

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



BOARD OF COMMISSIONERS

Clifford E. Herl, District 1
David F. Lutchka, District 2
Todd N. Brittain, District 3
Philip S. Duckham III, District 4
Earl J. Poleski, District 5
James C. Videto, District 6
James E. Shotwell, Jr., District 7
Gail W. Mahoney, District 8
Mike Brown, District 9
Patricia A. Smith, District 10
Michael J. Way, District 11
David K. Elwell, District 12

ELECTED OFFICIALS

Sandra Crowley, Clerk
Dan Heyns, Sheriff
Mindy Reilly, Register of Deeds
Janet Rochefort, Treasurer
Geoffrey Snyder, Drain Commissioner
Hank Zavislak, Prosecuting Attorney

COUNTY STAFF

Randy Treacher, Acting Administrator/Controller,
Human Resources Director
Charles Adkins, Circuit Court Administrator
Andy Crisenbery, Friend of the Court
Gerard Cyrocki, Finance Officer
Mike Dillon, District Court Administrator
Connie Frey, IT Director
Sally Griffis, Fair Manager
Jim Guerriero, Parks Director
Teresa Hawkins, Youth Center Director
Juli Ann Kolbe, Equalization Director
Kim Luce, Animal Control Director
Dr. John Maino, Medical Director
Kent Maurer, Airport Manager
Jan Seitz, MSU Ext.-Jackson County Director
Marcia Smith-Murphy, County Guardian
Kristy Smith, Department on Aging Director
Dave Welihan, Veterans Affairs Officer
Ted Westmeier, Health Officer

County Commission Agenda **May 15, 2007**

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
May 15, 2007
7:00 p.m.
County Commission Chambers

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

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *Commissioner Steve Shotwell*
3. **PLEDGE OF ALLEGIANCE** – *Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Sandy Crowley*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS**
 - A. Jim Guerriero and Kim Conant will provide a Presentation on the Jackson County Parks & Recreation Commission's 2007 Summer Concert Series at the Cascades Rotary Band Shell and the Falls Family Night Shows
 - B. Kim Kerr and Karrie Sanders from the Farm Bureau will provide a PowerPoint Presentation on the Michigan Agricultural Environmental Assurance Program (MEAP) Certification Process and Acknowledgement of Three Certified Farms in Jackson County. Representatives from the three certified farms will be present to answer questions from the Board:
 - Butch (Gaylord) Lincoln Farm
 - Richard Ekin Farm
 - Phil Weir Farm
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.
11. **MINUTES**
 - A. Minutes of the 4/17/07 Regular and the 4/27/07 Special Meetings of the Jackson County Board of Commissioners
 - Attachments:
 - *4/17/07 Regular Meeting minutes
 - *4/27/07 Special Meeting minutes

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

A. County Affairs

1. Amended Grant with MDOT for Design Engineering Services for Runway 14-32 and Taxiway "D" Contract No. 2006-0655 A1 Federal Project No. B-26-0051-1606

Attachments:

- *Memoranda from Airport Manger dated 4/19/07 and 3/21/07
- *Amended Grant

2. Resolution (05-07.17) Authorizing the County Board of Commissioners Chair, James E. Shotwell, Jr., to Sign MDOT Contract Amendment #2006-0655 A1 (FEDERAL PROJECT #C-26-0051-1606), For Sandstone – Blackman Drain Relocation Feasibility Analysis near the Runway #14 Approach at the Jackson County Airport

Attachments:

- *Resolution (05-07.17)

B. County Agencies

3. 2006 District Court Annual Report

Attachments:

- *Provided under separate cover

C. Human Services

4. 2006 Department on Aging Annual Report

Attachments:

- *Provided under separate cover

D. Personnel & Finance

5. Recommendation of TDS for 5-Year Telecommunication Services

Attachments:

- *Memorandum from Telecommunications Rate Proposal Study Group
- *Rate Analysis Chart

6. Deletion of Full-Time Accounts Payable Clerk in Administrative Services and Creation of Part-Time Accounts Payable Clerk

Attachments: None.

7. Budget Adjustments

a. Department on Aging

Attachments:

*Department on Aging Budget Adjustment Forms

E. Claims

8. Claims dated 4/1/07-4/30/07 as presented to and approved by the Standing Committees

Attachments: None.

13. **STANDING COMMITTEES**

A. County Affairs – Commissioner Dave Lutchka

1. Appointment to the Jackson County Employees' Retirement System – One Commissioner member, term to 5/2010 – Chairman's recommendation to re-appoint Steve Shotwell

Attachments: None.

B. County Agencies – Commissioner Gail W. Mahoney

None.

C. Human Services – Commissioner Mike Way

None.

D. Personnel and Finance – Commissioner James Videto

None.

14. **UNFINISHED BUSINESS**

15. **NEW BUSINESS**

A. Revised/New Policies

1. Revised Fiscal Policy 900 – Fiscal Policies
2. Revised Fiscal Policy 1000 – Budget Resolution
3. Revised Fiscal Policy 1010 – Balanced Budget Policy
4. Revised Fiscal Policy 1020 – Additional Operating Appropriation Policy
5. Revised Fiscal Policy 1040 – Departmental Float Policy

6. Revised Fiscal Policy 1050 – Budgetary Adjustment Policy
7. Revised Fiscal Policy 1070 – Unreserved Fund Balance Policy
8. Revised Fiscal Policy 1110 – Interest Allocation Policy
9. Revised Fiscal Policy 1130 – Investment Policy
10. Revised Fiscal Policy 1150 – Full Faith and Credit
11. New Fiscal Policy 1160 – Donations
12. Revised Fiscal Policies 1030, 1060, 1080, 1090, 1100, 1120, 1140 – have been changed to add an “*adopted date*” and “*revision date*” only
13. Revised Administrative Policy 5220 – Cellular Telephones
14. Revised Administrative Policy 5270 – Workplace Enhancement Teams
15. New Personnel Policy 3350 – Administrator/Controller Succession

Attachments:
*Policies

B. Jackson Transportation Authority (JTA)

1. JTA Contract

Attachments:
*JTA Contract

2. Quarterly Appropriation

*Attachments: None

C. Contract Ratification - Assistant Prosecuting Attorney Association

Attachments:
*Tentative Agreement Summary Assistant Prosecutor’s Association dated 4/25/07

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

PROPOSED MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS REGULAR MEETING
Jackson County Commission Chambers
Jackson, Michigan
Tuesday, April 17, 2007, at 7:00 p.m.

1. CALL TO ORDER

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

2. INVOCATION - Commissioner Videto

3. PLEDGE OF ALLEGIANCE

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

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

5. APPROVAL OF AGENDA

Chairman Shotwell asked for approval of the agenda to include the handout on their desks which is the Jackson County Economic Proposals-Revised District Court Probation Agents Negotiations.

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

6. AWARDS & RECOGNITIONS - None.

7. COMMUNICATIONS/PETITIONS - None

8. SPECIAL ORDERS/PUBLIC HEARINGS - None

9. PUBLIC COMMENT

James Cyphers spoke regarding the transportation that won't be available next month. Please work with JTA and explore all of the options.

Philip Lancaster - Blackman Township is concerned that his transportation options will soon go away. He needs JTA to get around. No cabs have lifts in them. He'd like to go to football games and out to dinner just like the rest of you do. People will be isolated with no transportation.

Estelle Graves - Leoni Township quoted, "If there is no good - then evil prevails." We need to find a way to get these people to and from their jobs. We cannot give up.

William Snyder asked for reappointment to the Region 2 Area Agency on Aging.

John Wilson opposes financial assistance from Jackson County taxpayers to Ramco. Call their bluff and vote no on Ramco subsidies.

Dewey Graves - Leoni Township spoke regarding JTA millage concerns and would appreciate more information as to what's going on.

Public Comment was closed at 7:21 p.m.

10. SPECIAL MEETINGS OF STANDING COMMITTEES - None

11. MINUTES:

A. Minutes of the 3/20/07 Regular Board Meeting

Moved by Mahoney, supported by Herl to receive the 3/20/07 Minutes of the Regular Board Meeting of the Jackson County Board of Commissioners. Motion carried unanimously.

12. CONSENT AGENDA

Moved by Mahoney, supported by Lutchka to Accept the Consent Agenda Items A through E as follows:

A. County Affairs

1. Receive the Register of Deeds 2006 Annual report (provided under separate cover)

B. County Agencies - None

C. Human Services - None

D. Personnel & Finance

2. Budget Adjustments:
 - a. 12th District Court (page 17)
 - b. Circuit-Family-Probate Courts (page 18)
 - c. Fleet/facilities - capital Improvements (page 19)

E. Claims

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

Motion carried unanimously.

13. STANDING COMMITTEES:

A. County Affairs - Commissioner Lutchka

1. Appointment to Mid-south Substance Abuse Commission (MSSAC) - One Commissioner member, term to 1/09.

Moved by Lutchka, supported by Mahoney to appoint Commissioner Poleski to MSSAC. No other nominations from the floor. Motion carried unanimously.

2. Appointment to Region 2 Area Agency on Aging - One Commissioner member, term to 4/2009.

Moved by Lutchka, supported by Mahoney to appoint Pat Smith to Region 2 Area Agency on Aging. No other nominations from the floor. Motion carried unanimously.

3. Appointment to Region 2 Area Agency on Aging - One public member, term to 4/2009.

Moved by Lutchka, supported by Mahoney to appoint William Snyder to Region 2 Area Agency on Aging. No other nominations from the floor. Motion carried unanimously.

4. Appointments to Emergency Management Advisory Council - Ten members:
Sheriff, City Police Chief, City Fire Chief, State Police Jackson Post Commander, Township Fire Chief, Township Police Chief, Emergency Medical Services Provider, Rep. of Jackson County Medical Control and two Public members, terms to 4/2009.

Moved by Lutchka, supported by Mahoney to appoint John Worden and Scott Krebill as the two Public members; Sheriff - Dan Heyns; City Police - Lt. Aaron Kantor; City Fire Assistant - Chief Brian Thurston; Michigan State Police - Lt. Jim Shaw; Township Fire - Jim Hesselgrave; Township Police - Michael Curry; EMS - Dirk Borton; and Medical Examiner - Jill Glair. No other nominations from the floor. Motion carried unanimously.

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

Moved by Lutchka, supported by Mahoney to adopt Resolution (04-07.16) Approving a Grant Application to the Michigan Natural Resources Trust Fund (MNRTF) for the Cascades Park Urban Fishing Project. Roll Call: (12) Yeas. Motion carried unanimously.

B. County Agencies - Commissioner Mahoney

1. (2nd Reading) - Adopt a County Fee of \$20 for a Same Day Marriage License (excluding military personnel) Payable to the General Fund.

Moved by Mahoney, supported by Way to Adopt a County Fee of \$20 for a Same Day Marriage License (excluding military personnel) Payable to the General Fund.

Cmr. Brittain will be opposing this. Cmr. Elwell wanted to clarify this fee. Normally an out-of state license costs \$30 and an in-state is \$20. This Same Day Marriage License Fee is in addition to those fees.

Commissioner Mahoney accepts this addition to her original Motion. Roll Call: (11) Yeas; (1) Nay - Cmr. Brittain. Motion carried.

2. Approve Budget Adjustment of \$50,000 for Traffic Safety Enforcement Project.

Moved by Mahoney, supported by Lutchka to Approve the Budget Adjustment of \$50,000 for Traffic Safety Enforcement Project.

Discussion/Comments:

Cmr. Way was asked by a constituent tonight who was adamant to persuade the Commission not to pass this for a number of different reasons. Way asked how many officers are dedicated strictly to road patrol. Shotwell responded that it was going to be overtime available to the Sheriff and local law enforcement and wouldn't create any new positions. Way asked again if there are any dedicated officers out there right now just for road patrol, or rather traffic enforcement or do they do multiple tasks.

Cmr. Mahoney responded that when the Sheriff came to the Committee Meeting to discuss this, they were advised that right now there are no dedicated officers on patrol to watch traffic. This would give us 1,000 hours to do this specifically so that if a fire happens, this person is going to stay right there and see how many people speed off to the fire. They won't go to the fire and try to take care of the issues there.

Cmr. Way asked if this \$50,000 would cover not only the County Sheriff but split up between the City and Townships also? Shotwell responded that it was available to them through the grant process.

Cmr. Herl noted that the traffic accident count has been going up per the Sheriff.

Cmr. Duckham supports this for other things, but not this. People are traveling less miles. (The rest of Cmr. Duckham's response is inaudible due to microphone problems)

Cmr. Smith thinks it's a good idea. People run lights all the time and if this is going to enforce this, she's all for it.

Cmr. Elwell noted that more and more is being pushed back onto local law enforcement agencies. The number of officers has dropped dramatically in the state. What you find now is a lower number of officers running from complaint to complaint without time to work adequate traffic enforcement. The dollar loss from accidents is greater than the dollar loss from larcenies and break-ins and many other things. This is a legitimate and appropriate thing to do.

