

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

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### **ELECTED OFFICIALS**

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

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### **COUNTY STAFF**

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

## **County Commission Agenda** **May 20, 2008**

### **Order of Business:**

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

### **Public Comment**

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

### **Consent Agenda**

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

### **Standing Committees**

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

### **Closed Session**

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

**“Your interest in your County Government is appreciated”**

**AGENDA**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**May 20, 2008**  
**7:00 p.m.**  
**County Commission Chambers**

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

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner James C. Videto*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS**
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**
  - A. **Jackson County Employees’ Retirement System By-Law Amendment – Section 27**

Attachments:  
\* Jackson County Employees’ Retirement System By-Law Amendment – Section 27
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
11. **MINUTES** - Minutes of the 4/15/08 Regular Meeting of the Jackson County Board of Commissioners

Attachments:  
\*4/15/08 Minutes - Board of Commissioner Regular Meeting
12. **CONSENT AGENDA** (*Roll Call*)
  - A. **County Affairs** – None.
  - B. **County Agencies**
    1. **Inmate Telephone System**

Attachments:  
\*Memo from Capt. Luce dated 3/26/08

**C. Human Services**

**2. Smiles on Wheels Request for Use of Vacant Room #261 in the Human Services Building on a Semi-Permanent Basis**

Attachments:

\*Letter from Betsy Southern, Vice President, Smiles on Wheels dated 4/15/08

**D. Personnel & Finance**

**3. Document Imaging Solution for Friend of the Court**

Attachments:

\*Memo from Information Technology Director dated 5/7/08 and attachments

**4. Dependent Eligibility Audit Review**

Attachments:

\*Dependent Eligibility Audit Review

**5. Budget Adjustments**

- a. Child Care Fund
- b. Department on Aging
- c. Parks

Attachments:

\*Memo from Finance Officer regarding Child Care Fund

\*Child Care Fund Budget Adjustment

\*Department on Aging Budget Adjustment

\*Memo from Parks Department dated 5/2/08

**E. Claims – 3/1/08 – 3/31/08**

**13. STANDING COMMITTEES**

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

**1. May 2008 Appointments**

- a. Region 2 Area Agency on Aging – one public member, term to 4/31/2010
- b. Jackson County Employees' Retirement System – one appointed position, term to 5/31/2011 (***This appointment is subject to approval of the Retirement System By-Law Amendment.***)

- c. Upper Grand River Watershed Council – six public members, terms to 5/31/2010

Attachments:

\*Commissioner Board Appointments – May 2008

2. GIS

**1<sup>st</sup> Reading** a. **Proposed Prices for Digital and Hard Copies** *(No Action Required)*

Attachments:

\*1-17-08 GIS Meeting Minutes

\*Proposed Digital and Hard Copy Pricing

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

None.

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

**1<sup>st</sup> Reading** 1. **Proposed Soil Erosion Program Fees** *(No Action Required)*

Attachments:

\*SESC Fees

\*SESC Fee Comparison

\*Proposed SESC Permit Fee Schedule

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

1. **Review and Discussion of Elimination of Lifetime Benefits for Elected Officials**

Attachments:

\*Motion

14. **UNFINISHED BUSINESS**

A. **Rescind the motion passed at the Special Board meeting on April 21, 2008 that stated:**

***To authorize up to \$250,000 in loan from the Maintenance of Effort Fund at an interest rate that is normally charged by the County Treasurer for similar loans; such loan to be paid back within six months of first draw; and to authorize the Administrator/Controller to disperse the funds as he sees the need.***

Attachments: None.

15. **NEW BUSINESS**

A. **Proposed Revision to DROP Program for Road Commission Employees**

Attachments:

\*Letter from Road Commission regarding Revision to DROP Program dated 5/5/08

C. **Set Meeting Dates for Two Special Meetings of the Board of Commissioners for Thursday July 10, 2008 and Friday, July 11, 2008 at 9:00 a.m. in the County Commission Chambers, County Tower Building for the Purpose of the First Round of Interviews of Candidates for the Deputy Administrator Position**

Attachments: None.

16. **PUBLIC COMMENTS**

17. **COMMISSIONER COMMENTS**

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

Special Order  
Motions

May 20, 2008

- Motion:        1.     Approve the By-Law Amendment for the Jackson County Employee's Retirement System – Section 27

## SECTION 27

## BOARD OF TRUSTEES; RESPONSIBILITIES AND DUTIES; COMPOSITION OF

1. The general administration, management and responsibility for the proper operation of the Retirement System, and for construing and making effective the provisions of the Retirement System are vested in the Board of Trustees.
2. The Board of Trustees is constituted as follows:
  - a. Three members who shall be appointed by the Chairperson of the Jackson County Board of Commissioners. No less than two of the appointees by the Chairperson shall be members of the Jackson County Board of Commissioners. ~~The third appointee must be a member of the Jackson County Retirement System and not be a commissioner.~~
  - b. Three members, two union and one non-union, covered by the Jackson County Retirement System who shall be elected by the Members employed by the Employers participating in the System. No more than one shall be from any one County department, and;
  - c. An elector of Jackson County, who is neither a Member, Retirant nor Beneficiary of the Retirement System, shall be appointed for a one-year term by mutual agreement of the three representatives elected by Member employees and the three representatives appointed by the Chairperson of the Board of Commissioners. Such appointment shall be made annually with the term commencing July 1 or within sixty days of any vacancy in such position.

Election of Members of the Board of Trustees shall be held in accordance with the rules adopted by the Board of Trustees.

