

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

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## **BOARD OF COMMISSIONERS**

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

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## **ELECTED OFFICIALS**

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

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## **COUNTY STAFF**

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

## **County Commission Agenda** **May 18, 2010**

### **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 18, 2010**  
**7:00 p.m.**  
**Commission Chambers – 5<sup>th</sup> Floor Tower Building**

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

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner Jim Videto*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**

- 7:10 p.m.** A. Public Hearing regarding Jackson County's application to the Michigan State Housing Development Authority (MSHDA) for \$300,000 of Community Development Block Grant (CDBG) funds for single-family housing rehabilitation loans for eligible households

Attachments:  
\*CDBG Public Hearing Notice

9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.
11. **MINUTES** - Minutes of the 4/20/10 Regular Meeting of the Jackson County Board of Commissioners

Attachments:  
\*4/20/10 Regular Meeting Minutes

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

A. **County Affairs**

1. **Resolution (05-10.13) Grant with MDOT for Runway 7-25 Property/Easement Acquisition for Parcels 90, 91, 92, 93, E97, E98, and E99 and Condemnation Expenses for Parcels 86, E87, E88, E89, E100, 103, E105, E106 and E108 (Contract No. 2010-0270 Federal Project No. B-26-0051-2710)**

Attachments:

- \*Resolution (05-10.13) MDOT Grant
- \*MDOT Grant

**2. 2010 Taxable Values and Millage Rates**

Attachments:

- \*2010 Taxable Values and Millage Rates

**B. County Agencies – None.**

**C. Human Services**

**3. Department on Aging 2010 Food Vendor Bids**

Attachments:

- \*Memo from Department on Aging Director dated 4/30/10

**4. Resolution (05-10.15) Authorizing Application for 2010-2012 Michigan CDBG Homeowner Rehab Grant Renewal and Designating the Community Action Agency as Administrator for the Grant**

Attachments:

- \*Letter from CAA Energy and Housing Director dated 4/30/10
- \*CDBG Homeowner Rehab Report 2008-2010
- \*Resolution (05-10.15)
- \*CDBG Public Hearing Notice

**5. Health Department FY 2009 Annual Report**

Attachments:

- \*Annual Report

**6. Animal Shelter Fee and Staffing Proposal**

Attachments:

- \*Shelter Fee & Staffing Memo
- \*Existing Shelter Fees
- \*Shelter Fees Comparison
- \*2010, 2011, 2012, 2013 Fees

**D. Personnel & Finance – None.**

**7. Claims – Claims dated 4/1/10 – 4/30/10**

13. **STANDING COMMITTEES**

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

1. **Appointments**

- a. **Agricultural Preservation Board**, 1 public member with agricultural interests, term to 6/2010
- b. **Jackson County Employees' Retirement Board**, one member (Chair appointment), term to 5/2013
- c. **Upper Grand River Watershed Council**, 6 public members, terms to 5/2012

Attachments:

\*Commissioner Board Appointments-May 2010

\*May Applications

B. **County Agencies – Commissioner Gail W. Mahoney** - None.

C. **Human Services – Commissioner Mike Way** - None.

D. **Personnel and Finance – Commissioner James Videto** - None.

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **Airport**

**Roll Call**

1. **Resolution (05-10.14) For Property Acquisitions for Runway #7-25 Safety Area Project**

Attachments:

\*Resolution (05-10.14) and Attachment

\*Memo from Airport Manager regarding Airport Acquisitions

**Roll Call**

2. **Resolution (05-10.19) Authorizing Funding of Purchase Options for Four Woodville Road Parcels for the Runway 7-25 Safety Area Project**

Attachments:

\*Resolution (05-10.19)

\*Memo from Airport Manager regarding Woodville Road Parcels

***Roll Call*** B. Resolution (05-10.18) Honoring City of Jackson Police Officer James D. Bonneau

Attachments:

\*Resolution (05-10.18)

C. Revised/Reviewed Policies

1. Administrative Policies 5290, 5300

Personnel Policy 3090

Vehicle Policies 7010, 7030, 7040, 7060, 7070, 7080

Attachments:

\*Policies 5290, 5300, 3090, 7010, 7030, 7040, 7060, 7070, 7080

16. PUBLIC COMMENTS

17. COMMISSIONER COMMENTS

18. CLOSED SESSION – None.

19. ADJOURNMENT

### Notice of Public Hearing

The County of Jackson will hold a public hearing at 7:10 PM, Tuesday, May 18, 2010 in the Jackson County Commission Chambers, 120 W. Michigan Ave, Jackson, MI 49201

The purpose of the hearing is to receive public comment regarding Jackson County's application to the Michigan State Housing Development Authority (MSHDA) for \$300,000 of Community Development Block Grant funds for single-family housing rehabilitation loans for eligible households. To be eligible for the loans, homeowner applicants must have a household income no greater than 80% of the Jackson County Area Medium Income (AMI) and must live in Jackson County, outside of the Jackson City limits. Approximately 25-30 households will be assisted with these funds.

Jackson County may submit its application to MSHDA for the grant between April 1, 2010 and June 30, 2010.

Written comments should be addressed to:  
Jackson County Board of Commissioners  
120 W. Michigan Ave.  
Jackson, MI 49201

**MINUTES**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**April 20, 2010**  
**7:00 p.m.**  
**Commission Chambers – 5<sup>th</sup> Floor Tower Building**

1. **CALL TO ORDER** – Chairman Steve Shotwell called the April 20, 2010, Jackson County Board of Commissioners Meeting to order at 7:00 p.m.
2. **INVOCATION** – *by Commissioner Earl Poleski*
3. **PLEDGE OF ALLEGIANCE** – *by Grace Carrigan, age 4, granddaughter of Commissioner Pat Smith*
4. **ROLL CALL** – *County Clerk Amanda Riska*

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

5. **APPROVAL OF AGENDA**

*Moved by Elwell, supported by Duckham for Approval of the Agenda.* Motion carried unanimously.

6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**

Dick Snyder from the Jackson Chamber of Commerce was present to support the Board.

Julie Alexander stated that she was a candidate for the 5<sup>th</sup> District Commission seat on the County Board.

Arlene Shepherd asked for support for her re-appointment to the Region 2 Agency on Aging.

Janice Sweet Fairley stated she is running for the 5<sup>th</sup> District Commission seat on the County Board.

Kim Conant stated she is running for the 5<sup>th</sup> District Commission seat on the County Board.

Cheryl Wykoff Pezon requested for support for her appointment to the Brownfield Redevelopment Authority.

Mark Schopmeyer requested support for his appointment to the Brownfield Redevelopment Authority.

Jim Glen asked for support for re-appointment to the Brownfield Redevelopment Authority.

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

11. **MINUTES** - Minutes of the 3/16/10 Regular Meeting and 3/26/10 Special Meeting of the Jackson County Board of Commissioners

*Moved by Herl, supported by Elwell to Approve the Minutes of the 3/16/10 Regular Meeting and 3/26/10 Special Meeting of the Jackson County Board of Commissioners.*  
Motion carried unanimously.

12. **CONSENT AGENDA**

Chairman Shotwell removed Item 12. A. 4. Hazard Mitigation Plan from the Consent Agenda.

*Moved by Elwell supported by Videto for Approval of the Consent Agenda as amended.*  
(11) Yeas. Motion carried unanimously.

A. **County Affairs**

1. **Register of Deeds**

a. **2009 Annual Report**

2. **Equalization**

a. **2010 Equalization Report**

3. **Parks**

a. **Parks Imprest Cash**

4. **Region 2 Planning Commission**

a. ~~**Resolution (04-10.12) Adopting the Jackson County Hazard Mitigation Plan**~~

B. **County Agencies** – None.

C. **Human Services**

5. **Department on Aging**

a. **2009 Annual Report**

6. **Mid-South Substance Abuse Commission (MSSAC)**

a. **Resolution (04-10.11) Urging Implementation of the State Substance Abuse Treatment and Prevention Allocation Formula**

D. **Personnel & Finance**

7. **Prosecutor's Office**

a. **Personnel Change – Elimination of Full-Time Check Investigator Position in the Prosecutor's Office effective 4-2-10**



8. **Administrator/Controller**

a. **Supplemental 2010 Appropriations**

1. Food System Economic Partnership (FSEP) - \$7,500
2. Jackson County Conservation District - \$10,000
3. Substance Abuse Prevention Coalition - \$15,000
4. RSVP - \$7,500

Administrator/Controller Comments:

These appropriations and budget adjustments are subject to the Administrator/Controller receiving a letter of agreement stating what the appropriation will be used for and also requiring the agency to appear before the Committee at their regularly scheduled reporting time.

9. **Budget Adjustments**

- a. **Fleet/Facilities Operations**
- b. **Health Department**
- c. **General Fund**
- d. **12<sup>th</sup> District Court**
- e. **12<sup>th</sup> District Court-Equipment Fund**
- f. **12<sup>th</sup> District Court-Community Correction**

10. **Claims** – Claims dated 2/1/10 – 2/28/10 and 3/1/10 – 3/31/10

13. **STANDING COMMITTEES**

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

1. **Appointments**

- a. **Brownfield Redevelopment Authority**, three public members, terms to 3/2013

Comr. Lutchka stated that the committee recommended Mark Schopmeyer, Cheryl Pezon, and Jim Glen. No other nominations from the floor. Mark Schopmeyer, Cheryl Pezon, and Jim Glen appointed.

- b. **Economic Development Corporation**, one public member, term to 3/2016

Comr. Lutchka stated that the committee recommended Phil Willis. No other nominations from the floor. Phil Willis appointed.

- c. **Emergency Management Advisory Council**, terms to 4/2011

- City Police Chief or representative
- City Fire Chief or representative
- Township Fire Chief

Comr. Lutchka stated that the committee recommended Elmer Hitt for City Police, Doug Millican for City Fire, and Brian Thurston for Township Fire. No other nominations from the floor. Elmer Hitt, Doug Millican, and Brian Thurston appointed.

- d. **Region 2 Area Agency on Aging**, 3 public members, terms to 4/2012

Cmr. Lutchka stated that the committee recommended Howard Griffis, Lisa Pinkerman, and Arlene Shepard. No other nominations from the floor. Howard Griffis, Lisa Pinkerman, and Arlene Shepard appointed.

B. **County Agencies – Commissioner Gail W. Mahoney** - None.

C. **Human Services – Commissioner Mike Way** - None.

D. **Personnel and Finance – Commissioner James Videto** - None.

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **County Clerk**

1. **Divorce Forms Packet Kit**

2<sup>nd</sup> Reading

*Moved by Videto, supported by Elwell to Approve County Clerk Divorce Forms Packet Kit.* Motion carried unanimously.

B. **Tentative Agreement Summary – AFSCME**

Administrator/Controller Comments:

The approval of this agreement is subject to ratification by AFSCME on 4/15/10.

*Moved by Poleski, supported by Lutchka to Ratify Tentative Agreement Summary – AFSCME.* Motion carried unanimously.

C. **Tentative Agreement Summary – POAM**

*Moved by Videto, supported by Williams to Ratify Tentative Agreement Summary – POAM.* Motion carried unanimously.

D. **Revised/Reviewed Policies**

1. **Administrative Policies 5100, 5110, 5120, 5210, 5220, 5230, 5240, 5250, 5260, 5270, 5280**

*Moved by Herl, supported by Duckham to Approve Administrative Policies 5100, 5110, 5120, 5210, 5220, 5230, 5240, 5250, 5260, 5270, and 5280.* Motion carried unanimously.

E. **Pawnbroker Ordinance – Recommendation to Delete**

Administrator/Controller Treacher gave an update on the reason for the recommendation of counsel to delete.

Some discussion held

*Moved by Videto, supported by Smith to Delete Pawnbroker Ordinance.* Roll Call: (11)  
Yeas. Motion carried unanimously.

16. **PUBLIC COMMENTS**

None

17. **COMMISSIONER COMMENTS**

Cmr. Lutchka talked about the Commissioner weight loss challenge.

Cmr. Kruse stated that he would not seek re-election.

Cmr. Duckham pledged a donation from Modern Waste to the Fair.

Cmr. Williams would like to request a resolution in support of Jackson Police Department Officer James Bonneau and Blackman Department of Public Safety Officer Darin McIntosh.

Cmr. Videto commented about the weigh-in.

Chairman Shotwell recognized Public Health week.

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

Chairman Shotwell adjourned the April 20, 2010 Regular Meeting of the Jackson County Board of Commissioners at 7:24 p.m.

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

Amanda L. Riska – County Clerk

Respectfully submitted by Carrienne VanDusseldorp – Chief Deputy County Clerk

**RESOLUTION (05-10.13)**  
**AUTHORIZING THE COUNTY BOARD OF COMMISSIONERS**  
**CHAIR, James E. Shotwell Jr. TO SIGN MDOT CONTRACT**  
**#2010-0270 (FEDERAL PROJECT #B-26-0051-2710),**  
**For Land Acquisition of Parcels 90, 91, 92, 93, E97, E98 and E99 and**  
**Associated Condemnation Expenses for Parcels 86, E87, E88, E89,**  
**E100, 103, E105, E106 and E108**

**WHEREAS**, The FAA has indicated that Runway 6-24 at the Jackson County Airport does not have required "safety areas" at the ends and approaches; and

**WHEREAS**, Because of FAA Runway Safety Requirements, a new Runway 7-25 will be constructed and requires fee acquisition or easement acquisition of Parcels: 90, 91, 92, 93, E97, E98 and E99 and associated condemnation expenses for Parcels 86, E87, E88, E89, E100, 103, E105, E106 and E108; and

**WHEREAS**, The referenced parcels may require institution of condemnation procedures; and

**WHEREAS**, This project is necessary and in the public interest; and

**WHEREAS**, Grant funds in the amount of \$1,500,000 were allocated by the Michigan Bureau of Aeronautics and Freight Services with an allocation of \$1,425,000 Federal; \$37,500 State and \$37,500 Local match amounts are required to purchase these easements and/or parcels; and

**WHEREAS**, The Jackson County Board of Commissioners has legal authority to approve this resolution and sponsor contract; and

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

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

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James E. Shotwell, Jr., Chairman  
May 18, 2010

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STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF JACKSON        )

I, Amanda Riska, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan, at a regular meeting held on May 18, 2010 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Amanda Riska, County Clerk

Date: \_\_\_\_\_



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## Jackson County Airport

3606 Wildwood Avenue  
(517) 788-4225

Jackson, Michigan 49202  
FAX (517) 788-4682

May 3, 2010

TO: Randy Treacher, County Administrator/Controller

Cc: Airport Board Members

FROM: Kent Maurer, Airport Manager *Kent Maurer*

RE: Grant with MDOT for Runway 7-25 Property/Easement Acquisition for  
Parcels: 90, 91, 92, 93, E97, and E99 and  
Condemnation Expenses for Parcels 86, E87, E88, E89, E100, 103, E105,  
E106 and E108.

Contract No. 2010-0270 Federal Project No. B-26-0051-2710

I am requesting approval of the referenced Sponsor Contract (and separate Resolution) with MDOT – Aeronautics for a total of \$1,500,000 to provide grant monies for acquisition/condemnation expenses of the referenced parcels and easements. The grant is comprised of \$1,425,000 Federal; \$37,500 State; and, \$37,500 local funding.

In order to expedite this item it is being forwarded ahead of Airport Board approval for County Board of Commissioners consideration. I am requesting that this matter be forwarded to the County Board of Commissioners for action.

**RESOLUTION (        )**  
**AUTHORIZING THE COUNTY BOARD OF COMMISSIONERS**  
**CHAIR, James E. Shotwell Jr. TO SIGN MDOT CONTRACT**  
**#2010-0270 (FEDERAL PROJECT #B-26-0051-2710),**  
**For Land Acquisition/Easement Costs of Parcels**  
**Parcels: 86, E87- E89, 90-96, E97 – E100, 101- 104, E105 – E109**

**WHEREAS**, The FAA has indicated that Runway 6-24 at the Jackson County Airport does not have required "safety areas" at the ends and approaches; and

**WHEREAS**, Because of FAA Runway Safety Requirements, a new Runway 7-25 will be constructed and requires fee acquisition or easement acquisition of Parcels: 90, 91, 92, 93, E97, E98 and E99 and associated condemnation expenses for Parcels 86, E87, E88, E89, E100, 103, E105, E106 and E108; and,

**WHEREAS**, The referenced parcels may require institution of condemnation procedures; and

**WHEREAS**, This project is necessary and in the public interest; and

**WHEREAS**, Grant funds in the amount of \$1,500,000 were allocated by the Michigan Bureau of Aeronautics and Freight Services with an allocation of \$1,425,000 Federal; \$37,500 State and \$37,500 Local match amounts are required to purchase these easements and/or parcels; and

**WHEREAS**, The Jackson County Board of Commissioners has legal authority to approve this resolution and sponsor contract; and

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

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

\_\_\_\_\_  
James E. Shotwell, Jr., Chairman  
May 18, 2010

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STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF JACKSON        )

I, Amanda Riska, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan, at a regular meeting held on August 18, 2009 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Amanda Riska, County Clerk

Date: \_\_\_\_\_

**MICHIGAN DEPARTMENT OF TRANSPORTATION**  
**JACKSON COUNTY BOARD OF COMMISSIONERS**  
**CONTRACT FOR A FEDERAL/STATE/LOCAL**  
**AIRPORT PROJECT**  
**UNDER THE BLOCK GRANT PROGRAM**

This Contract is made and entered into this date of \_\_\_\_\_ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and Jackson County Board of Commissioners, hereinafter referred to as the "SPONSOR," for the purpose of fixing the rights and obligations of the parties in agreeing to the following undertaking at the Jackson County-Reynolds Field, whose associated city is Jackson, Michigan, such undertaking hereinafter referred to as the "PROJECT," estimated in detail in Exhibit 1, dated April 19, 2010, attached hereto and made a part hereof.

**PROJECT DESCRIPTION: LAND ACQUISITION COSTS FOR PARCELS 90, 91, 92, 93, E97, E98, AND E99 AND CONDEMNATION EXPENSES FOR PARCELS 86, E87, E88, E89, E100, 103, E105, E106, AND E108. THIS WORK IS FURTHER DEFINED IN CONTRACT NO. FM 38-01-LAND.**

WITNESSETH:

WHEREAS, the PROJECT is eligible for federal funding pursuant to the Airport and Airway Improvement Act of 1982, as amended, and/or the Aviation Safety and Noise Abatement Act of 1979; and

WHEREAS, the DEPARTMENT has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

WHEREAS, the DEPARTMENT is responsible for the allocation and management of block grant funds pursuant to the above noted act;

NOW, THEREFORE, the parties agree:

1. The term "PROJECT COST," as herein used, is defined in Attachment(s) 3, attached hereto and made a part hereof. The PROJECT COST will also include administrative costs incurred by the DEPARTMENT in connection with the PROJECT. Administrative costs incurred by the SPONSOR are not eligible PROJECT COSTS.

THE SPONSOR WILL:

2. Enter into a contract with a consultant for each element of the PROJECT that requires expertise. The consultant will be selected in conformity with FAA Advisory Circular 150/5100-14. The DEPARTMENT will select the consultant for each element of the PROJECT involving preparation of environmental documentation. The SPONSOR will select the consultant for all other aspects of the PROJECT. All consultant contracts will be submitted to the DEPARTMENT for review and approval. Any such approvals will not be construed as a warranty of the consultant's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity. The SPONSOR will neither award a consultant contract nor authorize the consultant to proceed prior to receiving written approval of the contract from the DEPARTMENT. Any change to the consultant contract will require prior written approval from the DEPARTMENT. In the event that the consultant contract is terminated, the SPONSOR will give immediate written notice to the DEPARTMENT.
3. Make payment to the DEPARTMENT for the SPONSOR's share of the PROJECT COSTS within thirty (30) days of the billing date. The DEPARTMENT will not make payments for any PROJECT work prior to receipt of payment from the SPONSOR for the SPONSOR's share of that item of the PROJECT work.

Eligible PROJECT COSTS that are paid by the SPONSOR may be submitted for credit toward the SPONSOR's share of the PROJECT COST provided that they are submitted within one hundred eighty (180) days of the date the costs were incurred or within one hundred eighty (180) days of the date of award of this Contract by the parties, whichever is later. Documentation of the PROJECT COST will include copies of the invoices on which the SPONSOR will write the amounts paid, the check numbers, the voucher numbers, and the dates of the checks. Each invoice will be signed by an official of the SPONSOR as proof of payment. The amount of the SPONSOR billing will be reduced by the amount of the eligible credit, based on documentation submitted, provided it is submitted prior to the date of the billing. Should it be determined that the SPONSOR has been given credit for payment of ineligible items of work, the SPONSOR will be billed an amount to insure that the SPONSOR share of PROJECT COSTS is covered.

The SPONSOR pledges sufficient funds to meet its obligations under this Contract.

4. With regard to audits and record-keeping,
  - a. The SPONSOR will establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this Contract, said records to be hereinafter



referred to as the "RECORDS." Separate accounts will be established and maintained for all costs incurred under this Contract.

- b. Audit and Inspection. The SPONSOR will comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 U.S.C. 7501-7507) the OMB Circular A-133, as revised or amended, and the provisions of 1951 PA 51; MCL 247.660h; MSA 9.1097(10i), as applicable, that is in effect at the time of Contract award with regard to audits.

- i. Agencies expending a total of Five Hundred Thousand Dollars (\$500,000.00) or more in federal funds from one or more funding sources in their fiscal year will comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The SPONSOR will submit two (2) copies of:

- The Reporting Package
- The Data Collection Package
- The management letter to the SPONSOR, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

- ii. Agencies expending less than Five Hundred Thousand Dollars (\$500,000.00) in federal funds must submit a letter to the DEPARTMENT advising that a circular audit was not required. The letter will indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the DEPARTMENT federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

- iii. Address: Michigan Department of Transportation  
Multi-Modal Transportation Services Bureau (Aeronautics)  
2700 East Airport Service Drive  
Capital City Airport  
Lansing, MI 48906-2060

- iv. Agencies must also comply with applicable state laws and regulations relative to audit requirements.

- v. Agencies will not charge audit costs to the DEPARTMENT's federal programs that are not in accordance with the aforementioned OMB Circular A-133 requirements.