Cmr. Poleski sat on the committee that suggested this. He is opposed to this if the sole purpose is to raise revenue, however, supports it if the purpose is to improve traffic safety and to have more police on the streets, especially in light of the reduced state-enforcement effort. He's in favor of this particular grant on the short-term experimental basis that we are suggesting tonight.

Cmr. Mahoney advised that the Sheriff will give the Commissioners a specific report on this so we can review it and see if it has been successful.

Cmr. Brittain has a problem with speed traps, not the traffic safety issue. Fines should be stiffer for the guilty parties that get into the accidents. He will be opposing this.

Cmr. Brown sat in on the meeting also and it was nothing about speed traps; just safety for our community. This was going to be one officer and he wouldn't have to handle any other calls.

Chairman Shotwell asks for a vote.

Roll Call: (10) Yeas; (2) Nays - Brittain and Duckham. Motion carried.

C. Human Services - Commissioner Mike Way

1. 2nd Reading to Approve Cremation Fee of \$50.

Moved by Way, supported by Mahoney to Approve the Cremation Fee of \$50.
Roll Call: (12) Yeas. Motion carried unanimously.

2. Approve County Contribution of \$40,000 for Community Health Assessment

Moved by Way, supported by Mahoney to Approve the County Contribution of \$40,000 for Community Health Assessment.

Cmr. Way noted that this is coming from the Health Department's Budget, not the County's.
Roll Call: (12) Yeas. Motion carried unanimously.

D. Personnel and Finance - Commissioner James Videto

No matters to come before the Board.

14. UNFINISHED BUSINESS

A. Revised Policies

1. 2nd Reading - Board Rules Policy No. 4040 - Agenda

Moved by Mahoney, supported by Lutchka to Approve the Agenda correction to Board Rules Policy No. 4040. Motion carried unanimously.

2. 2nd Reading - Board Rules Policy No. 4070 - Committees

Moved by Mahoney, supported by Herl to Approve Board Rules Policy No. 4070. Motion carried unanimously.

3. New Fiscal Policy No. 1150 - Full Faith and Credit

Moved by Mahoney, supported by Herl to Approve New Fiscal Policy No. 1150 - Full Faith and Credit.

Discussion/Comments:

Cmr. Herl noted that the commissioners received an addition to this being “K”. Should this be added on to that as an amendment or is it in the motion itself?

Randy Treacher responded that it was the Policy Committee’s recommendation to add that, yes. That was an error on my part that it wasn’t added, but, today the Drain Commissioner who has been working with us on that policy, came to me with an Amended “K”. He’s added some language that the Policy Committee needs to look at. There is some legitimacy as to what he’s proposing. There will be a project coming to you between now and the next meeting and you have the option of doing a couple of things. One is to pass the policy without “K”, you can pass the policy with “K” as proposed, or you can wait until the next meeting. The proposal by the Drain Commissioner does need to be reviewed.

Cmr. Herl suggests passing the policy without “K” and then we can review this and add it later. It is something the county has needed.

Cmr. Poleski noted that this attachment “K” is a requirement that everyone who is associated with the granting of credit for which the county is expected to give it’s full faith and credit is expected to represent that they have had nothing but the county’s best interest in mind. He opposes passing this policy without having this language included, but he would be agreeable to amending the policy in the future if we find there’s something that needs to be changed.

Cmr. Mahoney agrees with Poleski. The whole intent is to say that we don’t want anyone acting that would not have the county’s best interest in mind. She believes the policy should be passed with “K” in. The Policy Committee meets tomorrow so we would bring back a recommendation to the Board to amend “K”.

Cmr. Lutchka thinks “K” should be in it.

Moved by Mahoney, supported by Poleski to Amend the Motion to add Item “K” that was in your boxes to Policy No. 1150.

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

Roll Call on Policy No. 1150 with Amendment as worded: (12) Yeas. Motion carried unanimously.

15. NEW BUSINESS

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

Moved by Mahoney, supported by Poleski to meet on Friday morning, April 27, at 7:30 a.m. to hold a Special Meeting of the Board of Commissioners for the Equalization Report and other items to be held in the Commission Chambers at the County Tower Building.

Chairman Shotwell announced that the first Item died for lack of support and we now have a new Motion and support on the floor to meet Friday morning. (10) Yeas; (2) Nays - Brittain and Videto.

Motion carried

14. UNFINISHED BUSINESS, revisited

Cmr. Brittain spoke with regards to Attorney Peter Cohl's Opinion on the Road Commission issue about their benefits, wages, vehicles and their health package retirement. This needs to be addressed and set a time-line. They have all these benefits without our approval and have had them for all these years. We've asked them to do a number of things, like the vehicles they're driving around to put emblems on them so we even know they are county vehicles. Now they've got road commission vehicles with no emblems and we've never given them approval to purchase those vehicles to drive and take home and use for their personal use. This has nothing to do with the investigation.

Moved by Brittain, supported by Mahoney to address this Opinion by Peter Cohl by next month.

Discussion/Comments:

Cmr. Elwell asked Randy when the Road Commission investigation will be done. Will it be done by next month?

Treacher responded that he talked to the officer assigned and the officer didn't know when he'd get his answers.

Cmr. Elwell opposes to setting a dead-line on when to act on this benefit thing until the investigation is done. He also believes the two are linked.

Cmr. Videto noted that we have the information and we need to do our part in a timely fashion, but he has a problem with the time-line. It needs to be discussed and come up with the Board's consensus at some time. He won't support the Motion with the time frame built into it.

Cmr. Way agrees it's a high priority, but feels we need to wait until the investigation is done.

Cmr. Herl agrees to wait until the investigation is done and maybe put an Ad Hoc Committee together to look into some of this stuff too.

Cmr. Mahoney asked why the two are linked. One is a matter of their benefits and the fact that we have control over them and the other one is things that are going on at the Road Commission.

Cmr. Elwell thinks the two issues are linked. What rationale are we going to use for deciding if the Road Commissioners get benefits like health insurance, or pension or cars? Is it going to be a public policy decision or based on their performance?

Cmr. Brittain feels they are two separate issues. One is enforceable right now. We could have enforced it two weeks ago if we wanted to call a special meeting. We don't know what their total wage package is, but it's probably close to \$80,000. Shotwell noted that we did receive their wage package two months ago, but doesn't recall what the numbers were.

Cmr. Brown thinks this should be discussed at the next study session on May 4th.

Cmr. Smith doesn't think we should have a time-line for it, but believes it is two different issues. If the state says we're going to have five road commissioners, the whole thing has got to be redone. We will have to revisit the wages, benefits and all of this.

Cmr. Duckham feels these are two different issues. We need to review the plan and when the investigation is done, look at it further.

Moved by Elwell to offer a friendly amendment to Cmr. Brittain's Motion to reflect that there not be a time limit on when we act, but that it be placed on the Agenda for the Study Session coming up on May 4th. Supported by Brittain. Motion carried unanimously.

Chairman Shotwell turned the meeting over to Randy Treacher to present the Jackson County Economic Proposals - Revised for the District Court Probation Agents Negotiations.

Randy advised that this was just approved by their membership yesterday afternoon and rather than wait an entire month to do a retro and so on, we decided to bring it to you. It is very similar, if not exactly the same as other packages and within the parameters the Board has set. You approved four of them two months ago and this is almost verbatim, exactly the same.

Moved by Lutchka, supported by Mahoney to Approve the Jackson County Economic Proposals- Revised District Court Probation Agents Negotiations

Discussion/Comments:

Cmr. Elwell asked why we didn't go into Closed Session. Treacher responded that for the last year and a half, we have stopped doing that. As long as the settlement is within the parameters that the Board set and was discussed in the Closed Session, we bring them directly to the Board.

Cmr. Brittain had a question about # 2, under the Note. The increase per pay, the \$39.16, does that mean bi-weekly or monthly? Randy responded that it is 24 pays, so it will be \$39.16 per pay.

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

16. PUBLIC COMMENTS

William Snyder thanked the Commissioners for his reappointment to the Region 2 Area Agency on Aging.

Public Comment closed at 8:05 p.m.

17. COMMISSIONER COMMENTS

Randy Treacher asked to speak. He informed the Board that Chairman Shotwell has been recognized by the Great Salk Trail Council of the Boy Scouts for his many, many years of service. A few months ago, Chairman Shotwell received the Silver Beaver Award, the highest honor a Council can bestow to an adult volunteer.

Cmr. Brittain spoke with Rep. Mike Simpson today regarding the Michigan Supreme Court and Appeals Court Judges' use of vehicles and an estimated cost of \$359,000 to taxpayers last year. Rep. Simpson has sponsored a bill to eliminate this.

Cmr. Poleski spoke to the Commission with regards to JTA. He feels the service that is provided is very important and he will continue to work with JTA towards a solution.

Cmr. Brown feels the same way that Cmr. Poleski does about JTA. He is 100% behind it.

Cmr. Herl noted that there's some major work being done on a project in the Jackson area and they are using out-of-town contractors. Someone needs to check into this.

18. CLOSED SESSION: None

19. ADJOURNMENT

Chairman Shotwell adjourned the April 17, 2007 meeting of the Jackson County Board of Commissioners at 8:10 p.m.

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

MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS
“SPECIAL MEETING”
April 27, 2007
7:30 a.m.
County Commission Chambers

1. CALL TO ORDER:

Chairman Steve Shotwell called the April 27, 2007, Special Meeting of the Jackson County Board of Commissioners to order at 7:32 a.m.

2. ROLL CALL:

(11) Present. Cmr. Herl, Lutchka, Brittain, Duckham, Poleski, Videto, Mahoney, Brown, Smith, Way, and Shotwell. (1) Absent. Cmr. Elwell.

3. PUBLIC COMMENT: None

4. ADOPTION OF 2007 EQUALIZATION REPORT:

Moved by Mahoney, supported by Way to Adopt the Agenda. Cmr. Herl asked to amend the agenda to add an Executive Session to discuss the contract. Motion carried as amended.

JuliAnn Kolbe, Director CMAE IV, of the Jackson County Equalization Department, gave a brief description of the duties and responsibilities of the Equalization Department. She also reviewed the 2007 Equalization Report that was handed out to each commissioner prior to the start of the meeting, and discussed a few of the figures.

Cmr. Brittain thanked Ms. Kolbe for her report. He had a couple questions on some of the figures listed in the report and she was able to clarify them for him. He also commented about Wal-Mart being on the list of Jackson County's Top 20 Taxpayers. He wanted to make the other commissioners aware that Wal-Mart still owes money to some of the contractors that worked to develop that store. He knows one excavator that is still owed about \$30,000. He asked how they would go about getting that money. Ms. Kolbe said they could put a lien against the property.

Cmr. Duckham commented that Menards is on the list of the Top 20 Taxpayers. He thought that Lowe's and Home Depot would have also been on the list. Ms. Kolbe said that Lowe's does not own the land that they are on, they lease it.

Cmr. Smith questioned why Comcast was so far down the list. Ms. Kolbe said it is because there is also another cable company on the west side of town.

Cmr. Poleski asked if they would be getting a report on the incinerator and the landfills. He said he is curious to know the rationale for those evaluations and why the incinerator would be assessed. Ms. Kolbe said there will be a report on that next year. Since the incinerator is county owned, but is being operated by someone else, it causes it to be taxable. If the county was running it, it would still be exempt.

Cmr. Brittain said that is why he thinks the county should take over the operations of the incinerator. Not just for that, but for other reasons as well.

Cmr. Poleski would like to know the economic impact of that. It doesn't strike him as logical off the bat.

Moved by Lutchka, supported by Mahoney to Approve the Equalization Report. Roll call: (11) Yeas. Motion carried unanimously.

JuliAnn Kolbe reviewed the Taxable Valuations report so she wouldn't have to return at a later date. (Those reports were also handed out prior to the meeting with the Equalization Report.) *Moved by Mahoney, supported by Way to Approve the Taxable Valuation Report.* Motion carried.

5. ADMINISTRATOR/CONTROLLER SEARCH:

Cmr. Brittain stated that the County of Jackson is striving to avert a fiscal crisis. Positions remain unfilled, benefits have been reduced, and operating budgets decreased. Even with these cuts, we have not yet achieved fiscal stability. In an effort to continue to save money, *Cmr. Brittain moved, supported by Way, to postpone the search for Administrator/Controller until spring of 2008 and have Randy Treacher continue as the Acting Administrator/Controller until such time as a permanent Administrator/Controller is appointed and begins work.*

Cmr. Brittain agrees with this motion as long as Mr. Treacher's wage remains the same. If it is going to be increased, he will oppose it.

Cmr. Mahoney certainly recognizes the fact that this county has spent a quarter of a million dollars, and she feels we could have done this a few years back. She thinks if Randy is willing and agreeable to stay on with the County, that the word "Acting" should be removed for this time period.

Cmr. Poleski agrees with Cmr. Brittain's motion, but he would like to know what the succession plan will be as to the Administrator/Controller given Randy's personal plans.