Effective: January 1, 1996

**MINUTES**  
**JACKSON COUNTY BOARD OF COMMISSIONERS**  
**April 15, 2008**  
**7:00 p.m.**  
**County Commission Chambers**

1. **CALL TO ORDER:** Chairman Shotwell called the April 15, 2008 meeting of the Jackson County Board of Commissioners to order at 7:00 p.m.
2. **INVOCATION:** by Commissioner Earl Poleski
3. **PLEDGE OF ALLEGIANCE:** by Chairman Steve Shotwell
4. **ROLL CALL:** County Clerk Amanda L. Riska

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

5. **APPROVAL OF AGENDA:**

Com. Poleski added under New Business Item D to determine a special meeting date to consider the Medical Care Facility's request to borrow \$500,000.

Com. Brittain asked to add to the agenda for next month's meeting or send to committee that elected officials no longer be able to collect lifetime health insurance benefits, effective the date of the meeting.

Administrator/Controller Treacher advised that it would be best to take that through personnel and finance, and that he would add it to their agenda.

*Moved by Herl, supported by Duckham for the approval of the agenda as amended.* Motion carried.

6. **AWARDS & RECOGNITIONS**

None.

7. **COMMUNICATIONS/PETITIONS**

None.

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

None.

9. **PUBLIC COMMENT:**



Robert Inman introduced himself as a candidate for the Board of Education for Jackson Public Schools.

**10. SPECIAL MEETINGS OF STANDING COMMITTEES:**

**A. County Affairs**

**1. 2008 Equalization Report**

The meeting was adjourned briefly to allow the commissioners who are members of the County Affairs Committee to meet behind Cmr. Lutchka's desk.

**11. MINUTES:**

Minutes of the 3/18/08 Regular Meeting of the Jackson County Board of Commissioners Meeting minutes.

*Moved by Mahoney, supported by Videto for approval of the meeting minutes from the 3/18/08 Regular Meeting of the Jackson County Board of Commissioners. Motion Carried.*

**12. CONSENT AGENDA:**

Cmr. Poleski asked for Item C4 Medical Care Facility 2007 Audit Report to be pulled from the Consent Agenda and added under New Business Item 15D.

*Moved by Mahoney, supported by Videto for approval of the consent agenda as amended. Roll call: (12) Yeas. Motion carried unanimously.*

**A. County Affairs**

**1. Register of Deeds 2007 Audit Annual Report**

**B. County Agencies - None**

**C. Human Services**

**2. Mid-South Substance Abuse Commission Inter-County Agreement**

**3. Resolution (04-08.13) to Revise the Inter-County Agreement for Creation of the Mid-South Substance Abuse Commission**

~~**4. Medical Care Facility 2007 Audit**~~

**5. Department on Aging 2007 Annual Report**

**6. Health Department 2007 Annual Report**

**D. Personnel & Finance**

7. **Request for Imprest Cash – Parks**
8. **Public Health Nurse – Change from Full Time Position to Part Time Position**
9. **Budget Adjustments**
  - a. **Wage Float Budget Adjustment (per Policy 1040)**
  - b. **Carryover for Circuit Court**

**E. Claims - 2/1/08 – 2/29/08**

**13. STANDING COMMITTEES:**

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

**1. April 2008 Appointments**

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

Cmr. Lutchka stated that the committee recommended Karen Coffman. No other nominations from the floor. *Karen Coffman appointed.*

- b. **Region 2 Area Agency on Aging – three public members, terms to 4/31/2010**

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

**2. Equalization Report**

*Moved by Lutchka, supported by Mahoney to accept the Equalization Report. Roll Call: (12) Yeas. Motion carried unanimously.*

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

None.

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

None.

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

None.

## 14. UNFINISHED BUSINESS:

### A. Strategic Action Plans

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

#### Administrator/Controller Comment:

**The Action Plans were presented at the March Board of Commissioners meeting. Before the teams can proceed further on the plans, the Board needs to adopt them.**

Administrator/Controller Randy Treacher stated that in order for the teams to proceed, the Board will need to adopt them. He also explained that it doesn't commit the Board to any money or any kind of action until the teams go back to them asking for such. This would give them the authority to go ahead with the Board's plans.

Comr. Brittain said he wasn't sure what the comprehensive plan was and wondered if that could be explained. He was thinking that it was to make Jackson County smoke free or something similar to that.

Administrator/Controller Randy Treacher stated that the Vision of a Healthy Community is that Jackson County residents enjoy phenomenal health through affordable, accessible health care; a community commitment to wellness; and increased public recreation.

Comr. Duckham asked that if approving the plans would obligate them to funding their projects at a later date.

Administrator/Controller Randy Treacher said that the teams would not be coming back next month for money. He stated that the intent for the approval is for the teams to continue with the action steps. If they required funding, which some of them will, they would have to come back to the board in the future for funding. He further stated that he would anticipate that any funding requests would go through the regular funding process.

*Moved by Mahoney, supported by Poleski to adopt all Strategic Action Plans.* Roll Call: (12) Yeas. Motion carried unanimously.

## 15. NEW BUSINESS:

### A. Policy Revisions

1. Fiscal Policy 1030 – Capital Budget Policy
2. Fiscal Policy 1050 – Budgetary Adjustment Policy
3. Fiscal Policy 1100 – Delinquent Tax Revolving Fund Policy
4. Vehicles Policy 7010 – Acquisition of Vehicles
5. Board Rules Policy 4120 – Relationship Between the County Administrator/  
Controller, the Board, and the County Departments
6. Board Rules Policy 4170 – Eliminated because it has been combined with Policy  
4120

*Moved by Mahoney, supported by Elwell to approve Policy 1030, 1050, 1100, 7010, 4120, and 4170.* Roll Call: (12) Yeas. Motion carried unanimously.