- vi. All agencies are subject to the federally-required monitoring activities, which may include limited scope reviews and other on-site monitoring.
  - vii. The federal award associated with this Contract is CFDA Airport Improvement Program number 20.106, Federal Project Number B-26-0051-2710, award year 2010, Federal Aviation Administration, Department of Transportation.
- c. The SPONSOR will maintain the RECORDS for at least six (6) years from the date of final payment made by the DEPARTMENT under this Contract. In the event of a dispute with regard to allowable expenses or any other issue under this Contract, the SPONSOR will thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.
  - d. The DEPARTMENT or its representative may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.
  - e. If any part of the work is subcontracted, the SPONSOR will assure compliance with subsections (a), (b), (c), and (d) above for all subcontracted work.
5. Provide and will require its subcontractors to provide access by the DEPARTMENT or its representatives to all technical data, accounting records, reports, and documents pertaining to this Contract. Copies of technical data, reports, and other documents will be provided by the SPONSOR or its subcontractors to the DEPARTMENT upon request. The SPONSOR agrees to permit representatives of the DEPARTMENT to inspect the progress of all PROJECT work at any reasonable time. Such inspections are for the exclusive use of the DEPARTMENT and are not intended to relieve or negate any of the SPONSOR's obligations and duties contained in this Contract. All technical data, reports, and documents will be maintained for a period of six (6) years from the date of final payment.
6. The SPONSOR agrees to require all prime contractors to pay each subcontractor for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the prime contractor receives from the DEPARTMENT or SPONSOR. The prime contractor also is required to return retainage payments to each subcontractor within ten (10) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from these time frames may occur only upon receipt of written approval from the DEPARTMENT. These requirements are also applicable to all sub-tier subcontractors and will be made a part of all subcontract agreements.

This prompt payment provision is a requirement of 49 CFR, Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subcontractor against the DEPARTMENT. This provision applies to both Disadvantaged Business Enterprise (DBE) and non-DBE subcontractors.

The SPONSOR further agrees that it will comply with 49 CFR, Part 26, as amended, and will report any and all DBE subcontractor payments to the DEPARTMENT semi-annually in the format set forth in Appendix G, dated June 1, 2001, attached hereto and made a part hereof, or any other format acceptable to the DEPARTMENT.

7. In the performance of the PROJECT herein enumerated, by itself, by a subcontractor, or by anyone acting on its behalf, comply with any and all state, federal, and local applicable statutes, ordinances, and regulations. The SPONSOR further agrees to obtain all permits that are applicable to the entry into and the performance of this Contract.

The SPONSOR agrees to comply with the Special Conditions set forth in Appendix F, attached hereto and made a part hereof.

In addition, the SPONSOR agrees to accomplish the project in compliance with the FAA "Terms and Conditions of Accepting Airport Improvement Program Grants" signed on October 19, 2006.

THE DEPARTMENT WILL:

8. Bill the SPONSOR for the SPONSOR's share of the estimated PROJECT COST. The DEPARTMENT will bill the SPONSOR for the SPONSOR's share of additional estimated PROJECT COSTS for changes approved in accordance with Section 14 at the time of award of the amendment for approved work.
9. Upon receipt of payment request approved by the SPONSOR, make payment for eligible PROJECT COSTS. The DEPARTMENT will seek reimbursement from the FAA through the block grant issued to the DEPARTMENT for funds expended on eligible PROJECT COSTS.

The DEPARTMENT will not make payments for any PROJECT work prior to receipt of payment from the SPONSOR for the SPONSOR's share of that item of PROJECT work.

10. Make final accounting to the SPONSOR upon completion of the PROJECT, payment of all PROJECT COSTS, and completion of necessary audits. Any excesses or deficiencies will be returned or billed to the SPONSOR.

IT IS FURTHER AGREED:

11. The PROJECT COST participation is estimated to be as shown below and as in the attached Exhibit 1. Exhibit 1 is to be considered an estimate. 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 .....	\$1,425,000.00
Maximum DEPARTMENT Share .....	\$37,500.00
SPONSOR Share.....	<u>\$37,500.00</u>
<i>Estimated</i> PROJECT COST.....	\$1,500,000.00

12. The PROJECT COST will be met in part with federal funds granted to the DEPARTMENT by the FAA through the block grant program and in part with DEPARTMENT funds. Upon final settlement of cost, the federal funds will be applied to the federally-funded parts of this Contract at a rate not to exceed ninety-five percent (95%) up to and not to exceed the maximum federal obligations shown in Section 11 or as revised in a budget letter, as set forth in Section 14. Those parts beyond the federal funding maximum may be eligible for state funds at a rate not to exceed ninety percent (90%) up to and not to exceed the maximum DEPARTMENT obligation shown in Section 11.

For portions of the PROJECT where only DEPARTMENT and SPONSOR funds will be applied to the final settlement, DEPARTMENT funds will be at a rate not to exceed ninety percent (90%), and the total DEPARTMENT funds applied toward the PROJECT COST may be up to but will not exceed the maximum DEPARTMENT obligations shown in Section 11 or as revised in a budget letter, as set forth in Section 14. Any items of PROJECT COST not funded by FAA or DEPARTMENT funds will be the sole responsibility of the SPONSOR.

DEPARTMENT funds in this Contract made available through legislative appropriation are based on projected revenue estimates. The DEPARTMENT may reduce the amount of this Contract if the revenue actually received is insufficient to support the appropriation under which this Contract is made.

13. The SPONSOR agrees that the costs reported to the DEPARTMENT for this Contract will represent only those items that are properly chargeable in accordance with this Contract. The SPONSOR also certifies that it has read the Contract terms and has made itself aware of the applicable laws, regulations, and terms of this Contract that apply to the reporting of costs incurred under the terms of this Contract.
14. The PROJECT COST shown in Section 11 is the maximum obligation of DEPARTMENT and federal funds under this Contract. The maximum obligation of DEPARTMENT and federal funds may be adjusted to an amount less than the maximums shown in Section 11 through a budget letter issued by the DEPARTMENT. A budget letter will be used when updated cost estimates for the PROJECT reflect a change in the amount of funds needed to fund all PROJECT COSTS. The budget letter will be signed by the Administrator of Airports Division of the Multi-Modal Transportation Services Bureau (Aeronautics).

A budget letter will also be used to add or delete work items from the PROJECT description, provided that the costs do not exceed the maximum obligations of Section

11. If the total amount of the PROJECT COST exceeds the maximum obligations shown in Section 11, the PROJECT scope will have to be reduced or a written amendment to this Contract to provide additional funds will have to be awarded by the parties before the work is started.

15. In the event it is determined by the DEPARTMENT that there will be either insufficient funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or authorizing work performance, may cancel the PROJECT or any portion thereof by giving written notice to the SPONSOR. In the event this occurs, this Contract will be void and of no effect with respect to the canceled portion of the PROJECT. Any SPONSOR deposits on the canceled portion less PROJECT COST incurred on the canceled portions will be refunded following receipt of a letter from the SPONSOR requesting excess funds be returned or at the time of financial closure, whichever comes first.
16. In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this Contract or questions the allowability of an item of expense, the DEPARTMENT will promptly submit to the SPONSOR a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings verbally communicated to the SPONSOR at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the SPONSOR will (a) respond in writing to the responsible Bureau of the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE." The RESPONSE will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the SPONSOR may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE will refer to and apply the language of the Contract. The SPONSOR agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT will make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the SPONSOR, the SPONSOR will repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the SPONSOR fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the SPONSOR agrees that the DEPARTMENT will deduct all or a portion of the overpayment from any funds then or thereafter payable by

the DEPARTMENT to the SPONSOR under this Contract or any other agreement or payable to the SPONSOR under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The SPONSOR expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT's decision only as to any item of expense the disallowance of which was disputed by the SPONSOR in a timely filed RESPONSE.

17. This Contract will be in effect from the date of award through twenty (20) years.
18. Failure on the part of the SPONSOR to comply with any of the conditions in this Contract may be considered cause for placing the SPONSOR in a state of noncompliance, thereby making the SPONSOR ineligible for future federal and/or state funds until such time as the noncompliance issues are resolved. In addition, this failure may constitute grounds for cancellation of the PROJECT and/or repayment of all grant amounts on a pro rata basis, if the PROJECT has begun. In this Section, pro rata means proration of the cost of the PROJECT over twenty (20) years, if the PROJECT has not yet begun.
19. Any approvals, acceptances, reviews, and inspections of any nature by the DEPARTMENT will not be construed as a warranty or assumption of liability on the part of the DEPARTMENT. It is expressly understood and agreed that any such approvals, acceptances, reviews, and inspections are for the sole and exclusive purposes of the DEPARTMENT, which is acting in a governmental capacity under this Contract, and that such approvals, acceptances, reviews, and inspections are a governmental function incidental to the PROJECT under this Contract.

Any approvals, acceptances, reviews, and inspections by the DEPARTMENT will not relieve the SPONSOR of its obligations hereunder, nor are such approvals, acceptances, reviews, and inspections by the DEPARTMENT to be construed as a warranty as to the propriety of the SPONSOR's performance, but are undertaken for the sole use and information of the DEPARTMENT.

20. In connection with the performance of PROJECT work under this Contract, the parties (hereinafter in Appendix A referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, and the Regulations of the United States Department of Transportation (49 CFR, Part 21) issued pursuant to said Act, including Appendix B, attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this Contract.

The SPONSOR will carry out the applicable requirements of the DEPARTMENT's Disadvantaged Business Enterprise (DBE) program and 49 CFR Part 26, including, but not limited to, those requirements set forth in Appendix C, dated October 1, 2005, attached hereto and made a part hereof.

21. In accordance with 1980 PA 278; MCL 423.321 et seq; MSA 17.458(22), et seq, the SPONSOR, in the performance of this Contract, will not enter into a contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the United States Department of Labor of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) separate occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice, as prohibited by Section 8 of Chapter 372 of the national Labor Relations Act, 29 USC 158. The DEPARTMENT may void this Contract if the name of the SPONSOR or the name of a subcontractor, manufacturer, or supplier utilized by the SPONSOR in the performance of this Contract subsequently appears in the register during the performance period of this Contract.
22. With regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract, the SPONSOR hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the DEPARTMENT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or the DEPARTMENT.

The SPONSOR shall require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the DEPARTMENT with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or the DEPARTMENT as a third-party beneficiary.

The SPONSOR shall notify the DEPARTMENT if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract may have occurred or is threatened to occur. The SPONSOR shall also notify the DEPARTMENT if it becomes aware of any person's intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract.

23. In any instance of dispute and/or litigation concerning the PROJECT, the resolution thereof will be the sole responsibility of the party/parties to the contract that is/are the subject of the controversy. It is understood and agreed that any legal representation of the SPONSOR in any dispute and/or litigation will be the financial responsibility of the SPONSOR.

24. The DEPARTMENT and the FAA will not be subject to any obligations or liabilities by contractors of the SPONSOR or their subcontractors or any other person not a party to this Contract without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

25. Each party to this Contract will remain responsible for any claims arising out of that party's performance of this Contract as provided by this Contract or by law.

This Contract is not intended to increase or decrease either party's liability for or immunity from tort claims.

This Contract is not intended to nor will it be interpreted as giving either party a right of indemnification, either by Contract or at law, for claims arising out of the performance of this Contract.

26. In case of any discrepancies between the body of this Contract and any exhibit hereto, the body of the Contract will govern.



27. This Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and the DEPARTMENT and upon adoption of a resolution approving said Contract and authorizing the signature(s) thereto of the respective representative(s) of the SPONSOR, a certified copy of which resolution will be sent to the DEPARTMENT with this Contract, as applicable.

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

JACKSON COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Title: Department Director

# Exhibit 1

Jackson County - Reynolds Field

Jackson, Michigan

B-26-0051-2710

FM-38-01-LAND

4/19/2010

	Federal	State	Local	Total
ADMINISTRATION	\$9,500	\$250	\$250	\$10,000
DEPARTMENT - AERO	\$9,500	\$250	\$250	\$10,000
LAND	\$1,415,500	\$37,250	\$37,250	\$1,490,000
Phase 2 land acquisition costs 90, 91, 92, 93, E97, E98, E99 including acquisition, closing, relocation assistance. Additional condemnation expenses for parcels 86, E87, E88, E89, E100, 103, E105, E106, E108.				
Parcel Cost (Estimate)	\$807,500	\$21,250	\$21,250	\$850,000
Relocation Assistance (est)	\$209,000	\$5,500	\$5,500	\$220,000
Closing Cost	\$19,000	\$500	\$500	\$20,000
Consultant Costs				
Exhibit A Cost	\$0	\$0	\$0	\$0
Phase 1 ESA Cost	\$0	\$0	\$0	\$0
Preliminary Interview	\$0	\$0	\$0	\$0
Coordination/Documentation	\$0	\$0	\$0	\$0
Acquisition/Closing Cost	\$0	\$0	\$0	\$0
Appraisal Cost	\$0	\$0	\$0	\$0
Appraisal Review Cost	\$0	\$0	\$0	\$0
Relocation Cost	\$0	\$0	\$0	\$0
Demolition Cost	\$0	\$0	\$0	\$0
Title Costs	\$0	\$0	\$0	\$0
Exhibit X Cost	\$0	\$0	\$0	\$0
Survey Cost	\$0	\$0	\$0	\$0
Miscellaneous Cost	\$0	\$0	\$0	\$0
Condemnation Attorney/Expert Witness	\$380,000	\$10,000	\$10,000	\$400,000
DESIGN				
CONSTRUCTION				
CONTINGENCIES				
Funding Contingencies	\$0	\$0	\$0	\$0
TOTAL PROJECT BUDGET	\$1,425,000	\$37,500	\$37,500	\$1,500,000

## **ATTACHMENT 3**

*(Aeronautics)*

### **SUPPLEMENTAL PROVISIONS FOR FEDERAL/STATE/LOCAL CONTRACTS INVOLVING LAND ACQUISITION AT ALL CLASSIFICATIONS OF AIRPORTS**

1. The term PROJECT COST, shall include the costs necessary for the performance of the PROJECT work including related engineering, title research, appraisals, negotiations, acquisition, relocation of displaced persons and businesses, structure removal, legal and litigation costs and attorney fees, the costs of technical guidance, and monitoring incurred in connection with the PROJECT.
2. If the PROJECT is canceled or the SPONSOR ceased acquisition on a voluntary basis, all costs, fees and damages allowed shall be the responsibility of the SPONSOR. If the SPONSOR discontinues or abandons any condemnation case, the SPONSOR shall be responsible for all costs, fees and damages allowed at law or equity. It is further agreed that any claims filed alleging a constructive or de facto taking shall be the responsibility of the SPONSOR with regard to damages, costs, interest, and attorney fees.
3. The SPONSOR hereby agrees that it will maintain said Airport in full operating condition on a year-round basis for a period of twenty (20) years in accordance with general utility licensing requirements set forth by the Michigan Aeronautics Commission rules and regulations. During this period, the Airport shall not be abandoned or permanently closed without the express written permission of the DEPARTMENT. During this period and beyond for land purchased under the project, the SPONSOR, when the land is no longer needed for airport purposes, shall dispose of such land at fair market value and make available to the DEPARTMENT an amount equal to the DEPARTMENT's proportionate share of the current fair market value of the land.
4. In addition to the requirements of paragraph 3 of these supplemental provisions, and not in lieu thereof, should the SPONSOR desire to abandon, close, sell or otherwise divest itself of the airport or any portion thereof, the SPONSOR agrees to also provide to the DEPARTMENT a prior written notice of any such intent giving the DEPARTMENT, for a period of one hundred eighty (180) days after receipt of such notice, a first right to purchase at fair market value the airport and all facilities thereon. Fair market value shall be determined by an independent appraisal of such properties.

The notice of intent and first right to purchase shall be provided via registered or certified mail, return receipt, postage prepaid, addressed to the Deputy Director of the Multi-Modal Transportation Services Bureau (Aeronautics), Michigan Department of Transportation.

5. The SPONSOR will operate and maintain in a safe and serviceable condition the Airport and all facilities thereon and connected therewith which are necessary to serve the aeronautical users of the Airport other than facilities owned or controlled by the United States in the State of Michigan, and will not permit any activity thereon which would interfere with its use for airport purposes; provided that nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to any act of God or other condition or circumstances beyond the control of the SPONSOR.
6. The SPONSOR will, either by the acquisition and retention of easements or other interests in or rights for the use of land or airspace, or by the adoption and enforcement of zoning regulations, prevent the construction, erection, alteration or growth of any structure, tree or other object in the approach areas of the runways of the Airport, which would constitute an obstruction to air navigation according to the criteria or standards prescribed in FAA Advisory Circulars.

For a period of twenty (20) years, the SPONSOR will make the airport available, as an airport, for public use, to all types, kinds and classes of aeronautical use on fair and reasonable terms and without unjust discrimination. Rates charged to aeronautical users will be determined on the basis of the cost to the SPONSOR of providing the facility. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or engage in an approved non-aeronautical activity, the SPONSOR will charge fair market value for the right to conduct such activity. During this period, all revenues generated by the airport, for either aeronautical or non-aeronautical activities, will be expended for the capital or operating costs of the airport; the local airport system; or other local facilities, which are owned or operated by the SPONSOR and directly and substantially related to the actual air transportation of passengers or property.

## **APPENDIX A**

### **PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Act No. 453, Public Acts of 1976, the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or as a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980 the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or his collective bargaining representative will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the contractor's commitments under this appendix.
6. The contractor will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission which may be in effect prior to the taking of bids for any individual state project.

7. The contractor will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission, said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor as well as the contractor himself, and said contractor will permit access to his books, records, and accounts by the Michigan Civil Rights Commission and/or its agent, for purposes of investigation to ascertain compliance with this contract and relevant with rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this agreement, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until the contractor complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Civil Rights Commission to participate in such proceedings.
9. The contractor will include, or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

March 1998

**Appendix B**  
*(Aeronautics)*

**CIVIL RIGHTS ACT OF 1964, TITLE VI - 49 CFR PART 21**  
**CONTRACTUAL REQUIREMENTS**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor will comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitation for Subcontracts, Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The contractor will provide all information and reports required by the Regulations or directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor will so certify to the sponsor of the FAA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b. Cancellation, termination, or suspension of the contract, in whole or in part.
- 6. Incorporation of Provisions. The contractor will include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directive issued pursuant thereto. The contractor will take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



## **APPENDIX C**

### **Assurances that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR § 26.13)**

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Airport Name: Jackson County-Reynolds Field  
Associated City: Jackson, Michigan  
Project No: B-26-0051-2710

## APPENDIX F

### SPECIAL CONDITIONS

1. RUNWAY PROTECTION ZONES The Sponsor agrees to take the following actions to maintain and/or acquire a property interest, satisfactory to the FAA, in the Runway Protection Zones:
  - a. Existing Fee Title Interest in the Runway Protection Zone.  
The Sponsor agrees to prevent the erection or creation of any structure or place of public assembly in the Runway Protection Zone, as depicted on the Exhibit "A" Property Map, except for nav aids that are fixed by their functional purposes or any other structure approved by the FAA. Any existing structures or uses within the Runway Protection Zone will be cleared or discontinued unless approved by the FAA.
  - b. Existing Easement Interest in the Runway Protection Zone.  
The Sponsor agrees to take any and all steps necessary to ensure that the owner of the land within the designated Runway Protection Zone will not build any structure in the Runway Protection Zone that is a hazard to air navigation or which might create glare or misleading lights or lead to the construction of residences, fuel handling and storage facilities, smoke generating activities, or places of public assembly, such as churches, schools, office buildings, shopping centers, and stadiums.
  - c. Future Interest in the Runway Protection Zone.  
The Sponsor agrees that it will acquire fee title or easement interest in the Runway Protection Zone(s) for Runway(s) that presently are not under their control. Said interest shall provide the protection noted in above Subparagraphs a. and b.
2. AIR AND WATER QUALITY. Approval of the project included in this agreement is conditioned on the Sponsor's compliance with applicable air and water quality standards in accomplishing project construction and in operating the airport. Failure to comply with this requirement may result in suspension, cancellation, or termination of federal assistance under this agreement.
3. BUY AMERICAN REQUIREMENT. Unless otherwise approved by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for airport development or noise compatibility for which funds are provided under this grant.

The Sponsor will include in every contract a provision implementing this special condition.

4. WASTE DISPOSAL SITES. It is hereby agreed by and between the parties hereto that, within its authority, the Sponsor will not approve or permit the establishment or existence of a waste disposal site which has been determined to be objectionable under the provisions of FAA Order 5200.5A, dated January 31, 1990, entitled "Waste Disposal Sites On or Near Airports."
5. OPEN BIDDING. The Sponsor agrees not to include in any bid specification, project agreement, or other controlling documents to perform construction activities under this grant, any provisions which would:
  - a. Require bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations, on the same or other related construction project(s), or
  - b. Otherwise discriminate against bidders, offerors, contractors, or subcontractors for refusing to become or remain signatories or otherwise adhere to agreements with one or more labor organizations, on the same or other related construction project(s), or
  - c. Require any bidder, offeror, contractor, or subcontractor to enter into, adhere to, or enforce any agreement that requires its employees, as a condition of employment, to:
    - (1) become members of or affiliated with a labor organization, or
    - (2) pay dues or fees to a labor organization, over an employee's objection, in excess of the employee's share of labor organization costs relating to collective bargaining, contract administration, or grievance adjustment.

The Sponsor further agrees to require any contractor or subcontractor to agree to not include any similar provision that would violate paragraphs a through c above in their contracts or subcontracts pertaining to the projects under this grant.

6. PAVEMENT MAINTENANCE MANAGEMENT PROGRAM (PGL 95-2). For a project to replace or reconstruct pavement at the airport, the Sponsor shall implement an effective airport pavement maintenance program as is required by the assurance in Section III.C.11 of the "Terms and Conditions of Accepting Airport Improvement Program Grants." The Sponsor shall use such program for the useful life of any pavement constructed, reconstructed, or repaired with federal financial assistance at the airport. An effective pavement maintenance management program is one that details the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed. An airport sponsor may use any form of inspection program it deems appropriate. As a minimum, the program must include the following:

- a. **Pavement Inventory.** The following must be depicted in an appropriate form and level of detail:

- (1) location of all runways, taxiways, and aprons;
- (2) dimensions;
- (3) type of pavement, and;
- (4) year of construction or most recent major rehabilitation.

For compliance with the Airport Improvement Program (AIP) assurances, pavements that have been constructed, reconstructed, or repaired with federal financial assistance shall be so depicted.

- b. **Inspection Schedule.**

- (1) Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," the frequency of inspection may be extended to three years.
- (2) Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition.

- c. **Record Keeping.** Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The types of distress, their locations, and remedial action, scheduled or performed, must be documented. The minimum information to be recorded is listed below:

- (1) inspection date,
- (2) location,
- (3) distress types, and
- (4) maintenance scheduled or performed.

For drive-by inspections, the date of inspection and any maintenance performed must be recorded.

- d. **Information Retrieval.** An airport sponsor may use any form of record keeping it deems appropriate, so long as the information and records produced by the pavement survey can be retrieved to provide a report to the FAA as may be required.
- e. **Reference.** Refer to Advisory Circular 150/5380-6, "Guidelines and Procedures

for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements and establishing an effective maintenance program. Specific types of distress, their probable causes, inspection guidelines, and recommended methods of repair are presented.