Cmr. Lutchka would also like to know the succession plan, but his concern is that any new person that we hire will need the support, and an education of what happens in Jackson County, as well as how things work. He believes the time that Randy is going to be here after that person is hired is very important for continuity and transfer of leadership. He doesn't know if he supports the motion until he knows how long Randy will be here to guide and pass on information to a new leader.

Mr. Treacher said that assuming that the board is agreeable to the motion; his intent would be to stay through calendar year of 2009. As of right now, he is scheduled to leave in January of 2009. If the search is postponed for one year, it would occur in 2008, and hopefully someone will be on board by the end of that year. He will be staying through the end of 2009.

Cmr. Videto said that in his opinion, the motion makes a lot of sense. The county as a whole is on the right path now. We have a board that is working well together. We also have county employees and department heads that have shown a willingness to work with our current Acting Administrator. He thinks that we will be in a better position by waiting a year.

Cmr. Herl supports the motion one hundred percent, and he takes his hat off to the people that came up with it. He said it has been a pleasure working with Randy. He thinks he can carry us on until we get a new administrator lined up in a year.

Cmr. Way said that in light of what is going on in Lansing and locally, it is in our best interest to keep Randy on board and postpone the search for another year. He appreciates what Randy is doing, and also takes his hat off to Cmr. Brittain for coming up with the motion. He feels it is in the best interest of the county and of this board. He supports the motion.

Roll call: (11) Yeas. Motion carried unanimously.

6. EXECUTIVE SESSION:

Moved by Mahoney, supported by Duckham to Adjourn to Executive Session. Motion carried. (The commissioners adjourned at 7:55 a.m.)

Moved by Videto, supported by Lutchka to Return to Regular Session. Motion carried. (Regular session resumed at 8:35 a.m.)

Moved by Poleski, supported by Mahoney to Authorize the Chair to Execute the Purchase and Sale Agreement by and between RAMCO-GERSHENSON PROPERTIES, L.P. and the County of Jackson. Chairman Shotwell asked that it be

duly noted in the minutes that Cmr. Elwell supports this motion wholeheartedly. Roll Call: (11) Yeas. Motion carried.

7. ADJOURNMENT:

Chairman Shotwell adjourned the April 27, 2007, Special Meeting of the Jackson County Board of Commissioners at 8:37 a.m.

James E. Shotwell – Chairman, Jackson County Board of Commissioners
Sandra Crowley – Jackson County Clerk
Respectfully submitted by Amanda L. Riska – Chief Deputy County Clerk

Consent Agenda
Motions

May 15, 2007

1. Motion: Approve the Amended Grant with MDOT for Design Engineering Services for Runway 14-32 and Taxiway "D" Contract No. 2006-0655 A1 Federal Project No. B-26-0051-1606
2. Motion: Approve Resolution (05-07.17) Authorizing the County Board of Commissioners Chair, James E. Shotwell, Jr., to Sign MDOT Contract Amendment #2006-0655 A1 (Federal Project #C-26-0051-1606), for Sandstone – Blackman Drain Relocation Feasibility Analysis near the Runway #14 Approach at the Jackson County Airport
3. Motion: Receive the 2006 District Court Annual Report
4. Motion: Receive the 2006 Department on Aging Annual Report
5. Motion: Approve Recommendation of TDS for 5-Year Telecommunication Services
6. Motion: Approve the Deletion of a Full-Time Accounts Payable Clerk in Administrative Services and the Creation of a Part-Time Accounts Payable Clerk
7. Motion: Approve the Budget Adjustment
 - a. Department on Aging
8. Motion: Pay the Claims for Standing Committees dated 4/1/07-4/30/07

- County Affairs	\$ 428,078.68
- County Agencies	608,220.30
- Human Services	190,900.44
- Personnel & Finance	171,847.42



J X N


Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

April 19, 2007

TO: Randy Treacher, County Administrator/Controller

FROM: Kent Maurer, Airport Manager 

RE: **Amended Grant with MDOT for Design
Engineering Services for Runway 14-32 and Taxiway "D"
Contract No. 2006-0655 A1 Federal Project No. B-26-0051-1606**

The original MDOT grant associated with this project was awarded by the Michigan Aeronautics Commission in the amount of \$163,000 (Federal \$130,400; State \$28,525 and Local \$4,075) and now needs to be amended in accordance with the attached County Commission draft resolution and Aeronautics grant documents. The grant amendment increases the grant by \$10,000 to \$173,000 (Federal \$138,400, State \$30,275 and Local \$4,325).

As you will recall, the Airport already (2006) contracted with Mead and Hunt to perform the Sandstone – Blackman Drain Relocation Feasibility Analysis to expedite the project and this grant amendment will cover the costs associated with that earlier contract.

The Jackson County Airport Board today approved sending this grant amendment to the County Board of Commissioners for consideration. I am requesting that this item become an agenda item.



J X N

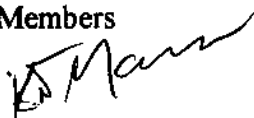
Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

March 21, 2007

TO: Jackson County Airport Board Members

FROM: Kent Maurer, Airport Manager 

RE: **Amended Grant with MDOT for Design
Engineering Services for Runway 14-32 and Taxiway "D"
Contract No. 2006-0655 A1 Federal Project No. B-26-0051-1606**

The original MDOT grant associated with this project was awarded by the Michigan Aeronautics Commission in the amount of \$163,000 (Federal \$130,400; State \$28,525 and Local \$4,075) and now needs to be amended in accordance with the attached County Commission draft resolution and Aeronautics grant documents. The grant amendment increases the grant by \$10,000 to \$173,000 (Federal \$138,400, State \$30,275 and Local \$4,325).

As you will recall, the Airport already (2006) contracted with Mead and Hunt to perform the Sandstone – Blackman Drain Relocation Feasibility Analysis to expedite the project and this grant amendment will cover the costs associated with that earlier contract.

I am requesting permission to forward this grant as an item for consideration on by the Jackson County Commission.

MICHIGAN DEPARTMENT OF TRANSPORTATION
JACKSON COUNTY BOARD OF COMMISSIONERS

AMENDMENT

THIS AMENDATORY CONTRACT is made and entered into this date of _____ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and the Jackson County Board of Commissioners, hereinafter referred to as the "SPONSOR," for the purpose of amending Contract No. 2006-0655, dated November 15, 2006, hereinafter referred to as the "CONTRACT."

WITNESSETH:

WHEREAS, the CONTRACT provides for design engineering services to be performed for the rehabilitation and extension of runway 14/32 at the Jackson County-Reynolds Field in Jackson, Michigan; and

WHEREAS, the parties desire to amend the CONTRACT to add the performance of stream mitigation investigation for runway 14/32 to the project and to increase the amount accordingly;

NOW, THEREFORE, the parties agree that the CONTRACT be and that the same is amended as follows:

1. In order to set forth the revised services and the revised amounts, Exhibit 1 of the CONTRACT, dated September 19, 2006, is replaced with Revised Exhibit 1, dated December 11, 2006, attached hereto and made a part hereof, and all references in the CONTRACT to Exhibit 1 will be construed to mean Revised Exhibit 1, dated December 11, 2006.
2. In order to increase the CONTRACT amount by Ten Thousand Dollars (\$10,000.00), for a revised total CONTRACT amount of One Hundred Seventy-Three Thousand Dollars (\$173,000.00), Section 11 of the CONTRACT is amended to read as follows:
 - "11. The PROJECT COST participation is estimated to be as shown below and as in Revised Exhibit 1. The amounts in Revised Exhibit 1 are to be considered estimates. The actual DEPARTMENT, FAA, and SPONSOR shares of the PROJECT COST will be determined at the time of financial closure of the FAA grant.

Federal Share	\$138,400.00
Maximum DEPARTMENT Share	\$ 30,275.00
SPONSOR Share	<u>\$ 4,325.00</u>
Estimated PROJECT COST	\$173,000.00”

3. All other provisions of the CONTRACT, except as herein amended, remain in full force and effect as originally set forth.
4. The SPONSOR agrees that the compensation noted above represents payment in full for all services requested by the DEPARTMENT and waives any and all claims it has or may have against the DEPARTMENT that arise out of the need to amend the CONTRACT.
5. This Amendatory Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and of the DEPARTMENT and upon adoption of a resolution approving said Amendatory Contract and authorizing the signature(s) thereto of the respective representatives(s) of the SPONSOR, a certified copy of which resolution will be returned to the DEPARTMENT with this Amendatory Contract, as applicable.

IN WITNESS WHEREOF, the parties have caused this Amendatory Contract to be awarded.

JACKSON COUNTY BOARD OF COMMISSIONERS

By: _____
Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director

REVISED EXHIBIT 1

**JACKSON COUNTY-REYNOLDS FIELD
JACKSON, MICHIGAN**

Project No. B-26-0051-1606

Contract No. FM 38-01-C69

December 11, 2006

	Federal	State	Local	Total
ADMINISTRATION	\$800	\$175	\$25	\$1,000
DEPARTMENT-AERO	\$800	\$175	\$25	\$1,000
LAND	\$0	\$0	\$0	\$0
DESIGN	\$137,600	\$30,100	\$4,300	\$172,000
Design Runway 14/32 rehab and extension				
CONSULTANT-Design	\$125,056	\$27,356	\$3,908	\$156,320
AERO-DESIGN	\$4,544	\$994	\$142	\$5,680
Stream mitigation/investigation for Runway 14/32				
CONSULTANT-ENV	\$7,840	\$1,715	\$245	\$9,800
AERO-ENV	\$160	\$35	\$5	\$200
CONSTRUCTION	\$0	\$0	\$0	\$0
CONTINGENCIES	\$0	\$0	\$0	\$0
Funding Contingencies	\$0	\$0	\$0	\$0
TOTAL PROJECT BUDGET	\$138,400	\$30,275	\$4,325	\$173,000

RESOLUTION (05-07.17)
AUTHORIZING THE COUNTY BOARD OF COMMISSIONERS
CHAIR, James E. Shotwell, Jr. TO SIGN MDOT CONTRACT AMENDMENT
#2006-0655 A1 (FEDERAL PROJECT #C-26-0051-1606),

**For Sandstone – Blackman Drain Relocation Feasibility Analysis near the Runway #14
Approach**

AT THE JACKSON COUNTY AIRPORT

WHEREAS, The FAA has indicated that Runways at the Jackson County Airport do not have the needed “safety areas” at their respective ends and approaches; and

WHEREAS, continued progress in building these runway safety areas required engineering design services and feasibility analysis for relocation of the Sandstone – Blackman Drain that is impacted by this project; and

WHEREAS, the firm of Mead and Hunt has already conducted the Feasibility Analysis under a previous contract with the County of Jackson and the Jackson County Airport and this grant amendment will reimburse for those expenses; and

WHEREAS, the original grant funds in the amount of \$163,000 (Federal \$130,400; State \$28,525 and County \$4,075) were allocated by the Michigan Aeronautics Commission to the Jackson County Airport – Reynolds Field on November 15, 2006 and are in the public interest; and,

WHEREAS, the amended grants are increased by \$10,000 for a total of \$173,000 (Federal \$138,400.00, State \$30,275.00 and Local \$4,325); and

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

WHEREAS, James E. Shotwell, Jr. is the Chairman of the Jackson County Board of Commissioners and has authority to sign such grant; and;

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

AUTHORIZING THE COUNTY BOARD OF COMMISSIONERS
CHAIR, James E. Shotwell, Jr. TO SIGN AMENDED MDOT CONTRACT
#2006-0090 A1 (FEDERAL PROJECT #C-26-0051-1405),

James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
May 15, 2007

Memorandum

To: Jackson County Board of Commission
From: Telecommunications Rate Proposal Study Group
Re: Telecommunications contracts

The purpose of the group (Telecommunications Rate Proposal Study Group) was to, invite, review, and recommend a telecommunications carrier for Jackson County. The group was comprised of staff from the Administrative Services, IT, and Sheriff Departments.

The invitees were:

- A) ATT
- B) Cavalier/LDMI
- C) TDS Metrocom
- D) Verizon

Proposals were received by ATT, Cavalier/LDMI, and TDS. Verizon did not submit a proposal. The proposals received by ATT & TDS were determined to meet the telecommunications needs of the County. The proposal received by Cavalier/LDMI was not accepted because they could not provide “point to point” circuits which are integral component for carrying phone traffic to the outside world.

The review process included but was not limited to the following procedures;

- obtain detail inventories of all county circuits and analyze propriety of those circuits
- conduct group question & answer sessions with prospective providers
- make physical inspections with provider to locate and discuss viability of currently charged for circuits
- perform reference follow up

In doing the review process, factors such as price, customer service, and billing were considered as qualities necessary to rate the business partner that best fits the needs of Jackson County.

The first quality, price, is addressed on the attached spreadsheet. It should be noted that the prices proposed by ATT are modified State rate contract prices. By modified, they are specifically prepared for Jackson County. Additionally, should Jackson County decide on switching to TDS, there will be “termination” fees owing to ATT under the current contract, for which TDS has agreed to reimburse Jackson County.

