; or (ii) if the other coverage was not COBRA continuation coverage, either the coverage was terminated as a result of loss of eligibility for the coverage (including, but not limited to, as a result of legal separation, divorce, cessation of dependent status, death, termination of employment, or reduction in the number of hours of employment; in the case of an HMO, the individual no longer resides, lives or works in the service area where the HMO provides benefits and, in cases of the group market, no other package is available to the individual; an individual incurs a claim meeting or exceeding a lifetime limit on all benefits; or the plan no longer offers any benefits to the class of similarly situated individuals that includes the individual), or employer contributions towards such coverage were terminated. Unless otherwise provided in the Employer's Group Health Plan, the eligible Employee must request enrollment not later than 30 days after the loss of other coverage (or after a claim is denied due to the operation of a lifetime limit on all benefits). Any eligible Dependent may only enroll if that Dependent (or the Employee) meets the above requirements; or

(2) A new Dependent is acquired as a result of marriage, birth, or adoption or placement for adoption, and the group health plan makes coverage available with respect to a Dependent of a Participant or an Employee who has met any waiting period requirements and is eligible to participate under that plan. Unless otherwise provided in the Employer's Group Health Plan, election changes must be made within 30 days of the date of the marriage, birth or adoption or placement for adoption (or the date dependent coverage is made available, if later). An election to add the following individuals (if otherwise eligible for coverage under the Plan) as a result of the acquisition of a new Dependent through marriage,

birth, adoption or placement for adoption is consistent with the special enrollment right: (i) a current Employee who is eligible but not enrolled; (ii) a current Employee who is eligible but not enrolled, and the Spouse of such Employee; (iii) a current Employee who is eligible but not enrolled, and the newly acquired Dependent of such Employee; (iv) the Spouse of a Participant; (v) a current Employee who is eligible but not enrolled, and the Spouse and newly acquired Dependent; and (vi) a newly acquired Dependent of a Participant.

Enrollment applications received after the special enrollment period will not be considered and the next opportunity to enroll will be at open enrollment. Unless otherwise provided in the Employer's Group Health Plan, coverage under the special enrollment period for timely submitted requests must be effective no later than the first day of the month after the plan or issuer receives the request for special enrollment. However, with regard to enrollment requests made within 30 days on behalf of a new Dependent acquired due to birth, adoption, or placement for adoption, the coverage becomes effective on the date of the birth, adoption, or placement for adoption (or the date the plan makes dependent coverage available, if later).

(b) As required by HIPAA, effective April 1, 2009, a 60-day special enrollment right will arise if the Employee or Dependent is eligible for, but not enrolled in, the Plan and either:

(1) is covered under a Medicaid plan under Title XIX of the Social Security Act or under a State child health plan under Title XXI of the Social Security Act and coverage of the Employee or Dependent under such a plan is terminated as a result of loss of eligibility for coverage; or

(2) becomes eligible for premium assistance, with respect to coverage under the Plan under such Medicaid plan or State child health plan (including under any waiver or demonstration project conducted under or in relation to such a plan).

The Employee or Dependent with the special enrollment right under subsection (b) must request enrollment within the first 60 days from the date of termination of such coverage under (b)(1) or 60 days from the date the applicant is determined to be eligible for premium assistance under (b)(2). Enrollment applications received after the 60-day special enrollment period will not be considered and the next opportunity to enroll will be at open enrollment. Coverage under this Plan shall take effect on the same date coverage for this HIPAA special enrollment right takes effect in the underlying Employer's Group Health Plan.

2. The following sentence should be added to the end of Section 9.6 of the Plan, effective April 1, 2009, to read as follows:

See also Section 9.4.

Executed on the date first written above.

County of Jackson

By: _____
Randall W. Treacher,
County Administrator/Controller

Amendment No. 1 to the
County of Jackson Second Amended and
Restated Section 125 Cafeteria Plan
Drafted By:

Elizabeth H. Latchana, Esq.
Fraser Trebilcock Davis & Dunlap, P.C.
124 West Allegan, Suite 1000
Lansing, Michigan 48933
(517) 482-5800

**JACKSON COUNTY
GENERAL RETENTION SCHEDULE
HUMAN RESOURCES**

| Item Number | Series Title & Description | Total Retention |
|--------------------|--|------------------------|
| 100A | <p><u>Personnel Files</u></p> <p>These files are maintained on each employee of the County. They document hiring, promotion, demotion, transfer, layoff, performance, discipline, termination, etc. They may include employment applications and resumes, job descriptions and classification history, clippings, correspondence, service record change forms, attendance, evaluations, investigations, COBRA, training records, blood borne pathogen training, contracts, disciplinary records, layoff notices, recall notices, apprenticeships, transcripts, tuition reimbursement, policy acknowledgements, certifications, current driver's licenses, driving records, police accident reports, exit interviews, severance agreements, etc. ACT = term of employment.</p> | ACT+6 |
| 100B | <p><u>Personnel Files – Temporary Employees</u></p> <p>These files are maintained on all temporary, seasonal and casual employees. They may contain the same documents listed in item #100A, as well as work permits and certificates of age for minors. ACT = term of employment.</p> | ACT+6 |
| 100C | <p><u>Personnel Files – Contractual Employees</u></p> <p>These files are maintained on all contractual employees. They may include 1099 forms, W-9 forms, verification of insurance, copies of contracts, etc.</p> | EXP+6 |
| 101 | <p><u>Employee Database</u></p> <p>The County may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement, etc. ACT = term of employment.</p> | ACT+6 |
| 102 | <p><u>Employment Verification Forms</u></p> <p>These forms are received from mortgage or credit companies that want to verify the employment status of an employee.</p> | CR+30 days |
| 103 | <p><u>Background Files</u></p> <p>These files document that the County conducted appropriate background checks on employees. These files may contain release forms to conduct criminal history checks, fingerprint checks and professional conduct checks, and the results of those checks. They may also include driving records, drug and alcohol tests, physical exam results, polygraph test</p> | ACT+6 |

| Item Number | Series Title & Description | Total Retention |
|-------------|---|-----------------|
| | results, credit history reports, etc. ACT = term of employment. | |
| 104 | <u>Medical Files</u> These files document private medical information for a specific employee, including disability accommodations. They may contain insurance forms, physician correspondence, tuberculosis tests, polygraph test results, off-work notices, Family Medical Leave Act forms and requests, short and long-term disability paperwork, drug and alcohol tests, physical exams, accident reports, personal requests, etc. ACT = term of employment. | ACT+30 |
| 105 | <u>Employee Test Results</u> Some employees attend professional development, continuing education, licensing and/or certification training. These records will document the results of tests that employees may take when completing these courses. Other training records are kept in the employee file (item #100). | CR+6 |
| 106 | <u>Commercial Drivers License Test Results</u> These records contain test results for alcohol or controlled substances, test refusals, driver evaluations and referrals, calibration documentation, test administration documents, calendar year summaries, etc. | CR+5 |
| 107 | <u>I-9 File</u> Federal Form I-9 includes verification of identity and immigration status of all new employees. These files will contain Employment Eligibility Verification form, copy of one document from List A or copy of one document from List B and C. This file may also include a copy of driver's license and any Department of Homeland Security correspondence and subsequent documentation regarding "no match" verification. EVT = 8 CFR 274 a.2 (1998) requires that employer's maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later. | EVT |
| 108 | <u>Policies and Procedures</u> These records document employee policies and procedures adopted by the County. Drafts and other development documents should be retained until the final document is adopted. | SUP+6 |
| 109 | <u>Grievances</u> These files document employee grievances against the County and the resolution of the grievance. They may include written grievances, correspondence, summary | ACT |

| Item Number | Series Title & Description | Total Retention |
|-------------|--|-----------------|
| | <p>sheets, legal documents, employee history information, etc. ACT = until the contract that the grievance is related to expires.</p> | |
| 110 | <p><u>Complaints</u> These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, etc. ACT = until complaint is dismissed or resolved.</p> | ACT+6 |
| 111 | <p><u>Investigations</u> If the County has reasonable cause to believe that an employee is engaged in criminal activity which may result in loss or damage to the County's property or disruption of the County's business operation, and the County is engaged in an investigation, then the County may keep a separate file of information relating to the investigation. ACT = upon completion of the investigation, if disciplinary action is not taken. If disciplinary action is taken, the investigation file shall be retained for 4 years after the completion of the investigation. A disciplinary report will be retained in the employee's personnel file (see #100A).</p> | ACT |
| 112 | <p><u>Benefit Plans</u> These documents define the terms of benefit plans that are available to employees. These files may include the plan documents, plan descriptions, reports, etc.</p> | SUP+6 |
| 113 | <p><u>Employee Injury Records – Exposure</u> These files include any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc.</p> | CR+30 |
| 114 | <p><u>Employee Injury Records – Non-exposure</u> These files include any reports of accidents or injuries involving an employee. Records of injuries are kept separate from the personnel file. These files may include incident reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, etc.</p> | CR+5 |
| 115 | <p><u>Employee Injury Records – OSHA 300 Log</u> This log identifies all employee injuries within a calendar year. In accordance with 9 CFR 1904.33, this log and other</p> | CR+5 |

| Item Number | Series Title & Description | Total Retention |
|-------------|--|-----------------|
| | supplementary records shall be retained for 5 years following the calendar year that the records cover. | |
| 116 | <u>Job Classifications and Descriptions</u> These records document job classification systems and all existing positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc. | SUP+6 |
| 117 | <u>Salary Studies</u> These records document the analysis of employee salaries to ensure fair compensation. They may include research, surveys, reports, etc. ACT = while of reference value. | ACT |
| 118 | <u>Position Re-classifications</u> These records document requests to have a position re-classified. They may contain the request, copies of existing and proposed job descriptions, decisions affecting the request and other related documents. | CR+6 |
| 119 | <u>Job Advertisements/Postings</u> These records document the advertising of available positions that the County intends to fill, both internally and externally. They may include notices, published advertisements, etc. | CR+1 |
| 120 | <u>Job Applications</u> These files document applicants for positions who were not hired, regardless of whether they were interviewed. They may include résumés, letters of interest, applications, regret letters, qualification exam scores, and supporting documents. ACT = If the application is unsolicited (no position is currently available) or if the person is determined to be ineligible for the position to which they applied, retain for one year from the date that the decisions was made not to hire the individual. If the person was considered for a posted position, retain for 2 years from the date the position is filled. | ACT |
| 121 | <u>Selection Files</u> These records contain all documents that support the appointment and selection of employees. They may contain employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations/notifications. ACT = until the position is filled. | ACT+2 |

| Item Number | Series Title & Description | Total Retention |
|-------------|--|-----------------|
| 122 | <u>Job Qualification Exams</u> These records are used to test potential employees' qualifications for employment. They include the master exam and master answer sheet, as well as test development documentation (if applicable). | SUP+6 |
| 123 | <u>Emergency Contacts</u> These records identify the people that the employee wants to be contacted if they are involved in an emergency situation. | SUP |
| 124 | <u>Workers Compensation Files</u> These files document any claims made for workers compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee, a copy of all reports from the occupational health center, etc. Any litigation is kept in a separate file. ACT – until the claim is settled. | ACT+7 |
| 125 | <u>Worker Compensation Reports</u> These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy. | FY+7 |
| 126 | <u>Labor Agreements and Negotiations</u> These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules, proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Separate files are maintained for each employee negotiating group. | EXP+10 |
| 127 | <u>Union Files</u> These files are maintained on each union that represents employees. They may include correspondence, dues information, etc. | FY+7 |
| 128 | <u>Seniority Lists</u> These documents are sent to union presidents for notification of seniority status. | SUP+1 |
| 129 | <u>Affirmative Action Plans</u> These records document the County's plans to comply with affirmative action requirements. They may include the plan, supporting documentation, analyses, raw data, tests given to employees, validation studies, etc. | EXP+2 |

| Item Number | Series Title & Description | Total Retention |
|--------------------|--|------------------------|
| 130 | <u>Adverse Impact Determination</u> State or Federal agencies can audit or investigate for civil rights violations. These records are created after there has been a determination of adverse impact upon employees. They document that the cause of the adverse impact was eliminated. | CR+2 |
| 131 | <u>Organization Charts</u> These records document the organizational structure of the County. They may include mission statements and other supporting documents. | SUP |
| 132 | <u>Employee Directories</u> These records contain information for employees. | SUP |
| 133 | <u>Government Reports</u> These reports include equal employment opportunity reports, veteran employment reports, census of government employment reports, etc. | CR+1 |

| Item Number | Series Title & Description | Total Retention |
|----------------|---|-----------------|
| Payroll | | |
| 200A | <p><u>Employee Files – Employees Enrolled in a Pension Plan</u></p> <p>These files are maintained on each employee who is enrolled in a pension plan. They document activities that affect payroll. They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. ACT = while individual is employed by the County plus 50 years, or until retirement plus 6 years, whichever is sooner.</p> | ACT |
| 200B | <p><u>Employee Files-Employees Enrolled in Defined Contribution Plans Only</u></p> <p>These files are maintained on each employee who is enrolled in a defined contribution plan only and does not receive a pension. They document activities that affect payroll. They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, current enrollment for health benefits, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. ACT = term of employment. Note: If an employee's abandoned wages are reported and remitted to the Michigan Department of Treasury, the employee's name and last known address need to be retained by the employer for 10 years.</p> | ACT+6 |
| 201 | <p><u>Salary and Benefit Schedules</u></p> <p>These records document the rate of pay for employees and define the benefits that are offered.</p> | CR+6 |

| Item Number | Series Title & Description | Total Retention |
|--------------------|--|------------------------|
| 202 | <u>Payroll Registers</u> These reports are produced to document payroll activities. Information in the report may include the employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, year to date earnings, etc. | FY+50 |
| 203 | <u>Payroll Reports</u> Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc. | FY+7 |
| 204 | <u>State Retirement Reports</u> These reports are prepared to track employee and employer contributions into state retirement plans. Information in the report includes the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, number of payments per year, etc. | FY+7 |
| 205 | <u>Time and Attendance</u> These records are submitted by employees for each pay period to document hours worked and leave time used. In addition, these records contain the statement that is furnished to each employee at the time of payment. The statement will identify the hours worked by the employee, the gross wages paid, the pay period for which payment is being made, itemized deductions, itemized fringe benefits, wage assignments, garnishments and levies. | FY+3 |
| 206 | <u>Federal/State Tax Deductions</u> These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc. | FY+7 |
| 207 | <u>W-2 and W-3 Forms</u> This form documents the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes. | FY+7 |

| Item Number | Series Title & Description | Total Retention |
|--------------------|--|------------------------|
| 208 | <u>Michigan Employment Security Commission (MESC) Reports</u> These reports are generated for both contributing and reimbursing employers, generally on a quarterly basis, to identify employees, their wages, social security numbers, etc. | FY+7 |
| 209 | <u>Unemployment Claims</u> These records are received from the Unemployment Agency. They identify people who are claiming unemployment benefits from the County. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may include correspondence, appeals, etc. | FY+1 |
| 210 | <u>Wage Differential Reports</u> These records explain any wage differential between sexes and substantiating documents. | CR+2 |

| Item Number | Series Title & Description | Total Retention |
|-------------|----------------------------|-----------------|
|-------------|----------------------------|-----------------|

General Administrative Records

| | | |
|-----|---|-------|
| 300 | <p><u>Subject Files</u></p> <p>These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do not include files related to individual projects. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration.</p> | ACT+5 |
| 301 | <p><u>General Correspondence</u></p> <p>General correspondence does not pertain to a specific issue and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.</p> | CR+2 |
| 302 | <p><u>Transitory Correspondence</u></p> <p>Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. EVT = need not be retained more than 30 days after receipt.</p> | EVT |

| Item Number | Series Title & Description | Total Retention |
|-------------|--|-----------------|
| 303 | <p><u>Freedom of Information Act (FOIA) Requests</u></p> <p>This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.</p> | CR+1 |
| 304 | <p><u>Contact Lists/Directories</u></p> <p>These records contain contact information for individuals and groups that the County may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete.</p> | SUP |
| 305 | <p><u>Planners/Calendars</u></p> <p>These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.</p> | CR+2 |
| 306 | <p><u>Staff and Project Meeting Records</u></p> <p>These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files if they relate to a specific topic.</p> | CR+2 |
| 307 | <p><u>Annual Reports</u></p> <p>These reports document the department's activities, and they may contain both narrative and statistical information.</p> | CR+10 |
| 308 | <p><u>Grants</u></p> <p>These files are used to administer grants that are applied for by the Human Resources department from State, Federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</p> | ACT |

| Item Number | Series Title & Description | Total Retention |
|-------------|--|-----------------|
| 309 | <u>Denied Grant Applications</u> These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc. | CR+1 |
| 310 | <u>Departmental Budget Planning</u> These records document budget planning and tracking activities for the Human Resources department. They may include budget requests, statistics, budget amendments, budget summaries, balance sheets, etc. | CR+5 |
| 311 | <u>Publications</u> These records may include press releases, brochures, newsletters and other items that are published by the department. ACT = while of reference value | ACT |
| 312 | <u>Memorabilia</u> This series includes photographs, news clippings, certificates, awards, etc., that document events and activities of the department. ACT = while of reference value | ACT |
| 313 | <u>Audio-Visual Materials</u> These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. ACT = while of reference value | ACT |
| 314 | <u>Visitor Logs/Registers</u> These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics. | CR+2 |
| 315 | <u>Employee In/Out Logs</u> These logs document the time/date when staff arrive and depart throughout each day. | CR+1 |