**B. Resolution (04-08.14) Urging Ratification of the Great Lakes – St. Lawrence River Basin Water Resources Compact**

*Moved by Mahoney, supported by Brown to approve Resolution (04-08.14) Urging Ratification of the Great Lakes – St. Lawrence River Basin Water Resources Compact.* Roll Call: (12) Yeas. Motion carried unanimously.

Cmr. Lutchka stated that he would like to see something in the resolution that refers to the ecological balance of nature, along with what is already there. He thinks that anytime you start drawing massive amounts of things from one particular geographical area, it has an adverse affect on many things similar to the destruction of the rain forest.

Cmr. Mahoney reminded the Board that the resolution is simply an encouragement to the State Legislators to work with the other states that are involved in the compact to try to get it passed. She stated that she agrees with Cmr. Lutchka and thinks that there will be many changes at the state level as they work to get the compact passed. She further stated that her major concern is that they get a compact passed, because if one is not passed before the next census they will lose congressional seats. She feels that they need to get this done, so the southern states do not gain control over the Great Lakes water. She believes that by passing the resolution, it will send a message to State Representatives and MACC to work with them to get it passed. She said that they could tweak it to what Cmr. Lutchka mentioned, but she really thinks it is fine the way it is.

Cmr. Elwell pointed out that the resolution does what Cmr. Lutchka wants, which gives the control to the states that are impacted, rather than leaving it up to the federal body.

**C. Sale of Property to John R. and Mary Jo Van Pernis – Lots #369 and #370 of Southlands Subdivision**

*Moved by Herl, supported by Brown to approve the Sale of Property to John R. and Mary Jo Van Pernis – Lots #369 and #370 of Southlands Subdivision.*—Roll Call: (12) Yeas. Motion carried unanimously.

Cmr. Herl asked where the property was located.

Administrator/Controller Treacher explained that the property is located on Stanford Lane,

which is off of Francis Street.

Cmr. Duckham asked for a brief explanation of what would be taking place.

Chairman Shotwell explained that when sewer projects are done, the property is deeded to the County. He said that normally the land would be given back to the township, but the township does not want this land because it is not big enough to build on or do anything with. He stated that this offer was made so the property can be attached to John and Mary Jo Pernis' property.

Cmr. Poleski asked for confirmation that the property was not build-able by itself and has no value, except to the property owners making the purchase.

Chairman Shotwell confirmed that to be true.

**D. Medical Care Facility 2007 Audit - Determine a Special Meeting Date to Consider the Medical Care Facility's Request to Borrow \$500,000.**

*Moved by Mahoney, supported by Duckham to Determine a Special Meeting Date to Consider the Medical Care Facility's Request to Borrow \$500,000.*

Motion carried 11 to 1, with Cmr. Brittain opposing.

**16. PUBLIC COMMENTS:**

No public comment

**17. COMMISSIONER COMMENTS:**

Chairman Shotwell reminded the policy committee that their next meeting would be April 16<sup>th</sup> at 7:00 a.m. on the 6<sup>th</sup> floor. He also stated that all commissioners were welcome and that it is a public meeting.

Cmr. Brittain stated that he would like to see lifetime health insurance for elected officials come to an end. He doesn't think that the taxpayers should have to pay for them, especially with the current economy. He said that he really hoped that when it goes to Personnel and Finance that they will consider it and move it to the full board, to give everyone an opportunity to vote on it. He would like to see it ended because he thinks people will be more dedicated to the job and not the money. He thinks that is a big reason why some people join government. He further announced that he whole-heartedly endorses Amanda Riska for County Clerk. He said that she has worked her way up in the system, is committed to the County, doesn't have an agenda to run for a higher office, and he thinks that she well deserves to stay in the position.

Cmr. Videto invited everyone to the Falling Water Trail grand opening and ribbon cutting ceremony. He stated that there has been a lot of community support and effort, and feels that it will be a real trademark of success and will bring people to Jackson County.

Cmr. Poleski stated that he attended a meeting in Spring Arbor Township and the Falling Water Trail was discussed. He said that there are some parking issues that are occurring in several of the cross roads, which in his view, is an excellent problem to have because it means it is being used a great deal. He thinks that the trail is going to be a jewel in the community. He doesn't think that the township can handle the parking issues alone, so he suggested that they have a discussion with the Road Commission and County Parks to deal with that issue and any other operational issues that the trail may have.

Cmr. Duckham asked if there was any news on possible legal action against former Road Commissioner Zenz.

Chairman Shotwell stated that they responded to an e-mail that the Prosecutor and the State are still working on it. He said that the MDOT auditor was there recently, and that it is still proceeding forward and is still under investigation.

Cmr. Brown stated that it was nice to see the orange trucks repairing the roads.

Cmr. Herl stated that he was glad to see the \$60 refund to the motorist whose vehicle was towed after assisting another motorist.

Chairman Shotwell extended an invitation to everyone to go to Camp Tetonka on Wolf Lake on April 26<sup>th</sup> for the Boy Scout event.

**18. CLOSED SESSION:**

None

**19. ADJOURNMENT:**

Chairman Shotwell adjourned the April 15, 2008 meeting of the Jackson County Board of Commissioners at 7:34 p.m.