Although price is an important factor to consider, “customer service” is equally as important. Customer service covers a wide range of responsibilities in a vendor/customer relationship. Items such as but not limited to;

- vendors initiating and identifying cost savings opportunities for the customer ,
- responding to customer requests in a timely fashion (for example cancellation of circuits)
- willingness to flex contracts to meet a changing customer environment
- customers having an internal understanding of their infrastructure so they can stimulate vendor involvement
- vendor assistance after a contract has been consummated

The above traits have been found in essence to be the mission statement of TDS. These factors have been supported by the reference checks performed during this review process. In fact, when references were called, the first item of satisfaction they expressed was the level of service given by TDS. The group has also experienced this level of service while performing the physical inspection of circuits mentioned above.

Lastly, references have stated that billing from TDS is much more user friendly than invoices received from ATT. The potential value here could be administrative staff time savings, which could also be realized under an improved “customer service” relationship.

The references contacted were, Jackson County Medical Care Facility, Jackson Community College, Jackson County Intermediate School District, Jackson Public Schools, and Vandercook Lake Public Schools. All references indicated favorable commentary on behalf of TDS.

It is therefore the consensus recommendation of the group that Jackson County enter into a 5 year contract with TDS for telecommunication services.

Respectfully submitted

April 30, 2007

Administrative Services

Gerard Cyrocki

Cindy Porter

Sheriff Department

Tom Finco

Kevin Stellingworth

Steve Rand

IT

Connie Frey

Steve Shiley

**JACKSON COUNTY
RATE ANALYSIS BASED ON 5 TEAR CONTRACT
ATT vs TDS**

COST	YR 1	YR 2	YR 3	YR 4	YR 5	TOTAL
<u>ATT</u>						
Base cost	125,250.12	125,250.12	126,217.15	127,213.19	128,209.24	
1 Assumed yearly increase this is for local & MB		967.03	996.04	996.04	996.04	
	125,250.12	126,217.15	127,213.19	128,209.24	129,205.28	636,094.99
<u>TDS</u>						
Base cost	109,634.52	109,634.52	109,634.52	109,634.52	109,634.52	548,172.60
cost difference	15,615.60	16,582.63	17,578.67	18,574.72	19,570.76	87,922.39

1 this is attributed to local usage & MB lines
these services are quoted at tariff. An assumed
annual rate increase of 3% was applied

**COUNTY OF JACKSON
BUDGET ADJUSTMENTS**

LINE ITEM								
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
								0
101	678	695	000	Miscellaneous	7500		1000	6500
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
							0	1000
								-1000

REASONING:
Can bill more expenses to grants in 101671.

DEPT HEAD _____
BUDGET DIR _____

DATE _____
DATE _____

COMMITTEE _____ DATE _____
ADMIN _____ DATE _____
BOARD OF COMM _____ DATE _____

**COUNTY OF JACKSON
BUDGET ADJUSTMENTS**

LINE ITEM				ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT						
								0
101	677	705	000	Wages - PT	17859		16600	1259
								0
101	677	705	500	Wages - Casual	2400	16600		19000
								0
101	677	718	000	Retirement	7186		2600	4586
								0
101	677	729	000	Postage	400	200		600
								0
								0
								0
								0
								0
								0
						16800	19200	-2400

REASONING:	
PT position now casual.	

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

**COUNTY OF JACKSON
BUDGET ADJUSTMENTS**

LINE ITEM				ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT						
								0
101	674	696	079	Max Meals	6000	3260		9260
								0
								0
								0
								0
								0
								0
								0
								0
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								0
								0
								0
								0
								0
						3260	0	3260

REASONING:	

DEPT HEAD _____

DATE _____

COMMITTEE _____ DATE _____

BUDGET DIR _____

DATE _____

ADMIN _____ DATE _____

BOARD OF COMM _____ DATE _____

**COUNTY OF JACKSON
BUDGET ADJUSTMENTS**

LINE ITEM				ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT						
								0
								0
								0
101	671	728	000	Printing	2300	2500		4800
								0
101	671	729	000	Postage	200	850		1050
								0
101	671	801	000	Professional Services	16500	3100		19600
								0
								0
101	672	729	000	Postage	2975		790	2185
								0
								0
								0
						6450	790	5660

REASONING:
Can bill more expenses to grants in 101671 (newsletter, health promotion).
Increase in 101671 expenses offset by decrease in 101677 expenses, and increase in 101674 revenue.

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

**COUNTY OF JACKSON
BUDGET ADJUSTMENTS**

LINE ITEM				ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT						
								0
101	678	705	000	Wages - Part Time	15152	13200		28352
								0
101	678	704	040	Wages - Longevity/Incentive	379	440		819
								0
101	678	711	000	Wages - In Lieu of Insurance	0	3000		3000
								0
101	678	716	000	Health Insurance	11232		9600	1632
								0
101	678	718	000	Retirement	6101	1282		7383
								0
101	678	719	000	Worker's Compensation	314	128		442
								0
101	678	729	000	Postage	25	25		50
								0
101	678	730	000	Office Supplies	4000		2000	2000
								0
101	678	801	000	Professional Services	13000		8475	4525
								0
101	678	861	000	Mileage	1800	1000		2800
								0
						19075	20075	-1000

REASONING:
With change from Peer Support to Counseling grant, higher percentage of PT Counselor paid from 101678, and lower professional services expense.
FT Social Worker switched to in-lieu instead of health insurance.

DEPT HEAD _____

DATE _____

COMMITTEE _____ DATE _____

BUDGET DIR _____

DATE _____

ADMIN _____ DATE _____

BOARD OF COMM _____ DATE _____

County Affairs
Motions

May 15, 2007

1. Motion: Appoint one Commissioner member to the Jackson County Employees' Retirement System – Chairman's recommendation to re-appoint Steve Shotwell, term to 5/2010

COUNTY OF JACKSON POLICY MANUAL

Policy No. 900

FISCAL POLICIES

The County of Jackson's Fiscal Policies, compiled within, set forth the framework for the overall fiscal management of the County. These policies will assist the decision making process of the Board of Commissioners and Administrators.

All policies refer to ~~the General Fund (Fund 101)~~ all funds unless otherwise specified.

Adopted: 00/00/00

Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1000**

FISCAL

BUDGET RESOLUTION

A resolution to establish a budget system for the County of Jackson; to define the powers and duties of the County of Jackson officers in relation to that system; to provide that the Fiscal Officer shall be furnished with information by the departments, boards, commissions, and agencies (hereafter known as “entities”) relating to their financial needs, receipts and expenditures, and general affairs; to provide for an annual appropriation measure; to prescribe a disbursement procedure; to provide for an allotment system; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

Section 1. County of Jackson Budget Resolution.

Section 2. The fiscal year of the County of Jackson shall begin on January 1, in each year and close on the following December 31st.

Section 3. The Administrator/Controller shall be the County of Jackson Fiscal Officer, and shall perform the duties of the Fiscal Officer enumerated in this resolution.

Section 4. No later **than** July 1st of each year, the Fiscal Officer shall send to each entity of the County of Jackson, a budget manual for the use of those entities in preparing their estimates of budgetary requirements for the ensuing fiscal year. This manual shall include information that the Fiscal Officer determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner. It may also indicate limits on budgetary estimates, items

Policy No. 1000 Cont.

that are to receive emphasis, and other policy direction deemed necessary.

The budget manual shall, at a minimum, require:

- A. The actual revenues and expenditures for the last completed fiscal year.
- B. Projected revenues and expenditures for the current fiscal year.
- C. Estimates of revenues and expenditures for the ensuing fiscal year. (The Fiscal Officer may require that the estimates for the ensuing fiscal year be calculated on the basis of various assumptions regarding level of service.)

Section 5. Any entity of the County of Jackson, financed in whole or in part by the County of Jackson shall, according to the Budget Calendar, transmit to the Fiscal Officer its estimates of the amounts of money required for each of its activities for the ensuing fiscal year. Each entity shall also submit any other information deemed relevant by the Fiscal Officer on such forms and at such times as he/she may direct.

Section 6. Any request for the proposed purchase of land, buildings or capital equipment, shall be accompanied by a statement for the ensuing fiscal year and for the following four (4) years which:

- A. Describes the intended use of the land, buildings, or equipment.
- B. States the order of priority of the purchase.
- C. Provides an estimate of any capital and related operating costs associated with the purchase.

Section 7. The Fiscal Officer may review the estimates with a representative from each

Policy No. 1000 Cont.

entity of the County of Jackson that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure their accuracy, and to determine adherence to the budget guidelines provided by the Fiscal Officer pursuant to Section 4.

Section 8. The Fiscal Officer shall consolidate the estimated expenditures received from the various entities together with the amounts of expected revenues and shall make recommendations relating to those estimates which shall assure consistence with the budget manual. The total of estimated expenditures including any accrued deficit in any fund shall not exceed the total of expected revenues including any unappropriated surplus. The budget shall consist of the following parts:

- A. The amounts needed to pay and discharge the principal and interest of debt of the local unit due in the ensuing fiscal year.
- B. Revenues shall contain detailed estimates of all anticipated revenues and any additional information required by the Fiscal Officer.
- C. Expenditures shall contain detailed estimates of all operating and capital outlay expenditures and any additional information required by the Fiscal Officer.
- D. An informational summary of projected revenues and expenditures of any special revenue funds, capital project funds, internal service funds, enterprise funds, or debt service funds, including the estimated total cost and proposed method of financing each capital construction project, and

Policy No. 1000 Cont.

the projected additional annual operating cost and the method of financing the operating costs of each project for four (4) years beyond the fiscal year covered by the budget.

Section 9. The Fiscal Officer shall transmit the budget to the appropriate Standing Committee who may review or alter it pursuant to Section 8.

Section 10. According to the Budget Calendar, the Fiscal Officer shall transmit to the County Board of Commissioners:

- A. A proposed general appropriations act, which shall set forth the anticipated revenues and requested expenditures. No general appropriation act shall be submitted to the County Board of Commissioners in which estimated total expenditures, including an accrued deficit, exceed estimated revenues and available surplus.
- B. A budget message which shall explain the reasons for increases or decreases in budgeted items compared with the current fiscal year, the policy of the Fiscal Officer as it relates to important budgetary items, any other information that the Fiscal Officer determines to be useful to the County Board of Commissioners in its consideration of proposed appropriations.

Section 11. The County Board of Commissioners may direct the Fiscal Officer to submit any additional information it deems relevant in its consideration of the proposed general appropriation act. The County Board of Commissioners may conduct budgetary reviews with the Fiscal Officer for the purpose of clarification or

Policy No. 1000 Cont.

justifications of proposed budgetary items. The County Board of Commissioners may revise, alter or substitute for the proposed general appropriations act in any way, except that it may not change it in a way that would cause total appropriations including an accrued deficit to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item of expenditures in the general appropriations act.

Section 12. The County Board of Commissioners shall fix the time and place of a public hearing to be held on the proposed general appropriations act. The County Clerk shall then have published in a newspaper of general circulation within the County of Jackson a notice of the hearing and an indication of the place at which the proposed general appropriations act may be inspected by the public. The notice must be published at least seven (7) days before the date of the hearing.

A. No later than November, the County Board of Commissioners shall pass a general appropriations act providing the authority to make expenditures and incur obligations and cause to be levied and collected the general property tax in an amount set forth in the County's fixed portion as voted on by the electorate.

Section 13. In the event that the County Board of Commissioners fails to pass a general appropriations act by January 1st of each fiscal year, the Fiscal Officer shall notify all entities that they may, in the new fiscal year, make expenditures and incur obligations under the provisions of the general appropriations act effective for the fiscal year just completed; except that the authority for any items of appropriation

Policy No. 1000 Cont.

in any month shall be limited to an amount not to exceed one twelfth (1/12) of the annual appropriations amount for that item. Expenditures shall continue in this manner each month until the effective date of a general appropriations act for the new fiscal year.

Section 14. A deviation that would cause total expected expenditures to exceed total estimated revenues shall not be made until first approved by the Board of Commissioners.

Section 15. Appropriations will be deemed maximum authorization to incur expenditures. The Fiscal Officer shall exercise supervision and control in order to ensure that programs or work objectives are realized within these limits and shall not approve any expenditures beyond that necessary to accomplish those objectives.

Section 16. The Fiscal Officer shall maintain an accounting system in accordance with the State of Michigan Uniform Chart of Accounts.

Section 17. No money shall be drawn from the County Treasurer except in pursuance of an appropriation of the County Board of Commissioners. Each warrant or draft of the County of Jackson shall specify the fund and account (as designated by the State of Michigan Uniform Chart of Accounts) from which it is payable and shall be paid from no other fund or appropriation. Expenditures shall not be charged directly to any contingent account; instead, the necessary amount of the appropriation from such account shall be transferred to the appropriate account and the expenditure then charged thereto.

Section 18. No obligation shall be incurred against, and no payment shall be made from any

Policy No. 1000 Cont.

appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligations.

Any obligation incurred or payment authorized in violation of this resolution, shall be void and any payment so made illegal.