COUNTY OF JACKSON
ANIMAL CONTROL vs SHELTER-BUDGET ADJUSTMENT
EXPENSE
2009

| LINE ITEM | | | | | | | | |
|-----------|-------|---------|-----|-----------------------|----------------|----------|----------|----------------|
| FUND | DEPT. | ACCOUNT | | ACCOUNT DESCRIPTION | CURRENT BUDGET | INCREASE | DECREASE | AMENDED BUDGET |
| 101 | 431 | 704 | 000 | Wages Full time | 0 | 105,695 | 0 | 105,695 |
| 101 | 431 | 704 | 040 | Wages-longevity | 0 | 2,092 | 0 | 2,092 |
| 101 | 431 | 706 | 000 | Wages -ot | 0 | 13,408 | 0 | 13,408 |
| 101 | 431 | 715 | 000 | FICA | 0 | 9,170 | 0 | 9,170 |
| 101 | 431 | 716 | 000 | Health Ins | 0 | 31,074 | 0 | 31,074 |
| 101 | 431 | 717 | 000 | Life Ins | 0 | 544 | 0 | 544 |
| 101 | 431 | 718 | 000 | Retirement | 0 | 9,578 | 0 | 9,578 |
| 101 | 431 | 719 | 001 | Worker comp | 0 | 596 | 0 | 596 |
| 101 | 431 | 728 | 000 | Printing | 0 | 1,500 | 0 | 1,500 |
| 101 | 431 | 729 | 000 | Postage | 0 | 200 | 0 | 200 |
| 101 | 431 | 730 | 000 | office Supplies | 0 | 1,000 | 0 | 1,000 |
| 101 | 431 | 742 | 000 | Ammunition supplies | 0 | 2,500 | 0 | 2,500 |
| 101 | 431 | 745 | 000 | Employee uniforms | 0 | 2,000 | 0 | 2,000 |
| 101 | 431 | 776 | 000 | Cleaning supplies | 0 | 100 | 0 | 100 |
| 101 | 431 | 811 | 000 | Dues & publications | 0 | 100 | 0 | 100 |
| 101 | 431 | 816 | 000 | Service contracts | 0 | 500 | 0 | 500 |
| 101 | 431 | 863 | 000 | Vehicle repair | 0 | 4,000 | 0 | 4,000 |
| 101 | 431 | 864 | 000 | Gasoline | 0 | 15,000 | 0 | 15,000 |
| 101 | 431 | 932 | 000 | Maintenance equipment | 0 | 500 | 0 | 500 |
| 101 | 431 | 957 | 000 | Training | 0 | 129 | 0 | 129 |
| | | | | | 0 | 199,686 | 0 | 199,686 |

| REASONING: | |
|---|--|
| To move operation expenses from Animal Shelter (101430) to Animal Control (101431) per BOC action | |
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DEPT HEAD Gerard Cyrocki FBO of Org Keys 101430 & 101431 DATE 3/27/09

BUDGET DIR _____ DATE _____

COMMITTEE P&F DATE _____

ADMIN _____ DATE _____

BOARD OF COMM _____ DATE _____

COUNTY OF JACKSON
ANIMAL CONTROL vs SHELTER-BUDGET ADJUSTMENT
EXPENSE
2009

| LINE ITEM | | | | | CURRENT BUDGET | INCREASE | DECREASE | AMENDED BUDGET |
|-----------|-------|---------|-----|-----------------------|-------------------|----------|----------|-------------------|
| FUND | DEPT. | ACCOUNT | | ACCOUNT DESCRIPTION | | | | |
| 101 | 430 | 704 | 000 | Wages Full time | 181,389 | | 105,695 | 75,694 |
| 101 | 430 | 704 | 040 | Wages-longevity | 3,397 | | 2,092 | 1,305 |
| 101 | 430 | 706 | 000 | Wages -ot | 15,000 | | 13,408 | 1,592 |
| 101 | 430 | 715 | 000 | FICA | 20,689 | | 9,170 | 11,519 |
| 101 | 430 | 716 | 000 | Health Ins | 49,720 | | 31,074 | 18,646 |
| 101 | 430 | 717 | 000 | Life Ins | 1,075 | | 544 | 531 |
| 101 | 430 | 718 | 000 | Retirement | 21,637 | | 9,578 | 12,059 |
| 101 | 430 | 719 | 001 | Worker comp | 1,352 | | 596 | 756 |
| 101 | 430 | 728 | 000 | Printing | 3,000 | | 1,500 | 1,500 |
| 101 | 430 | 729 | 000 | Postage | 600 | | 200 | 400 |
| 101 | 430 | 730 | 000 | office Supplies | 2,500 | | 1,000 | 1,500 |
| 101 | 430 | 742 | 000 | Ammunition supplies | 2,500 | | 2,500 | 0 |
| 101 | 430 | 745 | 000 | Employee uniforms | 2,000 | | 2,000 | 0 |
| 101 | 430 | 776 | 000 | Cleaning supplies | 3,500 | | 100 | 3,400 |
| 101 | 430 | 811 | 000 | Dues & publications | 200 | | 100 | 100 |
| 101 | 430 | 816 | 000 | Service contracts | 4,000 | | 500 | 3,500 |
| 101 | 430 | 863 | 000 | Vehicle repair | 4,000 | | 4,000 | 0 |
| 101 | 430 | 864 | 000 | Gasoline | 15,000 | | 15,000 | 0 |
| 101 | 430 | 932 | 000 | Maintenance equipment | 2,000 | | 500 | 1,500 |
| 101 | 430 | 957 | 000 | Training | 129 | | 129 | 0 |
| | | | | | 333,688 | 0 | 199,686 | 134,002 |

| REASONING: | |
|---|--|
| To move operation expenses from Animal Shelter (101430) to Animal Control (101431) per BOC action | |
| | |
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| | |

DEPT HEAD Gerard Cyrocki FBO of Org Keys 101430 & 101431 DATE 3/27/09
 BUDGET DIR _____ DATE _____

COMMITTEE P&F _____ DATE _____
 ADMIN _____ DATE _____
 BOARD OF COMM _____ DATE _____

4/2/09

To: Ted Westmeier
Health Officer, JCHD

Budget Adjustment Request (APRIL, 2009)

It is my recommendation that the Health Department request budget adjustments of \$64,985 in April, 2009 in order to reflect changes in revenues and expenses with state & community grant funded programs. No additional county allocation funding is being requested.

ADDITIONAL STATE GRANT FUNDS:

For Orgkey 221341, JCHD has received notice of additional funding of \$45,000 from the Michigan Department of Community Health for the Childrens Special Health Care program. MDCH has requested that JCHD provide additional staffing with these funds. JCHD is planning to utilize casual employees so that no additional FTE's are required and no additional legacy costs are incurred.

For Orgkey 221460, JCHD has received notice of additional funding from the Michigan Department of Community Health for the WIC program, due to increased caseloads. We are including an increase of \$14,783 of funding in our current proposed budget adjustments.

OTHER ADDITIONAL GRANT FUNDS:

For Orgkey 221655, JCHD will be receiving additional funds of \$5,605 from United Way of Jackson to distribute as part of the Teen Pregnancy Initiative. In several other orgkeys JCHD has received some small unexpected revenues, not previously included in the budget projections.

ADDITIONAL EXPENSE APPROVALS REQUEST:

Additional expenses will be incurred in Orgkeys 221341 & 221655, offsetting some of the additional grant funds cited above. Some of the other orgkeys need additional expense authorizations to offset the remainder of the additional grant funds being received. For several other orgkeys, we are just proposing to move expense authorizations from one line item to other line items.

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

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

Rex R. Pierce
JCHD Financial Services Manager

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

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

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

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

| Prepared 4/2/09- RRP | | SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/09) | | |
|---|--------------------|--|-----------------|--------------------|
| | | Health Department | | |
| Expenditure Accounts | Current Budget | Increases | Decreases | Amended Budget |
| 221100 - ADMINISTRATION | \$495,803 | \$4,800 | \$4,800 | \$495,803 |
| 221160 - HEALTH EDUCATION | \$194,971 | \$16,000 | \$2,500 | \$208,471 |
| 221175 - EMERGENCY PREPAREDNESS | \$147,986 | \$400 | \$400 | \$147,986 |
| 221200 - ENVIRONMENTAL HEALTH | \$619,936 | \$30,600 | \$7,800 | \$642,736 |
| 221300 - GENERAL NURSING | \$180,732 | \$1,000 | \$1,000 | \$180,732 |
| 221301 - MSS/ISS (MIHP) | \$384,388 | \$29,764 | \$29,764 | \$384,388 |
| 221310 - IMMUNIZATIONS | \$303,804 | \$6,000 | \$6,000 | \$303,804 |
| 221312 - EARLY ON | \$147,388 | \$1,400 | \$1,400 | \$147,388 |
| 221313 - SEXUALLY TRANSMITTED DISEASES (STD) | \$117,085 | \$13,000 | \$1,300 | \$128,785 |
| 221320 - INFANT MORTALITY & PREVENTION | \$82,216 | \$2,300 | \$2,300 | \$82,216 |
| 221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES | \$84,595 | \$17,380 | \$0 | \$101,975 |
| 221417 - HEARING & VISION | \$97,890 | \$2,300 | \$2,300 | \$97,890 |
| 221451 - MEDICAID OUTREACH & ADVOCACY | \$188,107 | \$0 | \$6,000 | \$182,107 |
| 221460 - WOMEN, INFANTS, CHILDREN (WIC) | \$517,362 | \$2,000 | \$2,000 | \$517,362 |
| 221575 - SOIL EROSION (Transfer from Orgkey 575100) | No Entry Yet | \$0 | \$0 | \$0 |
| 221611 - TEEN PARENT PROGRAM | \$121,818 | \$0 | \$0 | \$121,818 |
| 221616 - AIDS COUNSELING & TESTING | \$19,298 | \$4,500 | \$4,500 | \$19,298 |
| 221630 - TOBACCO REDUCTION COALITION | \$18,772 | \$0 | \$0 | \$18,772 |
| 221634 - IMMUNIZATION ACTION PLAN | \$84,897 | \$0 | \$0 | \$84,897 |
| 221635 - CAR SEAT PROGRAM | \$67,324 | \$100 | \$100 | \$67,324 |
| 221638 - JACKSON ABSTINENCE PROGRAM | \$50,000 | \$0 | \$0 | \$50,000 |
| 221655 - TEEN PREGNANCY PREVENTION | \$49,769 | \$6,005 | \$400 | \$55,374 |
| Total | \$3,974,141 | \$137,549 | \$72,564 | \$4,039,126 |

Increase in Expenditures by **\$64,985**

| Prepared 4/2/09- RRP | | SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/09) | | |
|---|--------------------|--|----------------|--------------------|
| | | Health Department | | |
| Revenue Accounts | Current Budget | Increases | Decreases | Amended Budget |
| 221100 - ADMINISTRATION | \$715,362 | \$0 | \$0 | \$715,362 |
| 221160 - HEALTH EDUCATION | \$119,741 | \$0 | \$1,200 | \$118,541 |
| 221175 - EMERGENCY PREPAREDNESS | \$158,441 | \$0 | \$0 | \$158,441 |
| 221200 - ENVIRONMENTAL HEALTH | \$754,625 | \$0 | \$0 | \$754,625 |
| 221300 - GENERAL NURSING | \$54,735 | \$223 | \$0 | \$54,958 |
| 221301 - MSS/ISS (MIHP) | \$335,500 | \$31 | \$0 | \$335,531 |
| 221310 - IMMUNIZATIONS | \$334,716 | \$0 | \$0 | \$334,716 |
| 221312 - EARLY ON | \$143,000 | \$263 | \$0 | \$143,263 |
| 221313 - SEXUALLY TRANSMITTED DISEASES (STD) | \$82,963 | \$265 | \$0 | \$83,228 |
| 221320 - INFANT MORTALITY & PREVENTION | \$61,660 | \$15 | \$0 | \$61,675 |
| 221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES | \$74,207 | \$45,000 | \$0 | \$119,207 |
| 221417 - HEARING & VISION | \$54,735 | \$0 | \$0 | \$54,735 |
| 221451 - MEDICAID OUTREACH & ADVOCACY | \$133,012 | \$0 | \$0 | \$133,012 |
| 221460 - WOMEN, INFANTS, CHILDREN (WIC) | \$587,316 | \$14,783 | \$0 | \$602,099 |
| 221575 - SOIL EROSION (transfer from Orgkey 575100) | No Entry Yet | \$0 | \$0 | \$0 |
| 221611 - TEEN PARENT PROGRAM | \$97,095 | \$0 | \$0 | \$97,095 |
| 221616 - AIDS COUNSELING & TESTING | \$18,518 | \$0 | \$0 | \$18,518 |
| 221630 - TOBACCO REDUCTION COALITION | \$20,000 | \$0 | \$0 | \$20,000 |
| 221634 - IMMUNIZATION ACTION PLAN | \$67,380 | \$0 | \$0 | \$67,380 |
| 221635 - CAR SEAT PROGRAM | \$61,366 | \$0 | \$0 | \$61,366 |
| 221638 - JACKSON ABSTINENCE PROGRAM | \$50,000 | \$0 | \$0 | \$50,000 |
| 221655 - TEEN PREGNANCY PREVENTION | \$49,769 | \$5,605 | \$0 | \$55,374 |
| Total | \$3,974,141 | \$66,185 | \$1,200 | \$4,039,126 |

Increase in Revenues by **\$64,985**

County Affairs

Motions

April 21, 2009

1. Motion: Appointments to the Emergency Management Advisory Council, terms to 4/2011
 - two public members
 - one Commissioner member
 - Sheriff or representative
 - City Police Chief or representative
 - City Fire Chief or representative
 - Michigan State Police or representative
 - Township Fire Chief
 - Township Police Chief
 - Emergency Medical Services Provider
 - Jackson County Medical Control representative
2. Motion: Appointment to the Jury Board, term to 4/2015
 - one public member
3. Motion: Appointment to the Parks Board, term to 2/2010
 - one Region 2 Planning Commission representative
4. Motion: appointments to the Region2 Area Agency on Aging, terms to 4/2011
 - one public member
 - one Commissioner member

Commissioner Board Appointments – April 2009

| <u>BOARD</u> | <u>NEW TERM EXPIRES</u> | <u>CURRENT MEMBER</u> | <u>APPLICANTS</u> | <u>COMMITTEE RECOMMENDED APPOINTMENTS</u> |
|--|---------------------------------|-----------------------|--|---|
| <u>Emergency Management Advisory Council</u> | | | | |
| 1) Public Member | 4/2011 | John Worden | John Worden | |
| 2) Public Member | 4/2011 | Scott Krebill | Scott Krebill Cheryl Klima Roseanna Sternaman Teresa Abbey Paul Overeiner | Scott Krebill Paul Overeiner |
| 3) Commissioner Member | 4/2011 | Cliff Herl | Cliff Herl | Cliff Herl |
| 4) Sheriff or Representative | 4/2011 | Dan Heyns | Dan Heyns | Dan Heyns |
| 5) City Police Chief or Representative | 4/2011 | Aaron Kantor | Aaron Kantor | Aaron Kantor |
| 6) City Fire Chief or Representative | 4/2011 | Doug Millican | Doug Millican | Doug Millican |
| 7) Michigan State Police or Representative | 4/2011 | James Shaw | James Shaw | James Shaw |
| 8) Township Fire Chief | 4/2011 | James Hesselgrave | James Hesselgrave | James Hesselgrave |
| 9) Township Police Chief | 4/2011 | Michael Curry | Michael Curry | Michael Curry |
| 10) Emergency Medical Services Provider | 4/2011 | Dirk Borton | Dirk Borton | Dirk Borton |
| 11) Jackson County Medical Control Repr. | 4/2011 | Jill Glair | Jill Glair | Jill Glair |
| <u>Jury Board</u> | | | | |
| 1) Public Member | 4/2015 | Leanna Hildebrandt | Leanna Hildebrandt** Robert Sutherby Roseanna Sternaman Teresa Abbey Mark Singer Lauren Grinage | Leanna Hildebrandt |

*Recommendation comes from Region 2
Planning Commission

**Recommendation from Chief Circuit Judge

| <u>BOARD</u> | <u>NEW TERM EXPIRES</u> | <u>CURRENT MEMBER</u> | <u>APPLICANTS</u> | <u>COMMITTEE RECOMMENDED APPOINTMENTS</u> |
|---|---------------------------------|-----------------------|--|---|
| <u>Parks</u> | | | | |
| 1) Region 2 Planning Commission Representative | 2/2010 | Herb Howard | Gail W. Mahoney* | Gail W. Mahoney |
| <u>Region 2 Area Agency on Aging</u> | | | | |
| 1) Public Member | 4/2011 | William Snyder | Amy Tripp Teresa Abbey Lauren Grinage Mark Singer | Lauren Grinage |
| 2) Commissioner Member | 4/2011 | Pat Smith | Pat Smith | Pat Smith |

*Recommendation comes from Region 2
Planning Commission

**Recommendation from Chief Circuit Judge

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Worden John C.
Last First, Middle Initial
HOME ADDRESS: 2390 Maple Dr. Jackson 49203
Street City Zip Code
TELEPHONE: 517-784-1817 (H), 517-788-4113 (O), 517-206-6464 (C) jcworden@ameritech.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Emergency Management Advisory Council 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--|-------------------|------------------------------------|
| Emergency Management Advisory Council | 2001-present | member |
| Local Emergency Planning Committee | 1987-present | Past Chairman & Current Member |
| Huron Valley Ambulance Board of Trustees | 2003-present | Secreatry/Treasurer, Vice-Chairman |

Employment:

| Current Employer: | Position: | Dates of Employment: |
|--|--|-----------------------------|
| Consultant-Summit and Napoleon Townships | Zoning Administrator both, Fire Administrator Summit | 1997 Summit & 2008 Napoleon |

Education:

National Fire Academy Executive Fire Officer, St. Mary High, Jackson Community College Associate Degree, Michigan State University

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

I believe that after 48 years of public service I still have much to offer the citizens of Jackson County

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

Goal is to see the Metro Fire System become a reality even in these economic times

John C. Worden

Signature:

March 30, 2009

Date:

Submit

Reset

RECEIVED

MAR 23 2009

COUNTY OF JACKSON
REQUEST FOR BOARD OR COMMISSION APPOINTMENT

JACKSON COUNTY
ADMINISTRATOR'S OFFICE

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

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

NAME: KREBILL Scott L
Last First Middle Initial
HOME ADDRESS: 4900 ROGERS RD PARMA 49269
Street City Zip Code
TELEPHONE: 531-4799, 788-4150 SJM KREB@TOAST.NET
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Emergency Management Advisory Committee 3. _____

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|---|-------------------|--------------------|
| <u>Current Member Emergency Management Advisory Committee</u> | <u>2 years</u> | |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Employment:

| Current Employer: | Position: | Dates of Employment: |
|------------------------|---------------------|----------------------|
| <u>CITY OF JACKSON</u> | <u>FIRE FIGHTER</u> | <u>11/84</u> |

Education:

B.A. MANAGEMENT & ORGANIZATION - SPRING ARBOR UNIVERSITY

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

TO CONTINUE CONTRIBUTING MY SKILLS IN EM - TO THE COUNTY

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

SEE RESUME

Scott Krehl 3-20-09
Signature: Date:

Submit

Reset

SCOTT L. KREBILL

4900 Rogers Rd.

Parma, MI 49269

Phone: (517) 531-4799

Email: sjmkreb@toast.net

EMPLOYMENT HISTORY

| | | |
|------------------|--|----------------------------|
| 2005 – Sept/Oct. | FEMA, Hurricanes Katrina and Rita | FEMA Incident Commander |
| 2007 – Present | W.A. Foote Hospital | Emergency Dept. Technician |
| 1989 – Present | Jackson City Fire Department | Fire Fighter |
| 1996 – Present | Jackson County Medical Examiner's Office | Field Death Investigator |
| 1999 – 2006 | Waterloo Township Police Department | Lieutenant |
| 1989 – 1999 | Waterloo Township Police Department | Patrol Officer |
| 1991 – 1993 | Jackson County Sheriff's Department | Deputy/Marine Patrol |
| 1985 – 1989 | Jackson City Police Department | Patrol Officer |
| 1984 – 1985 | Jackson City Police Department | Cadet |
| 1981 – 1984 | Montgomery Ward, Westwood Mall | Store Security |

EDUCATION

| | | |
|-------------|--------------------------------|--------------------------|
| 2009 | Spring Arbor University | B.A. Mgt/Org Development |
| 2007 | John Wood Community College | Fire Science |
| 2006 | Emergency Management Institute | Emergency Management |
| 1985 | Lansing Community College | Police Academy Graduate |
| 1982 – 1985 | Jackson Community College | Criminal Justice |
| 1977 – 1981 | Jackson High School | Honors Graduate |

SPECIALIZED TRAINING

Fire Fighting

- Michigan Fire Fighter Training Council (M.F.F.T.C.), Certified FFI, FFII
- M.F.F.T.C., Fire Investigation
- National Fire Academy, Fire Detection
- Hazardous Material Operations Training
- Incident Command for Fire Ground
- Confined Space Training
- Licensed Emergency Medical Technician
- National Fire Protection Agency (N.F.P.A.), Certified Fire Inspector I

Police

- Michigan Law Enforcement Training Council (currently MCOLES.)
 - Certified Police Officer
 - Certified Evidence Technician
 - Certified in Special Weapons and Tactics
 - Certified Radar Operator
 - Breathalyzer Operator
- Washtenaw County Special Weapons and Tactics School – Graduated
- F.B.I. Special Weapons and Tactics School – Graduated
- Child Abuse Investigation Course – Graduated
- Incident Command for Law Enforcement – Graduated

Medical Examiner

- Medico Legal Death Investigator Course, St. Louis University Medical School; St. Louis, MS – Course Completed
- Master 8 Advanced Death Investigator Course, St. Louis University Medical School; St. Louis, MS – Course Completed
- Investigation for Forensic Identification, Pensacola, FL – Course Completed
- Instructor for Death Notification

Federal Emergency Management Institute

- Introduction to the Incident Command System, Courses 100, 200, 300, 400
- Principles of Emergency Management
- Emergency Program Manager
- Emergency Planning
- Introduction to the National Incident Management System (NIMS) 700, 701, 702
- Multi Hazard Planning for Schools
- Radiological Emergency Management
- ICS for Single Resources
- Leadership and Influence
- Decision-Making and Problem Solving
- Effective Communication
- Introduction and Awareness Level of Continuity of Operations
- Jackson County Emergency Management Integrated Command Course 2006

Miscellaneous Education

- Microsoft Word 1 & 2
- Microsoft Excel 1
- Career Track Management Seminars

ACCOMPLISHMENTS

- Recipient of one (1) Life Saving Award – Jackson Police Department
- Recipient of three (3) Life Saving Awards – Jackson Fire Department
- Directly responsible for the creation of Report Forms – Waterloo Township Police Department
- Organized and implemented first Marine Patrol – Waterloo Township Police Department
- Instituted Disorderly, Curfew and Noise Ordinances – Waterloo Township Police Department
- Organized and ran the Waterloo Police Department Public Relations Monthly Meetings
- Secretary/Treasurer of Local 1306
- Responded to our nation's worst natural disasters – Hurricanes Katrina and Rita. As a FEMA employee, I spent 33 days on the Gulf Coast aiding victims of Hurricane Katrina. I then spent 5 days as an Incident Commander in Beaumont, Texas for Hurricane Rita.

MEMBERSHIPS AND AFFILIATIONS

- International Association of Fire Fighters (IAFF)
- Jackson Professional Fire Fighters Local 1306
- Michigan Association of Medical Examiners
- Member of the Jackson County Emergency Management Advisory Board
- Member of the Jackson First Church of the Nazarene, Jackson, MI
- Member of the Michigan Emergency Managers Association

HOBBIES

- Fishing
- Camping
- Vegetable Gardening

Please Type or Print
With Black BallpointPlease Type or Print
with Black Ballpoint

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Klima CHERYL A.
Last First Middle Initial
HOME ADDRESS: 914 S. BROWN ST. JACKSON 49203
Street City Zip Code
TELEPHONE: (782)-4253 (W) 517-335-5680 CA Klima @michigan.gov
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. EMERGENCY MANAGEMENT ADVISORY COUNSEL

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|---|-------------------|--------------------------------|
| <u>CISIT - CRITICAL INCIDENT STRESS MGMT.</u> | <u>5+ YRS</u> | <u>MA LEVEL CHAIRMAN</u> |
| <u>ASSIST SPECIAL OLYMPICS</u> | <u>10 YRS +</u> | <u>VOLUNTEER</u> |
| <u>ST. JOHN'S PARISH</u> | <u>5 YRS +</u> | <u>EUCHARISTIC MINISTRY</u> |
| <u>IN THE PROCESS OF BECOMING FOSTER PARENT</u> | <u>2 MONTHS</u> | <u>EMERGENCY FOSTER PARENT</u> |

Employment: JACKSON POLICE CITIZENS TRAINING IN 2008.

STATE OF MICHIGAN BID TERRORISM COORDINATOR 10-17-1998
Current Employer: Position: Dates of Employment:

Education:

SOCIAL WORKER MASTER OF ARTS (MA) IN COUNSELING PH.D Currently working on

Please indicate why you are requesting appointment to this Board (s) / Commission (s):
I AM PASSIONATE ABOUT EMERGENCY PREPAREDNESS. I HAVE A LOT OF EXPERIENCE & BELIEVE I CAN CONTRIBUTE MUCH TO THIS COMMISSION
I AM VERY ACTIVE ON THE STATE LEVEL.

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

I LOVE JACKSON HAVE LIVED HERE ALL MY LIFE. WOULD LIKE THE OPPORTUNITY TO
PROPERLY SUBMITTED. GIVE SOMETHING BACK TO MY COMMUNITY

Cheryl A. Klima
Signature:

April 3, 2009
Date:

Submit

Reset

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: STERAMANO ROSEANNA M
Last First Middle Initial

HOME ADDRESS: 3832 LENO DR JACKSON MI 49203
Street City Zip Code

TELEPHONE: 787-5123 _____
(Home, Work, Cell, or Business (Include Area Code)) E-mail Address

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

1. Emergency Mgt. 2. Jury Board 3. _____

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--------------------------|-------------------|-----------------------------------|
| <u>Jackson County</u> | | |
| <u>Military Women</u> | <u>3 years</u> | <u>President</u> |
| <u>Army Nat Guard</u> | <u>21 years</u> | <u>1st Sgt / Drill Instructor</u> |
| <u>Veterans AFFAIRS</u> | <u>7 months</u> | <u>DRIVER</u> |

Employment:

| | | |
|----------------------------------|--------------------------|-------------------------------------|
| <u>Consumers Energy</u> | <u>Electric TECH</u> | <u>1979 to 2008 Retired</u> |
| <small>Current Employer:</small> | <small>Position:</small> | <small>Dates of Employment:</small> |

Education:

ASSOC DEGREE BUSINESS DEGREE Mgt. DAVENPORT COLLEGE

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

To help the public in emergency situations

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

CITIZENS POLICE ACADEMY OCT 2007

Roseanna M. Steramano
Signature:

April 2009
Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Abbey _____ Teresa _____
Last First, Middle Initial
HOME ADDRESS: 216 S Waterloo _____ Jackson _____ 49201
Street City Zip Code
TELEPHONE: 517-414-9430, 734-668-0005 _____ teresa.abbey@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jury Board 2. Emergency Management Advisory Council 3. Region 2 Area Agency on Aging

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--------------------------------------|--------------------------|--------------------|
| <u>Region II Planning Commission</u> | <u>present thru 2011</u> | <u>Comm.</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Employment:

| | | |
|----------------------------|---------------------------------|---------------------------|
| <u>Orion Systems, Inc.</u> | <u>Configuration Management</u> | <u>03/99 thru present</u> |
| Current Employer: | Position: | Dates of Employment: |

Education:

Assoc. Accounting Mgt./Business Mgt.

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

Would like to continue to support my community

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

Am life long resident of Jackson County, MI

Teresa Jo Abbey _____ 4/1/2009
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Overeiner Paul
Last First, Middle Initial
HOME ADDRESS: 851 S. Lakeside Drive Michigan Center 49254
Street City Zip Code
TELEPHONE: 764-3580 lakesidecomm@comcast.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Emergency Management Advisory Council 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|-----------------------------|-------------------|--------------------|
| Hot Air Jubilee (volunteer) | 2007 - 2008 | Media liason |
| Clearwater Association | 2007 - present | Association member |
| | | |

Employment:

| | | |
|---------------------------------------|--------------|----------------------|
| Retired - The Jackson Citizen Patriot | Staff writer | 1984-2007 |
| Current Employer: | Position: | Dates of Employment: |

Education:

Associate of Arts - Grand Rapids Community College; Bachelor of Science - Grand Valley State University

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

I have a strong personal interest in public safety/emergency services; I served as the community "voice" as a journalist; I would like to continue to represent that voice as an advisory council member.

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

I have developed 20 years worth of community contacts and still have good working relationships with many city, township and county officials.

Paul A. Overeiner 4/2/2009
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Herl Clifford E.
Last First Middle Initial

HOME ADDRESS: 1913 Perrine Rd. Rives Junction 49277
Street City Zip Code

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

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

1. Emergency Management Advisory Council 2. _____
3. _____

Community Activities/Civic Organization/Boards/Commissions:

| Activity/Organization: | Length of Service | Position(s) Held: |
|------------------------|-------------------|---------------------|
| <u>Fair Board</u> | <u>10 years</u> | <u>Chairman</u> |
| <u>C.A.A</u> | <u>8 years</u> | <u>Board Member</u> |
| _____ | _____ | _____ |

Employment:

| Current Employer: | Position: | Dates of Employment: |
|-------------------|-----------|----------------------|
| _____ | _____ | _____ |

Education:

High School, Tech. School, Many classes at JCC, Many company classes

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

I've been on this Board and I like what they are doing for the County and area in Emergency Management

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

Cliff Herl

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Hildebrandt Leanna
Last First, Middle Initial
HOME ADDRESS: 2527 Dorvin Drive Jackson MI
Street City Zip Code
TELEPHONE: 517 750-3429 jhildebrandt08@sbcglobal.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jury Board 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|---|-------------------|--------------------|
| <u>Jury Board - reappointment request</u> | <u>4 years</u> | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Employment:

| | | |
|------------------------|--------------|------------------------------------|
| <u>Summit Township</u> | <u>Clerk</u> | <u>November 20, 2008 - present</u> |
| Current Employer: | Position: | Dates of Employment: |

Education:

Northridge High School, Dayton, Ohio - graduated University of Dayton, Ohio - attended

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

I would like to be reappointed for another term

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

Jackson County Jury Coordinator for 17 years - retired 2000

Leanna Jane Hildebrandt 3/25/2009
Signature: Date:

RECEIVED

APR 03 2009

Please Type or Print
With Black Ballpoint

COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Sutherland Robert J
Last First Middle Initial

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

TELEPHONE: 269 209 5959 Robert.Sutherland@Hotmail.Com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jury Board 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--------------------------|-------------------|--------------------|
| <u>Food Bank</u> | _____ | _____ |
| <u>Charitable Union</u> | _____ | _____ |
| <u>MRP</u> | _____ | _____ |

Employment:

| Current Employer: | Position: | Dates of Employment: |
|-------------------|-----------|----------------------|
| <u>SELF</u> | _____ | _____ |

Education:

AA JACKSON Community College BA Spring Arbor College

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

Interest in Giving Back to Community, enjoy Laws and its processes

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

FABIE Scout, History of Service, dependable, and be diligent one working with board

Robert Sutherland
Signature:

4-3-09
Date:

Submit

Reset

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: STERNAMAN ROSEANNA M
Last First Middle Initial

HOME ADDRESS: 3832 LENO DR. JACKSON MI 49203
Street City Zip Code

TELEPHONE: 787-5123 _____
(Home) Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Emergency Mgt. 2. Jury Board 3. _____

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--------------------------|-------------------|-----------------------------------|
| <u>Jackson County</u> | <u>3 years</u> | <u>President</u> |
| <u>Military Women</u> | <u>2 years</u> | <u>1st Sgt / Drill Instructor</u> |
| <u>Army Nat Guard</u> | <u>7 months</u> | <u>DRIVER</u> |
| <u>VETERANS AFFAIRS</u> | | |

Employment:

| | | |
|----------------------------------|--------------------------|-------------------------------------|
| <u>Consumers Energy</u> | <u>Electric Tech</u> | <u>1979 to 2008 Retired</u> |
| <small>Current Employer:</small> | <small>Position:</small> | <small>Dates of Employment:</small> |

Education:

ASSOC DEGREE BUSINESS DEGREE Mgt. DAVENPORT COLLEGE

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

To help the public in emergency situations

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

Citizens Police Academy Oct 2007

Roseanna M. Sternaman
Signature:

April 2009
Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Abbey _____ Teresa _____
Last First, Middle Initial
HOME ADDRESS: 216 S Waterloo _____ Jackson _____ 49201
Street City Zip Code
TELEPHONE: 517-414-9430, 734-668-0005 _____ teresa.abbey@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jury Board 2. Emergency Management Advisory Council 3. Region 2 Area Agency on Aging

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--------------------------------------|--------------------------|--------------------|
| <u>Region II Planning Commission</u> | <u>present thru 2011</u> | <u>Comm.</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Employment:

| | | |
|----------------------------|---------------------------------|---------------------------|
| <u>Orion Systems, Inc.</u> | <u>Configuration Management</u> | <u>03/99 thru present</u> |
| Current Employer: | Position: | Dates of Employment: |

Education:

Assoc. Accounting Mgt./Business Mgt.

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

Would like to continue to support my community

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

Am life long resident of Jackson County, MI

Teresa Jo Abbey _____ 4/1/2009
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Singer Mark
Last First, Middle Initial

HOME ADDRESS: 1144 Herbertt J Jackson 49202
Street City Zip Code

TELEPHONE: 517 7402906 work 517 7841142 hulk22@sbcglobal.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. region 2 area agency on aging 2. jury board 3.

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|---|------------------------------------|--------------------|
| <u>L F D A Blackman township</u> | <u>two years one left</u> | <u>member</u> |
| <u>Tax advisory board Blackman township</u> | <u>two years new two year term</u> | <u>member</u> |
| <u>maintinance West winds church</u> | <u>five years</u> | <u>member</u> |

Employment:

| | | |
|--|-----------------------|-----------------------------|
| <u>A S C orthotics and prosthetics</u> | <u>lab supervisor</u> | <u>10/23/97 till curent</u> |
| Current Employer: | Position: | Dates of Employment: |

Education:

Jackson high grad 1986

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

I would like to give back to our county and my dad uses region two and I would like to help that program as well.

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

I am looking forward to serving Jackson County

Mark D Singer 4/2/2009
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Grinage Lauren
Last First, Middle Initial
HOME ADDRESS: 190 West Arbor View, Apt. B-1 Spring Arbor 49283
Street City Zip Code
TELEPHONE: 517-524-8000(office) or 517-262-8006 (cell) dbgc@frontiernet.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jury Board 2. Region Two Area Agency 3.

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--------------------------------------|-------------------|------------------------------|
| FIA Board | 6 years | Member/Chairperson |
| Jackson County Medical Care Facility | 12 years | Volunteer |
| Friend of the Court Advisory Board | Several years | Member/Chairperson/Secretary |

Employment:

| | | |
|--------------------------|----------------|----------------------|
| Grinage Law Office, PLLC | Attorney/Owner | 1/1/2004 to present |
| Current Employer: | Position: | Dates of Employment: |

Education:

BS from University of Michigan (Mechanical Engineering), Juris Doctor from University of Michigan

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

I have always been involved in outside activities and I have time to devote.

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

I have a particular interest in each board due to my avocation and my chosen career.