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

Amanda L. Riska – County Clerk

Respectfully submitted by Carrienne VanDusseldorp – Chief Deputy County Clerk

Consent Agenda  
Motions

May 20, 2008

***Roll Call***

1. Motion: Approve the Inmate Telephone System
2. Motion: Approve the Smiles on Wheels Request for Use of Vacant Room #261 in the Human Services Building on a Semi-Permanent Basis
3. Motion: Approve the Document Imaging Solution for Friend of the Court
4. Motion: Approve the Dependent Eligibility Audit Review
5. Motion: Approve the Budget Adjustments

**COUNTY OF JACKSON**  
**Office of the Sheriff**  
**DANIEL H. HEYNS, SHERIFF**

TO: Sheriff Daniel H. Heyns

FROM: Captain David S. Luce

DATE: March 26, 2008

REF: Inmate Telephone System

In the fall of 2007, SBC/ATT advised us they were in the process of terminating their inmate telephone services and a company by the name of Global Tel Link would be assuming the contract until its April, 2008 expiration. As a result of this change, I took the opportunity to solicit proposals from two other companies, along with Global Tel Link, to compete for our inmate telephone services. As a result of this process, I obtained the following results:

**Global Tel Link** offered us a commission rate of 47% (Forty Seven Percent) on a three year contract with two (2) and (1) year renewal options. This commission percentage is good on collect calls, advance pay calls, and as a percent discount off the face value of telephone calling cards. They also offer a prorated cash bonus of \$100,000 or \$20,000 per year to be paid at the end of each full contract year.

**Digital Solutions/Inmate Telephone, Inc.**, offered us their Offender Communications System (OCS) with a commission rate of 50% (Fifty Percent). This also is for collect and advance pay calls commencing from the jail.

**Securus Technologies** provided two financial options. Option number one is based on a three (3) year contract and provides a commission rate of 51% (Fifty One Percent). Option Number two is based on a five year contract, and provides a commission rate of 56% (Fifty Six Percent). These offer cover all collect calls, advance pay calls, and the percent discount off the face value of telephone calling cards. They also provide the option of having a portion of the estimated commission prepaid to us each year if we would so desire.

After researching the above companies, it is my recommendation to award our inmate telephone service contract to Securus Technologies. This is based on the technology which Securus can provide for us, the commission rates offered, the positive feedback I have received from current customers when contacting references, and the fact they currently have contracts with over sixty (60) county jails in the state of Michigan.



# SMILES ON WHEELS



Mobile Dental Hygiene Care

April 15, 2008

Chairman Steve Shotwell  
Jackson Co. Board of Commissioners  
120 W. Michigan Ave.  
Jackson, MI 49201

Dear Chairman Shotwell,

***Smiles on Wheels mission is to improve the public's total health, thereby increasing the awareness of and ensuring access to quality oral health care.***

Smiles on Wheels is a Mobile Dental Hygiene Program designed to bring care access to an underserved dental population. "Underserved" describes individuals who have not recently had a dental examination, are unemployed, uninsured, underinsured, Medicaid recipients, and/or who do not have a "dental home."

Smiles on Wheels currently serves Jackson County Citizens at the County Human Services Building on the first and third Thursdays and Fridays of every month. We are at the Department on Aging in Room #116 on Thursdays and at the Health Department in Room #005 on Fridays. Since we started using these rooms in March of 2007, we have provided dental care to approximately 300 underserved patients.

We would like to request the use of the vacant Human Services Building Room #261, on a semi-permanent basis. This location would allow us to set up and use a recently donated dental chair and light which are very heavy and too hard to move from room to room. Several dentists and dental suppliers have also donated equipment and supplies to our program. Relocating to Room 261 would allow us to store them in a more convenient location. The less time we have to set up operations, the more dental patients we can see.

Your support will help ensure our continued commitment to serve the underserved in our community. We thank you for taking time to consider our request.

Sincerely,

Betsy Southern RDH  
Vice President

cc: Randy Treacher

MEMORANDUM

Dated: May 7, 2008

To: Randy Treacher, County Administrator  
Board of Commissioners

From: Connie Frey, IT Director  
Andy Crisenberry, Friend of the Court

Re: Document Imaging Solution for Friend of the Court

I am proposing that we spend \$135,527 to purchase a new imaging program for Friend of the Court.

Funding will be provided from:

\$50,000 will be provided from Friend of the Court fund balance  
\$50,000 from budgeted Capital Outlay from Information Technology  
\$35,527 from savings on reviewing Software Maintenance Contracts from the  
Information Technology Budget

This expenditure will qualify for reimbursement from the State at 66% and will begin in 2 years and take approximately 3-5 years to recoup.

We have looked at different vendors and became aware that another county had gone through an extensive RFP process allowing us to piggyback on the results. This allows us to take advantage of a 35% discount on software.

This excellent choice will pave the way for a Countywide Imaging solution that will allow workflow between departments. This technology has been very successful in other counties.

Attached: Prososal from Imagesoft



## 10. PROPOSAL BUDGET PRICING

This pricing is for budget purposes only. It is based on assumptions made by serving other similar departments of similar size in other Michigan Counties.