Section 19. The Fiscal Officer within fifteen (15) days after the end of each month, shall transmit to the Board of Commissioners a summary statement showing the revenues and expenditures for the month, including year to date.

Section 20. The Jackson County Board of Commissioners may make supplemental appropriations by amending the original general appropriations act provided that:

- A. An unobligated surplus from prior years becomes available,
- B. Current year's revenue exceeds original estimates,
- C. Current year's expenditures are less than original estimates.
- D. In no case may such supplemental appropriations cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.

Section 21. Whenever it appears to the Fiscal Officer that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the Fiscal Officer shall present to the Board of Commissioners recommendations which, if adopted, will prevent expenditures from exceeding available revenues for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both. Within thirty (30) days of receiving the recommendations of

Policy No. 1000 Cont.

the Fiscal Officer, the County Board of Commissioners shall amend the general appropriations act to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations or both. If the County Board of Commissioners does not make effective such appropriations, reductions or measures to increase revenues within this time, the Fiscal Officer shall within the next five (5) days, make adjustments in appropriations in order to equalize appropriations and estimated revenues.

Section 22. Any violation of Sections 14, 16, 18, or 21 may be cause for removal of any officer or employee in the manner prescribed by law.

Adopted: 5/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1010**

FISCAL

BALANCED BUDGET POLICY

A balanced budget shall be adopted by the appropriate board at the department level for the General, Special Revenue, Debt Service, Capital Projects, Enterprise Funds, and Internal Service Funds.

Total anticipated revenues plus that portion, if necessary, of beginning Fund Balance or Budget Stabilization Fund must equal estimated expenditures of that Fund.

The budgetary process shall be conducted according to the revised Budget Resolution approved by the Board of Commissioners on May 16, 2000. **Policy 1000.**

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1020**

FISCAL

ADDITIONAL OPERATING APPROPRIATION POLICY

Unless extenuating circumstances exist, all requests for additional employees or operating appropriations shall be made during the budget process as outlined in the revised Budget Resolution Policy 1000.

Adopted: 05/16/00

Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1040**

FISCAL

DEPARTMENTAL FLOAT POLICY

A wage float reflecting employee turnover will be established in departments with over \$500,000 budgeted in full-time wages. The actual amount of the float will be determined **by the Administrator/Controller** based on prior year's experience and may result in a reduction in the requested wage and associated fringe line items.

At year end, if a department is in a deficit position and has had a reduction in its full-time wage as a result of the float, a budget adjustment will be made up to the float amount for that department.

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1050**

FISCAL

BUDGETARY ADJUSTMENT POLICY

Revenues

If a fund receives additional revenues during the budget year either from increases in revenue generating line items, such as user fees, service charges, state shared revenues, etc., or from a source that was not anticipated or projected in the original budget measure, the Board of Commissioners reserves the right to appropriate such revenues with consideration that one-time revenues should not be used for operating expenses but allocated for capital expenditures or retained in the Fund Balance or Budget Stabilization Fund.

Expenses

Expenditure budgets will be available only for the fiscal period for which they are projected. Deferral of any capital expenditure budget to a succeeding year may be considered by the Board of Commissioners upon the recommendation of the Administrator/Controller.

The Contingency account is available for general purpose allocations for unforeseen expenditures and should be transferred by a budget adjustment authorized by the Board of Commissioners.

Budget adjustments shall be submitted to the Administrator/Controller in writing. Budget adjustments up to \$10,000 may be authorized by the Administrator/Controller. Budget adjustments over \$10,000 will be referred ~~to the appropriate committee,~~ to the Personnel and Finance Committee, and then to the Board of Commissioners for final action. This authority extends to new revenues, expenses, grants, and interdepartmental transfers.

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1070**

FISCAL

UNRESERVED FUND BALANCE POLICY

The County's optimum unreserved fund balance should represent ~~8%—12%~~ **18% - 24%** of the annual audited expenditures and transfers out of the previous fiscal year. Any amount in excess of ~~12%~~ **24%** will be transferred to the Budget Stabilization Fund, Public Improvement Building Fund, etc.

The unreserved fund balance may be used to pay expenditures caused by unforeseen emergencies, for shortfalls caused by declining revenues or to eliminate any short-term borrowing.

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1110**

FISCAL

INTEREST ALLOCATION POLICY

The County shall allocate interest earnings back to the appropriate fund unless any of the following circumstances apply:

1. The interest to be earned is anticipated to be less than \$1,000 on an annual basis;
2. The fund receives an appropriation from the General Fund;
3. Excludes certain other Funds due to conformity with standard financial principles and if in the opinion of County ~~management~~ **Treasurer** the tracking of interest earning would prove to be too burdensome.

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1130**

FISCAL

**INVESTMENT POLICY
Effective July 1, 1998**

1.0 PURPOSE:

It is the policy of the County of Jackson to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cashflow demands of the County and conforming to all statutes and local ordinances governing the investment of public funds.

2.0 SCOPE:

The investment policy applies to all transactions involving the financial assets and related activity of the County of Jackson except for its employee pension funds and its employee compensation funds which are organized and administered separately. These funds are accounted for in the annual financial report and include the following funds:

- ~ General Fund
- ~ Special Revenue Funds
- ~ Capital Project Funds (~~Incinerator, Water, Sewer~~)
- ~ Enterprise Funds
- ~ Debit Service Funds
- ~ Special Assessment Funds
- ~ Internal Service Funds
- ~ Trust and Agency Funds
- ~ Any new fund created by the governing body, unless specifically exempted by the governing body.

3.0 OBJECTIVES:

Funds of the County of Jackson will be invested in accordance with Public Act 20 of the Public Acts of 1943 as amended, and in accordance with the following objectives in order of priority.

3.1 SAFETY - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

3.2 DIVERSIFICATION - The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3.3 LIQUIDITY - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.

3.4 RETURN ON INVESTMENT - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

4.0 DELEGATION OF AUTHORITY:

Authority to manage the investment program is derived from MCL 48.40. Management responsibility for the investment program is hereby delegated to the County Treasurer (investment officer), who shall establish procedures and internal controls for the operation of the investment program, consistent with the investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5.0 AUTHORIZED INSTRUMENTS:

In accordance with Public Act 20 of the Public Acts of 1943, as amended, the surplus funds of the County of Jackson may be invested as follows:

- (A) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (B) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- (C) Commercial Paper rated at the time of purchase within the highest classification established by not less than two standard rating services and that matures not more than 270 days after the date of purchase. Any commercial paper rated with a "2" classification from Standard & Poor's (A-2) and/or Moody's (P-2), at the time of purchase, may also be considered but only if it is fully insured for the payment of principal and interest.
- (D) Repurchase agreements consisting of instruments listed in subdivision (A) above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the Jackson County Treasurer has negotiated a Master Repurchase Agreement. Repurchase agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public Security Association's Model Master Repurchase Agreement.
- (E) Bankers' acceptances of United States Banks.
- (F) Mutual funds registered under the Investment Company Act of 1940, that maintain a \$1.00 per share net asset value, and with authority to purchase only investment Vehicles that are legal for direct investment by a public corporation.
- (G) Obligations described in subdivisions (A) through (F), as named above if purchased through an interlocal agreement under the Urban Cooperation Act of 1967.
- (H) Investment pools organized under the Surplus Funds Investment Act, 367 of 1982.
- (I) Investment pools organized under the Local Government Investment Pool Act, 121 of 1985.

6.0 SAFEKEEPING AND CUSTODY:

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Jackson County Treasurer shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the investment officer.

7.0 PRUDENCE:

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived. The investment officer acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

8.0 REPORTS:

On a quarterly basis the treasurer shall prepare a written report to the governing body concerning the investments of the funds.

9.0 EFFECTIVE DATE:

This policy shall become effective on July 1, 1998 after adoption by the Jackson County Board of Commissioners.

INVESTMENT DEFINITIONS

U.S. TREASURY BILLS

Short-term obligation of the United States government. T-Bills are generally considered totally free of default risk and are the most marketable of all money market instruments. T-Bills are the most widely used of all government debt securities and are a primary instrument of Federal Reserve monetary policy.

Maturity- Up to 1 year
Denomination- \$10,000 increments of \$5,000
Delivery- Book-entry
Liquidity- Excellent
Backing- Full Faith and Credit of US Government

U.S. TREASURY NOTES

Intermediate-term general obligation debt instruments of the United States Government.

Maturity- 1-10 years
Denomination-\$5,000 original maturities-3 yrs.;
\$1,000 original maturities-over 3yrs.
Delivery-Book-entry
Liquidity-Excellent
Backing-Full faith and Credit of US Govt.

U.S. TREASURY BONDS

Long-term general obligation debt instruments of the United States Government.

- Maturity-11-30 years
- Denomination-\$1,000
- Delivery- Book-entry
- Liquidity-Excellent
- Backing-Full faith and Credit of US Govt.

U.S. TREASURY STRIPS

US Treasury STRIPS-(Separate Trading of Registered Interest and Principal of Securities) are Treasury notes and bonds issued in the traditional way but separated into interest and principal components at the discretion of bond holders using book-entry accounts at Federal Reserve banks. Because STRIPS pay no interest until maturity, they trade at deep discounts from their face value. This discount is the interest earned on the STRIP.

- Maturity- 6 months to 30 years
- Denomination- \$1,000 minimum
- Delivery- Book-entry
- Liquidity- Excellent
- Backing-Full Faith and Credit of US Govt.

CERTIFICATES OF DEPOSIT

A liability issued by a bank as evidence that a certain amount of money has been deposited for a specific period of time and will be redeemed with interest at maturity.

- Maturity- Usually one year or less, may go more.
- Denomination- Minimum usually \$100,000
- Delivery-negotiable(bearer) or non-negotiable (Registered) form
- Liquidity-Negotiable CD's may be sold in the Secondary market prior to maturity. Non-Negotiable CD's may be subject to penalties for early withdrawal.
- Backing-Creditworthiness of issuing institution.
Insured for \$100,000 by FDIC or FSLIC.

COMMERCIAL PAPER

A short-term unsecured debt obligation(promissory note) issued by a bank holding company, finance company, utility or industrial company, or a governmental unit to raise short-term cash.

- Maturity- 1 to 270 days
- Denomination-\$25,000 for direct issuers and \$100,000 dealer paper
- Delivery-generally book-entry
- Liquidity- moderate
- Backing-issuers back their paper with lines of credit from banks. Quality ratings from Standard & Poor and/or Moody

REPURCHASE AGREEMENTS

An agreement between seller and buyer usually of US government securities, that the seller agrees to repurchase the securities at an agreed upon price on a specific date.

Where a repo is used as a short-term investment, a government securities dealer, usually a bank, borrows from an investor to finance the bank's inventory, using the securities as collateral.

- Maturity-1 day or long-term may be agreed upon
- Denomination-minimum \$100,000
- Delivery-Book-entry, Delivery vs. payment
- Liquidity-usually daily maturity
- Backing-underlying securities, usually US Governments.

BANKERS' ACCEPTANCES

A money market investment that is created in the process of financing import-export transactions. It is a time draft drawn on and accepted by a bank. The liability assumed by the bank is called its Acceptance liability, thus creating the Bankers' Acceptance.

- Maturity- 3 to 270 days
- Denomination- minimum \$25,000
- Delivery-Physical
- Liquidity-Good
- Backing-primary obligation of the accepting Bank and a secondary liability of the Drawer of the acceptance. In addition, Acceptances have a claim on the goods being financed.

MUTUAL FUNDS

These are operated by an investment company that raises money from shareholders and invests in various types of securities. These funds offer investors the advantages of diversification and professional management. For these services, they charge a management fee, typically 1% or less of asset per year. A money market fund (pooled fund) is an open-ended mutual fund that invests in various money market instruments. The fund's net asset value remains a constant \$1 share-only the interest rates fluctuate.

- Maturity- none, deposits and withdrawals can be made daily.
- Denomination-varies per fund
- Delivery- book-entry
- Liquidity- Excellent
- Backing-Underlying securities-investment objectives

Mutual Funds invest in many different types of securities and have fluctuating net asset values.

If you invest \$100,000 in a mutual fund, the difference in the value of your initial investment will change depending on the appreciation or depreciation of the securities that make up the portfolio. Should the underlying securities appreciate,

your \$100,000 will increase in value. Likewise, if the underlying securities depreciate, your investment will decrease in principal value.

Money Market Mutual Funds invest primarily in money market securities and have stable net asset values.

In a Money Market Mutual Fund, the goal of the fund is to maintain a stable (non-fluctuating) net asset value. For every dollar invested, it is the fund's objective to return that same dollar, thus the term "dollar in dollar out." Only the interest rate will differ from day to day. Therefore, an investment of \$100,000 should return your initial investment of \$100,000 principal and pay you interest as well.

INVESTMENT TERMS

Delivery Form

Form in which the security must be presented to the counter party when a security is issued, bought or sold.

BOOK ENTRY- Securities issued without a physical certificate; ownership records are maintained on the books of the transfer agent. The most commonly issued book-entry facilities are those of the Federal Reserve (FRB) and the Depository Trust Company.