/s/Lauren B. Grinage

Signature:

4/3/2009

Date:

RECEIVED

Please Type or Print
With Black Ballpoint

Please Type or Print
with Black Ballpoint

MAR 09 2009

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Tripp Amy R
Last First Middle Initial

HOME ADDRESS: 1818 E. Walmont Jackson 49203
Street City Zip Code

TELEPHONE: WK 517-787-7600 Hm 517-784-3734 tripp@miedlerlaw.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Region 2 Area Agency on Aging 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--|---------------------------------|------------------------------|
| <u>Ella Sharp Museum</u> | <u>2007 - current</u> | <u>Board member</u> |
| <u>Huntingtons - Michigan</u> | <u>2007 - current</u> | <u>Board member</u> |
| <u>Cathole Charities Senior</u> | <u>2002 - current</u> | <u>Advisory board member</u> |
| <u>Employment: State Bar of Michigan Elder law Disability Rts Section - 2006 - current</u> | | <u>State Chair</u> |
| <u>Chalgran & Tripp Law Offices</u> | <u>Owner/ Partner/ attorney</u> | <u>2003 - current</u> |
| Current Employer: | Position: | Dates of Employment: |

Education:

Bachelors @ Spring Arbor University + Juris Doctrite Cooley Law School

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

I am very active as an advocate for our aging population and believe that I am knowledgeable about the needs of our older adults.

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

I am very active in aging advocacy groups and have a practice that is focused on assisting older adults with their legal needs.

Amy R Tripp 3-3-09
Signature: Date:

Submit

Reset

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

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Persons who wish to serve should complete the following information.

NAME: Abbey _____ Teresa _____
Last First, Middle Initial
HOME ADDRESS: 216 S Waterloo _____ Jackson _____ 49201
Street City Zip Code
TELEPHONE: 517-414-9430, 734-668-0005 _____ teresa.abbey@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jury Board 2. Emergency Management Advisory Council 3. Region 2 Area Agency on Aging

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|--------------------------------------|--------------------------|--------------------|
| <u>Region II Planning Commission</u> | <u>present thru 2011</u> | <u>Comm.</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Employment:

| | | |
|----------------------------|---------------------------------|---------------------------|
| <u>Orion Systems, Inc.</u> | <u>Configuration Management</u> | <u>03/99 thru present</u> |
| Current Employer: | Position: | Dates of Employment: |

Education:

Assoc. Accounting Mgt./Business Mgt.

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

Would like to continue to support my community

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

Am life long resident of Jackson County, MI

Teresa Jo Abbey _____ 4/1/2009
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
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NAME: Grinage Lauren
Last First, Middle Initial

HOME ADDRESS: 190 West Arbor View, Apt. B-1 Spring Arbor 49283
Street City Zip Code

TELEPHONE: 517-524-8000(office) or 517-262-8006 (cell) dbgc@frontiernet.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jury Board 2. Region Two Area Agency 3.

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|---|----------------------|-------------------------------------|
| <u>FIA Board</u> | <u>6 years</u> | <u>Member/Chairperson</u> |
| <u>Jackson County Medical Care Facility</u> | <u>12 years</u> | <u>Volunteer</u> |
| <u>Friend of the Court Advisory Board</u> | <u>Several years</u> | <u>Member/Chairperson/Secretary</u> |

Employment:

| | | |
|---------------------------------|-----------------------|----------------------------|
| <u>Grinage Law Office, PLLC</u> | <u>Attorney/Owner</u> | <u>1/1/2004 to present</u> |
| Current Employer: | Position: | Dates of Employment: |

Education:

BS from University of Michigan (Mechanical Engineering), Juris Doctor from University of Michigan

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

I have always been involved in outside activities and I have time to devote.

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

I have a particular interest in each board due to my avocation and my chosen career.

/s/Lauren B. Grinage

Signature:

4/3/2009

Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

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

NAME: Singer Mark
Last First, Middle Initial

HOME ADDRESS: 1144 Herbertt J Jackson 49202
Street City Zip Code

TELEPHONE: 517 7402906 work 517 7841142 hulk22@sbcglobal.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. region 2 area agency on aging 2. jury board 3.

Community Activities/Civic Organization/Boards/Commissions:

| Activity / Organization: | Length of Service | Position (s) Held: |
|---|------------------------------------|--------------------|
| <u>L F D A Blackman township</u> | <u>two years one left</u> | <u>member</u> |
| <u>Tax advisory board Blackman township</u> | <u>two years new two year term</u> | <u>member</u> |
| <u>maintinance West winds church</u> | <u>five years</u> | <u>member</u> |

Employment:

| | | |
|--|--------------------------|-------------------------------------|
| <u>A S C orthotics and prosthetics</u> | <u>lab supervisor</u> | <u>10/23/97 till curent</u> |
| <small>Current Employer:</small> | <small>Position:</small> | <small>Dates of Employment:</small> |

Education:

Jackson high grad 1986

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

I would like to give back to our county and my dad uses region two and I would like to help that program as well.

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

I am looking forward to serving Jackson County

Mark D Singer
Signature:

4/2/2009
Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

MAR 26 2009

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

JACKSON COUNTY
ADMINISTRATOR'S OFFICE

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

NAME: Smith Patricia A
Last First Middle Initial
HOME ADDRESS: 1117 E. Hanson Jackson 49201
Street City Zip Code
TELEPHONE: 784-2954

Home, Work, Cell, or Business (Include Area Code)

E-mail Address

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

1. Regit Dept on Ig 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:

Length of Service

Position(s) Held:

Employment:

Current Employer:

Position:

Dates of Employment:

Education:

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

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

Patricia A. Smith

Signature:

3/26/09

Date:

From: Chad Schmucker
To: Susanne Schweizer
Date: 4/7/2009 9:19 PM
Subject: Re: Jury Board Vacancy

CC: Jackie Niciporek
At our judges meeting today we decided to recommend Leanna(Janie) Hildebrandt.

Chad Schmucker
Chief Circuit Judge
Courthouse
312 S. Jackson
Jackson, MI 49201

517 - 788-4365 (voice)
517 - 788-4695 (fax)

Region 2 Planning Commission



March 17, 2009

RECEIVED
MAR 20 2009
JACKSON COUNTY
ADMINISTRATOR'S OFFICE

Mr. Randall Treacher, Administrator
Jackson County
120 W. Michigan Ave.
Jackson, MI 49201

Dear Randy,

Public Act 261 of 1965 addresses the membership criteria of County Parks Commissions. Section 1.(2)(c)(ii) specifies that for a county with a population of one million or less the chairperson of the regional planning commission (in counties where there is no county planning commission, as is the case in Jackson County) shall serve on the County Parks and Recreation Commission if that person is a resident of the County.

The Region 2 Planning Commission re-appointed Debra Sikorski as the Chair of the Region 2 Planning Commission on January 7, 2009. Debra lives in Hillsdale County, therefore the Region 2 Planning Commission at its Full Commission meeting of Thursday, March 12, 2009 voted to recommend Gail W. Mahoney as the representative to the Jackson County Parks and Recreation Commission, as she lives within Jackson County. It is our understanding that the appointment requires a 2/3 vote of the Board of Commissioners.

Should you have any questions, please do not hesitate to call.

Sincerely,

Charles C. Reisdorf
Executive Director

Cc: Gail W. Mahoney
Jim Guerriero

120 West Michigan Avenue • Jackson, Michigan 49201 • ☎ (517) 788-4426 • 📠 (517) 788-4635



Jackson County Health Department

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

Phone (517) 788-4420

Fax (517) 788-4373

MEMO

April 8, 2009

To: Human Services Committee
From: Steve Hall, Environmental Health Director
Subject: Animal Shelter Spay/Neuter Deposit

On February 1, 2009, I began management responsibilities at the animal shelter in addition to my duties at the health department. Since that time, I have been participating on a spay/neuter task force that is charged with coming up with a solution to the problem of animals being adopted out of the shelter without being sterilized. Currently, adopters sign a spay/neuter contract and pay a \$25 deposit. This deposit would be refunded if the adopter follows through with the contract and has their animal sterilized. Unfortunately, many of the animals leaving the shelter are never sterilized. While the spay/neuter task force is working towards a permanent solution to present to the Commission, they asked me to present a proposal that would raise the spay/neuter deposit as an interim measure in hopes that it would increase the incentive for adopters to follow through and have their animals sterilized.

Thus, I am proposing that the spay/neuter deposit be raised to \$50. Ideally, this will provide enough incentive for adopters to follow through with the spay/neuter surgery. Should you have any questions concerning this matter, please do not hesitate to contact me.

An Equal Opportunity Employer_____

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3120**

PERSONNEL

Deleted 4-21-09 – This policy has been replaced by Vehicles Policy 7030

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3130**

PERSONNEL

Deleted 4-21-09 – This policy has been replaced by Vehicles Policy 7060

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3260**

PERSONNEL

FLEXIBLE SPENDING ACCOUNTS

Pursuant to Section 125 of the Internal Revenue Service Code of 1986, as amended, flexible spending accounts for dependent care and medical reimbursement are established to allow employees to pay for dependent care and unreimbursed medical expenses not covered by insurance carriers pre-tax.

The flexible spending accounts shall be managed by a third party administrator so named by the Board of Commissioners and employee eligibility and account management shall be pursuant to the plan document developed in accord with the Internal Revenue Service Code.

Adopted: 7/13/93
Reviewed: 4/21/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3280**

PERSONNEL

EMPLOYEE RECOGNITION

Employees attaining defined years of service milestones will be formally recognized each year and will receive a gift of appreciation.

~~Each month an Employee of the Month will be recommended to the Personnel and Finance Committee by a screening team. The named employee will be formally recognized at a regular meeting of the Board of Commissioners and will receive a gift of appreciation.~~

Procedures outlining the process follow.

Adopted: 9/94
Revised: 4/21/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3280**

PERSONNEL

EMPLOYEE SERVICE RECOGNITION PROGRAM
Length of Service Awards

| <u>Years of Service</u> | <u>Recognition</u> |
|-------------------------|---|
| 5 | Certificate Choice from 5 Year Anniversary Gift Selection |
| 10 | Certificate Choice from 10 Year Anniversary Gift Selection |
| 15 | Certificate Choice from 15 Year Anniversary Gift Selection |
| 20 | Certificate Choice from 20 Year Anniversary Gift Selection |
| 25 | Certificate Choice from 25 Year Anniversary Gift Selection |
| 30 | Certificate Choice from 30 Year Anniversary Gift Selection |

Employees attaining the years of service milestones reflected above will be honored at an annual recognition dinner. The employee's spouse/guest and department head will be invited to attend.

EMPLOYEE OF THE MONTH

~~Nominations will be made by anyone. Individuals or teams may be nominated. Each month the Employee of the Month Team will recommend an Employee of the Month to the Personnel and Finance Committee. Department Heads and Elected Officials will not be eligible for Employee of the Month.~~

~~The Employee of the Month will receive a certificate presented at a Board of Commissioners meeting. The employee's name will be placed in the lobby directory of the Tower Building and in an appropriate place in the building in which the employee works. The employee's picture and text of the nomination will also appear in The Open Line newsletter. The employee and their department head will receive a check for lunch (maximum of \$20).~~

COUNTY OF JACKSON
POLICY MANUAL

Policy No.
3285

PERSONNEL

RECOGNITION OF COUNTY RETIREES

The Board of Commissioners will recognize, with a formal resolution, all County of Jackson employees who retire from the County with ~~twenty (20) or more years of service.~~ **exemplary service on the request of the Department Head/Elected Official.**

The Board of Commissioners will be advised of employees retiring from the County with ~~less than twenty (20) years of service~~ **exemplary service on the request of the Department Head/Elected Official**, and their names will be read and recorded in the Board of Commissioners' meeting minutes.

Adopted: 2/17/98
Revised: 4/21/09

DRAFT REVISION

April 2009

**STREET NAMING AND ADDRESSING
ORDINANCE**

JACKSON COUNTY, MICHIGAN

***Adopted by the:
Jackson County Board Of Commissioners
7/18/06***

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76 **SECTION 1**

77
78 **GENERAL PROVISIONS**

79
80
81 **A) OBJECTIVES**

82 The purpose of this County-Wide Street Naming and Addressing Ordinance is to
83 establish standards for naming public roads, private roads or drives, posting street
84 signs and assigning numbers to all dwellings, principal buildings, businesses and
85 industries; and to assist emergency management agencies, the United States Postal
86 Service and the public in the timely and efficient maintained provision of services to
87 residents and businesses of Jackson County.

88
89 This ordinance is designed to eliminate addressing confusion and to create a
90 standard system by which addresses may be assigned and maintained from this
91 time forward. It is not the objective of this ordinance to change all previously
92 addressed structures or to change all previously named duplicate streets **without**
93 **the request of the affected governmental unit(s)**. Changes to existing addresses
94 and road names will only be made when non-conformity interferes with the
95 accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5
96 of this ordinance. It is further designed to establish an official map and listing of all
97 streets and roadways in Jackson County.

98
99 No ordinance can anticipate every condition or question related to individual
100 circumstances. Jackson County reserves the sole right to revise or rescind any
101 portion of this Ordinance as it deems appropriate. Any future changes to this
102 ordinance will be communicated to the community through official notices.

103 **B) AUTHORITY**

104 This Ordinance is adopted under the authority and provisions of the applicable
105 Statutes of the State of Michigan, including but not limited to PA 156 of 1851 (MCL
106 46.11).

107
108
109 **C) ADDRESSING RESPONSIBILITY**

110 This Ordinance, the regulations, and the procedures contained herein shall apply to
111 and govern each and every lot, parcel or tract of land and improvement thereon,
112 within Jackson County except the City of Jackson. Any village or township that has
113 previously enacted or subsequently enacts an Ordinance which virtually duplicates
114 or fully achieves the purpose of this Ordinance may request the Board of

Commissioners to exclude that village or township from the provisions of this Ordinance. Upon request and after receipt of a written recommendation from the Street Naming/Address Coordinator, the Board of Commissioners may, by resolution, exclude a village or township from the provisions of this Ordinance. Failure of any village or township to petition or request the Board of Commissioners to exclude that particular municipality from the provisions of this Ordinance shall be deemed to constitute agreement and acquiescence to be bound thereby. The preliminary assignment of new addresses shall be the responsibility of the local unit of government (village, or township) having jurisdiction. All new or changed addresses shall follow this ordinance wherever practicable. Building officials shall not issue a building permit until an official property address has been approved.

D) STREET NAMING/ADDRESS REVIEW COMMITTEE

This ordinance shall establish a Street Naming/Address Review Committee for the purpose of reviewing changes to existing addresses and road names when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this ordinance. This Committee will consist of **the following individuals** ~~individuals from the following agencies:~~ **Jackson County Commissioner, County Clerk, City Clerk, Road Commissioner, and representatives from:** U.S. Postal Office, 911/Central Dispatch, Jackson County GIS, and the affected ~~community~~ **governmental unit**. This committee will meet as required and will be chaired by the Street Naming/Address Coordinator. **The Street Naming/Address Coordinator will be appointed annually by the Chairperson of the Jackson County Board of Commissioners.**

E) EFFECTIVE DATE

This ordinance will be effective after adoption by the Jackson County Board of Commissioners on October 1, 2006. The ordinance shall be reviewed ~~on an annual basis, or more often~~ as deemed necessary, by the Street Naming/Address Review Committee, and the local governmental units that are responsible for addressing areas within Jackson County. This ordinance may be amended from time to time by the Jackson County Board of Commissioners.

SECTION 2

DEFINITIONS

APARTMENT BUILDING

A single building comprised of three or more dwelling units used as rental property.

BASELINE

The established baseline for Jackson County is Michigan Avenue and originates with its intersection with Mechanic Street located in the City of Jackson and extends directly East and West from this intersection.

CONDOMINIUM

A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.

An individual dwelling unit under individual ownership in a multiple unit development with common elements in which are owned by the owners on a proportional, undivided basis.

DUPLEX RESIDENCE

A building that is divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

MERIDIAN

The established meridian for Jackson County is Blackstone Street and originates with its intersection with Michigan Avenue located in the City of Jackson and extends directly North and South from this intersection.

180 **MOBILE HOMES/MANUFACTURED HOMES**

181
182 A detached residential dwelling unit designed, after fabrication, for
183 transportation on streets or highways on its own wheels or on flatbed or other
184 trailers, and arriving at the site where it is to be occupied as a dwelling,
185 complete and ready for occupancy except for minor and incidental unpacking
186 and assembly operations, location on jacks or other temporary or permanent
187 foundations.

188
189 **OFFICE BUILDING**

190 A single building comprised of three or more office units used as individual
191 businesses.

192
193 **SINGLE FAMILY RESIDENCE**

194
195 A dwelling meant for occupation by a single family.

196
197 **STRIP COMMERCIAL BUILDING**

198 A single building with multiple accesses that is leased by square footage and
199 allows interior business to vary in size.

200
201 **TOWNHOUSES**

202 A building that is comprised of more than one unit. Each unit being a narrow,
203 two story with its own entrance. A townhouse may be part of an apartment
204 building or a condominium.

SECTION 3

ADDRESS REQUESTS

A) REQUIREMENTS

The following must be submitted at the time of application for an address **to the local unit of government affected by the change.**

1. Completed Residential and Commercial Address Application form.
(See Appendix A)
2. Proof of Ownership/~~Copy of Deed~~ **such as a copy of a deed.**
3. Site Plan/Survey showing location of principal dwellings and drive.
4. Tax Parcel Identification Number.
5. Closest existing address on left, right and across the street from property to be addressed.
6. A fee for each address requested. This fee shall be determined by each addressing entity by appropriate resolution.