7. AGENCY AGREEMENTS. The Sponsor will not amend, modify, or terminate the agency relationship between the Sponsor, as principal, and the Michigan Aeronautics Commission, as agency, created by the Agency Agreement without prior written approval of the FAA.
8. PROGRAM INCOME FROM LAND. It is agreed that all program income produced from real property purchased in part with federal funds in this grant received during the grant period shall be deducted from the total cost of that project for determining the net costs on which the maximum United States obligation will be based. Airport fiscal and accounting records shall clearly identify actual sources and uses of these funds.
9. REVENUE FROM REAL PROPERTY – LAND IN PROJECT. The Sponsor agrees that all net revenues projected from real property purchased in part with federal funds in this grant shall be used on the airport for airport planning, development, or operating expenses, except that all income from real property purchased for noise compatibility purposes or for future aeronautical use as indicated on Exhibit "A" for this grant under the Airport and Airway Improvement Act of 1982. Income from noise or future use property may not be used for the Sponsor's matching share of any airport grant. Airport fiscal and accounting records shall clearly identify actual sources and uses of these funds.
10. FUTURE DEVELOPMENT LAND. The Sponsor agrees to perform within 10 years of this Grant the airport development which requires this land acquisition, and further agrees not to dispose of the land by sale or lease without prior consent and approval of the Federal Aviation Administration. In the event the land is not used within the 10 years for the purpose for which it was acquired, the Sponsor will refund the federal share of acquisition cost or the current fair market value of the land, whichever is greater.
11. TITLE EVIDENCE BEFORE CONSTRUCTION. It is further understood and agreed that the Sponsor will not permit or suffer the commencement of any construction work on the parcel(s) until it has submitted evidence satisfactory to the FAA that it has acquired the aforementioned property interest.
12. EXHIBIT A. It is understood and agreed by and between the parties hereto that notwithstanding the fact that this Grant Offer is made and accepted upon the basis of the Exhibit "A" property map, the Sponsor hereby covenants and agrees that it will update said Exhibit "A" property map to standards satisfactory to the Department and submit said documentation in final form to the Department for approval. It is further mutually agreed that the reasonable cost of developing said Exhibit "A" property map is an eligible administrative cost for participation within the scope of this project.

## APPENDIX G

# Prime Consultant Statement of DBE Subconsultant Payments

Information required in accordance with 49 CFR §26.37 to monitor progress of the prime consultant in meeting contractual obligations to DBEs

<b>PRIME CONSULTANT:</b>						<input type="checkbox"/> CHECK IF PRIME IS MDOT-DBE CERTIFIED	AUTHORIZATION NO.	CONTRACT NO.
BILLING PERIOD:								
CERTIFIED DBE CONSULTANT	SERVICES WORK PERFORMED	TOTAL CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	ACTUAL AMOUNT PAID DURING THIS BILLING PERIOD	DBE AUTHORIZED SIGNATURE (Final Payment Report Only)	DATE
As the authorized representative of the above prime consultant, I state that, to the best of my knowledge, this information is true and accurate.								
PRIME CONSULTANT'S AUTHORIZED REPRESENTATIVE							TITLE	DATE
COMMENTS:								

CONTRACT ADMINISTRATOR (Signature)	DATE:
------------------------------------	-------

## **INSTRUCTIONS**

This statement reports the actual dollar amounts of the project cost earned by and paid to DBE subconsultants. Complete and submit to the Contract Administrator semi-annually. Some forms may be blank if no payment was made since the previous billing.

For "Authorization No., Contract No.," and "Job No." as appropriate, use the numbers assigned by MDOT.

For "Billing Period," report the calendar days covered by the billing.

For "Services Work Performed" report the main service performed by the subconsultant during the reporting period.

For "Total Contract Amount" report the total amount of the contract between the prime consultant and subconsultant.

For "Cumulative Dollar Value of Services Completed" report the total amount the subconsultant has earned since beginning the project.

For "Deductions," report deductions made by the prime consultant to the subconsultant's "Cumulative Dollar Value of Services Completed" for retainage, bond or other fees, materials, services or equipment provided to the subconsultant according to mutual, prior agreement (documentation of such agreement may be required by MDOT).

For "Actual Amount Paid to Date," report cumulative actual payments made to the subconsultant for services completed.

For "Actual Amount Paid During this Billing Period" report actual payments made to the subcontractor for services during this billing period.

Provide "DBE Authorized Signature" for final payment only.

Be sure to sign, title and date this statement.

### **MDOT CONTRACT ADMINISTRATOR:**

Complete "Comments" if necessary, sign, date and forward to the Office of Equal Opportunity within seven (7) days of receipt.




## Jackson County EQUALIZATION DEPARTMENT

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JuliAnne L. Kolbe, Director

May 3, 2010

TO: County Affairs Committee

FROM: Juli Kolbe   
Equalization Department

**SUBJECT: 2010 Taxable Values and 2010 Millage Rates**

I am presenting the 2010 Taxable Values for Jackson County for your approval. The total taxable value for the County decreased 3.92% from the 2009 taxable values. This is the first time the taxable values has decreased since the inception of Proposal A in 1995.

The second report is the 2010 millage rates for Jackson County. The total rate for 2010 will be 5.9909. This millage rate has remained the same for the past 5 years. The rate of 5.1187 will be levied on the July tax bills and the rate of 0.8722 mills will be levied on the December tax bills. Your approval is required. Once approved by the whole board, the Equalization Department will send notice to all townships and the city of Jackson.



2010

**Taxable Valuations, JACKSON COUNTY** Page 1 of 2

Issued under the General Property Tax Act, Section 211.27d. Filing is mandatory.

Read the instructions below before completing this form.

Statement of taxable valuation in the year 2010. File this form with the State Tax Commission on or before the fourth Monday in June.

Real Property Taxable Valuations as of the Fourth Monday in May. (Do not Report Assessed Valuations or Equalized Valuations on This Form.)							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Blackman Charter	4,425,226	179,793,095	31,162,738	204,420,170	0	984,170	420,785,399
Columbia	9,549,195	25,922,856	4,528,272	287,360,551	0	1,524,686	328,885,560
Concord	11,926,960	4,003,642	1,359,928	46,991,175	0	173,231	64,454,936
Grass Lake Charter	10,028,570	10,000,666	7,500,915	173,140,473	0	-	200,670,624
Hanover	11,326,650	2,445,173	911,755	101,227,076	0	0	115,910,654
Henrietta	8,809,159	3,091,599	497,394	118,073,125	0	472,066	130,943,343
Leoni	8,958,414	57,015,753	11,099,028	285,281,989	0	-	362,355,184
Liberty	9,440,907	2,478,148	48,631	91,621,430	0	-	103,589,116
Napoleon	5,726,812	9,582,887	11,339,909	174,144,896	0	37,249	200,831,753
Norvell	9,184,665	2,374,146	117,252	108,131,893	0	0	119,807,956
Parma	8,573,790	5,940,475	940,731	47,187,436	0	0	62,642,432
Pulaski	14,049,404	878,516	164,939	28,009,335	0	0	43,102,194
Rives	12,874,021	3,493,181	1,083,045	94,528,304	0	0	111,978,551
Sandstone Charter	13,787,017	3,826,669	12,819,110	88,675,765	0	0	119,108,561
Spring Arbor	9,061,365	15,248,364	1,996,065	164,276,952	0	0	190,582,746
Springport	13,523,807	1,740,187	1,201,928	26,751,322	0	0	43,217,244
Summit	1,460,004	67,326,519	10,900,319	504,597,219	0	2,476,037	586,760,098
Tompkins	10,693,906	720,577	536,603	48,294,277	0	0	60,245,363
Waterloo	8,064,474	5,577,778	1,096,570	83,824,755	0	0	98,563,577
City of Jackson	0	191,882,575	118,178,126	333,963,240	0	0	644,023,941
<b>Total for County</b>	<b>181,464,346</b>	<b>593,342,806</b>	<b>217,483,258</b>	<b>3,010,501,383</b>	<b>0</b>	<b>5,667,439</b>	<b>4,008,459,232</b>

0

**INSTRUCTIONS:** This form is used to report total Taxable Valuations, broken down by classification, for each township and city within the county. The Taxable Valuations reported here are the final Taxable Valuations as of the fourth Monday in May, NOT the Tentative Taxable Valuations. Final Taxable Valuations may be different from Tentative Taxable Valuations when a township or city receives a county and/or state equalization factor more or less than was used to calculate Tentative Taxable Valuations.

**NOTE:** Where there is a partial Homeowner's Principal Residence Exemption or partial qualified agricultural property exemption, split the taxable value between Homeowner's Principal Residence (column 10) and Non-Homestead (column 13).

Report the Taxable Valuations for the six classifications of real property in columns 1 through 6 on page 1. Then enter the Total Taxable Valuations for real property in column 7 on page 1.

Report the Taxable Valuations for personal property in column 8, page 2.

Add the total Taxable Valuations for real property (column 7, page 1) and personal property (column 8, page 2) and enter in column 9 on page 2.

Report the total taxable Valuations of entire township or city for Homestead's Principal Residence, Qualified Agricultural property and Qualified Forest Property in column 10, and Non-Homestead and Non-Qualified Agricultural Personal Property, and Non-Qualified Forest property except Commercial and Industrial Personal Property in column 13. Report the Total Taxable Value of Commercial Personal Property in column 11. Report the Total Taxable Value of Industrial Personal property in column 13.

## Taxable Valuations,

## JACKSON

## County- Page 2 of 2

L-4046

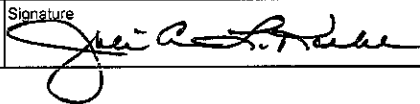
Statement of taxable valuation in the year 2010 made in accordance with Section 211.27d of the Michigan Compiled Laws.

(Do Not Report Assessed Valuations or Equalized Valuations on This Form.)							
Township or City	(Col. 8) Personal Property Taxable Valuations	(Col. 9) Total Real and Personal Property Taxable Valuations	(Col. 10) Homeowner's Principal Residence & Qualified Agricultural & Qualified Forest Property Taxable Valuations	(Col. 11) Commercial Personal Property Property Taxable	(Col. 12) Industrial Personal Property Taxable Valuations	(Col. 13) Non- Homestead and Non-Qualified Agricultural and Non-Qualified Forest Personal Property Taxable Valuations except Commercial and Industrial	
Blackman Charter	85,163,843	505,949,242	198,206,383	46,461,979	19,555,343	241,725,537	-7.71%
Columbia	12,875,215	341,760,775	212,490,667	4,865,912	2,245,776	122,158,420	-3.19%
Concord	4,499,800	68,954,736	53,326,435	903,970	1,529,220	13,195,111	-8.71%
Grass Lake Charter	13,652,144	214,322,768	160,296,792	2,185,206	5,792,837	46,047,933	-3.76%
Hanover	5,017,900	120,928,554	94,858,723	515,200	295,600	25,259,031	-1.57%
Henrietta	3,629,795	134,573,138	109,718,216	577,262	168,301	24,109,359	-1.51%
Leoni	29,993,931	392,349,115	249,614,085	12,326,400	7,326,746	123,081,884	-3.30%
Liberty	4,056,200	107,645,316	84,555,079	1,406,800	-	21,683,437	-4.22%
Napoleon	27,198,351	228,030,104	174,204,330	4,347,088	17,461,794	32,016,892	-4.09%
Norvell	3,254,361	123,062,317	83,747,818	535,112	75,527	38,703,860	0.90%
Parma	4,427,365	67,069,797	49,879,329	1,254,682	157,652	15,778,134	-0.77%
Pulaski	2,526,630	45,628,824	37,195,116	191,770	13,950	8,227,988	-5.26%
Rives	9,161,109	121,139,660	98,566,244	368,200	632,500	21,572,716	-0.12%
Sandstone Charter	20,875,911	139,984,472	94,436,563	1,537,941	16,240,227	27,769,741	-4.00%
Spring Arbor	9,356,739	199,939,485	155,224,857	2,813,172	1,493,568	40,407,888	-1.72%
Springport	4,722,221	47,939,465	36,929,087	485,700	258,400	10,266,278	-2.21%
Summit	28,019,425	614,779,523	445,125,126	11,689,400	7,649,700	150,315,297	-5.48%
Tompkins	9,463,186	69,708,549	53,335,983	397,035	365,151	15,610,380	-1.37%
Waterloo	5,643,000	104,206,577	76,302,488	417,400	2,214,600	25,272,089	-1.24%
City of Jackson	81,180,897	725,204,838	238,779,244	30,913,397	32,468,400	423,043,797	-3.64%
Totals for County	364,718,023	4,373,177,255	2,706,792,565	124,193,626	115,945,292	1,426,245,772	-3.92%

Print or Type Name of County Equalization Director

JuliAnne L. Kolbe

Signature



Date

5/3/2010

**2010 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2009)**  
**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e., 211.34 abd 211.34d. Filing is mandatory; Penalty applies.

County <b>JACKSON</b>	2009 Taxable Value of ALL Properties In the Unit as of 5-27-08 <b>4,256,991,582</b>
Local Government Unit <b>JACKSON COUNTY</b>	For LOCAL School Districts: 2009 TaxableValue excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Property if a millage is levied against them

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.  
The following tax rates have been authorized for levy on the 2009 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	-1 Millage Rate Permanently Reduced by MCL 211.34d	0 Current Year Millage Reduction Fraction	0 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Truth in Assessing or Equalization Millage Reduction Fraction	Maximum Allowable Millage Levy*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
ALLOCATED	OPERATING	Nov-70	5.9500	5.1187	1.0000	5.1187	1.0000	5.1187	5.1187		UNLIMITED
VOTED	MEDICAL CARE FACILITY	Nov-99	0.1500	0.1398	1.0000	0.1398	1.0000	0.1398		0.1398	2018
VOTED	JAIL	Nov-02	0.5000	0.4851	1.0000	0.4851	1.0000	0.4851		0.4851	2021
VOTED	SENIOR SERVICES	Aug-04	0.2500	0.2473	1.0000	0.2473	1.0000	0.2473		0.2473	2012
Total								5.9909	5.1187	0.8722	

Prepared by <b>JuliAnne L Kolbe</b>	Telephone Number <b>517-768-6649</b>	Title of Preparer <b>Equalization Director</b>	Date <b>5/1/2009</b>
--	---	---	-------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and , for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk <input type="checkbox"/> Secretary <input type="checkbox"/> Chairperson <input type="checkbox"/> President	Signature	Print Name	Date	Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
	Signature	Print Name	Date	For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
				For Commercial Personal	
				For all Other	

\*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT :** See instructions on page 2 regarding where to find the millage rate used in column (5).



1715 Lansing Avenue – Suite 672 • Jackson, MI 49202-2193

Phone: 517-788-4364 • Fax: 517-780-4739

## ***FOOD VENDOR BIDS***

**TO:** Mike Way – Human Services Committee Chair

**DATE:** April 30, 2010

**FROM:** Kristy Smith – Director

**RE:** Bid Analysis 2010

### **BACKGROUND**

In 2009, the Jackson County Department on Aging provided approximately 237,000 meals to residents of Jackson County through its Meals on Wheels and Congregate Meal programs, expending nearly \$400,000 on food ingredients and related food preparation supplies. Historically, the Department has usually had one main supplier supplemented by occasional purchases of more economically-priced and/or preferred items through other food service suppliers, an approach widely practiced in the food service industry. For the past 18 months, Sysco has been the Department's main supplier.

While this method of doing business has served the Department on Aging well, we recognized the need to move to a formalized bid process to comply with County purchasing policy. Additionally, senior nutrition providers receiving Older American Act-connected grant funds are being required by the Office of Services to the Aging to begin performing nutrition analysis on all home-delivered and congregate meal items. Product specific nutrient analysis software is now available through the major food vendors, making it an ideal time for us to adopt an exclusive vendor or single source system.

## **PROCESS**

Nutrition Services Manager Amy Hopping provided an actual Department on Aging food product order list to the three major comprehensive institutional food suppliers in our area: Gordon Food Service (GFS), Sysco and U.S. Foods. Each was asked to submit corresponding prices or comparables based on the inventory they carry, as well as to outline any special pricing programs and nutrient analysis software linked to their products. They were all given an April 30, 2010 deadline.

The Department on Aging Director created a list of 36 most commonly used food and related kitchen products upon which to compare the prices of the three vendors, as the complete list would have been too exhaustive. Upon receipt, the price quotes were transferred to the accompanying table for side-by-side comparison, with the lowest per pound or unit price in bold type.

While awaiting the price quotes, Amy Hopping spoke with leading members of the Michigan Association of Nutrition Service Providers (MANSP) regarding their experience with each of the companies' nutritional analysis software.

## **RESULTS & DISCUSSION**

**U.S. Foods** - This company submitted its bid at 4 PM of April 30, 2010. Instead of giving price quotes for the specified items, U.S. Foods submitted a cover letter stating the company had calculated it could save our Department more than 11% of our current food costs. While the literature submitted generically referenced a Cygnet Menu Management System, no specific mention was made to the type of nutritional analysis required by the Office of Services to the Aging. We do not know of another provider of Meals on Wheels that could vouch for U.S. Foods' nutrient analysis component. Our past experience with that company at the time when the Department still provided County jail meals indicated it carried fewer food products and of a lesser grade than Gordon Food Services and Sysco.

**Sysco** – Our current main supplier of food products quoted the lowest prices on 14 of 36 (39%) of the products we compared. We have been happy with Sysco's products, prices and delivery. Sysco offers Drop-Size and Prompt Pay price reduction incentives, which, respectively, amount to a 2.75% overall discount based on our monthly average purchases and .36% for payment within 7 days, .24% for payment within 14 days and .12% within 21 days. Sysco has its own *eNutrition* menu management and nutrient analysis program that should be able to meet our grant compliance needs. However, information regarding that more comprehensive program was not shared with us until we specifically asked for it. Sysco has assured that if we do select the company as our single source vendor, our current sales representative will be replaced with someone who specializes in school and hospital food services. We remain incredulous these amenities weren't previously offered.

**Gordon Food Services (GFS)** – This supplier of food products quoted the lowest prices on 22 of 36 (61%) of the products we compared. The company charges a \$400 initial sign-up fee for its purchasing program, but offers a 2% discount off the below quoted prices for average weekly orders in the \$7,500-\$9,999 purchasing range, which is where we fall. GFS appears to have a range of product comparable to that of Sysco. Additionally, the majority of senior nutrition programs in Michigan (including Hillsdale and Lenawee counties in our funding region) also use GFS. The menu management/nutritional analysis software is also fee-based (\$450 annually). Within the food service supply industry, GFS appears to be strongest in technology and technical assistance for nursing homes, hospitals and schools. GFS has an excellent menu management program with nutrition analysis and a responsive, full support staff that is consistently available to answer software questions. Our past experience using GFS has been positive in terms of both product and service.

### **RECOMMENDATION**

Based on GFS offering a greater number (61%) of commonly used items at lower overall prices, its automatic 2% discount based on our current purchasing volume and the applicability of its nutrient analysis software for our type of food service operation, GFS appears to offer the best value.\*

***We recommend the Department on Aging food service contract be awarded to GFS.***

\* Because of the potential 3.11% discount available through Sysco if both the Drop-Size and Prompt Pay options were optimized, we went back and applied the 3.11% discount to the Sysco prices on the 16 items where GFS had quoted the lower price. Even against Sysco's 3.11% discount, GFS still had the lower price in 14 of 16 instances (and in all 16 instances once you apply the 2% GFS discount).