PHYSICAL- Paper certificate on which the terms of the security are printed.

Interest Payment

Method by which interest is paid to the holder of the security.

At Maturity-(add-on)-- Paid at maturity of the investment.

Coupon- A generic term referring to the payment of interest determined by the rate of the instrument. The most common payment frequency is semi-annual, although monthly, quarterly and annual interest payments may be made depending on the type of instrument.

Discount- Interest paid up front. The investor purchases the security on an original issue discount from the stated maturity value, the difference between the purchase price and the value at maturity represents the interest earned.

Liquidity

Ability of a financial asset to be converted into cash prior to its stated maturity. The degree of liquidity is generally measured by the ability to buy or sell large blocks of the security without causing substantial price changes.

Excellent- Very liquid, with a large number of dealers making active markets in the security; price difference between where a security can be bought and sold (bid/offer spread) is relatively narrow.

Good- Somewhat fewer dealers making markets, although the market remains active; slight widening of the bid/offer spread is noticeable.

Moderate- Still fewer market makers, with generally larger or specialty firms being the most active participants; bid/offer spread widens further.

Poor- Just a few market makers; spread tends to be very wide.

None- No established secondary market; liquidity is provided only through maturity.

Price

The basis of dollars per \$100 of face value.

Par-Price is equal to face value.

Discount- Price by which a security is selling below its face (par) value.

Premium- Price by which a security is selling above its face (par) value.

Yields

When investing in any fixed-income security, the most critical figure for the investor is the yield. This is the rate of return on a security, taking into account the total annual interest payments. The purchase price, the maturity value and the amount of time remaining until maturity called Yield to Maturity.

$$\text{Current Yield} = \frac{\text{Annual Interest}}{\text{Price or Cost}}$$

$$\text{Bond Equivalent Yield} = \frac{\text{Discount} \times 365}{\text{Price} \times \text{\#Days}}$$

$$\text{CD Equivalent Yield} = \frac{\text{CD Rate} \times 365}{360}$$

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
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FISCAL

FULL FAITH AND CREDIT

Policy 1150

PREAMBLE

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

BACKGROUND

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

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

GENERAL POLICIES

- A. When requested, the County may assist local unit(s) of government in the financing of drains, water systems, storm sewers, sanitary sewers, water and wastewater treatment facilities, road improvements and other permitted improvements by issuing County bonds or notes and pledging the County's Full Faith and Credit to support, as secondary security, the payment of said bonds or notes. This policy is also intended to apply to requests by a local unit to refund outstanding County bonds or notes previously issued for the benefit of one or more local units of government.

- B. When requesting the County's Full Faith and Credit pledge, the local unit of government shall state the reasons for making such request. For example, these reasons may include, but are not limited to the following:
 - 1. The project is a regional project which serves multiple local units of government.
 - 2. The issuance of County debt eliminates the need for the issuance of multiple local unit bond and note issues.
 - 3. The County's credit rating will result in significant interest-cost savings for County residents and taxpayers.

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

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

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1. The County Drain Commissioner for drainage projects authorized by the various chapters of Act 40, P A Michigan 1956, as amended;
 2. The County Agency for sewer, water or solid waste projects authorized by Act 342, P A Michigan 1939, as amended;
 3. The County Board of Public Works for sewer, water, solid waste or lake improvement projects authorized by Act 185, P A Michigan 1957, as amended; and,
 4. The County Road Commission when issuing bonds or notes pledging Michigan Transportation Fund revenues authorized by Act 51, P A Michigan 1951, as amended.
- J. In the event that the Board considers pledging the County's full faith and credit as security for the payment of bonds or notes issued by the County for County projects including, without limitation, general obligation bonds requiring voter approval or subject to right of referendum, by the County Treasurer for cash flow borrowing or by the County Building Authority for building and other projects authorized by Act 31, P.A. Michigan 1948, as amended, the Board shall generally follow and observe such portions of this policy as may be applicable.
- K. The County Administrator/Controller shall, in advance of a Board vote upon whether to pledge the County's Full Faith and Credit, obtain the following representations from all parties (including County employees, County and Township elected officials, and professional advisors) acting on behalf of the County and its political subdivisions, and shall provide such representations to the Board:
1. Representation of full compliance with Board Policies, including, but not limited to, Policy 2070, dealing with Conflicts of Interest.
 2. Representation that the party has not received, and shall not receive, compensation, gifts, gratuities, fees, or other consideration from any person, firm, or entity other than the County in connection with the contemplated transaction.
 3. Representation that the party has used their best efforts on behalf of the citizens of the County; and
 4. Representation that the party is unaware of:
 - a. any other party's failure to comply with Board policies;
 - b. any other party's or entity's receipt of, or right to receive, those items described in 2. above.

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USE OF PROFESSIONAL CONSULTANTS:

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

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

BOND COUNSEL - Bond Counsel, which shall be a law firm or attorney listed in the Bond Buyer's Municipal Marketplace Red Book, shall prepare all written proceedings required by state enabling act for the authorization and issuance of the bonds and notes to be issued by the County and, in addition, shall advise on all applicable federal securities, tax and other issues pertaining to the authorization and issuance of the bonds and notes. In connection with the issuance of the bonds or notes, Bond Counsel shall provide a written opinion affirming that the County is authorized to issue the debt, stating that the county has met all state, constitutional and statutory requirements necessary for issuance, and determining the debt's federal income tax status.

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

The Bond Counsel and the Financial Advisor or the Financial Advisor and the Underwriter shall not play "dual roles" or "role switch." The Professional Consultants retained by the County or its agencies to provide advice or counsel for any issuance of debt, shall be independent. The

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Financial Advisor, Bond Counsel and Underwriter for any issuance of debt shall each be separate entities having no relationship with one another.

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

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

ADMINISTRATIVE FEES

- A. No bond or note issue shall be approved by the Board unless the appropriate administrative fees, according to the fee schedules set forth below, are included within the project budget.
- B. The County shall charge a fee of \$1,000 for services provided by General Fund employees for coordination, review and handling of the project with the local unit(s) and the Professional Consultants for the project. These services include the following:
 - 1. Approval of the Bond Issue:
 - a. Coordination with county counsel
 - b. Coordination with county treasurer
 - c. Activity of the County Board of Commissioners
 - d. Resolutions, minute taking, etc.

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FULL FAITH AND CREDIT

Policy 1150

2. Sale and Delivery of the Bond Issue:
 - a. Coordination by the Treasurer and Clerk (resolutions, printing, public notices, bond ratings, information gathering, etc.)
 - b. Chairman and Clerk of the Board of Commissioners
 - c. Involvement of the Equalization Department, the Treasurers Office and others in gathering information for official statement preparation.
 3. Bond Proceeds:
 - a. Investments by the County Treasurer relating to contractor payment timing.
 - b. Board of Public Works, staff and Treasurer's coordination of payment processing and contractor invoices
 - c. Board of Public Works staff and Treasurer's maintenance of financial records for the bond proceeds, construction fund, debt retirement fund and grant financial administration, if applicable
 - d. Resolutions, minute taking, etc.
 4. Subsequent Years Efforts:
 - a. The handling by the County Treasurer of the Debt Retirement Fund, Coordination of payments from the local unit(s) of government for the payment of the annual and semiannual interest payments and principal payments, and appropriate coordination with necessary banking institutions. Payment processing and financial record keeping through the life of the bonds is included.
 5. Use of County's Credit Rating and Legal Bonding Capacity:
 - a. The resultant savings in interest expense by virtue of the bond issue being County sponsored
- C. In addition, projects utilizing the service of the Drain Commissioners office, the County Agency or the Department of Public Works shall pay an administrative fee as compensation to the Drain Commissioner and the Deputy Drain Commissioner, consistent with separate resolutions adopted by the County Board of Commissioners on October 15, 2002, in an amount to be negotiated with the local unit(s) of government of

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not to exceed 1.00% of the cost of the project. In said resolutions, the County Drain Commissioner, acting as the designated Act 342 County Agency, was delegated the maximum discretion authorized by law to administer, as agent for the County Board of Commissioners, water and sewer projects established by the County under Act 342 and, with respect to projects undertaken by the Jackson County Board of Public Works, County Drain Commissioner as a statutory member of the Board of Public Works was delegated the maximum discretion authorized by law to administer, as agent for both the Board of Public Works and the County Board of Commissioners, county water supply system and sewage disposal system projects in districts established by the County pursuant to Act 185. The administrative services covered by this administrative fee include but are not limited to the following:

1. Project Initiation and Feasibility
 - a. Meetings with local unit(s) of government to identify the project;
 - b. Meetings with Engineers, Financial Advisor and Bond Counsel to determine the legality and financial feasibility of the project;
 - c. Meeting with citizen groups to determine the financial threshold of the users that would be acceptable in order to proceed with the project;
 - d. Meetings with regional providers of services to determine if the project could utilize existing facilities;
 - e. Attend information meeting on the project prior to initiation of the project by the local unit(s);
 - f. Attend special assessment hearings on the revenue stream to pay for project
2. Planning and Review of the Project With Professional Consultants
 - a. Review with Financial Advisor financial costs of the project, based on the Engineers preliminary Estimate of Cost, and the ability of the anticipated users to pay for the project;
 - b. Review with Bond Counsel the legal documents required to be prepared requesting County assistance;
 - c. Review with Engineers the routing, sizing and other construction details of the project prior to formal design of the project
 - d. Meetings with local and State agencies on the permitting of the project.

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3. Bidding:
 - a. Board of Public Works bid review with engineer
 - b. Staff review of bids
 - c. Board of Public Works recommendation and approval of contractor agreements
 - d. Resolutions, minute taking, etc.

4. Contractor Approval
 - a. Board of Public Works and staff involvement
 - b. Board of Commissioners involvement
 - c. Resolutions, minute taking, etc.
 - d. Board of Public Works staff involvement with financial record keeping and communications with grant agencies, if applicable, through the life of the bonds
 - e. Involvement of both the Treasurer and Board of Public Works staff in state, federal and independent auditing processes and the maintenance of necessary records and files until audits can be completed
 - f. County legal counsel's involvement in continued legal matters, potential litigation, contract interpretation, etc.

Adopted: 04/17/07
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

FISCAL

DONATIONS

Policy 1160

It is the intent of the Board of Commissioners that all donations to Jackson County be properly documented and recognized. To this end, the following policy applies to all donations of cash, materials, or in-kind services.

Guidelines

Any donation of cash, stocks, or other written instrument must be properly receipted and accounted for as any other revenue to the County. Donations exceeding \$1,000 must be reported to the Administrator/Controller for notification to the Board of Commissioners. In certain instances, the Board of Commissioners may wish to properly recognize the donor for their generosity.

Donations of material, labor or other in-kind contributions estimated to exceed \$1,000 must also be reported to the Administrator/Controller for notification to the Board of Commissioners.

Generally, all donations to the County are acceptable as long as they are given for continuing or enhancing a service that the County provides. Exceptions or questions to the applicability of a donation must be reviewed and approved by the Board of Commissioners prior to the acceptance and use of the donation.

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1030**

FISCAL

CAPITAL BUDGET POLICY

The County shall develop a four-year Capital Budget plan in accordance with Public Act 621 of 1978, Sec. 15, Para. G, to be updated and adopted annually in conjunction with the regular budget process, for all capital outlay expenditures.

Projects to be included are new buildings, additions to existing buildings, building repairs, land acquisitions, major equipment purchases or replacement.

The proposed plan shall include an estimate of total costs, projected annual operating costs, and a proposed means of financing the project.

The Board of Commissioners will review and prioritize all requests based on the financial condition of the County.

Adopted: 05/16/00
Revised: 00/00/00

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**Policy No.
1060**

FISCAL

TRANSFERS OUT / APPROPRIATIONS POLICY

Transfers out of Department 101-982 (Operating Transfer Out) and Department 101-998 (Appropriations) shall be expended at a maximum of 25% per quarter, unless state law specifies otherwise. An exception is to be made for the “Drains-at-Large” transfer out, which will be expensed during the year as the Drain Commissioner presents supporting documents.

Policy waivers may be authorized by the Board of Commissioners.

Adopted: 05/16/00
Revised: 04/20/04

**COUNTY OF JACKSON
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**Policy No.
1080**

FISCAL

BUDGET STABILIZATION FUND POLICY

In accordance with Jackson County Ordinance No. 3, the County will maintain a Budget Stabilization Fund not to exceed 15% of the previous year's budget. Any excess money above the established limits shall be appropriated in the County's next budget.

Restrictions on expenditures:

To cover a General Fund deficit when the County's annual audit reveals such a deficit.

To prevent a reduction in the level of public services or in the number of employees at any time during a fiscal year when the County's budgeted revenue is not being collected in an amount sufficient to cover budgetary expenses.

To prevent a reduction in the level of public services or in the number of employees when in preparing the budget for the next fiscal year the County's estimated budgeted revenue does not appear sufficient to cover estimated expenses.