B) ADDRESS REQUEST FOR NEW DEVELOPMENTS

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires that a final site plan showing all road names and location of roads be presented to the local addressing official. ~~The developer will be responsible for the addressing fee at the time of application.~~ Official addresses shall be ~~issued~~ for each individual site/unit/lot by the addressing entity at the time a building permit is applied for. The owner will be required to submit a copy of the approved site plan to obtain the address. (See Appendix B)

SECTION 4

NUMERIC ASSIGNMENT

A) FRONTAGE INTERVAL/ADDRESS STYLE

The addressing system is based on a baseline/meridian structure. The county is divided into four quadrants based on the following roads: The established baseline for Jackson County is Michigan Avenue and originates with its intersection with Mechanic Street located in the City of Jackson and extends East along Michigan Avenue to the County Line and West from the origin along Michigan Avenue to Parma Road and then South to Erie Road and then along Erie Road to the County Line. The established meridian for Jackson County is Blackstone Street and originates with its intersection with Michigan Avenue located in the City of Jackson and extends North along Mechanic street to North Street and then East to Cooper Street then North along Cooper Street to the North Line of Section 14 then West along the North Line of Sections 14 and 15 to Lansing Avenue then North along Lansing Avenue to the County Line and South from the origin along Mechanic Street to Morrell Street then East along Morrell Street to Francis Street then South along Francis Street to Vandercook Lake then continue in a Southwesterly direction to the 90 degree corner on Browns Lake Road North of Emmons Road then South on Browns Lake Road to Kimmel Road then East along Kimmell Road to South Jackson road and then South along South Jackson road to the County Line. (See Appendix C)

Jackson County uses a formula developed by Consumers Energy. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each **5.28 feet (+/-)** interval. Addresses are assigned based on the driveway entrance, not the front of the structure.

B) ODD/EVEN NUMBER LOCATION

Even numbers shall be on the westerly side of the roads; Odd numbers shall be on the easterly side of the roads.

Even numbers shall be on the northerly side of the roads; Odd numbers shall be on the southerly side of the roads.

(See Appendix C)

272 **C) FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES**

273
274 There shall be no use of fractional addresses, alphanumeric address numbers or
275 hyphenated address numbers. This also applies to apartment numbers and suite
276 numbers.

277
278
279 **D) COMPONENT ORDER**

280 Components of a street address shall always be in the following order:
281 address number, directional prefix (if any), street name, and street type, designation
282 of apartment or suite, and apartment/suite number.

283
284
285 **E) DIAGONAL STREETS**

286 Diagonal streets shall be treated as either north-south or east-west streets. Once
287 orientation is established it shall be used throughout the entire length of the road.
288 The orientation will not change even if the road changes direction.
289 Within developments it is advisable to consider the direction of the beginning of the
290 road. If it originates off a north/south road and begins by going east/west before
291 meandering north/south, it is generally considered an east/west road.

292 **F) CIRCULAR STREETS**

293 A circular street/road is one that returns to the same origin point or to the same
294 originating road. Circular streets shall be numbered beginning at the low numbered
295 intersection and continuing to the other end of the road. The outside of the circle is
296 numbered first and the inside is then numbered to match and mix with the outside.
297 This will result, in most cases, with fewer numbers on the inside of the circle and
298 with larger spaces between the inside numbers. Numbering sequence of the outside
299 and inside of the circle shall be used throughout the entire length of the road.

300 **G) CUL-DE-SACS**

301 Cul-de-sacs shall be addressed using the system based on the baseline/meridian
302 structure; odd/even numbers on the appropriate sides of the street and meeting at
303 the mid-point, or the back of the cul-de-sac.

H) CORNER LOTS

It is preferable for corner lots to be addressed to the road that the driveway is accessed off. However, corner lots have the option of being addressed to the driveway or the front of the structure. Addresses based on the driveway shall require the mailbox to be placed at the driveway access. Addresses based on the front of the structure shall require the mailbox to be placed on the road at the front of that structure. Display of address numbers on the structure shall face the road to which the home is addressed. The assigned address will be determined by the site plan presented at the time a building permit is requested.

I) PRIVATE DRIVES/EASEMENTS

Private drives/easements may be addressed to an existing adjoining road when they serve no more than two (2) lots or structures. Private drives and easements that serve more than two (2) lots or structures will be addressed to the private drive/easement.

J) SINGLE FAMILY RESIDENCES

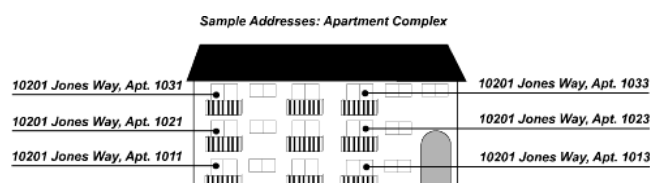
A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.

K) DUPLEX RESIDENCES

A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

L) APARTMENT BUILDINGS

Apartments shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate the floor location (e.g. Apt 204 is the fourth apartment on the second floor). Alphanumerical numbers are not to be used. Apartment buildings with multiple entrances, where each entrance



provides access to a limited number of apartments, shall require an address for each individual entrance.

M) MOBILE HOME PARKS/MANUFACTURED HOME COMMUNITIES

Each individual mobile home or manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving 4 to 8 numbers between adjacent sites.

N) TOWNHOUSES

Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction. Townhouses that are under the apartment category will be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators.

O) CONDOMINIUMS

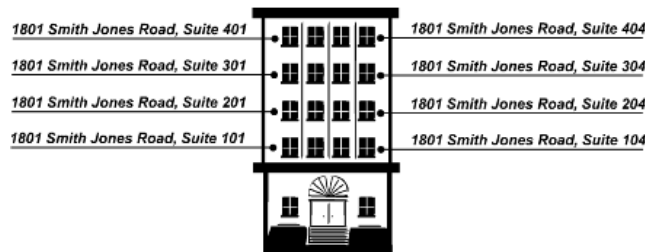
Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.

An apartment building or townhouse complex that is converted to a condominium shall be required to be addressed with an individual address for each unit.

P) OFFICE BUILDINGS

Office buildings shall be numbered with the main building receiving one address and each individual office being assigned suite numbers as secondary location indicators. The suite number assigned should indicate the floor location (e.g. Suite

Sample Addresses: Office Building



204 is the fourth office on the second floor). Alphanumeric numbers are not to be used. Office buildings with multiple entrances, where each entrance provides access to a limited number of offices, shall require an address for each individual entrance.

Q) INDIVIDUAL COMMERCIAL BUILDINGS

Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

An individual building, housing more than one business, shall require a separate address for each unit. Suite numbers shall not be allowed. A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. Grocery store with cleaners, bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner that it is legible to the public as well as emergency responders.

R) STRIP COMMERCIAL BUILDINGS

Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance.

Addresses shall be determined by the street/road from which the business is accessed. On corner lots, when a business faces a main road but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance for the units faces the main road. When each unit has an individual entrance, the building will be addressed to the road on which the majority of the entrances are located.

S) MISCELLANEOUS STRUCTURE

Outbuildings and/or utilities requiring metering that are required to have an address shall be given their own individual address, generally 4 to 6 numbers from the main

402 residence. Outbuildings having their own access drive shall be assigned an address
403 following the basic rules for distance and direction.

404

405 ***T) WIRELESS TOWERS***

406 A wireless tower shall be assigned one address determined by the basic rules for
407 distance and direction. When additional carriers are added all carriers will be
408 assigned a Suite Number with the address including the first carrier.

SECTION 5

DISPLAY OF ADDRESSES

All principal buildings shall be required to display an address number in the manner prescribed in this ordinance.

A) RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to post and maintain, at all times, address numbers as required under this policy. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

B) PLACEMENT OF ADDRESS NUMBERS

When a cluster box is used it will only be required for the address to be displayed on the structure.

1. Mobile homes or manufactured homes located within a development shall display the address number in numbers of at least three (3) inches in height and on the side of the home facing the access road. **Address numbers shall be of contrasting color with the background.**
2. Structures located within a subdivision, condominium or within a city or village that is within fifty (50) feet from the edge of the road right-of way shall:
 - a. Display the assigned address number on the structure in such a manner that it is visible from the road.

The address shall be composed of numbers that are not less than three (3) inches in height and contrasting in color with the background on which they are affixed.
 - b. The address shall also be displayed on both sides of the mailbox.

The address shall be composed of reflective numbers that are not less than two (2) inches in height.
 - c. The numbers shall be reflective numbers on a contrasting background.
 - d. The address shall not be obstructed in any way by any form of landscape, other mailboxes or newspaper delivery boxes.

446 When the mailbox is obstructed, it will be required that an
447 address sign be displayed at the road, following the
448 standards listed for structures located more than fifty (50)
449 feet from the road.

- 450 3. Structures located more than fifty (50) feet from the edge of the road right-
451 of-way shall comply with the previous requirements listed for structures
452 within 50 feet of the edge of the right of way and in addition shall:

- 453
- 454 a. Display the assigned address number on a post, fence or wall or
455 other permanent structure no farther than ten (10) feet back
456 from the edge of the traveled roadway.
 - 457 b. The address shall be composed of numbers that are not less
458 than three (3) inches in height.
 - 459 c. The sign shall be composed of reflective numbers on a
460 contrasting background.
 - 461 d. The numbers shall be not less than four (4) feet and not more
462 than seven (7) feet above the ground
- 463

464 Failure to display the address for new construction, following the county standards
465 as posted within this ordinance, will be grounds for withholding issuance of a
466 Certificate of Occupancy by the Building Department of the Addressing Entity, in
467 accordance with the governing Building Code and Ordinance provisions.

SECTION 6

ADDRESS CORRECTIONS

Whenever an error in a numeric address or street name comes to the attention of the Street Naming/Address Review Committee, they shall initiate proceedings to correct the error if requested by the affected community governmental unit.

Address changes become effective within 90 days of receipt of Notice of Address Correction. A resident who does not put a change of address in with their Post Office and who does not display the new correct address within the 90 day period will be in violation of this ordinance and subject to penalty as provided by Ordinance. (See Section 9)

A) NUMERIC CORRECTION

It shall be the intent of this ordinance to discourage the practice of making any change in addresses except:

1. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
2. If the existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this ordinance. Addresses out of range by more than 35 (+/-) numbers shall be changed as needed to correct range and to accommodate new growth.
3. When an easement becomes a named private drive and the structures must reflect the new road name using correct numerical range for the new road.
4. When an address is duplicated or otherwise violates this ordinance.

In the case of a numeric address change, the following procedure shall be followed:

1. The reason for the numeric change shall be documented with date and reporting party.
2. A new numeric address shall be determined using the County address standards. (See Section 3A)
3. The property owner or owners shall be contacted in written form using the governing assessor's information to identify ownership. The property owner shall have 30 calendar days to respond in writing to the affected governmental unit if he/she disagrees with the change. If not resolved, a public hearing will be scheduled by the

511 **affected governmental unit within 30 calendar days.**

- 512 4. Notification shall also be sent to the following **by the Coordinator**:
- 513 a. 911/Central Dispatch **via the Sheriff**
- 514 b. ~~City and/or~~ Township Assessor and Clerk
- 515 c. Jackson County Clerk
- 516 d. Local Postmaster
- 517 e. Local School District
- 518 f. ~~Jackson County Street Naming/Address Coordinator~~
- 519 5. The resident shall be responsible for supplying their individual utility
- 520 companies with a copy of the official change of address form.
- 521
- 522

523 **B) STREET NAME CHANGES**

524 Street name changes shall only be allowed when the name is a duplicate of another

525 road/street ~~within a designated postal area or~~ within Jackson County and interferes

526 with the accurate dispatch of emergency vehicles or postal delivery. A road name

527 may also be changed when one road has two commonly used names or where

528 portions of what appears to be the same road have two or more names. **All State**

529 **Trunklines and County main road names will not be subject to change.**

530 In the case of a street name change, the following procedure will be followed:

531

- 532 1. The reason for street name change shall be documented with date
- 533 and reporting party.
- 534 2. The property owner or owners will be contacted in written form
- 535 using the governing assessor's information to identify ownership.
- 536
- 537 3. Within thirty (30) **calendar** days of notification, the owners of land
- 538 accessed by the street to be re-named may submit to the Jackson
- 539 County Road Commission, the following items:

540 ~~a. A central person of contact for the owner group.~~

541 ~~b. A proposal of three different~~ **prioritized list of name**

542 **choices, which comply with the street naming**

543 **requirements. , and that have been agreed upon by the**

544 **majority of the affected property owners.**

545 ~~c. A list of all residents comprising the owner group with~~

546 ~~their current addresses and phone numbers.~~

- 547 4. The new street names will be researched and one will be
548 assigned. If submitted street names are not available, the Jackson
549 County Road Commission will ~~work with the central contact of the~~
550 ~~owner group to discuss alternatives.~~ **notify the residents**
551 **requesting a new list of name choices.**
- 552 5. ~~Within sixty (60) days of the original notification, if a new approved~~
553 ~~street name has not been accepted by a majority of the owners, a~~
554 ~~Public Hearing will be scheduled within 14 days. Upon completion~~
555 ~~of the Public Hearing, a (Tony & Cliff) street name will be assigned~~
556 ~~by the Jackson County Road Commission.~~
- 557 5. **The property owner shall have 30 calendar days to respond in**
558 **writing to the Road Commission if he/she disagrees with the**
559 **change. If not resolved, a public hearing will be scheduled by**
560 **the Road Commission within 30 calendar days. Upon**
561 **completion of the Public Hearing, a street name will be**
562 **assigned by the Jackson County Road Commission.**
- 563
564
- 565 6. Upon approval of the new street name by the Jackson County
566 Road Commission, confirmation of the new street name will be
567 mailed to each property owner affected by the change.
- 568
- 569 7. Notification of any new street names will be sent to:
- 570 a. Property owners
- 571 b. 911/Central Dispatch
- 572 c. U.S. Postal Office
- 573 d. Affected Municipal Governments Assessor and Clerk
- 574 e. Affected School District
- 575 f. Jackson County Clerk
- 576 g. Jackson County Register of Deeds
- 577 h. Consumers Energy

- 578 i. Jackson County Equalization
- 579 j. Jackson County Street Naming/Address Coordinator
- 580 k. **Jackson County GIS Coordinator**
- 581

582 **SECTION 7**

583
584 **STREET NAME REQUIREMENTS**

585
586
587 **A) STREET/ROAD DESIGNATION**

588 Every existing, proposed, or constructed public road, private road or drives that
589 provides, or will provide, access to two (2) or more buildable lots shall have a street
590 name assigned regardless of the length.

591 **B) STREET NAMING RESPONSIBILITY**

592 Application for new street names, or to reserve street names for a development, is to
593 be made through the Jackson County Road Commission.

594
595 The applicant must submit to the Jackson County Road Commission

- 596
597 1. A proposal of three different street name choices.
598 2. New developments require a list of all street names being requested and a
599 site plan showing the layout of the streets.
600 3. Written confirmation from the relevant postal area stating there are no
601 duplications of the proposed street names within the postal delivery area.
602 (~~Jim~~)
603

604 A site plan showing the layout of the approved street names shall also be submitted
605 to the appropriate local addressing agency for approval. The Jackson County Road
606 Commission shall not approve any proposed subdivision or plat until the proposed
607 names and house numbers have been approved.

608 **C) NAMING NEW ROADS**

609 When application is made for a new road name, the name will be run through the
610 Jackson County Road Commission database to check for duplication. Street names
611 may be reserved for one (1) year. All street names will conform to the standard set
612 in this policy.

613 **D) RESERVING NEW STREET NAMES FOR NEW DEVELOPMENTS**

614 A written request to reserve new street names must be presented to the Jackson
615 County Road Commission for each new development. These street names will be
616 reviewed and reserved in the road name inventory, if approved. ~~(Who has inventory?~~
617 ~~Larry)~~
618

619 In a development in which any given street constitutes a loop and in which a portion
620 of that loop crosses over another street creating an intersection, each segment of
621 the loop divided by that street shall be designated by a separate name. Street
622 names become final upon the issuance of a road approach construction permit, final
623 plat approval, or the recording of the final site condominium documents.

624 Street names may be reserved for one (1) year. If one of the requirements to
625 finalize the street name is not satisfied within the one (1) year, a written request for a
626 one (1) year extension of the street name reservation may be submitted to the
627 Jackson County Road Commission. If such a request is not received, the names will
628 no longer be reserved.

629
630 **E) NEW STREET NAME or RENAMING SELECTION**

631 The following standards will be used:

- 632 1. Old and New cannot be used **on any future new or name**
633 **changes.** ~~(Cliff, Jim)~~
- 634 2. Abbreviations of words or names and initials are prohibited.
- 635 3. References to a number are prohibited such as Ten, First, Sixth.
- 636 4. A single alphabetical character cannot be used.
- 637 5. Duplicate street names are prohibited.
- 638 6. Street names will be easy to pronounce and easily recognizable in
639 emergency situations.
- 640 7. No **new** street name may duplicate, in sound or pronunciation, any
641 other roadway already in use, previously approved, or slated for
642 use in the preliminary stages of a project application anywhere
643 within Jackson County such as: Jerdan-Jordan, Gem-Jim,
644 Queensboro-Queensbury. ~~(It is misleading, needs more specificity.~~
645 ~~Pronunciations vary, even by ethnic groups. Larry)~~ ~~(Why? Too restrictive. Jim)~~
- 646 8. Streets that are an extension of an already existing street shall
647 maintain that street name.
- 648 9. No street name shall contain more than eleven (11) characters
649 including spaces. ~~(Why? Jim)~~
- 650 10. No special characters in road names such as hyphens,
651 apostrophes, or dashes will be allowed.
- 652 11. Use of frivolous or complicated words, or unconventional spellings

- will not be allowed.
12. Names that may be offensive (slang, double meanings, etc.) will not be allowed.
 13. Names with the same theme (i.e., flowers, birds, trees) are suggested for naming streets in an entire subdivision, as means of general identification.
 14. Vanity street names that do not conform to the County address style will not be allowed.
 15. No street name shall contain the words North, South, East, West, or any combination thereof. These directionals are to be used only as a prefix.

F) PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A street/road may have no more than one directional prefix. Acceptable prefixes are North, East, South, and West. **This section applies to new or renamed streets only.** ~~(This should be changed due to the Post Office Zip code and Boundaries. Michigan Ave for example. Cliff)~~
~~(Again the City, N West Ave, Jim)~~

G) SUFFIXES

Each approved street name shall require a street suffix. Only one street suffix will be allowed per street name. A directional shall only be used as a prefix. It shall not be allowed to use North, East, South or West as a suffix. All street suffixes will be abbreviated in compliance with the United States Postal Addressing Standards.
(See USPS Publication 28, <http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>)

There are numerous suffixes to choose from, including but not limited to:

| | |
|-----------|----------|
| Avenue | Landing |
| Bend | Lane |
| Boulevard | Meadows |
| Cove | Mountain |
| Drive | Ridge |
| Estates | Shore |
| Glens | Trail |
| Hills | Valley |
| Lake | View |

693 The street suffixes listed below will carry the following designations:

694 Circle A thoroughfare that returns to the same origin point or to the
695 same originating road.

696 Court A permanently closed road such as a cul-de-sac.

697
698 When there is an extension of a cul-de-sac to join another
699 portion of a development it shall be required that the
700 extension continues with the existing name.

701
702 New developments should avoid using the suffix Court for
703 any cul-de-sac that has the future option to be extended.

704
705 Loop A thoroughfare that returns to the same originating road (the suffix
706 Circle may also be used in this situation).

707 Road A secondary thoroughfare that is accessible from both its origin
708 and terminus. The suffix road is used for public county roads and
709 state roads only.

710 Street A major thoroughfare that is accessible from both its origin and
711 terminus. The suffix street is predominantly used within city
712 limits.

SECTION 8

STREET NAME SIGNS

Guidelines for signs shall be dictated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) prepared by the Michigan Department of Transportation in conjunction with the Michigan Department of State Police.

A) LOCATION OF SIGNS

All public and private roads in Jackson County shall be identified by a sign and shall display the proper street name. Street name signs shall be installed at all intersections.

B) DESCRIPTION OF SIGNS

1) SIGN COLOR

The street sign should be reflective or illuminated and of contrasting colors. Signs installed as of the date of this policy shall be a white legend on a green background (Section 2D-39 MMUTCD). Street name signs designating certified roads shall have white letters on a green background. Private street name signs shall also have white letters on a green background and shall have the word "PRIVATE" affixed under the street name.

2) SIGN HEIGHT

In business districts signs should provide a minimum of seven (7) feet of clearance between the top of the curb and the bottom of the sign. In rural areas signs should provide a minimum of five (5) feet of clearance between the bottom of the sign and the traveled roadway (Section 2A-22 MMUTCD). It is recommended that rural street signs have a clearance of nine (9) feet to prevent vandalism.

3) SIGN LETTERING

The street name shall appear in uppercase letters not less than six (6) inches high with the sign plate being nine (9) inches in height and no longer than thirty-six (36) inches in length (Section 2D-38 MUTCD).

Supplementary lettering to indicate type of street (e.g., Street, Avenue, Road, etc.) may be in smaller lettering, at least three (3) inches high. U.S. Postal approved abbreviations are acceptable except for the street name itself (Section 2D-5, 2D-6, and 2D-39 MMUTCD).

753 **4) SIGN PLACEMENT**

754 In business districts and on principal arterials, Street Name signs may
755 be placed at least on diagonally opposite corners so that they will be
756 on the far right-hand side of the intersection for traffic on the major
757 street. Signs naming both streets should be erected at each location.
758 They should be mounted with their faces parallel to the streets they
759 name (Section 2D-39 MMUTCD).

760
761 In residential districts at least one Street Name sign should be
762 mounted at each intersection (Section 2D-39 MMUTCD).

763 The overall dimensions of the sign shall be no longer than forty-two
764 (42) inches and shall be a height of nine (9) inches
765

766
767 **C) STREET SIGN INSTALLATION AND MAINTENANCE**

768 **1. PUBLIC ROADS**

769 The applicable public agency is responsible for all street signs on
770 streets/roads designated as public.
771

772 **2. PRIVATE ROADS**

773 The applicable public agency will be responsible for the installation of
774 all street signs in accordance with Section 7 B. The developer/property
775 owners shall be responsible for all costs determined by the applicable
776 public agency. The developer/property owners will be responsible for
777 all maintenance costs.

778 **SECTION 9**

779
780 ***PENALTIES***
781

782 Any person in violation of any subsection of this ordinance shall be responsible for a
783 civil infraction. And upon admission or finding of responsibility, shall be subject to a
784 fine not to exceed Five Hundred Dollars (\$500.00), as well as Court costs to be
785 determined by a Court of competent jurisdiction. The penalty may be deferred by the
786 Court where appropriate.

787 If the violation continues after thirty (30) days of an admission or finding of
788 responsibility, any person in continuing violation of the ordinance may be charged
789 with a misdemeanor and if convicted, shall be punished by a fine of up to Five
790 Hundred Dollars (\$500.00) or imprisonment in the County Jail not to exceed ninety
791 (90) days, or both. ~~(What? No misdemeanor offense. Jim)~~

792 No certificate of occupancy shall be issued by the LOCAL UNIT OF GOVERNMENT
793 Building Official to a new building for which construction commenced on or after the
794 effective date of this ordinance and has failed to comply with the provisions of this
795 ordinance. ~~(Do Townships comply, and how do we know that they comply?) (No, Jim)~~

SECTION 10

SAVING CLAUSE

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, Section or provision is declared void or unenforceable, for any reason, by a court of competent jurisdiction, the remaining portions of said ordinance shall remain in force.

SECTION 11

APPEALS PROCESS

~~The Jackson County Street Naming/Address Committee shall act to hear petitions for relief from administrative actions taken by the Local Addressing Official pursuant to the authority granted by this ordinance.~~

~~The Jackson County Street Naming/Address Committee shall have the power to affirm, reverse wholly or partly, or modify the decision of the Local Addressing Official after conducting a public hearing at which the aggrieved party or parties and the Local Addressing Official are permitted to speak. *(What about a hearing first to determine a mutual resolve? Jim)*~~

~~If the Jackson County Street Naming/Address Committee decides that no error has occurred, but action by the Local Addressing Official has created unnecessary hardship, an extension of time may be allowed, not to exceed twelve (12) months, to comply with the administrative order.~~

~~The Jackson County Street Naming/Address Committee may reverse the decision of the Local Addressing Official, provided that a factual error has occurred. The Jackson County Street Naming/Address Committee may remand the matter back to the Local Addressing Official with instructions for corrective action.~~

~~An appeal will be heard only in cases where the aggrieved party's address is being corrected because it is out of range, or when the aggrieved party can prove a factual error occurred in assigning the address. No appeal will be heard in the cases where the aggrieved party's address is out of sequence with surrounding addresses, or is on the wrong side of the road, or is being renumbered due to the fact that the dwelling should be addressed to a private road rather than the main road.~~

~~Appeals shall be filed by the aggrieved party within fifteen (15) *(30) (Randy)* days of receiving their address or correction thereto. The appeal shall be in written form and filed with the Local Addressing Official to review. If the Addressing Official cannot resolve the issue, the appeal will be forwarded to the Jackson County Street Naming/Address Committee. Within thirty (30) days, the aggrieved party will be contacted by the Jackson County Street Naming/Address Committee of a scheduled public hearing date and time. The aggrieved party will be notified of the decision of the Jackson County Street Naming/Address Committee within a period not to exceed 30 days.~~

~~A party aggrieved by a decision of the Jackson County Street Naming/Address Committee may file a further appeal to the Jackson County Circuit Court within 21 days of an adverse decision. The Court shall affirm all such appeals except upon a~~

849 ~~determination that the Jackson County Street Naming/Address Committee decision~~
850 ~~is based upon fraud, abuse of discretion, error of law, or where the decision is not~~
851 ~~based upon competent, material and substantial evidence.~~

APPENDIX A

SAMPLE ADDRESS APPLICATION

Residential and Commercial

Address Application Process:

1. Submit **COPIES** of the five items listed below to _____ Building Inspection Department:
 1. Proof of Ownership (*copy of deed or current tax bill – must have complete legal description*)
 2. **Current** Tax Identification Number
 3. Site Plan showing location of principal buildings driveway
 4. Closest existing addresses to both sides and across the street from property
(*Indicate approximate distance each address is from your drive*)
 5. A \$15.00 fee for each lot/unit and meters requiring an address
(*Cash or Checks* payable to _____*) *\$25.00 fee will be charged for a returned check

Please note: assigned addresses are considered final, addresses changes will be subject to additional fees.

2. **Applicant will be contacted via Phone in 4-5 business days when issuance is complete**
3. If sending application via US Postal Mail, UPS, etc. please send to:

_____, _____, _____, _____

Date: _____

Tax Identification Number: _____

Owner Information:

Applicant Information: (*If different than owner*)

Name

Name

Current Address

Current Address

City, State, Zip

City, State, Zip

Phone

Phone

Email (*provide if you would like to receive address notification via email*)

Addressing Questions? Please contact

APPENDIX B

SAMPLE ADDRESS APPLICATION

Developments (Subdivisions and Condominiums)

Address Application Process:

1. Submit **COPIES** of the five items listed below to _____ Building Inspection Department:

1. Final Site plan of development including lot/unit numbers, meter locations (*for pump stations, lighted signs/poles, etc.*) and approved street names
2. Letter of approval for all street names from Jackson County Road Commission
3. Tax Identification Numbers for all parent parcels included in development
4. Legal description for entire development
5. A \$15.00 fee for each lot/unit and meters requiring an address

(Cash or Checks* payable to _____) *\$25.00 fee will be charged for a returned check

Please note: assigned addresses are considered final, addresses requiring changes due to alterations to site plans will be subject to additional fees.

4. **Applicant will be contacted via Phone in 4-5 business days when issuance is complete**

5. If sending application via US Postal Mail, UPS, etc. please send to:

_____, _____, _____, _____

Date: _____

Applicant Information:

Name

Current Address

City, State, Zip

Phone

Email (provide if you would like to receive address notification via email)

Preliminary addresses will be supplied to Utility Companies for infrastructure purposes. Each individual address will be provided as Building Permits/ Occupancy Permits are issued by the Building Inspection Department.

Addressing Questions? Please contact

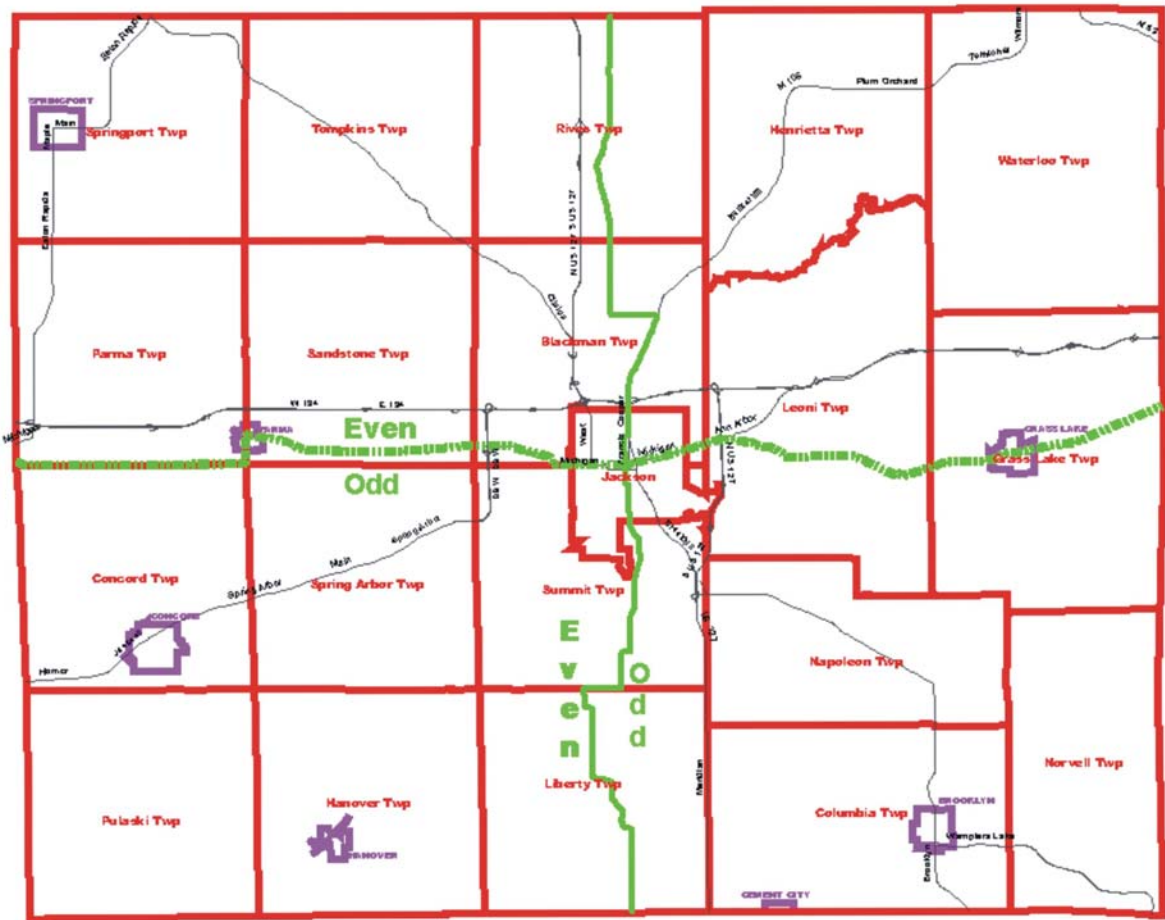
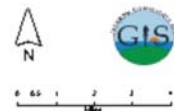
JACKSON COUNTY ADDRESSING

Jackson County, Michigan

BASELINE AND MERIDIAN

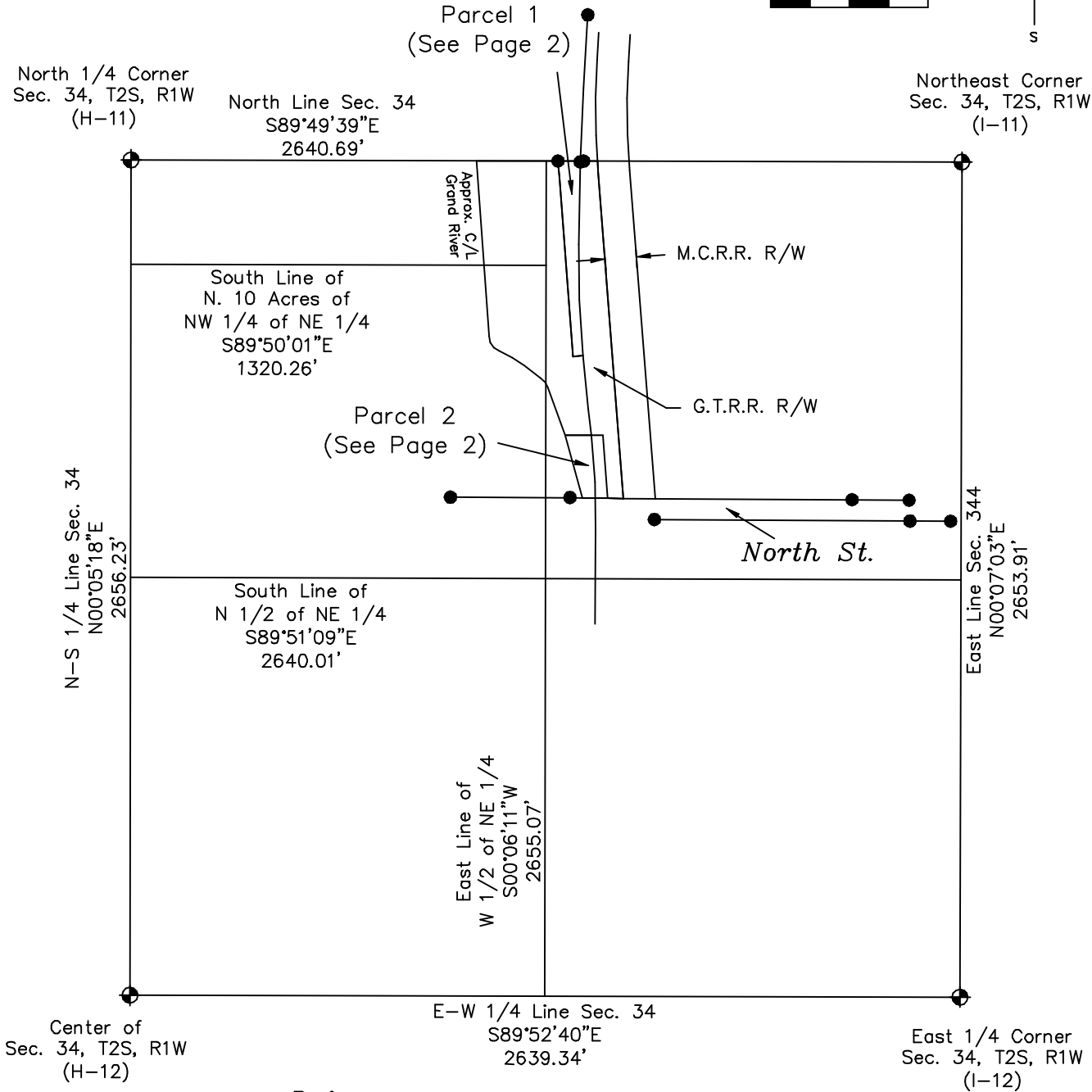
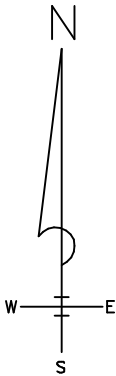
LEGEND