## FOOD SUPPLY VENDOR COST COMPARISONS

*(based on frequently used products)*

<i>Product</i>	<i>Quantity</i>	<i>GFS</i>	<i>Sysco</i>	<i>U.S. Foods</i>
<b>MEAT</b>				
<b>Beef Chuck Pot Roast</b> (9-13 lb. average)	1 lb.	\$4.70	<b>\$3.59</b>	None
<b>Pork Steak</b> (6-8 oz. portions)	1 lb.	<b>\$2.31</b>	\$2.59	None
<b>Beef Liver – Sliced (10 lb. pkg.)</b>	1 lb.	<b>\$1.66</b>	\$1.77	None
<b>POULTRY</b>				
<b>Stuffed Chicken Breasts (4 oz.)</b>	4 oz.	\$1.26	<b>\$1.02</b>	None
<b>Chicken Meat Diced white/dark</b> (5-10 lb. package)	1 lb.	<b>\$2.44</b>	\$2.73	None
<b>Turkey Lunch Meat Combo,</b> Nat'l Brand (12 lb. pkg.)	12-lbs.	<b>\$18.78</b>	\$27.16	None
<b>Chicken Drumstick - Breaded</b>	10 lbs.	\$31.68	<b>\$30.56</b>	None
<b>SEAFOOD</b>				
<b>Cod – Atlantic Loin Skinless</b> (10 lb. box)	10 lbs.	\$36.81	<b>\$34.81</b>	None
<b>Pollock Fillet – Breaded</b> (10 lb. box)	10 lbs.	<b>\$20.68</b>	\$21.80	None

<b>FROZEN VEGETABLES</b>	<b>Quantity</b>	<b>GFS</b>	<b>Sysco</b>	<b>U.S. Foods</b>
<b>Corn – Cut</b> <b>(10-30 lb. bag)</b>	30 lbs.	<b>\$23.58</b>	\$24.57	None
<b>Carrots – Sliced</b> <b>(10-30 lb. bag)</b>	30 lbs.	\$23.04	<b>\$19.34</b>	None
<b>Broccoli Cuts – Grade A</b> <b>(10-30 lb. bag)</b>	30 lbs.	<b>\$23.57</b>	\$27.41	None
<b>Peas – Green</b> <b>(10-30 lb. bag)</b>	30 lbs.	\$24.62	<b>\$24.24</b>	None
<b>CANNED FRUIT</b>				
<b>Apple Sauce – Fancy</b> <b>(10 lb. can)</b>	Case of 6	\$25.12	<b>\$20.43</b>	None
<b>Peaches – YC Diced in Light Syrup</b> <b>(10 lb. can)</b>	Case of 6	<b>\$29.63</b>	\$33.45	None
<b>Pears – Diced Chunks in Pear Juice</b> <b>(10 lb. can)</b>	Case of 6	\$26.58	<b>\$26.23</b>	None
<b>Apricot Halves UNPL LS CH</b> <b>(10 lb. can)</b>	Case of 6	<b>\$33.11</b>	\$34.77	None
<b>MISC. CANNED</b>				
<b>Marinara Sauce - (10 lb. can)</b>	Case of 6	<b>\$31.33</b>	\$32.16	None
<b>Soup – Cr. Mushroom (50-oz. can)</b>	Case of 12	<b>\$35.98</b>	\$37.92	None
<b>Stewed Sliced Tomatoes (10 lb. can)</b>	Case of 6	\$21.48	<b>\$20.15</b>	None



<b>Tuna – Light Chunk (66.5 oz. can)</b>	Case of 6	\$49.31	<b>\$44.58</b>	None
<b>MISC. DRY GOODS</b>				
<b>Sugar – Brown Light (25 lb.)</b>	25-lb.	<b>\$17.01</b>	\$19.51	None
<b>Saltines (2 per pkg.)</b>	100 pkgs.	<b>\$2.80</b>	\$3.39	None
<b>Navy Beans (10-20 lb.)</b>	10 lb.	\$8.87	<b>\$7.65</b>	None
<b>Gravy Mix Chix.Trio (22 oz. pkgs.)</b>	Case of 8	\$29.97	<b>\$28.16</b>	None
<b>Egg Noodles – Wide</b>	5 lb. bag	<b>\$4.80</b>	\$5.28	None
<b>PRODUCE</b>				
<b>Apples – Red. Del (138 sz.)</b>	40 lb. bag	<b>\$26.03</b>	\$26.89	None
<b>Onions – Red Jumbo (10 lb. bag)</b>	10 lb. bag	<b>\$15.29</b>	\$17.70	None
<b>Lettuce Salad Mixed (5-lb. bags)</b>	Box of 4 bags	<b>\$14.82</b>	\$15.97	None
<b>Red Potatoes (50 lb. bag)</b>	50 lbs.	\$36.75	<b>\$32.94</b>	None
<b>DAIRY/Bread</b>				
<b>Kaiser Roll (8 per bag)</b>	Bag of 8	<b>\$2.39</b>	\$2.45	None
<b>Solid Margarine (30-1 lb. )</b>	1 lb.	<b>\$.51</b>	\$.54	None
<b>Swiss Cheese – Sliced (1.5-2 lb. pkg)</b>	1 lb.	\$3.37	<b>\$3.36</b>	None
<b>PAPER &amp; CHEMICAL</b>				
<b>Bleach (1 gal.)</b>	Case of 6	<b>\$8.71</b>	\$10.84	None
<b>Hairnets</b>	Pack of 144	<b>\$10.90</b>	\$16.25	None
<b>Poly Gloves – Med. Box of 100</b>	Pack of 100	<b>\$1.63</b>	\$1.88	None
<i>Prices quoted in April 2010</i>				



# Community Action Agency

PROMOTING SELF-SUFFICIENCY

• **Jackson**

1214 Greenwood Ave.  
Jackson, MI 49203  
(517) 784-4800  
(800) 491-0004  
Fax: (517) 784-5188  
www.caaajlh.org

• **Lenawee**

400 W. South St.  
Adrian, MI 49221  
(517) 263-7861  
(800) 438-1845  
Fax: (517) 263-6531  
www.caaajlh.org

• **Hillsdale**

55 Barnard Street  
Hillsdale, MI 49242  
(517) 437-3346  
(800) 750-9300  
Fax: (517) 437-3480  
www.caaajlh.org

TDD: 1-800-649-3777

April 30, 2010

Human Services Committee  
Jackson County  
120 W. Michigan Ave.  
Jackson, MI 48201

**RE: CDBG Homeowner Rehab Grant Program Renewal**

Dear Human Services Committee Members:

We are approaching the end of the current CDBG Homeowner Assistance program and it is time to apply for funding for the next grant cycle that begins Jul 1, 2010-Dec 31, 2012.

Community Action Agency has served as the Third Party Administrator for the CDBG funds for several years in the 1990's and again since 2001.

Enclosed for your review is a list of rehab projects over this past grant cycle, listed by the township they are in. I also will have "before" and "after" photos of the full rehab projects for your review. We are pleased to report that with these funds, Jackson County was able to provide full rehab for **15 residents and emergency repairs for 27 residents. We also were able to leverage about 67% of the funds, bringing the total amount expended on rehabs to \$540,680 for the grant period.**

You may remember, also, that MSHDA asked the County to participate in a pilot project with four other counties to incorporate energy audits and weatherization into the process. I am pleased to report that we completed 9 projects under the pilot program, the most of any of the other participating counties

At this time, all but about \$1,200 of the funds have been spent and we anticipate spending those funds for an emergency repair. Since we have expended over 75% of the funds, the County may submit the renewal application anytime April 1, 2010.

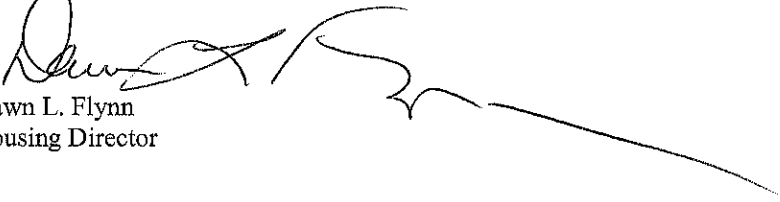
The application process requires that a public hearing be held regarding the submittal of the application and that the County adopt a Resolution to approve the submittal of the application and appoint Community Action Agency again as the Third Party Administrator of the grant. The amount that the County can apply for is \$300,000 for the program period. From 25-30 households will be assisted with the funds. We request that you forward a recommendation to the full Board of Commissioners to hold the public hearing on May 18, 2010 and adopt the Resolution.



We look forward to working with you again to help our Jackson County low and moderate income homeowners improve their homes. I will be present at your May 10, 2010 meeting and at the Public Hearing to answer any questions you may have.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dawn L. Flynn', with a long horizontal flourish extending to the right.

Dawn L. Flynn  
Housing Director

C. Marsha Kreucher, CEO  
Kate Martin, Director, Planning and Community Development

Enc.

**JACKSON COUNTY CDBG LOG SHEET**  
**GRANT PERIOD: 2008-2010**

**ADDRESS/TOWNSHIP**  
**ALBION TOWNSHIP**

675 Albion Road ER  
 Albion, MI 49224

CDBG Dollars	Leverage Dollars	Project Cost
\$2,393.00	\$1,500.00	\$3,893.00

**BLACKMAN TOWNSHIP**

527 20th Street ER \*\*\*  
 Jackson, MI 49201

\$0.00	\$580.00	\$2,524.00
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3937 Shoreham Drive ER \*\*\*  
 Jackson, MI 49201

\$0.00	\$2,450.00	\$2,450.00
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425 Burt Avenue  
 Jackson, MI 49201

\$19,547.00	\$16,240.00	\$35,787.00
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2309 Wildwood Avenue  
 Jackson, MI 49203

\$20,480.00	\$12,875.00	\$33,355.00
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1135 Herbert J Drive ER  
 Jackson, MI 49202

\$2,551.00	\$853.00	\$3,404.00
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**BROOKLYN TOWNSHIP**

11622 Hewitt Road ER \*\*\*  
 Brooklyn, MI 49230

\$0.00	\$1,260.00	\$2,652.40
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321 N. Main Street ER  
 Brooklyn, MI 49230

\$2,551.00	\$1,950.00	\$4,501.00
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**CLARKLAKE TOWNSHIP**

9380 Vining Road  
 Clarklake, MI 49234

\$35,000.00	\$16,405.00	\$51,405.00
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**CONCORD TOWNSHIP**

428 Hanover Street  
 Concord, MI 49237

\$14,473.00	\$18,375.00	\$32,848.00
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**HANOVER-HORTON TOWNSHIP**

110 Balwin Street ER  
 Horton, MI 49246 FULL

\$23,035.00	\$4,050.00	\$27,085.00
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228 W. Main Street  
 Hanover, MI 49241

\$17,500.00	\$16,449.00	\$33,949.00
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323 Farview Street  
 Horton, MI 49246

\$20,643.00	\$17,366.00	\$38,009.00
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**HENRIETTA TOWNSHIP**

8498 Plum Orchard Road ER  
 Munith, MI 49259

\$2,551.00	\$3,100.00	\$5,651.00
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7220 Krofft Road ER  
 Munith, MI 49259

\$2,378.00	\$1,500.00	\$3,878.00
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**LEONI TOWNSHIP**

4833 Page Avenue ER \*\*\*  
 Michigan Center, MI 49254

\$0.00	\$1,920.00	\$4,870.00
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1190 Fairfax Road ER \*\*\*  
 Jackson, MI 49203

\$0.00	\$1,500.00	\$3,270.00
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3547 Nash Drive ER \*\*\*  
 Jackson, MI 49201

\$0.00	\$632.00	\$3,101.74
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271 S. Sutton Road Jackson, MI 49203	ER	***	<table border="1"><tr><td>\$0.00</td><td>\$3,345.00</td><td>\$3,935.00</td></tr></table>	\$0.00	\$3,345.00	\$3,935.00
\$0.00	\$3,345.00	\$3,935.00				

**LIBERTY TOWNSHIP**

7401 S. Jackson Road Jackson, MI 49201	ER		<table border="1"><tr><td>\$2,551.00</td><td>\$1,100.00</td><td>\$3,651.00</td></tr></table>	\$2,551.00	\$1,100.00	\$3,651.00
\$2,551.00	\$1,100.00	\$3,651.00				

**NAPOLEON TOWNSHIP**

6566 Brooklyn Road Jackson, MI 49201	ER FULL	***	<table border="1"><tr><td>\$14,123.00</td><td>\$14,895.00</td><td>\$29,018.00</td></tr></table>	\$14,123.00	\$14,895.00	\$29,018.00
\$14,123.00	\$14,895.00	\$29,018.00				

6395 Skylark Drive Jackson, MI 49201	ER		<table border="1"><tr><td>\$1,505.00</td><td>\$0.00</td><td>\$1,505.00</td></tr></table>	\$1,505.00	\$0.00	\$1,505.00
\$1,505.00	\$0.00	\$1,505.00				

7891 Blue Ridge Road Clarklake, MI 49234			<table border="1"><tr><td>\$19,860.00</td><td>\$0.00</td><td>\$19,860.00</td></tr></table>	\$19,860.00	\$0.00	\$19,860.00
\$19,860.00	\$0.00	\$19,860.00				

**NORVELL TOWNSHIP**

11111 Horning Road Brooklyn, MI 49230	ER		<table border="1"><tr><td>\$2,464.00</td><td>\$1,775.00</td><td>\$4,239.00</td></tr></table>	\$2,464.00	\$1,775.00	\$4,239.00
\$2,464.00	\$1,775.00	\$4,239.00				

**PARMA TOWNSHIP**

15562 E. Erie Drive Albion, MI 49224	ER		<table border="1"><tr><td>\$2,429.00</td><td>\$1,500.00</td><td>\$3,929.00</td></tr></table>	\$2,429.00	\$1,500.00	\$3,929.00
\$2,429.00	\$1,500.00	\$3,929.00				

556 S. Parma Road Parma, MI 49269	ER		<table border="1"><tr><td>\$1,224.00</td><td>\$1,500.00</td><td>\$2,724.00</td></tr></table>	\$1,224.00	\$1,500.00	\$2,724.00
\$1,224.00	\$1,500.00	\$2,724.00				

306 S. Union Street Parma, MI 49269			<table border="1"><tr><td>\$21,762.00</td><td>\$15,375.00</td><td>\$37,137.00</td></tr></table>	\$21,762.00	\$15,375.00	\$37,137.00
\$21,762.00	\$15,375.00	\$37,137.00				

**RIVES JUNCTION TOWNSHIP**

9000 Dixon Road Rives Junction, MI 49277	ER	***	<table border="1"><tr><td>\$0.00</td><td>\$300.00</td><td>\$2,894.82</td></tr></table>	\$0.00	\$300.00	\$2,894.82
\$0.00	\$300.00	\$2,894.82				

**SPRINGPORT TOWNSHIP**

128 Mechanic Street Springport, MI 49284			<table border="1"><tr><td>\$20,578.00</td><td>\$15,375.00</td><td>\$35,953.00</td></tr></table>	\$20,578.00	\$15,375.00	\$35,953.00
\$20,578.00	\$15,375.00	\$35,953.00				

**SPRING ARBOR TOWNSHIP**

1864 Chapel Road Parma, MI 49269	ER		<table border="1"><tr><td>\$2,551.00</td><td>\$7,160.00</td><td>\$9,711.00</td></tr></table>	\$2,551.00	\$7,160.00	\$9,711.00
\$2,551.00	\$7,160.00	\$9,711.00				

3019 West Court Jackson, MI 49201	ER		<table border="1"><tr><td>\$2,467.00</td><td>\$0.00</td><td>\$2,467.00</td></tr></table>	\$2,467.00	\$0.00	\$2,467.00
\$2,467.00	\$0.00	\$2,467.00				

**SUMMIT TOWNSHIP**

134 Avondale Street Jackson, MI 49203	ER	***	<table border="1"><tr><td>\$0.00</td><td>\$1,630.00</td><td>\$4,580.00</td></tr></table>	\$0.00	\$1,630.00	\$4,580.00
\$0.00	\$1,630.00	\$4,580.00				

507 E. Bird Street Jackson, MI 49203	ER	***	<table border="1"><tr><td>\$0.00</td><td>\$1,500.00</td><td>\$2,444.00</td></tr></table>	\$0.00	\$1,500.00	\$2,444.00
\$0.00	\$1,500.00	\$2,444.00				

165 Pierce Avenue Jackson, MI 49203	ER	***	<table border="1"><tr><td>\$0.00</td><td>\$1,700.00</td><td>\$1,700.00</td></tr></table>	\$0.00	\$1,700.00	\$1,700.00
\$0.00	\$1,700.00	\$1,700.00				

159 W. Southfield Jackson, MI 49203	ER		<table border="1"><tr><td>\$1,117.00</td><td>\$0.00</td><td>\$1,117.00</td></tr></table>	\$1,117.00	\$0.00	\$1,117.00
\$1,117.00	\$0.00	\$1,117.00				

2963 Garden City Jackson, MI 49201			<table border="1"><tr><td>\$19,000.00</td><td>\$375.00</td><td>\$19,375.00</td></tr></table>	\$19,000.00	\$375.00	\$19,375.00
\$19,000.00	\$375.00	\$19,375.00				

333 Hillside Avenue Jackson, MI 49203			<table border="1"><tr><td>\$2,757.00</td><td>\$2,550.00</td><td>\$5,307.00</td></tr></table>	\$2,757.00	\$2,550.00	\$5,307.00
\$2,757.00	\$2,550.00	\$5,307.00				

925 Grant Street  
Jackson, MI 49203

ER \*\*\*

\$0.00	\$1,782.00	\$3,670.00
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306 E. Golf Street  
Jackson, MI 49203

\$18,561.00	\$13,375.00	\$31,936.00
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**TOMPKINS TOWNSHIP**  
10501 Dixon Road  
Rives Junction, MI 49277

\$16,010.00	\$4,885.00	\$20,895.00
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**Totals:**

**15 Full Rehab  
27 ER Rehab**

**\$312,061.00      \$209,127.00      \$540,680.96**

\*\*\* Program Income Projects

Leverage Sources

FLHB	Dept. of Health
RD	Leg. II Area on Aging
WX	Dept. on Aging
PIP	Abilities Connection
DHS	CMS Club
RDHP	Veterans Affairs
HO's own funds	Salvation Army

***COUNTY OF JACKSON***

***RESOLUTION (05-10.15)***

***AUTHORIZING APPLICATION FOR 2010-2012 MICHIGAN CDBG  
HOMEOWNER REHAB GRANT RENEWAL AND DESIGNATING THE  
COMMUNITY ACTION AGENCY AS ADMINISTRATOR FOR THE GRANT***

***WHEREAS***, it is the intent of the Jackson County Board of Commissioners to apply for grant funding through the Michigan State Housing Development Authority to provide grants to rehabilitate housing located in townships within Jackson County not receiving assistance; and

***WHEREAS***, in order to be assured of funding approval, Jackson County will need the support of township residents; and

***WHEREAS***, submission of applications can begin after April 1, 2010, with the deadline for the grant application is June 30, 2010; and

***WHEREAS***, the Jackson County Board of Commissioners published a notice in the Jackson Citizen Patriot and held a Public Hearing at 7:10 p.m., Tuesday, May 18, 2010 for the purpose of receiving oral and written comments from the eligible township residents and all interested parties relative to Jackson County's housing needs.

***NOW, THEREFORE, BE IT RESOLVED*** that the Jackson County Board of Commissioners hereby submit the aforesaid housing grant application and direct the Chairman to sign this application and other documents pertinent to this grant, and to have the County accept the grant if awarded.

***BE IT FURTHER RESOLVED*** that the Community Action Agency be designated as Administrator for the grant.

---

James E. Shotwell, Jr., Chairman  
Jackson County Board of Commissioners  
May 18, 2010

# *Jackson County Health Department*

*2009 Annual Report*



*Creating Healthy Communities*



**Jackson County Health Department**  
**1715 Lansing Avenue, Suite 221**  
**Jackson, Michigan 49202**  
**Telephone: (517) 788-4420 Fax: (517) 788-4373**  
**Website: [www.co.jackson.mi.us/hd](http://www.co.jackson.mi.us/hd)**

### **Mission Statement**

The mission of the Jackson County Health Department is to continually endeavor to prevent disease, prolong life, and promote the public health.

### **Jackson County Commissioners**

James Shotwell, Jr. (Steve), Chair	
Earl Poleski, Vice-Chair	
Cliff Herl	Gail Mahoney
David Lutchka	Jonathon Williams
Jeffrey Kruse	Patricia Smith
Philip Duckham III	Michael Way
James Videto	David Elwell

### **Human Services Committee**

Michael Way, Chair  
Jonathon Williams, Vice-Chair  
Cliff Herl  
Patricia Smith  
Jeffrey Kruse

### **Jackson County Administration**

Randall Treacher – Administrator/Controller  
Adam Brown – Deputy Administrator/Controller

### **Jackson County Health Department Administration**

Ted Westmeier, Health Officer  
Dr. Donald Lawrenchuk, Medical Director  
Shelly Bullinger, Director of Health Education and Health Promotion  
Mary Ricciardello, Director of Personal and Preventative Health Services  
Steve Hall, Director of Environmental Health  
Jim Freeman, Emergency Preparedness Coordinator  
Rex Pierce, Financial Services Manager



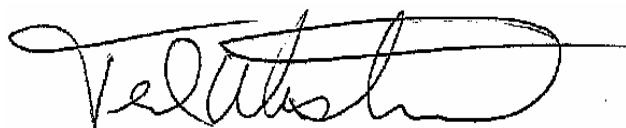
## Message to the Community

To the Residents of Jackson County:

On behalf of the Jackson County Health Department staff, I present you with our 2009 Annual Report. I want to extend a special thank you to our community partners that provided direct service and support during the Novel H1N1 Influenza Pandemic. The response was both challenging but very satisfying, especially witnessing how our community worked together to reach our most vulnerable residents. It also showed how quickly we can adapt to changing conditions and the benefits of our public health emergency response planning.

The annual report will provide details of some of the major activities we have accomplished over the past year. I encourage you to review the report and become aware of the programs and services administered by our three primary service delivery divisions: Environmental Health, Personal and Preventative Health, and Health Education and Health Promotion.

Sincerely

A handwritten signature in black ink, appearing to read 'Ted Westmeier', with a large, sweeping horizontal stroke across the end.

Ted Westmeier, RS, MPH  
Director/Health Officer

## **Client Testimonials**

### ***Children's Special Health Care Services***

"Peggy Taylor (Children's Special Health Care Services) was exceptionally helpful to my family. I have 3 children that have had special needs and have required the services of Early On as well as Children's Special Health Care. We were having financial issues due to all of the medication co-pays and co-pays for office visits..... Then I met with Peggy and now with this insurance my children can get their medications and we can afford their other therapies.... I really appreciate all the help and time spent with my kids. Everyone is so great at what they do and very willing to help in any area needed."

*Melissa Cope*

### ***Women, Infants & Children (WIC) Program***

"WIC gave me lots of breastfeeding advice and support, even while I was pregnant. They referred me to another breastfeeding program for help at home after my daughter was born, which was very beneficial. Another thing that is great about WIC is they now provide jarred baby food!"

*Tiffany Hill*

### ***Senior Center Health Promotion***

"The (Senior Center Health Promotion) aerobic class is really appreciated. Being very undisciplined where exercise is concerned, I need a regular scheduled class rather than being on my own. Almost all fitness programs in the area are too strenuous for my age and condition. This low impact aerobic class with other seniors is exactly what's needed. Doctors are always telling older people how important for heart and general health to stay active. The Arthritis Foundation has trained Julie Weisbrod well in their methods to keep and improve our flexibility and well being. She does a good job explaining why the various movements done correctly will strengthen muscles and with increased flexibility will lessen the chance of falling which could have dire consequences. Julie also makes it fun which makes us want to keep coming to class."

*Barbara Burdick*

### ***Animal Shelter***

"I am the president of JC-ARF, Jackson County Animal Rescue Friends. Our duties bring us into the shelter several days a week, every week of the year.

We have noticed a considerable improvement in the conditions of the shelter and care of the animals since Steve Hall has been in charge of the shelter. He has been quick to make any changes that would improve the health and well-being of the animals in the shelter, from something as simple as changing the answering machine message to something as major as solid partitions between all of the kennels.

Our group, the animals and the citizens of Jackson County have all benefited by the current management."

*Janette Mraz*

*JC-ARF*

## Client Testimonials

### ***Senior Center Health Promotion***

“I am writing to sing the praises of the (Senior Center Health Promotion) exercise program. I have participated for the last four years.

I attend the low impact aerobics class and the Tai Chi classes...I am so grateful for the classes that are offered. I am a stronger, healthier person because of these classes.

We all have our issues and problems as we age, but I credit these classes with making that process less invasive. Thank you for the funding and keep the classes coming!”

*Judy Farley*

### ***Immunization Clinic***

“Knowing I would get the H1N1 vaccine as soon as it was available to my age group, I regularly checked the Jackson County Health Department’s (JCHD) website. The site was continuously updated and extremely informative. When the vaccine was available for my age group, I took advantage of the first clinic.

Having heard stories from folks that went to other county health departments or flu clinics for an H1N1 shot, I anticipated waiting in a long line with the possibility of not getting the shot. To my pleasant surprise, this was not the case at the JCHD. It took me longer to fill out the paperwork for the vaccine than it did to receive it. I received not only superb service, but I was given a lot of informational handouts about H1N1.

The whole experience, from following the JCHD website for flu clinic dates and times to my departure, was pleasant. I was greeted and treated as if I were the only patient of the day. I am very proud to tell this positive story about our County Health Department. It is a well-oiled machine.”

*Denise Butler*

### ***Early On and Maternal Infant Health Program (MIHP)***

“I wanted to take some time to thank you for everything you have done for our family and especially our son (through the Early On and Maternal Infant Health Program). Providing the skills that you have and the support was more than I could ask for from you.