To cover expenses created by natural disaster, including flood, fire, or tornado; provided that if federal or state funds are received to offset appropriations for such purposes, such monies shall be returned to the Stabilization Fund.

A 2/3rds majority vote is required to transfer money from this fund.

Adopted: 05/16/00
Revised: 00/00/00

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**Policy No.
1090**

FISCAL

PUBLIC IMPROVEMENT FUND POLICY

The County shall maintain a Public Improvement Fund as authorized by Public Act 177 of 1943, as amended by Public Act 136 of 1956, and established by resolution of the Jackson County Board of Commissioners.

Money placed into this fund is limited by statute to "non-tax" revenues, and the specific purpose for which the non-tax revenues are being accumulated must be stated.

Money placed into this fund becomes restricted and cannot be used for purposes other than the Public Improvements specified in the Act.

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
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**Policy No.
1100**

FISCAL

DELINQUENT TAX REVOLVING FUND POLICY

The County will strive to maintain a fully funded Delinquent Tax Revolving Fund with overfunding to be transferred from this fund as specified in this policy.

It is recognized that the fund generates excess earnings per year and that use of excess earnings generated each year does not jeopardize the integrity of the Delinquent Tax Revolving Fund and may be used for non-operational needs of the County, such as capital improvement projects and/or equipment (new or replacement) purchases. Additionally, the fund's resources may be sufficient enough to allow for interfund loans with monies to be repaid based upon a rate as established by the Board of Commissioners.

After the fund is fully funded, the charge backs to the governmental units will be based on the average money market interest rate each year.

Purpose of this Policy:

To provide adequate cash flow within the Delinquent Tax Revolving Fund which will assure that all local units are paid on a timely basis.

To attempt to eliminate future controversies relating to the appropriate level of the Delinquent Tax Revolving Fund's unpledged reserves and excess earning by providing a defined use of these excesses.

To save on borrowing costs for the fund.

To establish policy for charge backs to the units of government (those delinquent taxes paid to the units which were never subsequently repaid to the Delinquent Tax Revolving Fund).

To prevent monies from this fund being transferred into the General Fund, except the 4% administrative fee, in order not to be dependent upon this fund for General Fund operations.

Adopted: 05/16/00
Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1120**

FISCAL

**INTERFUND BORROWING –
TEMPORARY CASH DEFICIT POLICY**

This policy establishes the procedure whereby:

All funds shall be reviewed at month end by the Administrator/Controller and any funds with a negative cash balance, resulting in an interfund borrowing, will be reported to the Personnel and Finance Committee.

The Administrator/Controller shall notify the department head/elected official responsible for the fund and request that a written plan for repayment be submitted within 5 working days.

Adopted: 05/16/00

Revised: 00/00/00

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
1140**

FISCAL

**GRANTS ADMINISTRATION POLICY
GRANT DEVELOPMENT, APPLICATION, AND APPROVAL**

A. MATCHING FUNDS

Grants which require a local cash match must be coordinated through the County Administrator's office. At a minimum, funds must be identified within the existing budget to provide the match. Depending on the nature of the grant, there may also be some personnel implications which will bear discussion. For example, will the grant establish a level of service/staff level which cannot be sustained once the grant funds are depleted?

In all cases involving matching funds, departments are strongly encouraged to use their own resources when seeking matching fund. Contact the County Administrator for recommended strategies for securing matching funds.

B. GRANT BUDGETS

Most grants require the submission of an expenditure budget. This portion of the grant request should be reviewed by the Administrator's office prior to submission. The technical review will center on calculations, cost centers which may have been overlooked and the identifying of expenses which the applicant may not have been aware of -- particularly in the indirect cost area.

In order to request a technical review of your grant proposal budget, please contact the County Administrator.

C. BOARD OF COMMISSIONER APPROVAL

The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by "an individual authorized by the legislative body," then Board approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, the County Administrator (or designee) may, in his discretion, approve grant applications. In order to facilitate acceptance by the Board, prepare an explanatory memo as a Board agenda item which will be routed through the County Administrator's office. In all cases of grant awards, specific Board action must be taken to appropriate the awarded funds and make them available for expenditure.

GRANT PROGRAM IMPLEMENTATION

A. NOTIFICATION AND ACCEPTANCE OF AN AWARD

Official notification of a grant award is typically sent by a funding agency to the project manager and/or other county official designated in the original grant proposal. The authorization to spend grant funds is derived from the County Board of Commissioners. In practice, this means that such authority must be granted by formal action of the County Board of Commissioners at a County Board meeting.

Any notification of grant awards should be prepared as a Board agenda item and routed through the County Administrator and other appropriate offices. A copy of the Notice of Award should also be supplied to the Fiscal Coordinator.

B. ESTABLISHMENT OF ACCOUNTS

The department who obtained the grant will provide the Fiscal Coordinator with information needed to establish revenue and expense accounts for the project. Ordinarily, this information will include a copy of a summary of the project and a copy of the full project budget. Project managers should work out the details of the accounts with the Fiscal Coordinator.

C. PURCHASING GUIDELINES

All Jackson County purchasing guidelines apply to the expenditure of grant funds. If there are questions regarding these requirements please refer to County Purchasing Policies.

D. GRANT PROJECT MANAGER

Each grant program must have an individual assigned as project manager. This is the staff person who will be responsible for the proper administration of the grant and will act as staff liaison in response to any questions/problems with the grant. The project manager must possess the skill and ability to properly administer the grant and be available for technical training as necessary. When general ledger grant accounts are established the Administrator's Office must be advised of the name of the project manager. Upon any occasion when the Fiscal Coordinator finds it necessary to create journal entries to correct County general ledger accounts, the project manager shall always be provided with a copy of such journal entries.

FINANCIAL AND BUDGETARY COMPLIANCE

A. MONITORING GRANT FUNDS

Most divisions use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenses, and budgetary compliance. The County maintains all this information on the County general ledger system as well and is considered to be the County's "official" accounting system by the granting agencies. Project managers are strongly encouraged to use the County General ledger system for their grant tracking. As appropriate, the Fiscal Coordinator is willing to provide any training necessary to do so.

Policy No. 1140 cont.

If an off-system accounting system is used, it is the responsibility of the project manager to ensure that the project's internal records agree to the County general ledger system. If the grant project is being monitored by some mechanism other than the County general ledger system, then quarterly reports must be provided to the Fiscal Coordinator to ensure that the County general ledger system remains in balance with the "off-system" subsidiary records.

B. FISCAL YEARS

Frequently the fiscal year for the granting agency will not coincide with the County's fiscal year. This may require adjustment to County general ledger budget accounts and interim financial reports as well as special handling during the County's calendar year end close. It is the responsibility of the project manager to bring the need for accruals and/or adjustments to the attention of the Fiscal Coordinator at the time the grant accounts are established.

C. GRANT BUDGETS

When the County general ledger accounting structure for your grant is designated, it will include the approved grant budget. The terms of the specific grant will dictate whether the project manager will be allowed to process any budget transfers between budgeted line items. In no case will the grant project be authorized to exceed the total budget authority provided by the grant.

If your grant funds have not been totally expended by the County's year-end (December 31st), it is the responsibility of the project manager to notify the Fiscal Coordinator by December 1st that budget funds must be carried forward to the new fiscal year, and to confirm the amounts of such carry forwards.

D. FIXED ASSETS

The County is responsible for maintaining an inventory of assets purchased with grant monies. The County is accountable for them and must make them physically available for inspection during any audit. The Facilities Department must be notified immediately of any sale. Often the proceeds of the sale can only be used on the grant program that purchased them. (Refer to the specific regulation governing the original grant).

GRANT REPORTING

A. PROGRESS AND FINAL REPORTS

The project manager is solely responsible for the prompt submission of any progress and final reports required by granting agencies. The form, content and scheduling of such reports is usually specified in the terms of the grant agreement provided by the granting agency at the time of the grant award. Notify the Fiscal Coordinator immediately if a progress or final report is not submitted timely. Copies of all progress and final reports to granting agencies must also be filed with the Fiscal Coordinator.

B. AUDIT WORK PAPERS

All grants are audited by the County's external auditors at the end of each fiscal year. If you are using the County's general ledger system to track your grant, and if those accounts have been maintained in balance throughout the year, preparation of detail grant work papers will be considerably easier. Assistance will be provided by the Fiscal Coordinator, as necessary.

C. SUBRECIPIENT AUDITS

All subrecipients who have an annual audit prepared shall provide the County with said annual audit along with the auditors management letter.

RECORDKEEPING

Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. It is the Program Manager's responsibility to review record-keeping grant requirements and ensure that records are maintained accordingly.

CLOSING OUT GRANTS

A. CLOSEOUT PAPERWORK

At the conclusion of your grant project, it is the responsibility of the project manager to ensure that all contracts are finalized. The Fiscal Coordinator must receive a copy of the grants retention schedule.

B. UNEXPENDED GRANT FUNDS

If any grant funds remain unexpended at the conclusion of the project, it is the responsibility of the project manager to determine the legal use of any unused appropriations. In some cases, it may be necessary to return the unused funds to the granting agency. In any event, the Administrator's office must be provided with written documentation supporting the legal disbursement of any unused grant funds.

C. DISALLOWED COSTS

The project manager is responsible for the monitoring of cost to ensure no disallowed costs are incurred by the grant project. The incurring of disallowed cost is viewed as a serious problem and the project manager is responsible for the development of a source for the refund of the disallowed grant revenue.

**APPENDIX
GRANT ADMINISTRATION CHECKLIST**

I. BEFORE YOU APPLY FOR A GRANT

- A. Review the requirements of the grant program. If the grant must be submitted by “an individual authorized by the legislative body,” then Board approval is required PRIOR to submitting the application. Submit a memo describing the grant project to the County Administrator for inclusion on your Committee’s agenda.
- B. If the terms of your grant require County matching funds, secure those funds and contact the County Administrator. Refer to Section A under “Grant Development, Applications, and Approval.”
- C. Submit your proposed grant expenditure budget to the Administrator’s office for technical review. Refer to Section B under “Grant Development, Applications, and Approval.”

II. WHEN YOU RECEIVE A NOTICE OF AWARD

- A. Contact the Fiscal Coordinator to establish account numbers and a budget. Be sure that all parties are clear as to the fiscal year the granting agency is using. If it differs from the County’s fiscal year, certain year end adjustments must be made by the project manager.
- B. Prepare a memo requesting that the Commission appropriate the award and approve the appropriate budget adjustments. Refer to Section A under “Grant Program Implementation.”
- C. Notify the Administrator’s office as to the name of the contact person (project manager) for the grant.
- D. Review grant’s record keeping requirement, and ensure that a system is in place to monitor same.

III. GRANT ADMINISTRATION

- A. Follow all customary County policies when making grant expenditures.
- B. If your grant project is monitored by some mechanism other than the County general ledger system, the project manager must file quarterly reconciliation reports with the Fiscal Coordinator. The quarterly reconciliation reports must be in a format agreed to by the Project Manager and the Fiscal Coordinator. Refer to Section A under “Financial and Budgetary Compliance.”
- C. If your grant funds have not been totally expended by fiscal year end, notify the Fiscal Coordinator by December 1st as to the accounts and amounts to be carried forward.
- D. Notify the Facilities Manager of any asset purchased with grant fund which you have disposed of. Refer to Section D under “Financial and Budgetary Compliance.”
- E. Prepare all requests for reimbursements in accordance with Section A under “Grant Reporting.”

Policy No. 1140 Cont.

- F. File Copies of all progress and final reports to granting agencies with the Administrator's office.
- G. If you are working with subrecipients, confirm that audit requirements are met. Refer to Section C under "Grant Reporting."

IV. GRANT REPORTING

- A. The project manager is responsible for timely submission of progress and monthly reports and should notify the Fiscal Coordinator immediately if a progress or final report is not submitted timely. Copies of all progress and final reports to granting agencies must also be filed with the Fiscal Coordinator.

V. GRANT CLOSEOUT

- A. File a final report with the granting agency, copy to the County Administrator or designee.
- B. If any grant funds remain unexpended, review your grant requirements to determine their legal use and notify the Administrator's office. Refer to Section B under "Closing Out Grants."
- C. Project manager is responsible for the monitoring of expenditures and incurrence of any disallowed cost. Refer to Section C under "Closing Out Grants."

Adopted: 05/16/00
Revised: 00/00/00

COUNTY OF JACKSON POLICY MANUAL

Policy No.
5220

ADMINISTRATIVE

CELLULAR TELEPHONES

Cellular telephones can be used to enhance employee safety and administrative efficiency. It is the responsibility of the ~~County~~ Administrator/Controller to assure that County business is conducted efficiently and responsibly. The Administrator/Controller is, therefore, charged with coordinating and negotiating calling plans for cellular telephones **as well as selecting the appropriate plan(s) and provider(s) for each department**. No more than two cellular telephone providers (as determined by the Administrator/Controller) will be allowed.

In order for a County employee to be eligible to acquire or use a cellular telephone, any one of the following three (3) criteria shall be met: safety, emergency, and/or efficiency of operations.