- Baseline
- Meridian



Certificate of Survey
Part of the NE 1/4 of
Sec. 34, T2S, R1W
City of Jackson, Jackson County

Certified To:
City of Jackson
Jackson County



Reference

Deed: Liber 174, Page 3
Deed: Liber 711, Page 44
Deed: Liber 1726, Page 1260
Surveys: Consumers Energy & Worth Surveying
R/W Maps: GTRR & MCRR

Note

All Dimensions are Measured
Unless Otherwise Noted


Legend

- ⊙ -- Section Corner
- -- Found Iron

Basis of Bearings

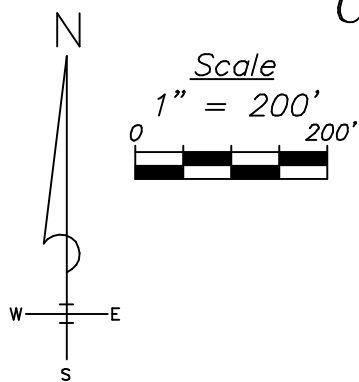
State Plane Coordinate System
Michigan South Zone 2113

Rev. A: Remainder

| | | |
|-------------------|--|------------------------------|
| JOB # : 2009.2989 |  SHERIDAN SURVEYING CO. 910 Fifth Street Michigan Center, MI 49254 | PROFESSIONAL SURVEYOR #29245 |
| DRAWN : RST | | |
| DATE : 3-17-09 | | |
| SCALE : 1" = 500' | | |
| PAGE : 1 OF 5 | | |

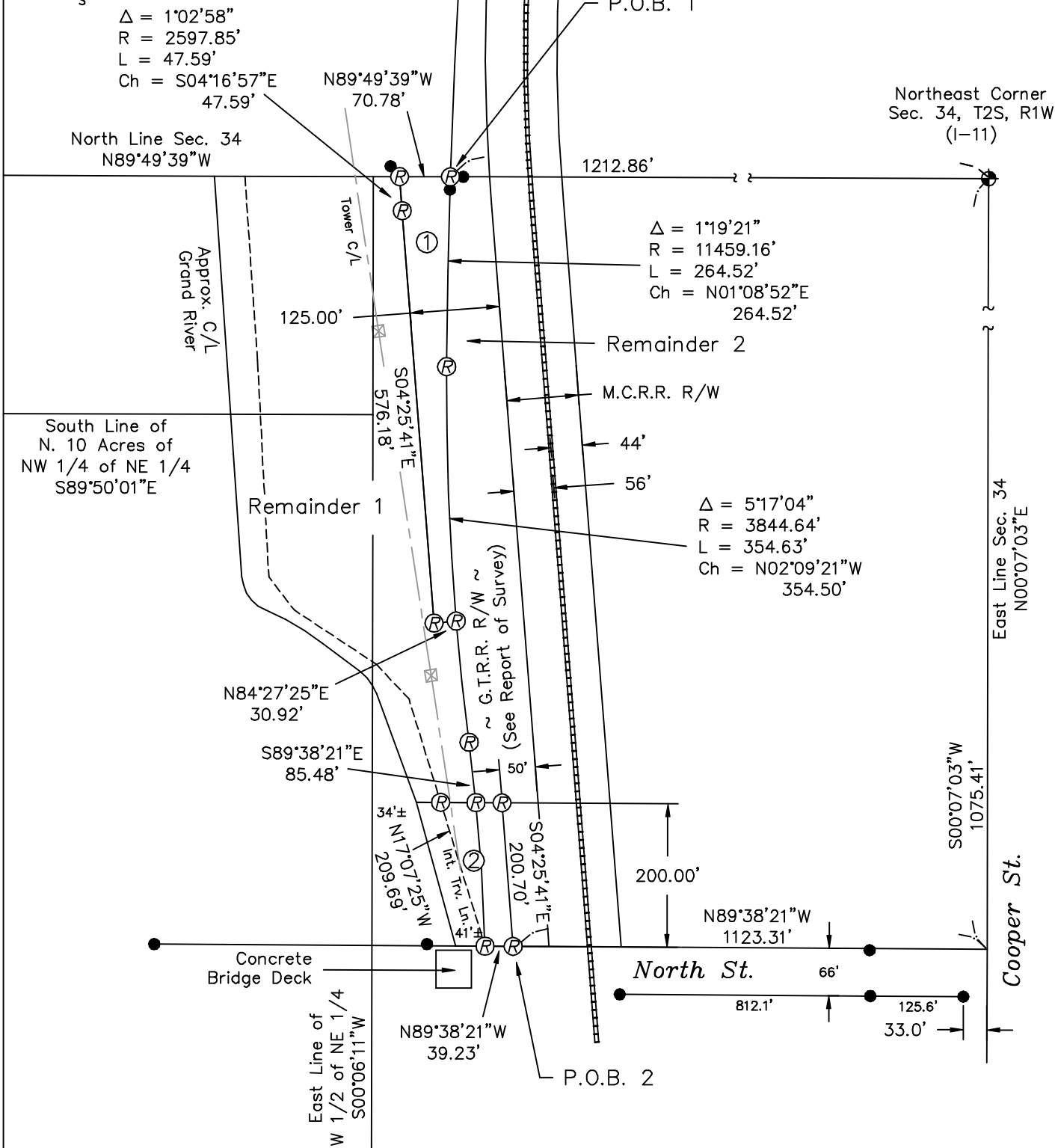
I HEREBY CERTIFY TO THE PARTY NAMED HEREON, THAT I HAVE SURVEYED THE PARCEL OF LAND AS ABOVE SHOWN OR DESCRIBED ON 3-11-09 AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS WAS 1:5,000 OR BETTER AND THAT THIS SURVEY COMPLIES WITH ALL THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED.

Certificate of Survey
~ Parcel 1 & 2 Details ~



Acreage
Parcel 1: 0.61± Acre
Parcel 2: 0.46± Acre*
* Including land between
C/L River and Trav. Ln.

Note: See Page 3 for
Remainder Parcels



Legend

- ⊕ -- Section Corner
- -- Found Iron
- Ⓡ -- Set Rebar W/ Cap
"DEE 29245"

Note
All Dimensions are Measured
Unless Otherwise Noted

Basis of Bearings

State Plane Coordinate System
Michigan South Zone 2113

JOB #: 2009.2989

DRAWN: RST

DATE: 3-17-09

SCALE: 1" = 200'

PAGE: 2 OF 5



SHERIDAN SURVEYING CO.

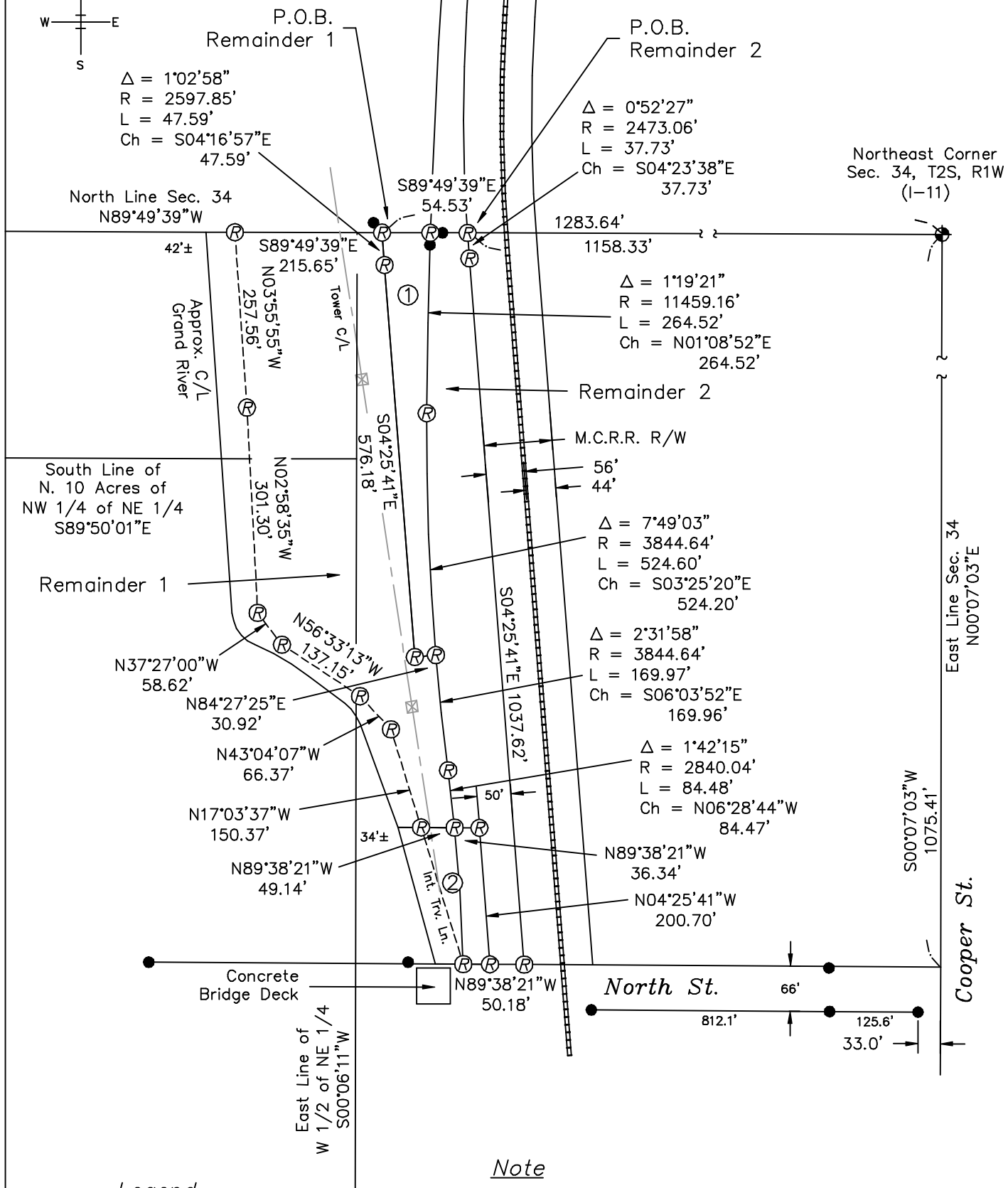
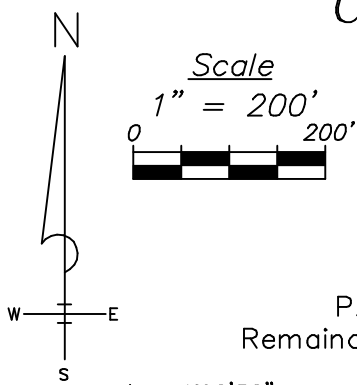
910 Fifth Street Michigan Center, MI 49254

PROFESSIONAL SURVEYOR #29245

I HEREBY CERTIFY TO THE PARTY NAMED HEREON, THAT I HAVE SURVEYED THE PARCEL OF LAND AS ABOVE SHOWN OR DESCRIBED ON 3-11-09 AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS WAS 1:5,000 OR BETTER AND THAT THIS SURVEY COMPLIES WITH ALL THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED.

~ *Remainder Details* ~

Acreage
Remainder 1: 4.42± Acre*
Remainder 2: 1.90± Acre
* Including land between
C/L River and Trav. Ln.



Note
All Dimensions are Measured
Unless Otherwise Noted

Basis of Bearings

State Plane Coordinate System
Michigan South Zone 2113

Legend

- ⊕ — Section Corner
● — Found Iron
® — Set Rebar W/ Cap
"DEE 29245"

FILE NAME: 2989132.DWG

JOB # : 2009.2989

DRAWN : RST

DATE : 3-17-09

SCALE : 1" = 200'

PAGE : 3 OF 5



SHERIDAN SURVEYING CO.

910 Fifth Street Michigan Center, MI 49254

PROFESSIONAL SURVEYOR #29245

I HEREBY CERTIFY TO THE PARTY NAMED HEREON, THAT I HAVE SURVEYED THE PARCEL OF LAND AS ABOVE SHOWN OR DESCRIBED ON 3-11-09 AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS WAS 1:5,000 OR BETTER AND THAT THIS SURVEY COMPLIES WITH ALL THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED.

Certificate of Survey
~ Descriptions ~

Parcel 1 (City of Jackson to Jackson County) – Description as Surveyed:

A parcel of land in the Northeast 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, being a part of Block 9, Walker’s Addition to the City of Jackson, per the recorded plat thereof, as recorded in Liber 3 of Plats, Page 19, Jackson County Records, and more particularly described as:

Commencing at the Northeast Corner of said Section 34, thence N89°49’39”W along the North Line of said section, 1212.86 feet to the West Line of the former Grand Trunk Railroad Right-of-Way and the Point of Beginning of this description; thence continuing N89°49’39”W along said North Line, 70.78 feet; thence along a curve to left, 47.59 feet, said curve having: a radius of 2597.85 feet, delta angle of 1°02’58” and a chord of 47.59 feet bearing S04°16’57”E; thence S04°25’41”E 576.18 feet; thence N84°27’25”E 30.92 feet to said West Right-of-Way Line; thence along a curve to the right, along said West Right-of-Way Line, 354.63 feet said curve having: a radius of 3844.64 feet, delta angle of 5°17’04” and a chord of 354.50 feet bearing N02°09’21”W; thence along a curve to the right, continuing along said West Right-of-Way Line, 264.52 feet, said curve having: a radius of 11459.16 feet, delta angle of 1°19’21” and a chord of 264.52 feet bearing N01°08’52”E to the Point of Beginning. Containing 0.61 acre, more or less.

Subject to all easements and restrictions, if any.


Parcel 2 (Jackson County to City of Jackson) – Description as Surveyed:

A parcel of land in the Northeast 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, being a part of Block 9, Walker’s Addition to the City of Jackson, per the recorded plat thereof, as recorded in Liber 3 of Plats, Page 19, Jackson County Records, and more particularly described as:

Commencing at the Northeast Corner of said Section 34, thence S00°07’03”W along the East Line of said section, 1075.41 feet to the North Line of North Street (66 feet wide); thence N89°38’21”W along said North Line, 1123.31 feet to the Point of Beginning of this description; thence continuing N89°38’21”W along said North Line, 39.23 feet to the West Line of the former Grand Trunk Railroad Right-of-Way, said point being on an intermediate traverse line of the Grand River, said point being S89°38’21”E 34 feet, more or less, from the centerline of the Grand River; thence N17°07’25”W along said intermediate traverse line, 209.69 feet to a point 200.00 feet North of and perpendicular to the North Line of North Street (66 feet wide), said point being S89°38’21”E 41 feet, more or less, from the centerline of the Grand River; thence S89°38’21”E parallel with said North Street Line, 85.48 feet; thence S04°25’41”E 200.70 feet to the Point of Beginning. Containing 0.46 acre, more or less, including 7490 square feet, more or less, lying between said intermediate traverse line and the centerline of the Grand River.

Subject to all easements and restrictions, if any.

FILE NAME: 2989\32.DWG

| | | |
|-------------------|--|------------------------------|
| JOB # : 2009.2989 | <div> SHERIDAN SURVEYING CO. 910 Fifth Street Michigan Center, MI 49254</div> <div>I HEREBY CERTIFY TO THE PARTY NAMED HEREON, THAT I HAVE SURVEYED THE PARCEL OF LAND AS ABOVE SHOWN OR DESCRIBED ON 3-11-09 AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS WAS 1:5,000 OR BETTER AND THAT THIS SURVEY COMPLIES WITH ALL THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED.</div> | PROFESSIONAL SURVEYOR #29245 |
| DRAWN : RST | | |
| DATE : 3-17-09 | | |
| SCALE : 1" = 200' | | |
| PAGE : 4 OF 5 | | |

Certificate of Survey
~ Descriptions ~

Remainder 1 (City of Jackson) – Description as Surveyed:

A parcel of land in the Northeast 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, being a part of Block 9, Walker's Addition to the City of Jackson, per the recorded plat thereof, as recorded in Liber 3 of Plats, Page 19, Jackson County Records, and more particularly described as:

Commencing at the Northeast Corner of said Section 34, thence N89°49'39"W along the North Line of said section, 1283.64 feet to the Point of Beginning of this description; thence Southerly along a curve to left, 47.59 feet, said curve having: a radius of 2597.85 feet, delta angle of 1°02'58" and a chord of 47.59 feet bearing S04°16'57"E; thence S04°25'41"E 576.18 feet; thence N84°27'25"E 30.92 feet to the West Right-of-Way Line of the former Grand Trunk Railroad Right-of-Way; thence Southerly along a curve to the left, along said West Right-of-Way Line, 169.97 feet said curve having: a radius of 3844.64 feet, delta angle of 2°31'58" and a chord of 169.96 feet bearing S06°03'52"E; thence along a curve to the right, continuing along said West Right-of-Way Line, 84.48 feet, said curve having: a radius of 2840.04 feet, delta angle of 1°42'15" and a chord of 84.47 feet bearing S06°28'44"E; thence N89°38'21"W 49.14 feet, said point being S89°38'21"E 34 feet, more or less, from the centerline of the Grand River; thence along an intermediate traverse line of the Grand River the following 6 courses: N17°03'37"W 150.37 feet, N43°04'07"W 66.37 feet, N56°33'13"W 137.15 feet, N37°27'00"W 58.62 feet, N02°58'35"W 301.30 feet, and N03°55'55"W 257.56 feet to the North Line of said section, said point being S89°49'39"E 42 feet, more or less, from the centerline of the Grand River; thence S89°49'39"E along the North Line of said section, 215.65 feet to the Point of Beginning. Containing 4.42 acre, more or less, including 0.8 acre, more or less, lying between said intermediate traverse line and the centerline of the Grand River.

Subject to all easements and restrictions, if any.