In the beginning our family was on such a low and we really didn’t see much happening with the health of our son. You provided us with so much support and gave us goals that I knew we could achieve. Looking back at those days is hard but we all are stronger because of it. You have been a part of our strength and I really wanted you to know this. Thank you so much.”

*The Stergakos Family*

# Jackson County Health Profile

## Selected Leading Causes of Death

	Jackson County			Michigan		
	2006	2007	2008	2006	2007	2008
Diseases of the Heart	242.4	244.2	<b>238.5</b>	243.7	240.9	<b>243.6</b>
Cancer	227.9	220.2	<b>224.1</b>	202.9	199.2	<b>201.5</b>
Chronic Lower Respiratory Disease	66.3	53.4	<b>64.9</b>	45.0	45.8	<b>51.6</b>
Cerebrovascular Diseases	50.5	47.2	<b>49.9</b>	47.8	46.0	<b>46.5</b>
Diabetes Mellitus	NA	NA	<b>29.3</b>	NA	NA	<b>27.5</b>
Total Accidents	25.2	41.7	<b>28.1</b>	35.8	36.9	<b>36.8</b>
Influenza and Pneumonia	22.7	17.8	<b>20.6</b>	16.8	16.2	<b>18.7</b>
Intentional Self-Harm (Suicide)	12.0	13.5	<b>14.4</b>	11.4	11.1	<b>11.7</b>
Assault (Homicide)	3.8	*	<b>3.1</b>	7.2	7.0	<b>6.4</b>

Case rates per 100,000

\* There were less than 4 assaults in Jackson County in 2007; rates are not calculated when less than 6 events.

## Cardio Pulmonary Disease Health Indicators

	Jackson County			Michigan		
	2006	2007	2008	2006	2007	2008
Diseases of the Heart	242.2	244.2	<b>238.5</b>	243.7	240.9	<b>243.6</b>
Chronic Lower Respiratory Disease	66.3	53.4	<b>64.9</b>	45.0	45.8	<b>51.6</b>
Cerebrovascular Diseases	50.5	47.2	<b>49.9</b>	47.8	46.0	<b>46.5</b>
Diabetes Mellitus	NA	NA	<b>29.3</b>	NA	NA	<b>27.5</b>
Influenza and Pneumonia	22.7	17.8	<b>20.6</b>	16.8	16.2	<b>18.7</b>

Case rates per 100,000

## Maternal / Infant Health Indicators

	Jackson County			Michigan		
	2006	2007	2008	2006	2007	2008
Total Live Births	2,006	2,014	<b>1,945</b>	127,537	125,172	<b>121,231</b>
Teen Births (15-19)	294	271	<b>249</b>	12,322	12,493	<b>12,028</b>
***Teen Birth Rate (15-19)	53.0	49.1	<b>45.7</b>	33.8	34.2	<b>33.3</b>
*Teen Pregnancies (15-19)	424	399	<b>363</b>	19,667	19,737	<b>19,538</b>
***Teen Pregnancy Rate (15-19)	76.4	72.2	<b>66.7</b>	54.0	54.0	<b>54.1</b>
Low Birth Weight (↓ 2500 grams)	179	167	<b>147</b>	10,720	10,550	<b>10,339</b>
Very Low Birth Weight (↓ 1500 grams)	28	32	<b>25</b>	2,090	2,147	<b>2,191</b>
**Inadequate Prenatal Care	225	181	<b>163</b>	8,129	9,694	<b>10,030</b>
Inadequate Prenatal Care Percentage	11.2	8.9	<b>8.4</b>	6.4	7.7	<b>8.3</b>
Infant Deaths	17	15	<b>14</b>	940	997	<b>894</b>
***Infant Death Rate	8.5	7.4	<b>7.2</b>	7.4	8.0	<b>7.4</b>

\*Pregnancies are the sum of live births, abortions and estimated miscarriages.

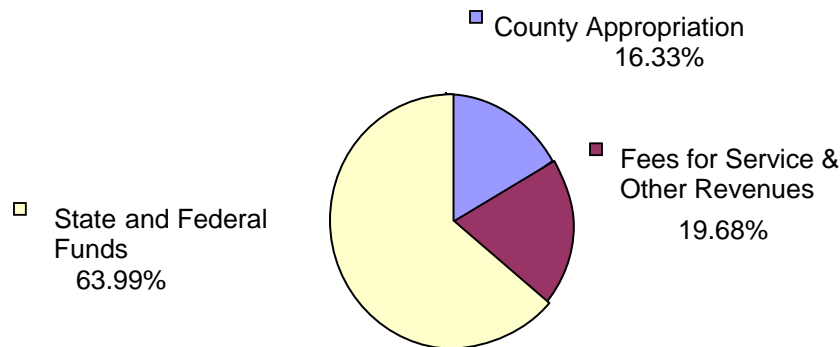
\*\*The State's definition of prenatal care is classified by the Kessner Index. The Kessner Index is a classification of prenatal care based on the month of pregnancy in which prenatal care began, the number of prenatal visits, and the length of pregnancy (i.e., for shorter pregnancies, fewer prenatal visits constitute adequate care.)

\*\*\* Case rates per 1,000

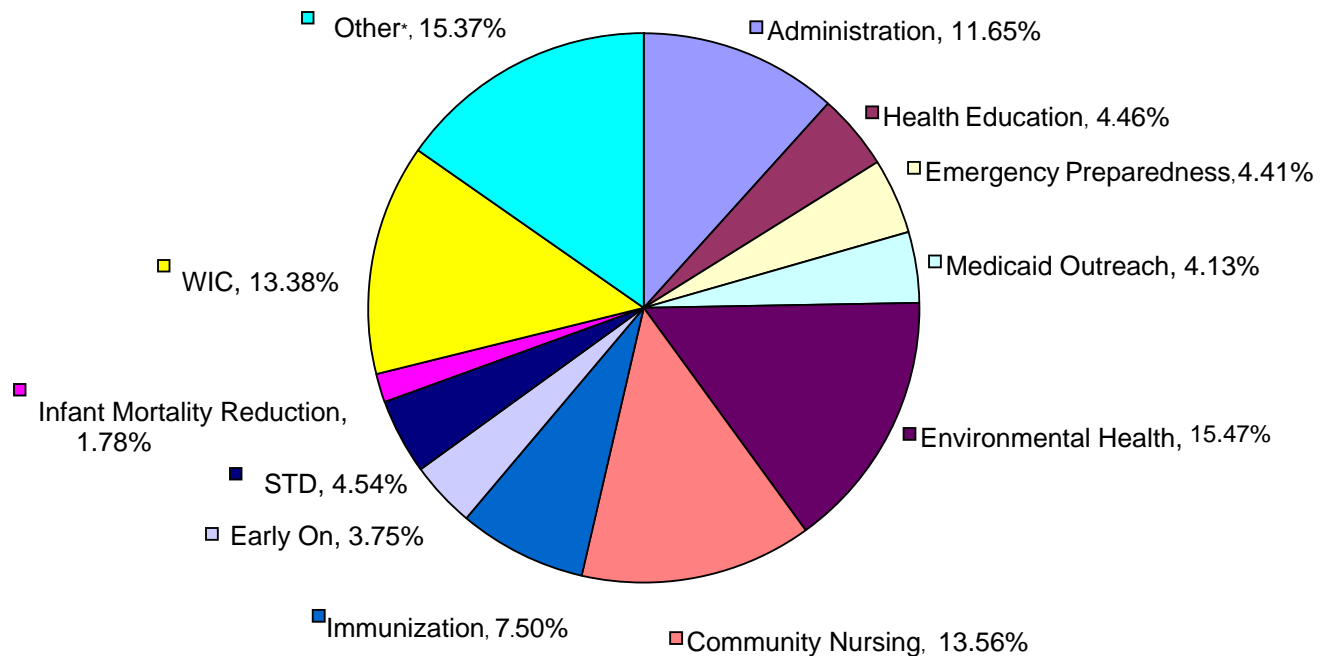
## FY 2009 Revenue & Expenses

**Total Budget = \$4,174,826**

### REVENUES FYE 9/30/09



### EXPENDITURES FYE 9/30/09



#### \*OTHER PROGRAMS

Abstinence Program.....	1.26%	Hearing and Vision.....	1.95%
AIDS.....	0.43%	Immunization Action Plan.....	2.04%
Car Seat Program.....	1.84%	Soil Erosion .....	1.17%
Children's Special Health Care Services		Teen Parent Program.....	1.97%
Outreach & Advocacy.....	2.23%	Teen Pregnancy Prevention.....	1.27%
Early On (Stimulus) .....	0.78%	Tobacco Reduction Coalition.....	0.43%

## Environmental Health Services

Environmental Health by definition is: an individual state of being as influenced by changes in the environment such as a biohazard, hazardous material, pollution, working and living conditions, etc. It is the responsibility of the Environmental Health Division to ensure the relationship between the public and the environment remains a positive and healthy one and not one that leads to disease or chronic illness. We enforce rules and State regulations that are in place to protect the citizens of Jackson County from hazardous environmental conditions and ultimately, we are a resource to the community for most environmental questions and concerns. We provide these services through the following programs: Onsite Sewage and Water, Consumer and Industry Service Inspections, Groundwater Contamination Sampling and Investigations, Non-Community Water Supply, Food Service Sanitation, Household Hazardous Waste Collection, Radon/Indoor Air, Recreational Program Inspections, Subdivision/Site Condominium Reviews, Childhood Lead Poisoning Investigations, and other investigative services.

### 2009 in Review

- In 2009, Environmental Health (EH) in conjunction with Michigan State University Extension – Jackson County, conducted five Serve Safe restaurant manager training courses, each lasting sixteen hours. From these five classes, one hundred participants successfully completed the class and have the knowledge to make their food establishment a safer place for their customers.
- EH also offers a 3 ½ hour program (Basics of Food Safety) designed to teach safe food handling techniques to kitchen staff. This program is not a manager certification course like the Serve Safe training. It is designed to give those currently or planning to work in a restaurant a basic level of food safety knowledge. This class is offered free of charge and was attended by over 157 people in 2009.
- In March 2009, EH took over management of the Jackson County Animal Shelter. We are working to increase the number of adoptions and transfers of animals from the shelter.

Environmental Health Statistics			
	FY 2007	FY 2008	FY 2009
Food Service Licenses Issued	590	561	552
Restaurant Inspections	977*	1038*	996*
Restaurant Plan Reviews	38	26	29
Temporary Food Licenses Issued	122	112	105
Food Service Complaints Investigated	68	90	95
MI Department of Human Services Inspections	68	53	106
Sewage Disposal Permits Issued	295	187	113
Sewage Disposal Inspections	302	320	100
Water Well Permits Issued	339	240	180
Wells Abandoned	377	195	129
Non-Community Water Supplies (Monitored Quarterly)	244	244	235
Campground Inspections	27	28	29
Swimming Pool Inspections	62	62	66
Nuisance Complaints Investigated	82	44	122

\*Includes fixed food establishments, vending, STFU's, and follow-up inspections

## **Personal and Preventative Health**

### **Clinical Health Services**

#### **2009 in Review**

#### **Communicable Disease/HIV/AIDS/ STD**

- CD Staff investigated and managed a large Tuberculosis outbreak in 2009. Four active cases were identified and confirmed following the diagnosis of the index case. One hundred and twenty contacts were identified from the index case and of those 103 were tested. The remainder of those identified either refused testing or were referred to their county of residence. Of the 103 tested, 59 were positive for Latent Tuberculosis Infection and 43 were started on medication.
- A total of 291 reportable CD cases were investigated and entered into the Michigan Disease Surveillance System (MDSS). These did not include Influenza-Like Illness (ILI) cases as they are reported in aggregate numbers only, STD/HIV/AIDS cases, or prisoners from the Michigan Department of Corrections (MDOC) in Jackson County.
- A total of 864 cases of Gonorrhea and Chlamydia in Jackson County were reported through the MDSS.
- CD Staff actively participated in emergency preparedness planning and exercises in addition to the planning and surveillance of the H1N1 Pandemic which began in April 2009.
- Local physicians and community partners have been updated on pertinent CD issues through the monthly Public Health Update.
- JCHD HIV/AIDS Counseling and Testing Staff participated in “National HIV Test Day”. Free walk-in HIV Counseling and Testing was offered for the week of 6/22/09. Public Service Announcements were done.
- STD/HIV/AIDS Staff began planning and preparing for the transition to rapid HIV testing technology from the OraSure method in the STD/HIV/AIDS Programs.

#### **Immunization Program**

- Immunization site visits were completed for 100% of the Vaccine for Children (VFC) provider offices in Jackson County (20) in 2009.
- Physician offices and staff were updated regularly on changes in the program through quarterly provider meetings, the Public Health Update, Nurse Education visits, site visits, press releases, and faxes.
- Immunization staff actively participated in the planning and implementation of H1N1 vaccine delivery during the H1N1 Pandemic which began in April of 2009. Vaccine did not become available until October 2009.
- Adolescent Immunization rates in Jackson County have increased in 2009 through numerous outreach efforts by the Immunization Staff. The % of those adequately immunized for 1 dose of Tdap, 3 doses of IPV, 2 doses of MMR, 3 doses of HBV, 2 doses of Varicella and 1 dose of Meningococcal vaccine has increased from 26% to 40%. Varicella or Chickenpox (2 doses) rates have increased from 50% to 59%, and for the Meningococcal vaccine (1 dose) from 35% to 48%. Jackson County rates continue at levels greater than the state average. Outreach efforts include recall letters to the 13 to 15 year old population, parent letters, encouraging providers to assess and administer adolescent vaccinations and enter into the Michigan Care Improvement Registry (MCIR), as well as providing immunizations to “hard to reach” populations such as the residents at the Jackson County Youth Center.



## Personal and Preventative Health

### Clinical Health Services

Immunization Clinic			
	FY 2007	FY 2008	FY 2009
Total Immunizations Given*	7,645	7,575	7,133
Flu Vaccine Given	2,827	2,340	1,912
H1N1 Vaccine Given	NA	NA	4
* Total immunizations given includes seasonal flu vaccine and H1N1 vaccine			

H1N1 vaccine given from 10/01/09 thru 12/31/09 – 5,434

Seasonal Influenza vaccine given from 10/01/09 thru 12/31/09 - 725

Sexually Transmitted Disease Clinic (STD)			
	FY 2007	FY 2008	FY 2009
Patients Examined	1,228	1,559	1,821

Jackson County Sexually Transmitted Disease Rates (per 100,000 population)			
	FY 2007	FY 2008	FY 2009
Gonorrhea	221.00	219.00	89.0
Syphilis (Early Latent)	.63	0	1.89
Syphilis (Primary)	0	.63	0
Chlamydia	359.00	470.00	407.0

Tuberculosis Clinic			
	FY 2007	FY 2008	FY 2009
Newly Diagnosed TB	1	1	6
PPD Tests Administered	795	894	967

HIV / AIDS			
	FY 2007	FY 2008	FY 2009
HIV/AIDS Testing & Counseling Clients	179	163	191
HIV New Cases	1	5	0
HIV Prevalence Rate (per 100,000 population)	68.0	70.0	77.0

Rabies			
	FY 2007	FY 2008	FY 2009
Animals Tested	71	68	52
Animals Positive	7 (bats)	4 (bats)	3 (bats)

## **Personal and Preventative Health Community Health Services**

### **2009 in Review**

#### **Children's Special Health Care Services**

- EZ Link, the electronic transfer of records between the LHD and the State, was piloted by the JCHD before it was released statewide.
- CSHCS PHN participates on the CSHCS Local Advisory Council.
- CSHCS PHN is participating in committees for implementation of 2010 goals.
- CSHCS PHN assisted families with Medicaid/MiChild applications and CSHCS insurance premium payment benefit.

#### **Early On**

- The 364 children served in the 12 month period ending on June 30, 2009 is a 20.1 % increase over the previous year.
- Early On received an ARRA stimulus grant that began July 1, 2009. ARRA funds were used to reorganize the referral and evaluation system resulting in more timely provision of evaluation services.
- A part-time Service Coordinator was hired to provide monthly home visits for the increased number of qualified children.

#### **Fetal and Infant Mortality Review (FIMR)**

- Jackson County FIMR Case Review Team held 10 meetings and reviewed 14 infant deaths.
- Distributed 43 cribs in conjunction with safe sleep educational materials.
- Distributed 2014 'onesie' infant t-shirts to infants born at Allegiance Health with safe sleep messaging.
- Distributed 2500 prescription labels education women on the signs of pre-term labor in an effort to reduce prematurity, a leading cause of infant mortality.
- Collaborated with the House to House program whose goal is to reach women of child bearing ages including teens in targeted community regarding women's health, including pregnancy education, family planning and prenatal care.

#### **Maternal Infant Health Program (MIHP)**

- JCHD successfully completed the 2009 MIHP State review resulting in certification.
- MIHP staff assists pregnant women and children with Medicaid, MOMS, and MiChild applications.
- Post partum women are encouraged and assisted by MIHP staff to apply online for Plan First.
- Postpartum women are screened by MIHP staff for Postnatal Depression using the Edinburgh Postnatal Depression Scale (EPDS).
- MIHP clients are identified and screened for infant crib needs. JCHD provided 43 Cribs (pack-n-plays) to clients in need along with safe sleep education.
- Part-time Registered Dietitian was added to the MIHP program.

## Personal and Preventative Health

### Community Health Services

Maternal Support Services Program			
	FY 2007	FY 2008	FY 2009
Clients	239	217	226

Infant Support Services Program			
	FY 2007	FY 2008	FY 2009
Clients	167	186	191

Children's Special Health Care Services			
	FY 2007	FY 2008	FY 2009
Families Enrolled	712	705	688

Lead			
	FY 2007	FY 2008	FY 2009
Nurse Visits	19	10	18

Early On			
	FY 2007	FY 2008	FY 2009
Children Enrolled	297	303	364

Bereavement Support for Perinatal Deaths			
	FY 2007	FY 2008	FY 2009
Clients Served	7	2	1
Nurse Visits	19	7	2

## **Health Education and Health Promotion**

### **2009 in Review**

#### **Car Seat Program**

- Provides low-cost, brand-new car seats, short-term rental car seats, car seat inspections and car seat safety education to families and agencies in Jackson County.
- Funded by; United Way of Jackson County, Jackson Traffic Safety Program, Jackson Junior Welfare League, Jackson County and the Jackson County Health Department.
- Provides in-services/presentations on car seat safety for various agencies and groups in the Jackson community. For example, every month the Car Seat Program provides courses on infant carrier safety for the Stork Club at Allegiance Health System.
- Provides free car seat inspections and hosts two, free “Car Seat Check Days” annually.

#### **Hearing and Vision Screening**

- Trained three new hearing and vision technicians.
- Hosted the annual statewide hearing and vision technician certification training.
- Increased screenings of preschool children including coordination with the Head Start Program.
- Expanded billing of Medicaid recipients for hearing and vision screens.

#### **Abstinence Programs (formerly Jackson County Abstinence Partnership/JCAP)**

- Jackson Public Schools contracted with JCHD to continue providing six hours of puberty education to 1,214 fourth, fifth, and sixth graders in six schools.

#### **Jackson Tobacco Reduction Coalition (JTRC)**

- Serves as a referral source for information on smoking cessation, secondhand smoke and tobacco education campaigns and programs.
- Serves as a data source for information and assistance regarding smoke-free worksites and restaurants, and smoke-free housing policy development and implementation.
- Provides presentations to groups, clubs, schools, etc. on the hazards of tobacco use, quitting tobacco techniques, current tobacco legislative activities and the harmful effects of exposure to secondhand smoke.

## **Health Education and Health Promotion**

### **2009 in Review**

#### **Lead Outreach Program**

- Provide direct mailings to parents of children who have been screened for lead, and area agencies, daycares, medical personnel and organizations working with at risk families to provide information and encourage participation in the City of Jackson Lead Remediation Program.
- Assist eligible clients in completing applications and securing paperwork necessary for approval in the City of Jackson Lead Remediation Program.
- Contracted through the City of Jackson Lead Hazard Control Program to provide outreach and lead education through participation in health fairs, dissemination of brochures and press releases, and presentations to community groups.
- This contract ended August 2009 due to loss of grant funding for the City of Jackson.

#### **Medicaid Outreach**

- Assist clients in applying for Healthy Kids Medicaid, MiChild, MOMS, and Plan First health care insurance programs.
- Provide information and resources to clients on Medicaid services and programs, community resources, and JCHD programs and services.
- Refer clients to JCHD services and community services.
- Market Medicaid services and JCHD services throughout the community by utilizing local media, participating in community events, networking with local resources, and developing relationships with local service providers.

#### **Teen Parent Program**

- Received grant funding through the Department of Human Services in December 2008.
- Enrolled 30 teenage parents (male and female)
- Provided case coordination, education, home visits, referrals and group activities for the teen parents, their children and their families.
- Program was eliminated on June 30, 2009 due to state budget cuts.

## Health Education and Health Promotion

### 2009 in Review

#### Senior Center Health Promotion

- Managed three volunteer lay-leaders to extend available health promotion courses.
- Senior Health Promotion Specialist became NETA (National Exercise Trainers Association) certified as a Group Exercise Instructor.
- Senior Health Promotion Specialist became a certified *Matter of Balance* program leader.
- Lead a new nationally recognized, 8-week, evidence-based program called *Matter of Balance* focused on fall prevention.

#### Teen Pregnancy Prevention Initiative (TPPI)

- The Jackson County Health Department continues to coordinate the Teen Pregnancy Prevention Initiative, funded by the United Way. Services were reduced in 2009, but the TPPI continued to remain active despite funding challenges.
- A statewide version of the '*I Wish*' video featuring local teen parents was created. The local success of this video has had far reaching effects across the state. Each video sells for \$40 and creates a small profit for the TPPI.
- Four local school districts held '*I Wish*' assemblies reaching 3,200 teens at Michigan Center, Jackson High School, Northwest, and Middle School at Parkside in the spring of 2009.
- Programs that have been funded by the TPPI to date include: LEAP through Word of Light Christian Center, House to House by the Prenatal Task Force, Daughters of Promise through Monument of Faith, and Parent Teen Connectedness workshops.

#### Women, Infants & Children (WIC) Program

- Jackson County WIC completed the MI-WIC pilot program which now has become the state-wide WIC on-line system.
- Food package changes went into effect in the summer of 2009 adding fresh fruits, vegetables and whole grains. Not only is this a positive nutritional change, but the clients are also pleased with the new choices.
- A grant from the Jackson County Fitness Council provides information and group classes to WIC clients to encourage fun and safe physical activity for children and moms.
- A plan was developed and implemented to increase the number of lead screenings to WIC children to promote early detection and treatment.
- WIC serves an all time high enrollment of 5,904 clients as of October 31, 2009 and an average monthly participation level of 5,215 in 2009.