The following restrictions for use of a Jackson County cellular telephone shall be observed:

1. Administrative Services will maintain a listing of all cellular telephones, including telephone number, length of contract, and contract minutes.
2. Elected officials and/or department heads shall monitor their respective offices for the appropriate usage of cellular telephones. A County employee having the use of a Jackson County cellular telephone may be required to observe some or all of the following:
 - a. Elected officials and/or department heads may require employees to check departmental cellular telephones out when on call or out of the office.
 - b. Elected officials and/or department heads may direct or request key employees with cellular telephones to remain available via the cellular telephone beyond normal business hours.
3. Employees shall exercise due care to protect cellular telephones from theft and extreme weather, including keeping cellular telephones in temperate, secured locations, whether within or outside County offices.
4. Employees are responsible for reporting loss or destruction of their cellular telephones to their supervisor and Administrative Services immediately.
5. Whenever a County employee is telephoning outside of or within County facilities where a land-line telephone is available for use, the employee shall use the land-line telephone.
6. County cellular telephone numbers shall be made available to appropriate County staff to take advantage of increased access to staff.

adopted: 5/21/02
revised:

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
5270**

ADMINISTRATIVE

Workplace Enhancement Teams

PURPOSE

The purpose of this Administrative Policy is to establish a system for creating, coordinating, and supporting the operations of Workplace Enhancement Teams involving County employees within the Jackson County Government organizational structure.

GENERAL

~~Workplace Enhancement Teams, in direct coordination with the Administrator/Controller's Office, are intended to solicit the voluntary participation of County employees from all departments to engage in leadership team exercises and programs for the success of the Jackson County Government organization. This leadership focus involves creating a compelling vision of workplace enhancement goals, challenging the status quo, inspiring others to excellence, and actively pursuing learning, growth, and discovery. Beyond inspiration and aspiration, Workplace Enhancement Teams provide the core competencies for engaging the human spirit among County employees — making a direct connection on leadership programs and issues with other human beings. This core leadership competency allows for employee personal growth and development that will further help to create a workplace environment and culture that is positive for the organization's long term success.~~

DUTIES AND RESPONSIBILITIES

1. The following Workplace Enhancement Teams shall be established, continued or reorganized pursuant to this policy:
 - County Quality I...
 - Wellness/~~Communications~~
 - **Safety**/Risk Management
 - Employee **Communication/Suggestion/Recognition**

COUNTY OF JACKSON
POLICY MANUAL

Policy No.
5270

ADMINISTRATIVE

Workplace Enhancement Teams (continued)

2. Attached is Exhibit A which provides a Mission Statement for each of the proposed Workplace Enhancement Teams.
3. The future repeal and/or promulgation of new Workplace Enhancement Teams shall be authorized only by the Board of Commissioners, upon the recommendation of the Administrator/Controller. The assignment of new duties and responsibilities to existing teams, within the context of their original structure and missions, shall be at the discretion of the Administrator/Controller, with input from the Department Heads/Elected Officials.
4. ~~The Administrator/Controller shall establish and maintain a Selection Committee comprised of nine Department Heads/Elected Officials, with attention and care to pro rata representation from County employee composition, to serve as the appointing authority for all Workplace Enhancement Teams. The appointment of Department Heads/Elected Officials will be rotated from time to time by the Administrator/Controller. The Selection Committee shall designate their own Chairperson every two years or for a lesser time duration. The Selection Committee shall meet on a bi-annual basis for affecting team appointments in odd-numbered years. The Selection Committee will receive employee applications for team assignments and shall make all assignments as required. The Selection Committee may meet more frequently to fill vacancies in team assignments, as may be necessary.~~
Members of the Workplace Enhancement Teams will be volunteers selected by Department Heads. These volunteers shall serve indefinitely as departmental workload considerations permit.
5. ~~Each Workplace Enhancement Team shall be comprised of not to exceed eight full-time or part-time employee members, not including the Chairperson, at the sole discretion of the Selection Committee. The Selection Committee shall review and make appointments as deemed to be in the best interest of the organization. All appointments will be subject to approval of the respective department head.~~
6. ~~All terms on Workplace Enhancement Teams shall be for a two-year duration. An employee may serve continuously on the same team for no more than two terms. A reappointment of an employee with four years continuous service to a specific team may be authorized after a two-year absence from the team. An employee~~

~~may not serve more than four years continuous service on a team under any circumstance.~~

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POLICY MANUAL**

**Policy No.
5270**

ADMINISTRATIVE

Workplace Enhancement Teams (continued)

7. The Administrator/Controller shall assign a management facilitator to coordinate the work of each team. This person shall serve ~~as Chairperson and~~ as a full voting member of the team. The reassignment or rotation of the team facilitators may be done at any time at the discretion of the Administrator/Controller.
8. Workplace Enhancement Teams shall meet at the call of the ~~Chairperson~~ **team facilitators**. All meetings will generally be for no more than a one-hour duration. ~~To facilitate team attendance and to minimize impact on departmental work requirements, the Chairperson may choose to have the team meet at the following time allocations:~~
 - ~~Mornings (Between 7:00 and 9:00 a.m.)~~
 - ~~Lunch Periods (Between 11:00 a.m. and 1:00 p.m.)~~
 - ~~Late Afternoon (4:00 to 5:00 p.m.)~~~~If team meetings in the morning and lunch period time allocations are at a breakfast or lunch type meeting, the cost of said meetings shall be borne by the County, subject to budgetary allocations.~~
9. The ~~Administrator/Controller Selection Committee~~ may remove a member of a team, upon the written recommendation of the team, for cause. Formal written notification of the removal from the team must be done in writing to the employee, with notice to the employee's respective Department Head/Elected Official. The voluntary resignation of a team member, ~~prior to the expiration of a term,~~ may be done at any time via written communication to the **team facilitator** ~~Chairperson of the Selection Committee.~~ **of the team.**
10. All **team facilitators** ~~Chairpersons~~ of Workplace Enhancement Teams shall meet **two to three times a year** ~~on a quarterly basis, or more frequently,~~ with the Administrator/Controller to review team progress and needs.
11. All Workplace Enhancement Teams shall provide a performance report on **team activities** on an annual basis to the Administrator/Controller, for distribution to the Board of Commissioners. This report shall be published in February, following the completion of the prior calendar year.

COUNTY OF JACKSON
POLICY MANUAL

Policy No.
5270

ADMINISTRATIVE

Workplace Enhancement Teams (continued)

Exhibit A – Workplace Enhancement Team Mission Statements

County Quality I...

County Quality I... is the County's quality initiative organized to promote continual improvement throughout County government in the provision of services to the public.

Wellness/~~Communication~~

Wellness Team encourages all employees to change modifiable risk behaviors and/or encourage maintenance of healthy behaviors in order to move toward a condition of optimal health.

~~Communications Team promotes clear, timely, 2-way communication between all levels of county staff.~~

Safety/Risk Management

Safety/risk Management strives to make our work environment as safe and accident free as possible for individuals employed by the County and Courts and to ensure that members of the public are able to safely access County and Court facilities, programs, and services.

Employee Communication/Suggestion/Recognition

Employee Communication/Suggestion/Recognition goals are to improve and enhance the Employee of the Month program and develop a process to promote fair selection for recognition of outstanding County employees and promote clear, timely, two-way communication between all levels of County staff.

COUNTY OF JACKSON POLICY MANUAL

PERSONNEL

Policy 3350

Administrator/Controller Succession

In the absence of the Administrator/Controller, the Board of Commissioners recognizes the following order of succession:

1. Deputy Administrator
2. Finance Officer

For the purposes of this policy, absence is understood to mean the temporary inability to communicate with the appointed Administrator/Controller.

Adopted:

TRANSPORTATION AGREEMENT

THIS AGREEMENT, by and between the County of Jackson, a political subdivision of the State of Michigan, with offices located at 120 West Michigan Avenue, Jackson, Michigan, 49201 (hereinafter "the County"), and the City of Jackson Transportation Authority, an entity organized and existing under the Authority of Public Act 196 of 1986, as last amended, with offices located at 2350 East High Street, Jackson, Michigan 49203 (hereinafter "the Authority").

WITNESSETH:

WHEREAS, the Authority has facilities and staff available to provide, by contract, rural demand responsive transportation service to the County; and

WHEREAS, the County wishes to contract to ensure, for the next year, the provision of rural demand responsive transportation service.

NOW, THEREFORE, LET IT BE KNOWN, that in exchange for the mutual covenants contained herein, the County and the Authority agree as follows:

1. That for the period beginning on January 1, 2007, and through the close of the business day on December 31, 2007, the Authority will provide not less than One Hundred (100) hours per week of rural demand response transportation service.
2. That in exchange for such rural demand responsive transportation services, the County will pay to the Authority the total sum of One Hundred Seven Thousand, One Hundred Dollars and no/100 (\$107,100.00) in four (4) equal payments of Twenty Six Thousand Seven Hundred Seventy Five Dollars and no/100 (\$26,775.00). Said payments to be billed by the Authority on or before the 10th of the months of March, June, September, and December, 2007, and paid by the County on or before the thirtieth (30th) of those respective months.

IN WITNESS WHEREOF; the parties have set their hand and seals on this day of _____, 2007.

In the presence of:

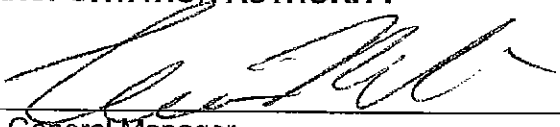
THE COUNTY OF JACKSON


By _____
Chairperson, County Board of Commissioners

By _____
County Clerk

In the presence of:

**THE CITY OF JACKSON
TRANSPORTATION AUTHORITY**

By 
JTA General Manager

By 
Witness

**TENTATIVE AGREEMENT SUMMARY
ASSISTANT PROSECUTOR'S ASSOCIATION
April 25, 2007**

1. Page 4. 4. Wages.

2007. 2% increase on the schedule.

2008. 1% increase on the schedule.

2009. 1% increase on the schedule.

For APA 1, APA 2, and APA 3:

Delete the "Hire Rate" and the "6 Mos." steps on the current schedule.

The current "1 Year" step will become the new "Hire Rate".

The current "18 Mos." step will become the new "1 Year" rate.

Add a 10 Year step at 1.5% above the 5 Year step.

Add a 15 Year step at 1.5% above the 10 Year step.

For APA 4:

Delete the "Hire Rate" step on the current schedule.

The current "1 Year" step will become the new "Hire Rate".

Add a 10 Year step at 1.5% above the 5 Year step.

Add a 15 Year step at 1.5% above the 10 Year step.

The maximum effective net increase in 2007 and 2008 will be 5%.

Remainder applied in 2009.

2. Page 1. 3b. Insurance. Medical and Prescription Coverage.

Health and prescription provisions will be as follows:

Effective 1/1/07 through 12/31/09:

Pre-2000 Hires: Employees will have a premium share of 7.0% per month based on the illustrated rates.

Post 2000 Hires: Employees will have a premium share of 10.0% per month based on the illustrated rates.

3. Page 3. Retiree Health Insurance. Add the following language:

Retiree spousal coverage for health insurance will not be available for employees hired after 1/1/07.

For all retirees that retire on or after 1/1/07, retiree health insurance benefits (medical and prescription) will be the same as for active employees.

Employees hired prior to January 1, 2007 may retire at age 60 with 8 years of service.

Employees hired on or after January 1, 2007 are eligible to begin drawing benefits at age 60 after completion of ten (10) or more years of service. In addition, employees hired on or after January 1, 2007 will be eligible to begin drawing benefits at age 55 after completion of twenty-five (25) years of service or at any age after completion of thirty (30) or more years of service, during window periods still to be determined.

Window Periods:

2007, 2008, 2009: For pre-2007 hires window period for May/June and November/December to allow for retirement at **age 55 with ten (10) years of service or at any age with 25 years of service. The last day worked must be within the window period.**

Defined Contribution Plan: Employees hired on or after 1/1/08 will participate in the Defined Contribution Plan and will not be eligible to participate in the Defined Benefit Plan.

5. Page 5. #9. **Employees may only be placed at the 10 or 15 year step on the wage scale based on actual number of years of service with the County.**
6. Page 7. Paid Time Off. 2. Rate of Accumulation. Change first sentence of section to read as follows: **Employees hired prior to January 1, 2007** shall earn and be credited annually with paid time off on their anniversary date on the following schedule: (schedule remains as is)

Add the following after the current PTO schedule:

Employees hired on or after 1/1/07 shall earn and be credited annually with paid time off on their anniversary date on the following schedule:

<u>Completion Of:</u>	<u>Paid Time Off</u>	<u>Carry-Over</u>
1 to 6 years of service	15	5
7 to 11 years of service	20	10
12 to 15 years of service	25	15
16 or more years of service	30	20

7. Short Term Disability. **Effective 7/1/07**. Remove from core benefits. Allow full-time employees the option to purchase the benefit at the rate of \$.04 per hour. For a full-time employee, the cost would be \$83.20 per year.