<b>Jackson County</b>				4/10/2008
Imaging and Workflow Budget Proposal				
<b>Hardware</b>				
	Product	Unit Cost	# Units	Cost
<b>Servers</b>				
<i>Servers are to be provided by the Customer - ImageSoft review required.</i>				
<b>Database / Workflow Server</b> - (Recommended Configuration, ImageSoft can utilize existing servers or provide new) - Recommended Configuration - Dual Processor, 3+ Ghz, 4GB RAM, 4x72GB Drives with high-speed RAID controller, Windows 2003 Server				TBD
<b>Storage Server</b> - (Recommended Configuration, ImageSoft can utilize existing servers or provide new) Dual Processor, 3+ Ghz, 4GB RAM, 6x147GB Drives with high-speed RAID controller, Windows 2003 Server				TBD
<b>Scanner</b>				
Use existing Canon 5060F scanner for FOC. ImageSoft review and customer-provided maintenance contract required.				
<b>Barcode Label Printer</b>				
Zebra Bar Code Label Printer TLP2844 4 TT/DT SER/PAR/USB 4IPS 203DPI 256KB				\$675
				\$675
<b>Hardware Subtotal</b>				<b>\$675</b>
<b>Software</b>				
	Product	Unit Cost	# Units	Cost
<b>OnBase Software - Application</b>				
Multi-user Server License	OBIPW1	\$5,000	1	\$5,000
Distributed Disk Services	DSIP11	\$5,000	1	\$5,000
Document Import Processor	DPIPW1	\$5,000	1	\$5,000
Application Enabler (per application - for MICSES only)	AEIP11	\$15,000	1	\$15,000
Electronic Document Mgmt (EDM) Module	DMIP11	\$5,000	1	\$5,000
<b>OnBase Software - Client Licenses</b>				
Concurrent Client Software (Qty 1-100)	CTIPC1	\$1,200	12	\$14,400
Workflow Concurrent Client SL (Qty 1-20)	WLIPC1	\$2,000	5	\$10,000
<b>Genesee Piggy-back Discount -35% (Final approval from Hyland required)</b>				<b>(\$20,790)</b>
OnBase Annual Software Maintenance	OBMAINT	\$10,692	1	\$10,692
<b>Kofax Ascent Capture Software</b>				



Kofax Ascent Capture Software (v 7.x). Provides a complete imaging solution including scanning, indexing, barcode / patch code reading, OCR, etc.				
Ascent Scan Stations (25K / month)	AE#VM01-025K	\$3,300	1	\$3,300
Kofax Annual Software Maintenance	KFMAINT	\$594	1	\$594
<b>Integration Software</b>				
IFax (Integrated Fax) Works with popular fax servers for inbound and outbound faxing within OnBase. (check for server support)	IS-IFAX	\$2,500	1	\$2,500
ImageSoft Barcode Label Printer Software - Allows barcode label printing integrated with the OnBase Application Enabler module. Enterprise License. Requires OnBase Application Enabler and a supported barcode label printer (check for printer support).	IS-BLP	\$2,000	1	\$2,000
ImageSoft Annual Software Maintenance	ISMAINT	\$810	1	\$810
<b>Software Subtotal</b>				<b>\$58,506</b>
<b>Services</b>				
	<b>Product</b>	<b>Unit Cost (Days)</b>	<b># Units</b>	<b>Cost</b>
<b>Implementation Services (estimated)</b>				
	Project Management	\$1,320	5	\$6,600
	Design and Planning	\$1,320	6	\$7,920
	Hardware Installation	\$1,320	2	\$2,640
	Software Installation	\$1,320	2	\$2,640
	Interfaces and Application Integration	\$1,320	3	\$3,960
	System Documentation	\$1,320	6	\$7,920
	Conversion of Alchemy Images and indexes	\$1,320	7	\$9,240
<b>Workflow</b>				
	Friend of the Court	\$1,320	12	\$15,840
<b>Training Services</b>				
	End User Training	\$1,320	2	\$2,640
	Technical Training and Knowledge Transfer	\$1,320	2	\$2,640
	OnBase Admin training (5 days, per user in Cleveland)	\$2,500	2	\$5,000
<b>Support</b>				
	ImageSoft Customer Care Package (1 year), includes: - Version upgrade assistance - Configuration and custom development issue correction - Configuration and custom development upgrade assurance - Dedicated install/support team support			\$9,306
<b>Services Subtotal</b>				<b>\$76,346</b>
<b>Total</b>				
<b>Grand Total</b>				<b>\$135,527</b>
Pricing valid for 30 days				

**DEPENDENT ELIGIBILITY AUDIT REVIEW  
RFP PROCESS**

<b>Company</b>	<b>Health Decisions</b>	<b>BMI</b>	<b>Verify Solutions</b>
<b>Location</b>	Plymouth, MI	South Bend, IN	Alpharetta, GA
<b>Yrs. In Business</b>	23	10	not stated
<b>Timeframe</b>	6 months	3-4 months	90 days
<b>Includes</b>	Extensive reporting, personalized communications, call center option, multiple mailings, hardcopy records	Personalized communications, call center, multiple mailings, hardcopy records provided.	Web based review, secure CD, Pay for Performance system, customized communications.
<b>Estimated Ineligible</b>	4-12%	not stated	Guarantee 400% 1st year ROI
<b>Cost</b>	\$38,500	\$38,000 Note: Error made on group size, proposal pricing would need to be increased.	70/30 split of savings: Min. \$90,000 5% ineligible: \$90,000 + \$10,000 base 8% ineligible: \$152,160 + \$10,000 base 10% ineligible: \$194,093 + \$10,000 base (Estimated fee based on savings and ineligible.)
<b>Misc.</b>	Conducted 80 audits in the past 4 years.		

Recommendation: Health Decisions

Low Bidder  
Excellent relationship with BCBS  
Highly recommended  
Positive references, even from a former client  
Extensive experience in audits

# Memorandum

**To:** Randy

**From:** Gerard

**Subject:** Child Care Fund Balance Budget Adjustment

---

Preliminary 2007 audit results indicate that Fund 292-Child Care will have a \$1,312,885 fund balance. This amount is considerably larger than historical fund balances; therefore, I believe a fund balance transfer is in order.

This accumulation in fund balance is primarily attributed to a decrease in costs for foster, in-home, and institution care at the State level since 2004. In other words actual costs have been less than budgeted costs. The General Fund appropriation to the Child Care Fund from year to year has been based on budgeted amounts, therefore the budget adjustment being proposed is to reflect the difference in actual cost incurred versus the budgeted amounts.