## Health Education and Health Promotion

Car Seat Program			
	FY 2007	FY 2008	FY 2009
Car Seats Sold / Donated / Rented	402	599	539
Car Seat Checks / Education Sessions	528	818	746
Hearing and Vision Screening			
	SY 2007	SY 2008	SY 2009
Hearing Screenings Performed	6,655	6,531	5,204
Vision Screenings Performed	8,309	9,902	5,268
Abstinence Programs			
	FY 2007	FY 2008	FY 2009
Youth Served	1,226	1,884	1,214
Schools Receiving Curriculum	6	6	6
GET REAL Summer Program (new in 2008)	NA	82	NA
Jackson Tobacco Reduction Coalition			
	FY 2007	FY 2008	FY 2009
People Reached	663	265	172
Quit Kits Distributed	208	138	91
Lead Outreach			
	FY 2007	FY 2008	FY 2009*
People Reached through Letters and Presentations	NA	2,403	2,816
Educational Materials Distributed	NA	3,201	2,977
Applications Completed	NA	16	31
*The Lead Outreach contract was terminated on August 30, 2009 due to loss of grant funding.			
Medicaid / MICHild Health Insurance			
	FY 2007	FY 2008	FY 2009
Children (0-18) Enrolled on Medicaid	14,768 (35.7%)	15,589 (37.9%)	NA
Children (0-19) Enrolled on MICHild	570 (1.4%)	574 (1.4%)	NA
Medicaid Outreach			
	FY 2007	FY 2008	FY 2009
Individuals Informed about Medicaid	NA	19,963	14,777
Individuals Assisted with Applications	NA	360	1,040
Individuals Referred to Programs / Services	NA	13,754	8,154
Teen Pregnancy Prevention (PATH) Program			
	FY 2007	FY 2008	FY 2009*
Teens Served	1,780	1,913	NA
Schools Receiving Curriculum	13	13	NA
* Program eliminated due to termination of County funding.			
Teen Parent Program			
	FY 2007	FY 2008*	FY 2009
Teens Served	NA	30	NA
* Received program funding from DHS in Dec. 2008 and due to executive order cuts the program was eliminated in June 2009.			

## Health Education and Health Promotion

Senior Center Health Promotion Program			
	FY 2007	FY 2008	FY 2009
Health topic presentations	245	68	250
Senior Fitness Test	NA	NA	13
Chair Exercise Class	2,200	3,840	1,762
Strengthening Class ( <i>Combined w/Aerobics July 2009</i> )	614	705	852
Low-Impact Aerobics	614	646	1,242
Balance Ball Class – ( <i>Classes ended April 2009</i> )	126	161	73
Line Dancing Lessons	218	952	1,070
Yoga Classes ( <i>Classes ended October 2008</i> )	240	258	NA
Tai Chi Classes	676	535	453
PATH (Personal Actions Toward Health) Class	NA	53	NA
WIC			
	FY 2007	FY 2008	FY 2009
Participants Enrolled	5,272	5,534	5,687
Average Monthly Participation	4,342	4,629	5,215



## Emergency Preparedness

### Mission Statement

Emergency Preparedness (EP) fully supports and strives to enhance the mission of the Jackson County Health Department. The mission is supported by ensuring emergency plans are current and practiced through orientations, drills, and exercises. The goal is to provide rapid and efficient response to public health threats.

### 2009 in Review

- The following plans continued to be compliant with the Office of Public Health Preparedness which is a department of the Michigan Department of Community Health: All Hazards Response Plan; Continuity Of Operations Plan (COOP); Strategic National Stockpile Plan (SNS); Pandemic Influenza Response Plan.
- Twelve thousand Jackson County Health Department “Being Prepared” booklets have been distributed throughout Jackson County to and through County organizations. The booklet is also available on the Jackson County Health Department’s website.
- An ongoing volunteer program was initiated resulted in securing volunteer nurses and others interested in volunteering to assist during an emergency or time of need.
- Training exercises centered on request, receipt, and dispensing of Federally supplied (Strategic National Stockpile) antiviral medications and vaccines were conducted.
- Participated in Michigan Department of Community Health, Public Information Training and participated in a Jackson County Local Planning Team, Public Information exercise.
- In support of the H1N1 Influenza incident, the Jackson County Health Department initiated the Incident Command System which is a County, State, and Federally recognized orderly structure for managing emergency incidents.

# *Creating Healthy Communities*



## **Jackson County Health Department**

1715 Lansing Ave, Suite 221

Jackson, Michigan 49202

Telephone: (517) 788-4420

Fax: (517) 788-4373

Website: [www.co.jackson.mi.us/hd](http://www.co.jackson.mi.us/hd)



# Jackson County Animal Shelter

3370 Spring Arbor Rd • Jackson, Michigan 49203

Phone (517) 788-4464 • FAX (517) 780-4750



## Memo

**To:** Human Services Committee  
**From:** Steve Hall, R.S., M.S., Animal Shelter Director  
**Subject:** Animal Shelter Fee Schedule and Staffing Plan  
**Date:** May 12, 2010

As you are aware, construction on the surgical suite began on Monday, March 29, 2010. The majority of work on the suite is completed. We plan to begin with surgeries on July 1, 2010.

As such, I am proposing a comprehensive fee package and staffing plan for the animal shelter. This plan was presented to the Board of Commissioners by Adam Brown during your planning session on April 9, 2010. This will allow us to provide the new service of sterilization of adopted animals. We will need to contract with a licensed veterinarian and veterinarian technician to perform the surgeries. As we have previously discussed, the goal is to utilize money from the spay/neuter fund, in addition to fees, to pay for these services. The idea is that we would phase in fee increases to make this a self-sustaining program.

The staffing plan that I am proposing includes increasing a current part-time kennel attendant position from twenty (20) hours per week to (30) hours per week, contracting with a veterinarian for 10 hours per week, and contracting with a veterinarian technician for thirty (30) hours per week. Increasing the kennel attendant's hours and contracting with the technician will allow us to ensure that the animals are healthy and prepared for surgery. It will also provide for the most efficient use of the veterinarians time. The local veterinarians have routinely stated that it is important for us to have the services of a veterinarian technician. This will also provide us the opportunity to provide euthanasia services in-house, thus freeing up the animal control officer's time.

I have prepared a four (4) year fee schedule. In preparing this fee schedule, I compared fees of other animal shelters and humane societies. This comparison, along with other information that was presented at the April 9, 2010 meeting is attached. The staffing plan will cost an estimated \$52,692 annually. This is based on \$11.33/hr for the kennel attendant, \$15/hr for the veterinarian technician, and \$45/hr for the veterinarian. I am also estimating \$29,646 in additional costs for vaccine, testing supplies, and surgical supplies.

The spay/neuter fund currently has \$91,888.57 in it. The construction of the surgery suite will cost approximately \$33,000. There may be additional costs for equipment and cages. This proposal will require us to utilize approximately \$7,836 from the spay/neuter fund in the first year to cover the staffing plan. It will be completely self-sustaining by 2013. Any funds left in the spay/neuter fund will be able to be utilized for future supplies for the surgery suite.

and activities such as a low-cost spay/neuter clinics. We may also be able to utilize a portion of the remaining funds toward renovating the back building. We plan to utilize the back building for intake and isolation in the future.

These figures were all based on projected adoption numbers. I am estimating approximately 510 dog adoptions and 709 cat adoptions annually, half of which go to 501(C)3 rescue groups. These rescue groups pay half of the normal adoption fee.

In reviewing the adoption fees of other agencies, I believe that this four (4) year fee schedule is very competitive. This will allow us to utilize our new surgery suite in the most efficient way.

I have also attached the animal shelter's current fee schedule. This schedule is very complex and outdated. As stated earlier, I am proposing a four year fee schedule. I have provided copies of the fee schedule through 2013. This fee schedule is much simpler and easier to understand. These fees only show a dog license fee for 2010. Dog license fees are determined by the Treasurer's office. The proposed fees remain the same through 2013 with the exception of the euthanasia fee. The euthanasia fee is increased slightly over the four years to allow us to better recover costs. I am seeking two actions from this committee:

- 1) Approve the fee schedules as proposed
- 2) Approve the staffing plan as proposed

Should you have any questions regarding this, please do not hesitate to contact me.

## Current Shelter Fees

### PURCHASE BY RESCUE 501c3

#### Dog

Dog	\$10.00
DP Shot	\$ 5.00
Sterilization Deposit	<u>\$25.00</u>
<b>Total</b>	<b>\$40.00</b>

#### Cat

Cat	\$ 5.00
Distemper Shot	\$ 5.00
Sterilization Deposit	<u>\$25.00</u>
<b>Total</b>	<b>\$35.00</b>

### PURCHASE OF A DOG 3 MONTHS AND YOUNGER

#### Dog 3 Months and Younger

Price of Dog	\$10.00
Sterilization Deposit	\$50.00
First Puppy Shot (DP)	\$10.00
Worming \$1.00 Per CC Used	<u>\$ 2.00</u>
<b>Approximate Cost</b>	<b>\$72.00</b>

### PURCHASE OF DOG 4 MONTHS AND OLDER NOT STERILIZED

#### Dog 4 Months and Older Not Sterilized

**January 1 thru July 9<sup>th</sup> of each year**

Price of Dog	\$10.00
Sterilization Deposit	\$50.00
Distemper Parvo Shot	\$10.00
Rabies Vaccination 1 Year	\$10.00
County Dog License	\$20.00
Worming \$1.00 Per CC Used	<u>\$ 3.00</u>

### Current Shelter Fees

**Approximate Cost** **\$103.00**

## DOG 4 MONTHS AND OLDER NOT STERILIZED

**July 10<sup>th</sup> thru end of each year**

Price of dog	\$10.00
Sterilization Deposit	\$50.00
Distemper Parvo Shot	\$10.00
Rabies Vaccination 1 Year	\$10.00
County Dog License	\$10.00
Worming \$1.00 Per CC Used	<u>\$ 3.00</u>
<b>Approximate Cost</b>	<b>\$93.00</b>

**PURCHASE OF DOG 4 MONTHS AND OLDER**  
**STERILIZED**

### **Dog 4 Months and Older Sterilized**

## January 1 thru July 9<sup>th</sup> of Each Year

Price of Dog	\$10.00
Distemper Parvo Shot	\$10.00
Rabies Vaccination 1 Year	\$10.00
County Dog License	\$10.00
Worming \$1.00 Per CC Used	<u>\$ 3.00</u>
<b>Approximate Cost</b>	<b>\$43.00</b>

## DOG 4 MONTHS AND OLDER STERILIZED

**July 10<sup>th</sup> thru end of each year**

Price of dog	\$10.00
Distemper Parvo Shot	\$10.00
Rabies Vaccination 1 Year	\$10.00
County Dog License	\$10.00
Worming \$1.00 Per CC Used	<u>\$ 3.00</u>
<b>Approximate Cost</b>	<b>\$43.00</b>

Current Shelter Fees

**SENIOR CITIZEN  
PURCHASE OF DOG 4 MONTHS AND OLDER  
NOT STERILIZED**

**Dog 4 Months and Older Not Sterilized**

**July 1 thru July 9<sup>th</sup> of each year**

Price of dog	\$10.00
Sterilization Deposit	\$50.00
Distemper Parvo Shot	\$10.00
Rabies Vaccination 1 Year	\$10.00
County Dog License	\$10.00
Worming \$1.00 Per CC Used	<u>\$ 3.00</u>
<b>Approximate Cost</b>	<b>\$93.00</b>

**Dog 4 Months and Older Not Sterilized**

**July 10<sup>th</sup> thru end of each year**

Price of dog	\$10.00
Sterilization Deposit	\$50.00
Distemper Parvo Shot	\$10.00
Rabies Vaccination 1 Year	\$10.00
County Dog License	\$ 5.00
Worming \$1.00 Per CC Used	<u>\$ 3.00</u>
<b>Approximate Cost</b>	<b>\$88.00</b>

**SENIOR CITIZEN  
PURCHASE OF DOG 4 MONTHS AND OLDER  
STERILIZED**

**Dog 4 Months and Older Sterilized**

**January 1 thru July 9<sup>th</sup> of each year**

Price of dog	\$10.00
Distemper Parvo Shot	\$10.00

Current Shelter Fees

Rabies vaccination 1 Year	\$10.00
County Dog License	\$ 5.00
Worming \$1.00 Per CC Used	<u>\$ 3.00</u>
<b>Approximate Cost</b>	<b>\$38.00</b>

**Dog 4 Months and Older Sterilized**

**July 10<sup>th</sup> thru end of each year**

Price of dog	\$10.00
Distemper Parvo Shot	\$10.00
Rabies Vaccination 1 Year	\$10.00
County Dog License	\$ 2.50
Worming \$1.00 Per CC Used	<u>\$ 3.00</u>
<b>Approximate Cost</b>	<b>\$35.50</b>



Current Shelter Fees

**PURCHASE OF A CAT**

**KITTEN 3 MONTHS AND YOUNGER**

Price of Kitten	\$ 5.00
Sterilization Deposit	\$50.00
First Kitten Shot	\$10.00
Worming \$1.00 Per CC Used	<u>\$ 1.00</u>
<b>Approximate Cost</b>	<b>\$66.00</b>

**CAT 4 MONTHS AND OLDER NOT STERILIZED**

Price of Cat	\$ 5.00
Sterilization Deposit	\$50.00
Distemper	\$10.00
Rabies Vaccination 1 Year	\$ 5.00
Worming \$1.00 Per CC Used	<u>\$ 1.00</u>
<b>Approximate Cost</b>	<b>\$71.00</b>

**CAT 4 MONTHS AND OLDER STERILIZED**

Price of Cat	\$ 5.00
Distemper	\$10.00
Rabies Vaccination 1 Year	\$ 5.00
Worming \$1.00 Per CC Used	<u>\$ 1.00</u>
<b>Approximate Cost</b>	<b>\$21.00</b>

Current Shelter Fees

**FIRST REDEMPTION OF DOG NOT STERILIZED**

**Board starts the day the owner identifies their animal.**

**Restitution of \$30.00 will be charged when an animal has been tranquilized.**

**First Redemption**

Redemption Fee	\$20.00
Rabies Vaccination	\$10.00
Distemper/Parvo DP	\$10.00
License	<u>\$20.00</u>
<b>Approximate Cost</b>	<b>\$60.00</b>

**AFTER MARCH 1<sup>ST</sup>**

**First Redemption March 1<sup>st</sup>**

Redemption Fee	\$20.00
Rabies Vaccination	\$10.00
Distemper/Parvo DP	\$10.00
License	<u>\$30.00</u>
<b>Approximate Cost</b>	<b>\$70.00</b>

Current Shelter Fees

**SECOND REDEMPTION OF DOG NOT STERILIZED**

**Board starts the day the owner identifies their animal.**

**Restitution of \$30.00 will be charged when an animal has been tranquilized.**

**SECOND REDEMPTION**

Redemption Fee	\$ 40.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
Sterilization Deposit	\$ 50.00
License	<u>\$ 20.00</u>
<b>Approximate Cost</b>	<b>\$130.00</b>

**AFTER MARCH 1<sup>ST</sup>**

**SECOND REDEMPTION    MARCH 1<sup>ST</sup>**

Redemption Fee	\$ 40.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
Sterilization Deposit	\$ 50.00
License	<u>\$ 30.00</u>
<b>Approximate Cost</b>	<b>\$140.00</b>

Current Shelter Fees

**THIRD REDEMPTION OF DOG NOT STERILIZED**

**Board starts the day the owner identifies their animal.**

**Restitution of \$30.00 will be charged when an animal has been tranquilized.**

**THIRD REDEMPTION**

Redemption Fee	\$ 60.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
Sterilization Deposit	\$ 50.00
License	<u>\$ 20.00</u>
<b>Approximate Cost</b>	<b>\$150.00</b>

**AFTER MARCH 1<sup>ST</sup>**

**Third Redemption    March 1<sup>st</sup>**

Redemption Fee	\$ 60.00
Rabies Vaccination	\$ 10.00
Distempter/Parvo DP	\$ 10.00
Sterilization Deposit	\$ 50.00
License	<u>\$ 30.00</u>
<b>Approximate Cost</b>	<b>\$160.00</b>

**Must build a secure structure, per county ordinance, to be inspected by an animal control officer before dog is released for third redemption.**

Current Shelter Fees

**THIRD REDEMPTION OF DOG STERILIZED**

**BOARD STARTS THE DAY THE OWNER IDENTIFIES THEIR ANIMAL.**

**RESTITUTION OF \$30.00 WILL BE CHARGED WHEN AN ANIMAL HAS BEEN TRANQUILIZED.**

**FIRST REDEMPTION**

Redemption Fee	\$ 20.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 10.00</u>
<b>Approximate Cost</b>	<b>\$ 50.00</b>

**AFTER MARCH 1ST**

**FIRST REDEMPTION MARCH 1<sup>ST</sup>**

Redemption Fee	\$ 20.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 30.00</u>
<b>Approximate Cost</b>	<b>\$70.00</b>

Current Shelter Fees

**SECOND REDEMPTION OF DOG STERILIZED**

**BOARD STARTS THE DAY THE OWNER IDENTIFIES THEIR ANIMAL.**

**RESTITUTION OF \$30.00 WILL BE CHARGED WHEN AN ANIMAL HAS BEEN TRANQUILIZED.**

**SECOND REDEMPTION**

Redemption Fee	\$ 40.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 10.00</u>
<b>Approximate Cost</b>	<b>\$ 70.00</b>

**AFTER MARCH 1ST**

**SECOND REDEMPTION MARCH 1<sup>ST</sup>**

Redemption Fee	\$ 40.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 30.00</u>
<b>Approximate Cost</b>	<b>\$ 90.00</b>

Current Shelter Fees

**THIRD REDEMPTION OF DOG STERILIZED**

**BOARD STARTS THE DAY THE OWNER IDENTIFIES THEIR ANIMAL.**

**RESTITUTION OF \$30.00 WILL BE CHARGED WHEN AN ANIMAL HAS BEEN TRANQUILIZED.**

**THIRD REDEMPTION**

Redemption Fee	\$ 60.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 10.00</u>
<b>Approximate Cost</b>	<b>\$ 90.00</b>

**AFTER MARCH 1ST**

**THIRD REDEMPTION MARCH 1<sup>ST</sup>**

Redemption Fee	\$ 60.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 30.00</u>
<b>Approximate Cost</b>	<b>\$110.00</b>

**MUST BUILD A SECURE STRUCTURE PER COUNTY ORDINANCE TO BE INSPECTED BY AN ANIMAL CONTROL OFFICER BEFORE DOG IS RELEASE FOR THIRD REDEMPTION.**

Current Shelter Fees

**SENIOR FIRST REDEMPTION OF DOG NOT  
STERILIZED**

**Board starts the day the owner identifies their animal.**

**Restitution of \$30.00 will be charged when an animal has been tranquilized.**

**First Redemption**

Redemption Fee	\$20.00
Rabies Vaccination	\$10.00
Distemper/Parvo DP	\$10.00
License	<u>\$10.00</u>
<b>Approximate Cost</b>	<b>\$50.00</b>

**AFTER MARCH 1<sup>ST</sup>**

**First Redemption    March 1<sup>st</sup>**

Redemption Fee	\$20.00
Rabies Vaccination	\$10.00
Distemper/Parvo DP	\$10.00
License	<u>\$30.00</u>
<b>Approximate Cost</b>	<b>\$70.00</b>



Current Shelter Fees

**SENIOR SECOND REDEMPTION OF DOG NOT  
STERILIZED**

**Board starts the day the owner identifies their animal.**

**Restitution of \$30.00 will be charged when an animal has been tranquilized.**

**SECOND REDEMPTION**

Redemption Fee	\$ 40.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 10.00</u>
<b>Approximate Cost</b>	<b>\$ 70.00</b>

**AFTER MARCH 1<sup>ST</sup>**

**SECOND REDEMPTION    MARCH 1<sup>ST</sup>**

Redemption Fee	\$ 40.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 30.00</u>
<b>Approximate Cost</b>	<b>\$ 90.00</b>

Current Shelter Fees

**SENIOR THIRD REDEMPTION OF DOG NOT  
STERILIZED**

**BOARD STARTS THE DAY THE OWNER IDENTIFIES THEIR  
ANIMAL.**

**RESTITUTION OF \$30.00 WILL BE CHARGED WHEN AN  
ANIMAL HAS BEEN TRANQUILIZED.**

**THIRD REDEMPTION**

Redemption Fee	\$ 60.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	\$ 10.00
<b>Approximate Cost</b>	<b>\$ 90.00</b>

**AFTER MARCH 1ST**

**THIRD REDEMPTION MARCH 1<sup>ST</sup>**

Redemption Fee	\$ 60.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	\$ 30.00
<b>Approximate Cost</b>	<b>\$110.00</b>

**MUST BUILD A SECURE STRUCTURE PER COUNTY  
ORDINANCE TO BE INSPECTED BY AN ANIMAL CONTROL  
OFFICER BEFORE DOG IS RELEASE FOR THIRD REDEMPTION.**

Current Shelter Fees

**SENIOR FIRST REDEMPTION OF DOG STERILIZED**

**Board starts the day the owner identifies their animal.**

**Restitution of \$30.00 will be charged when an animal has been tranquilized.**

**First Redemption**

Redemption Fee	\$20.00
Rabies Vaccination	\$10.00
Distemper/Parvo DP	\$10.00
License	<u>\$ 5.00</u>
<b>Approximate Cost</b>	<b>\$45.00</b>

**AFTER MARCH 1<sup>ST</sup>**

**First Redemption March 1<sup>st</sup>**

Redemption Fee	\$20.00
Rabies Vaccination	\$10.00
Distemper/Parvo DP	\$10.00
License	<u>\$30.00</u>
<b>Approximate Cost</b>	<b>\$70.00</b>

Current Shelter Fees

**SENIOR SECOND REDEMPTION OF DOG STERILIZED**

**Board starts the day the owner identifies their animal.**

**Restitution of \$30.00 will be charged when an animal has been tranquilized.**

**SECOND REDEMPTION**

Redemption Fee	\$ 40.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 5.00</u>
<b>Approximate Cost</b>	<b>\$ 65.00</b>

**AFTER MARCH 1<sup>ST</sup>**

**SECOND REDEMPTION    MARCH 1<sup>ST</sup>**

Redemption Fee	\$ 40.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 30.00</u>
<b>Approximate Cost</b>	<b>\$ 90.00</b>