Remainder 2 (Jackson County) – Description as Surveyed:

A parcel of land in the Northeast 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, being a part of Block 9, Walker's Addition to the City of Jackson, per the recorded plat thereof, as recorded in Liber 3 of Plats, Page 19, Jackson County Records, and more particularly described as:

Commencing at the Northeast Corner of said Section 34, thence N89°49'39"W along the North Line of said section, 1158.33 feet to the East Line of the former Grand Trunk Railroad Right-of-Way and the Point of Beginning of this description; thence Southerly along a curve to left, along said East Right-of-Way, 37.73 feet, said curve having: a radius of 2473.06 feet, delta angle of 0°52'27" and a chord of 37.73 feet bearing S04°23'38"E; thence S04°25'41"E along said East Line, 1037.62 feet to the North Line of North Street (66 feet wide); thence N89°38'21"W along said North Street Line, 50.18 feet; thence N04°25'41"W 200.70 feet to a point 200.00 feet North of and perpendicular to the North Line of North Street (66 feet wide); thence N89°38'21"W parallel with said North Street Line, 36.34 feet to the West Line of said Right-of-Way; thence Northerly along a curve to the left, along said West Right-of-Way, 84.48 feet said curve having: a radius of 2840.04 feet, delta angle of 1°42'15" and a chord of 84.47 feet bearing N06°28'44"W; thence along a curve to the right, continuing along said West Right-of-Way Line, 524.60 feet, said curve having: a radius of 3844.64 feet, delta angle of 7°49'03" and a chord of 524.20 feet bearing N03°25'20"W; thence along a curve to the right, continuing along said West Right-of-Way Line, 264.52 feet, said curve having: a radius of 11459.16 feet, delta angle of 1°19'21" and a chord of 264.52 feet bearing N01°08'52"E to the North Line of said section; thence S89°49'39"E along said North Line, 54.53 feet to the Point of Beginning. Containing 1.90 acres, more or less.

Subject to all easements and restrictions, if any.

Report of Survey:

The Deed description for Jackson County describes a parcel of land 50 feet in width but also indicates it is to be the former Grand Trunk Railroad Right-of-Way. Right-of-Way maps from Michigan Air Line Railway, operated by the Grand Trunk RY. Co. of Canada (Drawing V16, Sheet 27B) clearly indicate the right-of-way is of varying width. This right-of-way information has been utilized in this survey and a title search is recommended for verification.

Section Corners


North 1/4 Corner Section 34, T2S, R1W (H-11)
Found iron pipe.

Center of Section 34, T2S, R1W (H-12)
Found iron in monument box.

Northeast Corner Section 34, T2S, R1W (I-11) recorded in Liber 1589, Page 649.
Found Harrison monument with Remonumentation cap in monument box.

East 1/4 Corner Section 34, T2S, R1W (I-12) recorded in Liber 1589, Page 650.
Found Harrison monument with Remonumentation cap in monument box.

FILE NAME: 2989132.DWG

| | | |
|-------------------|--|------------------------------|
| JOB # : 2009.2989 |  SHERIDAN SURVEYING CO. 910 Fifth Street Michigan Center, MI 49254 | PROFESSIONAL SURVEYOR #29245 |
| DRAWN : RST | | |
| DATE : 3-17-09 | I HEREBY CERTIFY TO THE PARTY NAMED HEREON, THAT I HAVE SURVEYED THE PARCEL OF LAND AS ABOVE SHOWN OR DESCRIBED ON 3-11-09 AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS WAS 1:5,000 OR BETTER AND THAT THIS SURVEY COMPLIES WITH ALL THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED. | |
| SCALE : 1" = 200' | | |
| PAGE : 5 OF 5 | | |

AGREEMENT TO EXCHANGE PROPERTY

Exchange Agreement, made effective as of _____, 2009, by City of Jackson, a Michigan municipal corporation, of 161 West Michigan Avenue, Jackson, Michigan 49201 ("City"), and the County of Jackson, a Michigan municipal corporation, of 120 West Michigan Avenue, Jackson, Michigan 49201 ("County"). The City and County each intend the exchange of property for development by the City of a public walking path.

The parties agree as follows:

Section 1

Agreement of City

City, in consideration of the covenants and agreements of County set forth in this Exchange Agreement, agrees to convey to County by quit claim deed, the real estate located in the City of Jackson, County of Jackson, State of Michigan, and as depicted as "Parcel 1" on the attached Exhibit 1, Certificate of Survey. The value of Parcel 1 shall be considered to be under \$100.00. The property is described as follows:

Parcel 1:

A parcel of land in the Northeast 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, being a part of Block 9, Walker's Addition to the City of Jackson, per the recorded plat thereof, as recorded in Liber 3 of Plats, Page 19, Jackson County Records, and more particularly described as:

Commencing at the Northeast Corner of said Section 34, thence N89°49'39"W along the North Line of said section, 1212.86 feet to the West Line of the former Grand Trunk Railroad Right-of-Way and the **Point of Beginning** of this description; thence continuing N89°49'39"W along said North Line, 70.78 feet; thence along a curve to left, 47.59 feet, said curve having: a radius of 2597.85 feet, delta angle of 1°02'58" and a chord of 47.59 feet bearing S04°16'57"E; thence S04°25'41"E 576.18 feet; thence N84°27'25"E 30.92 feet to said West Right-of-Way Line; thence along a curve to the right, along said West Right-of-Way Line, 354.63 feet said curve having: a radius of 3844.64 feet, delta angle of 5°17'04" and a chord of 354.50 feet bearing N02°09'21"W; thence along a curve to the right, continuing along said West Right-of-Way Line, 264.52 feet, said curve having: a radius of 11459.16 feet, delta angle of 1°19'21" and a chord of 264.52 feet bearing N01°08'52"E to the **Point of Beginning**. Containing 0.61 acre, more or less.

Subject to all easements and restrictions, if any.

Section 2

Agreement of County

County, in consideration of the covenants and agreements of the City set forth in this Exchange Agreement, agrees to convey to the City by quit claim deed, the real estate located in the City of Jackson, County of Jackson, State of Michigan, and depicted as "Parcel 2" on the attached Exhibit 1, Certificate of Survey. The value of Parcel 2 shall be considered to be under \$100.00. The property is described as follows:

Parcel 2:

A parcel of land in the Northeast 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, being a part of Block 9, Walker's Addition to the City of Jackson, per the recorded plat thereof, as recorded in Liber 3 of Plats, Page 19, Jackson County Records, and more particularly described as:

Commencing at the Northeast Corner of said Section 34, thence S00°07'03"W along the East Line of said section, 1075.41 feet to the North Line of North Street (66 feet wide); thence N89°38'21"W along said North Line, 1123.31 feet to the **Point of Beginning** of this description; thence continuing N89°38'21"W along said North Line, 39.23 feet to the West Line of the Grand Trunk Railroad Right-of-Way, said point being on an intermediate traverse line of the Grand River, said point being S89°38'21"E 34 feet, more or less, from the centerline of the Grand River; thence N17°07'25"W along said intermediate traverse line, 209.69 feet to a point 200.00 feet North of and perpendicular to the North Line of North Street (66 feet wide), said point being S89°38'21"E 41 feet, more or less, from the centerline of the Grand River; thence S89°38'21"E parallel to said North Street Line, 85.48 feet; thence S04°25'41"E 200.70 feet to the **Point of Beginning**. Containing 0.46 acre, more or less, including 7490 square feet, more or less, lying between said intermediate traverse line and the centerline of the Grand River.

Subject to all easements and restrictions, if any.

Section 3

Survey

The City agrees to retain a licensed surveyor to survey the parcels of property referred to in Sections 1 and 2 above. The parties shall share equally the costs incurred to retain a surveyor. The parties agree to use the legal descriptions obtained from the survey of the parcels.

Section 4

As Is Condition

It is understood by the parties that the properties being exchanged pursuant to this Exchange Agreement are being accepted in their respective "AS IS" condition.

Section 5

Environmental Investigation

The parties agree to retain the environmental consulting firm of ASTI to conduct an environmental investigation of the properties. The costs for environmental investigation shall be paid by the City; provided, however, if a closing does not occur, County shall reimburse the City one-half of the cost or expense incurred for the environmental investigation.

Section 6

Site Investigation

Each party shall have the right to conduct a site investigation of the property they are to acquire hereunder, for a period of thirty (30) days after the effective date hereof. The right to conduct a site investigation shall include the right of each party's employees, agents and contractors to enter upon any portion of the property from time to time to take measurements, make inspections, make boundary and topographical survey maps, and to conduct geotechnical, environmental, wetland, woodland and other tests and studies of the property. No such site investigation shall constitute a waiver or relinquishment on the part of such party of its rights under any covenant, condition, representation or warranty in this Exchange Agreement. Except as otherwise provided herein in reference to environmental investigation cost or expense, each party shall pay the cost of performing any measurements, inspections or tests performed on such property by or on its behalf.

If the site investigation referenced above discloses any condition which a party is unwilling to accept, said party shall notify the other party, in writing, of the unacceptable condition within thirty (30) days of the effective date of this Exchange Agreement. Thereafter, if the parties are unable to agree upon a remedy for said problem, either party may terminate this Exchange Agreement, and this Exchange Agreement shall end.

Within ten (10) days of the effective date of this Agreement, each party shall deliver to their Grantee, at no cost to said Grantee, such of the following as are in the possession of or available to each party: existing soil tests, surveys, environmental reports, underground storage tank test results, waste disposal records, State of Michigan Department of Environmental Quality and other permit records, traffic studies and other engineering tests and studies pertaining to their property. However, if this exchange is not consummated, all documents provided by each party to their respective Grantee shall be promptly returned.

Each party shall repair any damage to the property they are to acquire hereunder arising from, or in any way related to, their inspections, testing, evaluations, etc. and shall indemnify, defend, and hold their respective Grantor harmless from all claims, expenses, costs and attorney fees in any way related to their inspections, testing, evaluations, etc.

Section 7

Title

The parties each agree to furnish the other, no later than 30 days prior to the closing date, a commitment for title insurance, showing good and sufficient title at the effective date of this Exchange Agreement in the respective parties to the property to be conveyed by them pursuant to this Exchange Agreement. The parties shall share equally in the costs of the title insurance.

Section 8

Defects in Title

In case material defects are found in the title to either property, and so reported by appropriate notice, then if the defects are not cured within fifteen (15) days after the notice, this Exchange Agreement, at the option of the party delivering the notice of the objections, shall become absolutely null and void. Notice of such title objections shall be delivered to the other party. The party so delivering objections may elect to take title as is, and in that case the other party shall convey, as agreed above, provided, however, that the party delivering title objections shall have first given written notice of the election within thirty (30) days of receipt of title commitment referred to in Section 7 above, and shall have tendered performance on its part. If in default of the notice of election to receive title as is and render performance within the time so limited, the party delivering objections, without further action by either party, shall be deemed to have abandoned its claim on the premises. In that case, this Exchange Agreement shall cease to have any force or effect as against the premises, or the title to it or any right or interest in it.

Section 9

Closing and Costs

The deeds for the respective properties shall be delivered and exchanged pursuant to this Exchange Agreement at a closing to be held at the office of American Title Company of Jackson, 280 West Cortland Street, Jackson, Michigan 49201 on or before April 22, 2009, unless extended by written agreement of the parties. At closing, the parties shall cause to be furnished and delivered to the other an owner's title insurance policy (or a marked-up title commitment dated as of the date of closing and insuring the time gap, if any, between the date of closing and the date of recording of a deed) issued by the Title Insurance Company, insuring good and marketable title to the properties to be exchanged (as described in the survey or title insurance policy). All costs incurred to survey the properties to be exchanged, and all standard closing costs, will be shared equally between the parties and paid at closing.

Section 10

Prorations

Unless otherwise specified, all taxes concerning the respective properties of the parties shall be prorated to the date of closing on a calendar year basis.

Section 11

Risk of Loss

The risk of loss or damage to the premises by fire or other natural cause until the delivery of the deed is assumed by each of the parties in possession, respectively.

Section 12

Default

If either party fails to comply with any covenant, clause, provision, or agreement contained in this Exchange Agreement or its respective Attachments, said party shall be deemed to be in default of this Exchange Agreement, and the non-defaulting party may seek any legal or equitable remedy available under the law, which shall include, but not necessarily be limited to, money damages, specific performance, rescission or revocation. Provided, however, the non-defaulting party shall first serve notice of the default and allow thirty (30) days to cure the default.

Section 13

Notices

The notices required or permitted to be given by the terms of this Exchange Agreement shall, in all cases, be construed to mean notices in writing, signed by or on behalf of the party giving notice. Notices are to be served on each party at the respective addresses provided above, by first-class mail and facsimile transmittal.

Section 14

Time of the Essence

The parties specifically declare and agree that time is of the essence of this Exchange Agreement.

Section 15

Governing Law

The parties agree that this Exchange Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Michigan.

Section 16

Entire Agreement

This Exchange Agreement, together with all Exhibits and Attachments hereto, shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Exchange Agreement shall not bind either party except to the extent not expressly set forth in this Exchange Agreement. The invalidity of any covenant, clause or provision in the Exchange Agreement shall not affect the validity of any other part of this Exchange Agreement which may be given effect without reliance upon any such invalid covenant, clause or provision.

Section 17

Modification of Agreement

Any modification of this Exchange Agreement or additional obligations assumed by either party in connection with this Exchange Agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

Section 18

Binding Effect

This Exchange Agreement and all of its covenants, obligations, timelines and agreements shall survive the closing, and shall bind and inure to the benefit of the respective heirs, personal representatives, successors and assigns of the parties.

Section 19

Counterparts

This Exchange Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one instrument.

Section 20

Section Headings

The titles to the sections of this Exchange Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify or aid in the interpretation of the provisions of this Exchange Agreement.

Section 21

Negotiation

It is agreed by the parties hereto that this Exchange Agreement is a result of negotiation between the parties, and accordingly, it will not be construed against either party in the event of a dispute or litigation arising out of this Exchange Agreement.

Section 22

Right to Terminate

The parties may terminate this Exchange Agreement if the environmental condition of the property they are to acquire is unacceptable. In the event of such termination, this Exchange Agreement shall be deemed null and void. Provided, however, one-half of all costs incurred by the City for environmental investigation shall be reimbursed to the City by County.

Section 23

Easement

The City shall reserve a sewer easement on Parcel 1. The easement shall be described in the Quit Claim Deed used to convey the property.

Section 24

Additional Requirements

The parties mutually agree each in good faith shall take all steps reasonably necessary to facilitate the exchange contemplated in this Agreement and to execute such documents reasonably necessary to carry out and otherwise put into effect the terms and provisions of this Agreement.

Section 25

Representations and Warranties

Each Grantor represents and warrants to their respective Grantee, as of the date of its execution of this Agreement and as of the date of Closing, that:

- (a) The Grantor has the capacity and authority to enter into this Agreement and to consummate the transaction contemplated herein.
- (b) The Grantor=s property is free of all construction or mechanic's liens, and said Grantor has not commenced any construction or taken any other action which could result in such a lien, without making provision for timely payment thereof.
- (c) The Grantor has not received any notice and has no knowledge that any governmental agency, body or subdivision thereof, or any employee or official considers the Grantor=s property to have violated or be violating any applicable zoning ordinance or regulation, building code or other law, ordinance, rule, regulation or order, or that any investigation has been commenced respecting any possible violation thereof.
- (d) The Grantor has not entered into any agreements, oral or written, and is not subject to any judgment or decree of a court of competent jurisdiction or governmental agency that would limit or restrict the Grantor=s right to enter into and carry out this Agreement.
- (e) The Grantor is not in material default with respect to any obligations or liabilities pertaining to their property, or any part thereof, and there will not be on the date of Closing any state of facts or circumstances or conditions or events which, after notice or lapse of time or both, would constitute or result in any such default.
- (f) Neither the execution of this Agreement nor the consummation of the transactions contemplated herein will constitute a breach under any contract or agreement to which Grantor is a party or by which Grantor is bound or affected or which affects their property, or any part thereof.
- (g) There are no actions, suits or proceedings pending, or to the knowledge of Grantor threatened, before any judicial body or any governmental authority or any order, writ, injunction, decree or demand of any court or any governmental authority relating to their property, or any part thereof.
- (h) To the best of Grantor=s knowledge and belief, there are no underground storage tank(s) of any kind located on their property, and neither Grantor nor any employee, agent or contractor of Grantor has removed an underground storage tank(s) from their property without complying with all applicable federal, state, and local laws, regulations, and requirements.

Section 26

Approval

This Exchange Agreement is subject to approval by the Jackson City Council and the Jackson County Commission. It will be presented to each governmental body on or before March 25, 2009.

Each party to this Exchange Agreement has executed it at Jackson, Michigan, made effective on the date indicated above.

In the presence of:

THE CITY OF JACKSON

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2009, by Jerry F. Ludwig and Lynn Fessel, the Mayor and Clerk of the City of Jackson, for and on behalf of the City.

Notary Public, Jackson County, MI
My commission expires:_____

In the presence of:

THE COUNTY OF JACKSON

By _____

By _____

[illegible]

The foregoing instrument was acknowledged before me this ____ day of _____, 2009, by _____, the _____ and _____, the _____ of the County of Jackson, for and on behalf of the County.

Notary Public, Jackson County, MI
My commission expires:_____

Prepared by:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201

S:\EXCHANGE AGREEMENT COUNTY



City Manager's Office

161 W. Michigan Ave. • Jackson, MI 49201-1303
(517) 788-4035 • Facsimile (517) 768-5820

April 9, 2009

Mr. Randall Treacher
Jackson County Administrator
120 W. Michigan Avenue
Jackson, MI 49201

Dear Randy:

The City Council, at their meeting on April 7, 2009, approved a land swap with the County for a certain property located on the north side of Ganson Street in conjunction with the Grand River ArtsWalk development. The City is prepared to move to a closing on this property at such time as the County Board moves to approve the land swap.

Sincerely,

William R. Ross
City Manager

WRR:skh