See attached proposed budget adjustment.

April 25, 2008

**County of Jackson  
Budget Adjustments-2008**

FUND	DEPT	ACCT	SUB	ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
				<b>GENERAL FUND</b>				
101	981	695	292	TRANSFER IN-CHILD CARE FUND	0	500,000		500,000
101	890	989	000	CONTINGENCY	345,198	500,000		845,198
				<b>CHILD CARE FUND</b>				
292	982	965	101	TRANSFER TO GENERAL FUND	0	500,000		500,000
292	981	699	000	TRANSFER IN FUND BALANCE	244,280	500,000		744,280

DESCRIPTION OF ADJUSTMENT
see memo from Finance officer

DEPT HEAD/date \_\_\_\_\_ COMMITTEE/date \_\_\_\_\_  
 BUDGET DIR/date \_\_\_\_\_ ADMINISTRATOR/date \_\_\_\_\_

**Jackson County Department on Aging  
May 2008 Budget Adjustment Summary**

	Revenue Change	Expense Change
101673 Meals on Wheels	6000	21072
101674 Congregate Meals	2000	-13072
	<u>8000</u>	<u>8000</u>

Revenue: Increased donations resulting from increased number of meals provided.

Expense: Move Cook wage/fringe from Congregate to MOW to better reflect time worked in MOW grant program.











# JACKSON COUNTY PARKS

## Memorandum

**To:** County Personnel and Finance Committee  
c/o Randy Treacher, Administrator

**From:** County Parks Department

**Date:** Friday, May 02, 2008

**Re:** Parks Board Request to Transfer Funds

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At the April 16, 2008 regular meeting of the Parks Board, a motion was approved to request the County Board to consider approval of a transfer of funds within the Parks Department budget.

\$50,000 from the Parks Improvement Fund to the Parks Equipment Fund.

**Background:**

The department has some serious equipment concerns. The department has spent \$ 18,476.20 to date on approved equipment/capital outlay purchases.

We would use the transfer of funds to purchase a fairway mowing unit at a cost of \$39,674.31 and a tractor at a cost of \$14,070.00 for a total of \$53,744.31. If the transfer is approved, the remaining balance in the 2008 Equipment Fund would be approximately \$17,779.69.

The department's plan is to keep the remaining balance in tact until later in the budget year for any other equipment problems that may arise.

County Affairs  
Motions

May 20, 2008

- 1a. Motion: Appoint one public member to the Region 2 Area Agency on Aging term to 4/31/2010
- 1b. Motion: Chair Appointment of one Commissioner to the Jackson County Employee's Retirement System, term to 5/31/2011 (*This appointment is subject to approval of the Retirement System By-Law Amendment.*)
- 1c. Motion: Appoint six public members to the Upper Grand River Watershed Council, terms to 5/31/2010

Commissioner Board Appointments – May 2008

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Region 2 Area Agency on Aging</u>				
1. One public member	4/31/2010	Brenda Abbey	Brenda Abbey Arlene Shepherd	Brenda Abbey
<u>Jackson County Employees' Retirement System</u> <i>(Appointment is subject to Retirement System By-law Amendment)</i>				
1. One public member	5/31/2011	Charles Adkins	Earl Poleski	<i>Chair Appointment</i> Earl Poleski
<u>Upper Grand River Watershed Council</u>				
1. One public member	5/31/2010	Scott Ambs	Scott Ambs	Scott Ambs
1. One public member	5/31/2010	Geoff Snyder	Geoff Snyder	Geoff Snyder
1. One public member	5/31/2010	James Spink	James Spink	James Spink
1. One public member	5/31/2010	Joseph Michalsky		
1. One public member	5/31/2010	Dorothy Baugh		
1. One public member	5/31/2010	tbd	Patricia Rayl	Patricia Rayl

## MINUTES

### **Jackson County GIS Policy Board**

Jackson County Tower Building  
120 W. Michigan Avenue  
Jackson, Michigan 49201  
Thursday, January 17, 2008

Members Present: Kevin Bowman, *Consumers Energy*  
Kim Brown, *Blackman Township*  
Gordon Heins, *Summit Township*  
Cliff Herl, *Jackson County*  
Juli Kolbe, *Equalization*  
Joe Michalsky, *Jackson County Road Commission*  
Charles Reisdorf, *Region 2 Planning Commission*  
Randy Treacher, *Jackson County*

Members Absent: Glen Chinavare, *City of Jackson*  
Phyllis Stressman, *Intermediate School District*  
Melissa Tee, *JAAR*

Others Present: Scott Ambs, *Coordinator, Jackson County GIS*  
Jon Stiegel, *Jackson County GIS*  
Jennifer White, *Equalization*

#### **ITEM 1      CALL TO ORDER**

Kevin called the meeting to order at 3:00 p.m.

#### **ITEM 2      APPROVAL OF THE JANUARY 17, 2008 AGENDA**

Kevin asked if there were any revisions to the agenda. Gordon motioned, and was supported by Randy, to approve the agenda. The motion carried unanimously.

#### **ITEM 3      PUBLIC COMMENT**

No public comment was received.

#### **ITEM 4      APPROVAL OF THE OCTOBER 18, 2007 MINUTES**

Gordon motioned, and was supported by Cliff, to approve the minutes of the October 18, 2007 Policy Board. The motion carried unanimously.



**ITEM 5**      **OLD BUSINESS**

There was no old business.

**ITEM 6**      **PICTOMETRY DISTRIBUTION UPDATE**

Scott brought the group up to date on the Townships that had presentations made and the installations.