Current Shelter Fees

**SENIOR THIRD REDEMPTION OF DOG STERILIZED**

**BOARD STARTS THE DAY THE OWNER IDENTIFIES THEIR ANIMAL.**

**RESTITUTION OF \$30.00 WILL BE CHARGED WHEN AN ANIMAL HAS BEEN TRANQUILIZED.**

**THIRD REDEMPTION**

Redemption Fee	\$ 60.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 5.00</u>
<b>Approximate Cost</b>	<b>\$ 85.00</b>

**AFTER MARCH 1ST**

**THIRD REDEMPTION MARCH 1<sup>ST</sup>**

Redemption Fee	\$ 60.00
Rabies Vaccination	\$ 10.00
Distemper/Parvo DP	\$ 10.00
License	<u>\$ 30.00</u>
<b>Approximate Cost</b>	<b>\$110.00</b>

**MUST BUILD A SECURE STRUCTURE PER COUNTY ORDINANCE TO BE INSPECTED BY AN ANIMAL CONTROL OFFICER BEFORE DOG IS RELEASE FOR THIRD REDEMPTION.**

Current Shelter Fees

**REDEMPTION OF CAT NOT STERILIZED**

**BOARD STARTS THE DAY THE OWNER IDENTIFIES THEIR ANIMAL. RESTITUTION OF \$30.00 WILL BE CHARGED WHEN AN ANIMAL HAS BEEN TRAQUILIZED.**

**FIRST REDEMPTION**

REDEMPTION FEE	\$15.00
RABIES VACCINATION	\$10.00
<b>APPROXIMATE COST</b>	<b>\$25.00</b>

**SECOND REDEMPTION**

REDEMPTION FEE	\$30.00
RABIES VACCINATION	\$10.00
STERILIZATION DEPOSIT	\$50.00
<b>APPROXIMATE COST</b>	<b>\$65.00</b>

**THIRD REDEMPTION**

REDEMPTION FEE	\$45.00
RABIES VACCINATION	\$10.00
STERILIZATION DEPOSIT	\$50.00
<b>APPROXIMATE COST</b>	<b>\$105.00</b>

Current Shelter Fees

**REDEMPTION OF CAT STERILIZED**

**BOARD STARTS THE DAY THE OWNER IDENTIFIES THEIR ANIMAL. RESTITUTION OF \$30.00 WILL BE CHARGED WHEN AN ANIMAL HAS BEEN TRAQUILIZED.**

**FIRST REDEMPTION**

REDEMPTION FEE	\$15.00
RABIES VACCINATION	\$10.00
<b>APPROXIMATE COST</b>	<b>\$25.00</b>

**SECOND REDEMPTION**

REDEMPTION FEE	\$30.00
RABIES VACCINATION	\$10.00
<b>APPROXIMATE COST</b>	<b>\$40.00</b>

**THIRD REDEMPTION**

REDEMPTION FEE	\$45.00
RABIES VACCINATION	\$10.00
<b>APPROXIMATE COST</b>	<b>\$55.00</b>

Current Shelter Fees

**LIVESTOCK REDEMPTION**

**BOARD STARTS THE DAY THE OWNER IDENTIFIES THEIR ANIMAL. RESTITUTION OF \$30.00 WILL BE CHARGED WHEN AN ANIMAL HAS BEEN TRAQUILIZED.**

**FIRST REDEMPTION**

REDEMPTION FEE	\$40.00
PLUS HAULING FEE	

**SECOND REDEMPTION**

REDEMPTION FEE	\$80.00
PLUS HAULING FEE	

**THIRD REDEMPTION**

REDEMPTION FEE	\$120.00
PLUS HAULING FEE	



### Fee Comparisons

	Kent County	Livingston County	Capital Area HS	Cascades HS	Ingham County	Range
Mature Dog	\$150	\$120	\$150	\$125	\$142	\$120-\$150
Young Dog	\$160	\$110	\$200	\$150	\$177	\$110-\$200
Mature Cat	\$105	\$90	\$95	\$80	\$80	\$80-\$105
Young Cat	\$120	\$80	\$125	\$100	\$115	\$80- \$120

### Proposed Fee Structure

	Range	2010 Proposed	2011 Proposed	2012 Proposed	2013 Proposed
Mature Dog	\$120-\$150	\$90	\$100	\$110	\$120
Young Dog	\$110-\$200				
Mature Cat	\$80-\$105	\$70	\$80	\$85	\$90
Young Cat	\$80- \$120				

Four-Year Forecast

	2010 Pro-Rated	2011 Projected	2012 Projected	2013 Projected	Total
Revenues	\$33,333	\$75,810	\$82,295	\$88,780	
Expenditures	\$41,169	\$83,985*	\$85,665*	\$87,377*	
Draw from Spay/Neuter Fund	(\$7,836)	(\$8,175)	(\$3,370)		(\$19,381)
Add to General Fund				\$1,403	\$1,403

\* 2% Cost of Inflation Factor



# Jackson County Animal Shelter

3370 Spring Arbor Rd • Jackson, Michigan 49203

Phone (517) 788-4464 • FAX (517) 780-4750



## JACKSON COUNTY ANIMAL SHELTER FEES 2010 (Effective July 1, 2010)

### ADOPTION FEES\*

Dogs: \$90  
Cats: \$70

\*The fees include all applicable tests, vaccine and sterilization. If you are adopting a dog, you are also responsible for the applicable dog license fee. You may choose to microchip your animal for an additional \$10 fee. This fee will be waived for seniors (62+).

Anyone adopting a cat may select a second cat that is already sterilized for \$1, if available. If either cat is returned, the \$1 is refunded first.

### DOG LICENSE FEES

	Non-delinquent	Delinquent
Non-sterilized dogs	\$20, \$10 for seniors (62+)	\$30
Sterilized dogs	\$10, \$5 for seniors (62+)	\$30

### IMPOUND FEES\*

Impound Fees:	1 <sup>st</sup> Offense*	2 <sup>nd</sup> Offense*	3 <sup>rd</sup> Offense*
Dogs	\$20	\$50	\$100
Cats	\$10	\$25	\$75
If animal is not sterilized, add	\$20	\$40	\$60

**\*Board Fees are charged as follows: \$20/day for dogs, \$10/day for cats**

The additional amount for animals that are not sterilized will be refunded if the animal is sterilized within ten (10) business days. The county ordinance requires that an owner redeeming a dog for the 3<sup>rd</sup> time build a secure structure that is inspected by an animal control officer prior to release.

## **SERVICE FEES**

Owner surrender: \$10

Microchip (adopted animals only): \$10

Pet euthanasia: Cat- \$15  
Dog- \$30  
Feral Cat- \$10

Owner request to destroy  
for bite case w/o quarantine: \$100

Quarantine bite case: \$225



# Jackson County Animal Shelter

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## JACKSON COUNTY ANIMAL SHELTER FEES 2011 (Effective January 1, 2011)

### ADOPTION FEES\*

Dogs: \$100  
Cats: \$80

\*The fees include all applicable tests, vaccine and sterilization. If you are adopting a dog, you are also responsible for the applicable dog license fee. You may choose to microchip your animal for an additional \$10 fee. This fee will be waived for seniors (62+).

Anyone adopting a cat may select a second cat that is already sterilized for \$1, if available. If either cat is returned, the \$1 is refunded first.

### DOG LICENSE FEES

	Non-delinquent	Delinquent
Non-sterilized dogs		
Sterilized dogs		

### IMPOUND FEES\*

Impound Fees:	1 <sup>st</sup> Offense*	2 <sup>nd</sup> Offense*	3 <sup>rd</sup> Offense*
Dogs	\$20	\$50	\$100
Cats	\$10	\$25	\$75
If animal is not sterilized, add	\$20	\$40	\$60

**\*Board Fees are charged as follows: \$20/day for dogs, \$10/day for cats**

The additional amount for animals that are not sterilized will be refunded if the animal is sterilized within ten (10) business days. The county ordinance requires that an owner redeeming a dog for the 3<sup>rd</sup> time build a secure structure that is inspected by an animal control officer prior to release.

## **SERVICE FEES**

Owner surrender: \$10

Microchip (adopted animals only): \$10

Pet euthanasia: Cat- \$20  
Dog- \$35  
Feral Cat- \$10

Owner request to destroy  
for bite case w/o quarantine: \$100

Quarantine bite case: \$225



# Jackson County Animal Shelter

3370 Spring Arbor Rd • Jackson, Michigan 49203

Phone (517) 788-4464 • FAX (517) 780-4750



## JACKSON COUNTY ANIMAL SHELTER FEES 2012 (Effective January 1, 2012)

### ADOPTION FEES\*

Dogs: \$110  
Cats: \$85

\*The fees include all applicable tests, vaccine and sterilization. If you are adopting a dog, you are also responsible for the applicable dog license fee. You may choose to microchip your animal for an additional \$10 fee. This fee will be waived for seniors (62+).

Anyone adopting a cat may select a second cat that is already sterilized for \$1, if available. If either cat is returned, the \$1 is refunded first.

### DOG LICENSE FEES

	Non-delinquent	Delinquent
Non-sterilized dogs		
Sterilized dogs		

### IMPOUND FEES\*

Impound Fees:	1 <sup>st</sup> Offense*	2 <sup>nd</sup> Offense*	3 <sup>rd</sup> Offense*
Dogs	\$20	\$50	\$100
Cats	\$10	\$25	\$75
If animal is not sterilized, add	\$20	\$40	\$60

**\*Board Fees are charged as follows: \$20/day for dogs, \$10/day for cats**

The additional amount for animals that are not sterilized will be refunded if the animal is sterilized within ten (10) business days. The county ordinance requires that an owner redeeming a dog for the 3<sup>rd</sup> time build a secure structure that is inspected by an animal control officer prior to release.

## **SERVICE FEES**

Owner surrender: \$10

Microchip (adopted animals only): \$10

Pet euthanasia: Cat- \$25  
Dog- \$40  
Feral Cat- \$10

Owner request to destroy  
for bite case w/o quarantine: \$100

Quarantine bite case: \$225





# Jackson County Animal Shelter

3370 Spring Arbor Rd • Jackson, Michigan 49203

Phone (517) 788-4464 • FAX (517) 780-4750



## JACKSON COUNTY ANIMAL SHELTER FEES 2013 (Effective January 1, 2013)

### ADOPTION FEES\*

Dogs: \$120  
Cats: \$90

\*The fees include all applicable tests, vaccine and sterilization. If you are adopting a dog, you are also responsible for the applicable dog license fee. You may choose to microchip your animal for an additional \$10 fee. This fee will be waived for seniors (62+).

Anyone adopting a cat may select a second cat that is already sterilized for \$1, if available. If either cat is returned, the \$1 is refunded first.

### DOG LICENSE FEES

	Non-delinquent	Delinquent
Non-sterilized dogs		
Sterilized dogs		

### IMPOUND FEES\*

Impound Fees:	1 <sup>st</sup> Offense*	2 <sup>nd</sup> Offense*	3 <sup>rd</sup> Offense*
Dogs	\$20	\$50	\$100
Cats	\$10	\$25	\$75
If animal is not sterilized, add	\$20	\$40	\$60

**\*Board Fees are charged as follows: \$20/day for dogs, \$10/day for cats**

The additional amount for animals that are not sterilized will be refunded if the animal is sterilized within ten (10) business days. The county ordinance requires that an owner redeeming a dog for the 3<sup>rd</sup> time build a secure structure that is inspected by an animal control officer prior to release.

## **SERVICE FEES**

Owner surrender: \$10

Microchip (adopted animals only): \$10

Pet euthanasia: Cat- \$30  
Dog- \$45  
Feral Cat- \$10

Owner request to destroy  
for bite case w/o quarantine: \$100

Quarantine bite case: \$225

Commissioner Board Appointments – May 2010

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Agricultural Preservation Board</u>				
1) One Public Member with Agricultural Interests	6/2010	Rebecca Lozuaway	Gregory Sanford	Gregory Sanford
<u>Jackson County Employees' Retirement Board</u>				
1) One Appointed Position *Chair Appointment	5/2013	James E. Shotwell, Jr.	James E. Shotwell, Jr.	James E. Shotwell, Jr.
<u>Upper Grand River Watershed</u>				
1) One Public Member	5/2012	Jeffrey Heston	Jeffrey Heston	Jeffrey Heston
1) One Public Member	5/2012	Scott Ambs		
1) One Public Member	5/2012	Geoff Snyder	Geoff Snyder	Geoff Snyder
1) One Public Member	5/2012	James Spink		
1) One Public Member	5/2012	Patricia Rayl	Patricia Rayl	Patricia Rayl
1) One Public Member	5/2012	Kathlyn Kulchinski		

## COUNTY OF JACKSON

### REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

**NAME:** Sanford Gregory \_\_\_\_\_  
Last First, Middle Initial

**HOME ADDRESS:** P.O. Box 49, 315 Oyer St. Springport 49284  
Street City Zip Code

**TELEPHONE:** Cell- 517-206-8606 Work- 517-908-2881 gsanford@eatoncoop.com  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Farmland Preservation 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Community Activities/Civic Organization/Boards/Commissions:**

Activity / Organization:	Length of Service	Position (s) Held:
<u>Springport Village Council</u>	<u>2 Years</u>	<u>Trustee</u>
<u>Springport Agriscience Advisory Board</u>	<u>2009-present</u>	<u>Trustee</u>
<u>Springport FFA Alumni</u>	<u>2007-present</u>	<u>Vice-President</u>

**Employment:**

<u>Eaton Farm Bureau Co-op</u>	<u>Agronomy Sales</u>	<u>9-14-2009-present</u>
Current Employer:	Position:	Dates of Employment:

**Education:**

Ohio State - B.S. Agribusiness and Applied Economics, Minor- City and Regional Planning

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

A chance to use my knowledge and experience to serve the community.

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

I am a licensed real estate agent in Michigan with over four years of experience working for a firm the specialized in vacant land and development.

GBS

Signature:

4/19/2010

Date:

## COUNTY OF JACKSON

### REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Heston Jeffrey   
Last First, Middle Initial

HOME ADDRESS: 3476 Agnes Jackson 49203  
Street City Zip Code

TELEPHONE: (517) 784-1516 jheston@cityofjackson.org  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Upper Grand River Watershed Alliance 2.  3.

**Community Activities/Civic Organization/Boards/Commissions:**

Activity / Organization:	Length of Service	Position (s) Held:
<u>City Of Jackson Employee Retirement Board</u>	<u>8yr</u>	<u>trustee</u>
<u>UGRWA</u>	<u>2yr</u>	<u>Board member</u>
<u></u>	<u></u>	<u></u>

**Employment:**

<u>City Of Jackson</u>	<u>Mechanic III</u>	<u>3/94-present</u>
Current Employer:	Position:	Dates of Employment:

**Education:**

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

Re- appointment

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

Enjoying serving the UGRWA

Jeffrey T. Heston 4/21/2010  
Signature: Date:

## COUNTY OF JACKSON

### REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: SNYDER GEOFFREY  
Last First, Middle Initial  
HOME ADDRESS: 120 W. MICHIGAN AVE. JACKSON 49201  
Street City Zip Code  
TELEPHONE: (517) 788-4398 GSNYDER@CO.JACKSON.MI.US  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. UPPER GRAND RIVER WATERSHED COUNCIL 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:

Employment:

COUNTY OF JACKSON	DRAIN COMMISSIONER	1974-
Current Employer:	Position:	Dates of Employment:

Education:

BS-CIVIL ENGINEERING & JURIS DOCTORATE

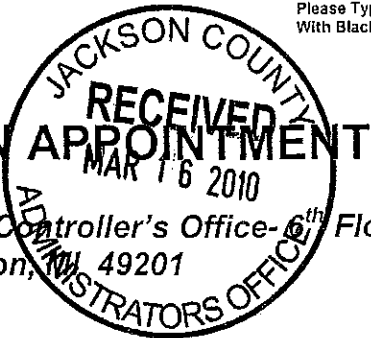
Please indicate why you are requesting appointment to this Board (s) /Commission (s):

THE DRAIN COMMISSIONER IS ONE OF THE "NESTED" MS-4 COMMUNITIES

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

Geoffrey W. Snyder 3/10/2010  
Signature: Date:

# COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION



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

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

NAME: RAYL PATRICIA  
Last First Middle Initial  
HOME ADDRESS: 3442 ROOSEVELT JACKSON 49203  
Street City Zip Code  
TELEPHONE: 517-960-4470 prayer@comcast.net  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Upper Grand River Watershed Council 3. \_\_\_\_\_

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>H.A. MYER BPD</u>	<u>3 yrs</u>	<u>member</u>
<u>THE PRODUCERS</u>	<u>3 yrs</u>	<u>chair, Treasurer</u>
<u>Summit Eoning Board of Appeals</u>	<u>3 yrs</u>	<u>member</u>

Employment:

Current Employer:	Position:	Dates of Employment:
<u>Student</u>	<u>MOA</u>	

Education:

currently in MOA program at Eastern Michigan University

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

currently on this Board I would like to continue to keep learning about issues important to the County.

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

Patricia Rayl 3/15/10  
Signature Date

**RESOLUTION (05-10.14)**  
**FOR PROPERTY ACQUISITION FOR RUNWAY #7-25 SAFETY AREA PROJECT**

**WHEREAS**, Runway #7-25 at the Jackson County Airport does not have the required “safety areas” at the respective ends and approaches of the runway as required by FAA runway design standards and regulations; and

**WHEREAS**, a 2001 Runway Safety Area Feasibility Study examined nine alternative runway configurations to select one alternative that would bring the main Runway (#6-24) into compliance with FAA safety regulations; and

**WHEREAS**, the so-called “Runway #7-25” alternative was selected as the most desirable as the other alternatives impacted more private property parcels and/or were otherwise cost prohibitive to construct; and

**WHEREAS**, the Jackson County Board of Commissioners have previously determined the Runway #7-25 Project is in the best public interest and will enhance the safety of the airport; and

**WHEREAS**, the Runway #7-25 Project cannot be constructed without the acquisition of certain private property and/or property interests, which are identified on Exhibit A to this Resolution; and

**WHEREAS**, the Jackson County Airport has attempted to acquire these certain properties and/or property interests needed for the Runway # 7-25 Project; and

**WHEREAS**, efforts to reach a Purchase Agreement with the owners of these certain properties and/or property interests have been unsuccessful and have otherwise failed; and

**WHEREAS**, the Jackson County Board of Commissioners must authorize the initiation of formal eminent domain proceedings to condemn these properties and/or property interests; and

**WHEREAS**, these acquisitions are determined to be necessary for a public purpose and said condemnation action is deemed to be in the public interest.

**NOW, THEREFORE, BE IT RESOLVED**, that the Jackson County Board of Commissioners grants authority to Jackson County legal counsel to initiate legal proceedings for condemnation of the properties and/or property interests identified on Exhibit A, and to take all other necessary and reasonable legal steps for the acquisition of said properties and/or property rights.

---

James E. Shotwell, Jr., Chairman  
Jackson County Board of Commissioners  
May 18, 2010



Parcel	Owner	Property Address	Tax I.D. No.
87	Stoner	4637 Woodville Road, Jackson, MI 49201	08-31-151-007-01
88	J. Tylutki	Vacant land, Woodville Road, Jackson, MI 49204	08-31-151-007-04
89	Bryant	4633/4635 Woodville, Road, Jackson, MI 49202	08-31-151-007-03
100	Dahlmann	Vacant land, Argyle Street, Jackson, MI 49204	08-28-301-001-00
103	Dahlmann	Vacant land, Maynard Avenue, Jackson, MI 49204	08-28-302-007-00
105	Dahlmann	Vacant land, Maynard Avenue, Jackson, MI 49204	08-28-302-009-00 08-28-302-010-00
106	McIntyre	1149 Maynard Avenue, Jackson, MI 49202	08-28-302-011-00
108	Vanderburg	1143 Maynard Avenue, Jackson, MI 49202	08-28-302-013-00 08-28-302-014-00

## EXHIBIT A



# J X N

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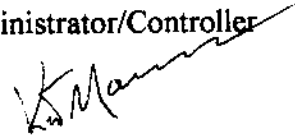
## Jackson County Airport

3606 Wildwood Avenue  
(517) 788-4225

Jackson, Michigan 49202  
FAX (517) 788-4682

April 20, 2010

TO: Randall Treacher, County Administrator/Controller

FROM: Kent Maurer, Airport Manager 

RE: Resolution to Initiate Condemnation Proceedings for Parcels;  
#87 (Stoner), #88 (J. Tylutiki), #89 (Bryant), #100 (Dahlmann), #103  
(Dahlmann), #105 (Dahlmann), #106 (McIntyre) and #108 (Vanderburg).

I am requesting Board of Commissioners approval of the attached Resolution with attachment as drafted by Mr. Boris Yakima; giving authorization for legal counsel to initiate court proceedings related to condemnation of these parcels. Please note that these are all easements related to tree cutting and trimming and do not involve fee acquisition.

Please place this on the May agenda.

**RESOLUTION (05-10.19)**

**AUTHORIZING FUNDING OF PURCHASE-OPTIONS FOR FOUR WOODVILLE ROAD  
PARCELS FOR THE RUNWAY 7-25 SAFETY AREA PROJECT**

**For Funding of Purchase Offer and Purchase-Option of Parcel # 90 (4229 Woodville Road, Philip Davisson-owner); and funding of Purchase-Options only for # 91 (4240 Woodville Road, Howard Wheeler-owner); # 92 (4236 Woodville Road, Wanda Riddle & T.J. Marshall-owners); and Parcel # 93 (4226 Woodville Road, Kenneth & Doris Richards-owners).**

**AT THE JACKSON COUNTY AIRPORT**

**WHEREAS**, The FAA has indicated that Runway 6-24 at the Jackson County Airport does not have the required "safety areas" and necessitating construction of a new runway, Runway 7-25; and

**WHEREAS**, continued progress in building this new runway with safety areas warrants the fee acquisition of parcel # 90, #91, #92 and #93; and,

**WHEREAS**, grant funds in the amount of \$1,500,000 (Federal \$1,425,000; State \$37,500 and County \$37,500) have been granted by the Michigan Aeronautics Commission to the Jackson County Airport – Reynolds Field and are in the public interest and will reimburse these option purchases; and,

**WHEREAS**, acquisition of this parcels will create significant project cost savings by eliminating the necessity to construct a new Woodville Road connector; and,

**WHEREAS**, the cost of the purchase offer and purchase-options will not exceed \$80,000 total and will be deducted from the purchase price ultimately paid when the respective land sales are completed; and,

**WHEREAS**, the Jackson County Board of Commissioners, have previously decided that this overall Runway Safety Area project will enhance the safety of the airport and is in the public interest; and,

**WHEREAS**, The Jackson County Board of Commissioners has legal authority to approve such easement and property acquisitions; and

**WHEREAS**, James E. Shotwell, Jr. is the Chairman of the Jackson County Board of Commissioners and has authority to sign legal documents on behalf of the Commission.