**ITEM 7**      **DELINQUENT TAX PRESENTATION**

Jon made a presentation on the process he developed to display the delinquent tax parcels to the web site.

**ITEM 8**      **GIS PROGRESS**

Scott provided a map to all showing the progress that has been made to date on the remonumented section corners.

**ITEM 9**      **DIGITAL AND HARD COPY PRICING**

Scott provided a sheet showing proposed costs for digital and hard copy prices. Randy motioned, and was supported by Cliff, to approve the proposed prices and have Scott present them to the appropriate County Committees for approval. The motion carried unanimously.

**ITEM 10**     **JACKSON COUNTY GIS MEMBERSHIP**

Scott provided a sheet showing proposed membership fees for the Jackson County GIS. There was discussion on the proposed fees and it was the consensus of the group to take the proposed fee structure back to their communities for input.

**ITEM 11**     **ADDRESSING GRANTS**

Scott informed the group that the attempt to secure a grant for the addressing project was rejected by the Community Foundation. The Community Foundation felt that this was a project that should be supported by tax dollars.

**ITEM 12**     **COORDINATOR UPDATE**

Scott summarized the staff activities to date.

**ITEM 13**     **NEW BUSINESS**

Ray described to the group how Blackman Charter Township has expanded their use of GIS and how it was being used to support their economic development efforts.

**ITEM 14      PUBLIC COMMENT**

No public comment was received.

**ITEM 15      NEXT MEETING DATE**

The next meeting date is set for Thursday, April 17, 2008 at 3:00 p.m. in Room 604 of the Jackson County Tower Building.

**ITEM 13      ADJOURNMENT**

Motion by Gordon, supported by Juli, to adjourn the meeting at 4:09 p.m. The motion carried unanimously.

Jackson County  
DIGITAL and HARD COPY PRICING  
1-17-08

**DIGITAL DATA PRICING**

	<u>1-499</u>	<u>500-999</u>	<u>1000-2499</u>	<u>2500-5000</u>	<u>5000-50000</u>	<u>50000+</u>	<u>County Updates</u> <i>(anytime within calendar year)</i>
Parcel Geography <i>(no assessing data)</i>	\$1.00	\$0.80	\$0.60	\$0.40	\$0.30	\$0.20	\$500
Parcel Geography <i>(assessing data)</i>	\$2.00	\$1.50	\$1.00	\$0.80	\$0.60	\$0.30	\$1,000.00

	<u>County</u>	<u>Local Unit</u>	<u>Section</u>
2007 Color Imagery	\$5,000.00	\$500.00	\$50.00
2005 Color Imagery	\$3,000.00	\$300.00	\$25.00
2000 B&W Imagery	\$1,000.00	\$100.00	\$20.00
Data Layers <i>(i.e. soils, wetlands, etc.)</i>	\$800.00	\$100.00	\$50.00
Boundary Layers <i>(i.e. Political Units, Commission Districts, School Districts, etc.)</i>	\$400.00	\$50.00	N/A

**HARD COPY MAP PRICING**

	<u>B&amp;W / Color</u>	<u>W/Aerial</u>
8 ½" x 11"	\$8.00	\$12.00
11" x 17"	\$12.00	\$18.00
17" x 22" <i>(c size)</i>	\$18.00	\$27.00
24" x 36" <i>(d size)</i>	\$36.00	\$54.00
36" x 48" <i>(e size)</i>	\$50.00	\$75.00

**HOURLY LABOR RATES**

- GIS Technicians: \$75.00 / hr *(charged in ½ hr increments with ½ hr minimum charge)*
- Hourly labor rates apply for the creation of customized *(non-standard)* outputs

**INFORMATION REQUEST**

- Information request form / agreement for customized output must be fully completed.

**APPLICATION FEE**

- A \$25.00 application fee will be charged for all customized outputs



# Jackson County Health Department

1715 Lansing Ave • Ste 221 • Jackson, Michigan 49202

Phone (517) 788-4420 • FAX (517) 788-4373

## SOIL EROSION AND SEDIMENTATION CONTROL FEES PAYABLE TO: JACKSON COUNTY HEALTH DEPARTMENT OR JCHD

- A. Individual Residential Site
  - 1. Submission of an application/site plan for a permit.
    - a. Single family residence - \$150.00 Cash Bond - \$300.00 (refunded after final inspection, except that inspection in excess of three will be charged at \$75.00 for re-inspection and extension letter and deducted from the bond).
    - b. Sea walls - \$75.00. Cash Bond - \$75.00.
  - 2. Extension beyond expiration of permit - \$50.00 (4 months).
  - 3. Re-inspection fee - \$25.00.
  - 4. Violation of extension letter - \$50.00.
  - 5. "After the fact" permit – additional \$100.00.
  - 6. Post "Cease and Desist" - \$100.00.
- B. Ponds
  - 1. Pond excavation and grading activity of less than one acre (if permit required under Part 91) - \$200.00. Cash Bond - \$125.00.
  - 2. Pond excavation and grading activity of over one acre - \$250.00 Cash Bond - \$125.00.
  - 3. Post "Cease and Desist" - \$100.00.
- C. Subdivisions, Mobile Home Parks, Multiple Housing, Shopping Centers, Schools, Commercial Sites, Wholesale and Retail Outlets, Restaurants, Offices, Factories, Service Stations, etc.
  - 1. Review/Submittal fee - \$200.00.
  - 2. Cash Bond - \$1,500.00.
  - 3. Re-submittal - \$50.00.
  - 4. Site with ground disturbance:
    - a. Less than 5 acres - \$125.00/month (\$300.00 minimum).
    - b. 5 to 20 acres - \$150.00/month (\$375.00 minimum).
    - c. Over 20 acres - \$175.00/month (\$450.00 minimum).
  - 5. Post "Cease and Desist" - \$100.00.
- D. Underground Cable, Pipelines, Sewers, Drainage Ditches, Impoundment, Dredging, Excavations and Borrow Pits, Water Lines.
  - 1. \$200.00 plan review.
  - 2. \$125.00 each plan revision and inspection.
  - 3. \$100.00 each additional visit necessitated by violations of permit or fee requirements.
  - 4. \$125.00 permit renewal.
  - 5. \$1,000.00 cash bond
  - 6. \$100.00 post "Cease and Desist".
- E. Projects with descriptions not shown will be placed in one of the above fee schedule areas by the County Enforcing Agency.