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

---

**James E. Shotwell, Jr., Chairman  
Jackson County Board of Commissioners**

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF JACKSON        )

I, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan, at a regular meeting held on May 18, 2010 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



# J X N

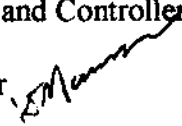
## Jackson County Airport

3606 Wildwood Avenue  
(517) 788-4225

Jackson, Michigan 49202  
FAX (517) 788-4682

April 26, 2010

TO: Randall Treacher, Administrator and Controller

FROM: Kent L. Maurer, Airport Manager 

RE: Woodville Road Property Purchase Options

NOTE: Matters Related to Land Purchase Negotiations

**BACKGROUND:** There are 4 privately owned houses on Woodville Road that, if purchased and demolished, would negate the need for and cost of construction of a new connecting road when Runway 7-25 dissects Woodville Road. There are tremendous savings when comparing the collective purchase price of the 4 houses with the cost of constructing a new road (estimated to be \$500,000 to \$700,000 in savings). The other advantages are less tangible, but nonetheless exist, and are related to potential future environmental issues and costs related to the former City of Jackson landfill located adjacent to these houses.

Commonwealth Associates was contracted approximately one year ago to initiate contact with the Woodville Road property owners to assess their interest in selling their houses and they all expressed an interest in selling. Additionally, the houses have been appraised and subjected to an environmental assessment in accordance with applicable Federal and State property acquisition laws. The property acquisition process is now at a juncture where "options to purchase" are ready to be presented to the property owners.

Originally, the County of Jackson was going to "front" the funding for the total cost for acquisition of the Woodville Road houses with reimbursement through FAA and MDOT-Aeronautics sources. Now, the funding for the actual purchase of the Woodville Road houses will come directly from MDOT-Aeronautics grants and will be treated in the same manner as the previous property and easement purchases related to the Runway 7-25 Safety Project. However, in order to secure the purchase options, we need to use local runway funds for the purchase options and need authority for an "administrative settlement" offer.

Here is my request of the County Board of Commissioners:

- 1) Approve an expenditure of up to \$10,000 per Woodville Road parcel as a fee for securing the options to purchase. The \$10,000 will ultimately be deducted from the purchase price (when purchased) and the money will be reimbursed to the County of Jackson minus our 2.5% local match contribution. The funds would come from the Public Improvement Runway Match Fund.
- 2) Approve an "administrative settlement" offer of up to an additional \$40,000 for purchase of the Phil Davisson parcel located at 4229 Woodville Road (historical miner's house). This additional funding may be needed in order to convince Mr. Davisson to sell his house and property. The appraisal for this house was extremely low due to the poor condition of the property (\$35,000) and he has a mortgage on the house for upwards of \$90,000. According to MDOT-Aeronautics, the additional funding for an administrative settlement is eligible for reimbursement also. We may, or may not, need to actually expend this money from the Public Improvement Runway Match fund. I am only requesting negotiating authority for Commonwealth Associates as our representative agent in this property acquisition process.

I am requesting that this matter be presented directly to the County Board of Commissioners at their May meeting. I will be present to answer questions.

	<b>REAL ESTATE OPTION TO PURCHASE</b>
--	---

hereinafter referred to as "Owner" (whether one or more), hereby grants to the County of Jackson, a Michigan Municipal Corporation, hereinafter referred to as "County", and its successors and assigns, the exclusive option to purchase the following described real estate (hereinafter referred to as the "Property") located in Jackson County, State of Michigan.

See Exhibit "A" attached

The Property described on the attached Exhibit A consists of approximately \_\_\_\_ acres.

Drafted by and after recording return to:
---

Tim Davis, SR/WA Commonwealth Associates, Inc PO Box 1124 Jackson, MI 49204-1124
---

Parcel No:
------------

Parcel Assessor Identification Number(s):
---

Deadline for Grant of Option. This Option is void unless a copy of the Option which has been signed by Owner is delivered to County on or before \_\_\_\_\_, 2010 (to be determined), at 5:00 p.m., Michigan Time (Time is of the essence).

Term of Option. This Option commences when granted by Owner and shall terminate after six (6) months from the date of the granting of the Option, if not previously exercised by County. The initial term of the Option, together with any extensions, is hereinafter referred to as the "Option Period".

Option Fee. County shall pay to Owner the sum of \_\_\_\_\_ (\$\_\_\_\_\_) in consideration of being granted the Option (the "Option Fee"). In the event the County exercises this Option, and the transaction closes, the Option Fee and the Extension Fee shall comprise a part of the total sum or purchase price and shall be credited against the purchase price at the closing. If County does not exercise the Option, the Option Fee and any Extension Fee are nonrefundable to County, except as set forth below.

Extension of Option Period. Owner agrees to extend this Option for one successive six (6) month period upon receipt of payment of \$ \_\_\_\_\_ for such extension (the "Extension Fee").

Exercising the Option and Terms of Purchase. In the event County shall elect to exercise this Option, it shall, within the Option Period, provide written notice of the exercise of this Option to Owner at Owner's address shown below (or such other address as Owner may subsequently, by written notice to County, designate). Such notice of exercise of this Option may, at County's option, be delivered to Owner, sent to Owner by registered or certified United States Mail, return receipt requested, or served in same manner as provided for in applicable state statutes for service of initial or original notice of an action at law.

If County exercises the Option, the terms and conditions of the purchase and sale of the Property shall be as set forth in the Good Faith Offer attached hereto as Exhibit B.

Due Diligence. Owner shall allow County to access the Property and conduct reasonable due diligence regarding the Property during the Option Period. Due Diligence shall include, but is not limited to, inspections, tests, and investigations on or of the Property as deemed necessary to County. Such Due Diligence may include, but shall in no way be limited to, staking and conducting civil, and environmental surveys on the Property.

County hereby agrees to pay any and all damages to growing crops or other property of Owner or Owner's tenant caused by the conducting of tests and surveys prior to expiration of the Option Period.

Default. If Owner defaults, County may (1) sue for specific performance; or (2) terminate this Option and request the return of the Option Fee and Extension Fee, sue for actual damages, or both. In addition, County may seek any other remedies available in law or equity.

Recording of Option. This Option, or a separate memorandum evidencing this Option, may be recorded in the Office of the Register of Deeds of Jackson County, Michigan, at the discretion of County.

Representation by Seller. Owner represents that Owner is the sole owner of the Property and that Owner owns the Property in fee simple. In addition, no third parties have any rights to claim ownership or use of the Property (including, without limitation, any claims arising from adverse possession or prescriptive use), except for certain tenants that lease the Property.

Owner shall maintain the Property in accordance with Owner's customary standards and will take no action affecting the Property which is not in Owner's ordinary course of business without the prior written consent of County.

Owner shall not, after the granting of this Option, enter into any document affecting the Property, or which would be a title encumbrance if recorded, without first securing the written approval of County. In addition, during the Option Period, Owner shall not enter into any leases longer than six months for any part of the Property.

Binding Effect. This Option shall be binding upon and shall inure to the benefit of the heirs, personal representatives, successors and assigns of Owner and County.

Dated: \_\_\_\_\_

Agent for County of Jackson

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

#### ACKNOWLEDGMENT

Acknowledged before me in _____ County, Michigan, on _____, 2009,	
by _____	
Notary's Stamp: _____ (Notary's name, county and date commission expires)	Notary's Signature: _____

OWNER GRANTS THIS OPTION.

Dated: \_\_\_\_\_

\_\_\_\_\_(seal)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_(seal)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## ACKNOWLEDGMENTS

Acknowledged before me in \_\_\_\_\_ County, Michigan, on \_\_\_\_\_, 2009,

by \_\_\_\_\_

Notary's

Stamp: \_\_\_\_\_  
(Notary's name, county and date commission expires)

Notary's

Signature: \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**

**AUTHORIZING FUNDING OF PURCHASE-OPTIONS FOR FOUR WOODVILLE ROAD  
PARCELS FOR THE RUNWAY 7-25 SAFETY AREA PROJECT**

**For Funding of Purchase Offer and Purchase-Option of Parcel # 90 (4229 Woodville Road, Philip Davisson-owner); and funding of Purchase-Options only for # 91 (4240 Woodville Road, Howard Wheeler-owner); # 92 (4236 Woodville Road, Wanda Riddle & T.J. Marshall-owners); and Parcel # 93 (4226 Woodville Road, Kenneth & Doris Richards-owners).**

**AT THE JACKSON COUNTY AIRPORT**

**WHEREAS, The FAA has indicated that Runway 6-24 at the Jackson County Airport does not have the required "safety areas" and necessitating construction of a new runway, Runway 7-25; and**

**WHEREAS, continued progress in building this new runway with safety areas warrants the fee acquisition of parcel # 90, #91, #92 and #93; and,**

**WHEREAS, grant funds in the amount of \$1,500,000 (Federal \$1,425,000; State \$37,500 and County \$37,500) have been granted by the Michigan Aeronautics Commission to the Jackson County Airport – Reynolds Field and are in the public interest and will reimburse these option purchases; and,**

**WHEREAS, acquisition of this parcels will create significant project cost savings by eliminating the necessity to construct a new Woodville Road connector; and,**

**WHEREAS, the cost of the purchase offer and purchase-options will not exceed \$80,000 total and will be deducted from the purchase price ultimately paid when the respective land sales are completed; and,**

**WHEREAS, the Jackson County Board of Commissioners, have previously decided that this overall Runway Safety Area project will enhance the safety of the airport and is in the public interest; and,**

**WHEREAS, The Jackson County Board of Commissioners has legal authority to approve such easement and property acquisitions; and**

**WHEREAS, James E. Shotwell, Jr. is the Chairman of the Jackson County Board of Commissioners and has authority to sign legal documents on behalf of the Commission; and;**

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

**RESOLUTION \_\_\_\_\_**

---

**James E. Shotwell, Jr.  
County Board Chairman**

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF JACKSON        )

I, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan, at a regular meeting held on March 16, 2010 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



# *Jackson County*

Resolution (05-10.18)

## **Honoring City of Jackson Police Officer James D. Bonneau**

**WHEREAS**, the Jackson County Board of Commissioners recognizes that public safety is the first priority of government; and

**WHEREAS**, when a member of the law enforcement community is killed in the line of duty, it offers a stark example of how important our public servants are to a civil society; and

**WHEREAS**, City Police Officer James D. Bonneau, gave the ultimate sacrifice on March 9, 2010 while serving the citizens of the City of Jackson, Michigan; and

**WHEREAS**, the Board of Commissioners recognizes Officer Bonneau's courage, integrity, bravery, and commitment to service; and

**WHEREAS**, the City and County of Jackson have lost a brave and capable professional, who will be sadly missed and long remembered.

**NOW, THEREFORE BE IT RESOLVED**, that the Jackson County Board of Commissioners honors Officer James D. Bonneau for his sacrifice for the good of the citizens of Jackson. The Board also extends their sincere condolences to his family, friends and fellow officers.

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James E. Shotwell, Jr., Chairman  
Jackson County Board of Commissioners  
May 18, 2010

# COUNTY OF JACKSON POLICY MANUAL

**ADMINISTRATIVE**

**Policy No.  
5290**

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## **SALARY AND COMPENSATION GUIDELINES FOR JACKSON COUNTY ROAD COMMISSIONERS**

### **SALARY**

The salary for all members of the Jackson County Road Commission who are appointed after 10/01/2007 shall be established at \$5,000 annually.

### **COMPENSATION**

Members of the Road Commission shall be eligible for per diem payments for all meetings attended of the Jackson County Road Commission and other meetings as may be approved by a majority vote of the Road Commission Board. The amount of the per diem payment shall be the same as established for the Board of Commissioners.

Members of the Road Commission will be eligible for mileage reimbursement at the rate as established annually by the Board of Commissioners. Mileage will only be paid for meetings for which the Road Commissioner was eligible for a per diem reimbursement.

Members of the Road Commission are not eligible for any other forms of compensation unless approved specifically by the Board of Commissioners.

Professional Training will be allowed in a budgeted line item.

### **REQUIREMENTS**

Jackson County resident  
Valid Michigan vehicle operator's license

Adopted: 10/5/07  
Revised: 00/00/00  
Reviewed: 5/18/10

*Draft*  
**COUNTY OF JACKSON  
POLICY MANUAL**

**ADMINISTRATIVE**

**Policy No.  
5300**

**MOTOR VEHICLE USE POLICY**

**I. Purpose**

The purpose of the driving policy is to:

- A. Ensure that only responsible individuals are operating motor vehicles on county business
- B. Mitigate the risk of accidents on county business
- C. Protect the county's reputation
- D. Protect employees, citizens, and property

**II. Definitions**

- A. County Business refers to any task related to the responsibilities of an individual related to their job.
- B. Incident – refers to any incident for which a citation is issued from a law enforcement officer or any action imposed upon someone's driving status.

**III. Policy**

- A. Employees who are required to drive as part of their job responsibilities are required to report incidents that occurred on work time to the Human Resources office and are encouraged to report incidents that occur off work time to the same office (see IV.E.1).
- B. It is the policy of Jackson County that employees who pose a significant risk to themselves, others, or county property as deemed by their peers/Safety Committee shall not be allowed to operate a motor vehicle on county business.
- C. Should an employee lose county driving privileges, the department head or elected official shall determine whether the employee can fulfill their work responsibilities without driving.

1. As per Policy 3180, employees who lose driving privileges and who are required to drive as part of the minimum job requirements will be terminated.
2. Where driving is not part of the minimum job requirements, the director or elected official will have the discretion to determine if the restriction of driving privileges can be accommodated.

#### **IV. Process**

##### **A. Incident report**

1. Employees are required to report an incident to the Human Resources office for an incident that occurs on work time, and are encouraged to report an incident that occurs off work time to the same office (see IV.E.1). The report will be passed on to the Safety Committee for review.
2. Reports of citations received by Human Resources through the state automated reporting system will be forwarded to the Safety Committee.

##### **B. Role of the Safety Committee**

1. The Safety Committee will serve as a peer review for recommending changes to county driving privileges.
2. The Committee will review driver incident reports received from Human Resources and discuss the risk imposed to employees, citizens, and property as a result of the employee driving on county business.
3. The Committee will send a formal recommendation to the County Administrator or Elected Official of the employee in question.
4. The Safety Committee shall generally not consider minor traffic violations except where a pattern of irresponsible driving behavior is evident.
5. Traffic incidents in the line of duty by Sheriff's deputies will be reviewed through the Sheriff's internal investigation procedure and not by the Safety Committee.

##### **C. Remedies – the Safety Committee may make the following recommendations to the County Administrator or Elected Official:**

1. No Action – No change in county driving privileges.
2. Probation – The employee will be placed on probation for a period specified by the committee between 6 months and 2 years.
3. Suspension – The employee will lose the privilege to operate a motor vehicle on county business for a space of time specified by the committee.
4. Corrective Action – The Safety Committee may recommend that an employee take a class on safe driving.

D. Role of County Administrator or Elected Official – Upon receipt of the recommendation of the Safety Committee, the County Administrator or Elected Official shall do one of the following:

1. Concur – Agree with the recommendation of the Safety Committee and impose the sanctions.
2. Amend – Amend the recommendation of the Safety Committee and impose the sanctions
3. Take No Action

E. Considerations

1. Voluntary reporting of incidents shall be looked on favorably by the Safety Committee. The Committee may choose to recommend a lesser administrative action based on the employee's willingness to share information voluntarily.
2. The Safety Committee will favorably consider corrective action voluntarily taken by the employee.
3. The Safety Committee will take in to account an employee's driving history when recommending remedies.

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3090

## PERSONNEL

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### RESERVISTS CALLED TO ACTIVE DUTY

#### Wages

Employees who are reservists and are called to active duty may use paid time off ~~vacation or personal time~~ to supplement their military pay. Upon exhaustion of the employee's paid time off ~~vacation or personal time~~ the County will pay a wage supplement for a period of three (3) months. The employee, prior to any supplemental wage payment, must provide to the County military orders documenting service commitment and earnings while on active duty. Military pay and wage supplement either from an employee's paid time off ~~vacation or personal time~~ or County supplement, shall at no time exceed the employee's regular rate of pay.

Any salary increases pursuant to a collective bargaining agreement or Board of Commissioner action for similarly situated employees who remain employed will be applied to reservists called to active duty in receipt of wage supplement ~~either~~ from paid time off ~~vacation or personal time~~ or as provided by the County and upon their return to work.

#### Insurance

Medical insurance benefits will be continued while on active duty as long as the employee is supplementing his/her military pay with paid time off ~~vacation or personal time~~. Once an employee has exhausted his/her paid time off, or in the event the employee elected not to utilize paid time off, ~~vacation or personal time off~~, medical insurance benefits will be continued for a period of three (3) months after which time the employee, current spouse and any dependent children currently covered by medical insurance benefits will be provided with the option of continuation coverage under COBRA. COBRA coverage will not be discontinued for employees or family members covered under the military's insurance plan.

Upon providing notice to the employer of call to duty, COBRA information will be promptly forwarded to the employee, spouse and any dependents currently covered by medical insurance benefits. To be eligible for this provision, activated military reserve employees must, at the time of activation, be eligible for coverage under the County's medical insurance plan and must have been actually participating in the medical insurance plan at the date of their activation.



### Seniority

Employees called to active duty will continue to accrue seniority. Paid time off ~~or annual and personal leave~~ will continue to accrue for a period of up to six (6) months.

~~If the employee is off for a period of time extending past the date personal leave is credited, unused prior credited personal leave is to be used within six (6) months upon return to work by the employee.~~

If the employee has in excess of the number of hours allowed under the carryover provisions reflected under Paid Time Off, excess hours will be paid off on the employee's anniversary date. Use of paid time off by employees on active duty is at the discretion of the Department Head.

Employees on active duty may not utilize banked sick leave.

### Retirement

Employees called to active duty will continue to accrue service credit in the Retirement System **up to the maximum amount of time specified under the Uniformed Services Employment and Reemployment Rights Act (USERRA).** ~~However, no service credit will accrue in the Jackson County System if service credit for active duty will be used for computation of a military pension.~~

### Return to Work

Employees, other than casual or temporary employees, who apply for re-employment after satisfactorily completing active duty, will be given the position previously held or a job of like seniority, status and pay.

Reservists called to active duty under the President's Order for a period of ninety (90) days or less must apply for re-employment within thirty (30) days of release from active duty. In all other instances, application must be made within ninety (90) days of release from active duty.

Effective: 10/01/01  
Reviewed: 11/05/08  
Revised: 5/5/10

**COUNTY OF JACKSON  
POLICY MANUAL**

**Policy No.  
7010**

**VEHICLES**

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**ACQUISITION OF VEHICLES**

Budgeting

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

Purchasing /Lease

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

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

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

The leasing of vehicles is discouraged.

The leasing of vehicles requires full Board action.

Adopted: 8/12/03  
Revised: 4/15/08, 2/17/09  
Reviewed: 5/5/10

# COUNTY OF JACKSON

## POLICY MANUAL

Policy No.  
7030

### VEHICLES

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#### EMPLOYER - PROVIDED VEHICLES

Any request for a County owned or leased vehicle to be used by an employee to commute to and from work and used on a regular basis for County business shall be approved by the County Administrator.

Notification of such arrangement shall be sent to the Human Resources Department in order to ensure conformance with this policy.

Pursuant to the IRS Code, the value of the availability of an employer provided automobile for commuting and other personal use must be included in the income of the person using the vehicle and is to be reported on the employee's W-2.

County of Jackson employees provided with a County owned automobile for business and commuting purposes will be charged, at year end, \$1.50 per one-way commute or \$3.00 per day for FICA, Federal, State and Local withholding purposes if the following criteria are all met.

The vehicle is used for County business.

The employee is required to commute to and from work in the vehicle.

The employee will not use the vehicle for personal purposes, other than for commuting or de minimis personal use\*.

The employee is not an elected or other high government official.

Alternative methods of computation for income inclusion are available pursuant to the IRS Code for employees not meeting the above criteria and elected or other high governmental officials. Method of computation to be determined and applied on an individual basis per recommendation of the County's Finance Officer.

Vehicles used occasionally by employees for transportation to a conference or to the airport for flight arrangements to a conference, in lieu of using their personal vehicle and requesting reimbursement at the IRS mileage rate, will be exempt from this policy.

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\*such as a stop for a personal errand on the way between a business delivery and the employee's home.

Adopted 8/12/03  
Reviewed: 5/5/10

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
7040

## VEHICLES

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### COUNTY VEHICLE EMBLEMS

County vehicles shall be used for official County business only, unless authorized by the **County Administrator** ~~Board of Commissioners~~. All vehicles which are owned by the County shall be identified with a permanent county emblem. The size of the emblem to be placed on the vehicles shall not be less than 6 inches in diameter.

County departments, such as Sheriff, Health Department, Airport, Parks, etc., are allowed to use a department-specific logo on their vehicles in place of the County emblem.

The foregoing notwithstanding, the following vehicles shall be exempt from displaying a county emblem:

1. Vehicles used by law enforcement personnel in covert operations;
2. Vehicles used by Friend of the Court personnel to conduct field investigations;
3. Vehicle used by the Investigator of the Prosecuting Attorney Child Support Division which is primarily used for service of process;
4. Vehicles used by the District Court Intensive Supervision and Collections Program employees who require an element of surprise in the performance of their duties; and
5. Vehicle used by the County Administrator per contract with the Board of Commissioners;
6. All other vehicles used under circumstances where identifying the vehicle would either: (i) prevent or substantially inhibit the completion of an employee's job or (ii) pose an unwarranted risk to the safety of an employee.

Requests for exemption to this policy shall be submitted in writing to the Administrator/Controller for consideration.

Adopted: 8/12/03  
Revised: 5/5/10

# **COUNTY OF JACKSON POLICY MANUAL**

**Policy No.  
7060**

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## **VEHICLES**

### **MILEAGE**

Employees required to use their personal automobile for County business will be reimbursed mileage at a rate as allowed by the IRS and approved by the Board of Commissioners or as collectively bargained.

Adopted 8/12/03  
Reviewed: 5/5/10

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
7070

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## VEHICLES

### DEPOSITORY FOR TITLES

All original titles to County vehicles (cars, boats, trailers, etc.) shall be in the possession of the County Administrator/Controller's Office. , ~~with the County Fleet Maintenance Department retaining a copy.~~

Adopted 8/12/03  
Revised: 5/5/10

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
7080

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## VEHICLES

### COMMERCIAL FUEL USAGE

When using the Commercial Fuel depots, all County ~~employees~~ ~~vehicles~~ are required to enter the vehicle's mileage as prompted.

Adopted: 6/20/04  
Revised: 5 /5/10