An Equal Opportunity Employer

Accounting  
788-4487

Environmental Health Division  
788-4433

Health Education  
788-4655

Personal & Preventative Health  
788-4412



# Jackson County Health Department

1715 Lansing Ave • Ste 221 • Jackson, Michigan 49202

Phone (517) 788-4433 • FAX (517) 788-4616

## SESC FEE COMPARISON

### Current Fees

### Proposed Fees

*Scenario: New residential home, six month completion time, one acre*

\$150 permit fee (includes 3 inspections)  
3 additional inspections @ \$75= \$225  
Total Fees: **\$375**

Plan review fee: \$50  
Permit fee: \$80  
6 inspections @ \$30= \$180  
Total Fees: **\$310**

*Scenario: Commercial project, eight months, seven acres*

\$200 review/submittal fee  
Additional fee of 8 months @ \$150= \$1200  
Total Fees: **\$1,400**

Plan review fee: \$75  
First acre fee \$150+6 acres @ \$50=\$450  
8 inspections @ \$60= \$480  
Total Fees: **\$1,005**

*Scenario: Commercial project, four months, two acres*

\$200 review/submittal fee  
Additional fee of 4 months @ \$125=\$500  
Total Fees: **\$700**

Plan review fee: \$50  
First acre fee \$150+1 acre @ \$50=\$200  
4 inspections @ \$60=\$240  
Total Fees: **\$490**

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788-4412



# Jackson County Health Department

1715 Lansing Ave • Ste 221 • Jackson, Michigan 49202

Phone (517) 788-4433 • FAX (517) 788-4616

## SOIL EROSION & SEDIMENTATION CONTROL PERMIT FEE SCHEDULE

### PERMIT REQUIREMENTS:

A land owner or developer who contracts for, allows or engages in an earth change in the County shall obtain a permit from the Soil Erosion Control Agent prior to commencement of an earth change which disturbs one or more acres of land or if the earth change is within 500 feet of a lake, stream, or County drain.

If construction or earth change is started without a permit or continues without a permit, the total fee will be doubled.

### PLAN REVIEW FEE:

At the time of application for a permit, a non-refundable fee shall be charged for plan review.

Less than 1 acre	\$25.00
1 to 5 acres	\$50.00
6 acres or more	\$75.00

Additionally, fees for permits and inspections will be charged according to the following schedule:

### PERMIT:

1. Residential – Single or Duplex
  - a. New Home \$80.00 Cash Bond: \$300
  - b. Building addition, improvement, pole building, garage, septic system\*, sea walls, or driveway. \$40.00 Cash Bond: \$150

\*Plan review fee and bond is waived for replacement septic systems
  
2. Site Development:
 

Up to 1 acre	\$150.00	Cash Bond: \$1,500
Each additional acre or fraction thereof	\$50.00	

Plat developments, mobile home parks, multiple housing units/ apartments, commercial, industrial, cut & fill operations, contiguous family homes erected at the same time, by the same owner, developer and contractor.
  
3. Utilities:
 

Up to 1 mile	\$100.00	Cash Bond: \$1,500
Each additional mile or fraction	\$50.00	

Including, but not limited to, underground cables, conduit, or pipelines.
  
4. Gravel/Sand Mining: (Annual Permits)
 

\$200.00 (1-5 acres)
\$400.00 (6-15 acres)
\$600.00 (16+ acres)

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788-4655

Personal & Preventative Health  
788-4412

- 5. Any projects with descriptions not shown above will be placed into one of the fee schedule areas by the County Enforcing Agency.

**INSPECTION FEE:**

1.	Number of inspections determined at one inspection per month until permanent ground cover is established.	Residential	\$30.00
		Non-Residential	\$60.00

Additional inspections may be required by the Soil Erosion Control Agent because of conditions that might occur through non-compliance on the part of the permit holder or the permit holder may request additional inspections.

2.	Site Evaluation/Consultation		
	a. A single family residential home or accessory structure		\$35.00
	b. All other projects (including 2+ homes)		\$75.00

**Notes to Applicant:**

The applicant (person signing the application) is legally responsible for the final ground cover. If the property is sold the legal responsibility remains with the applicant unless the buyer signs a written agreement to take over all responsibility for installing the required final ground cover. A copy of that signed agreement must be transmitted to the Soil Erosion Control Agent before the permit expires.

All sites where over 5 acres of ground area are disturbed with direct discharge to waters of the state must have a licensed stormwater operator and are required to obtain a Notice of Coverage under the National Pollution Discharge Elimination System (NPDES). A copy of the NPDES acknowledgement letter must be provided to this office within ten (10) business days of issuance of coverage.

If you have any questions, contact our office at 517-788-4433

Personnel & Finance

Motions

May 20, 2008

1. Motion: Review and Discussion of Elimination of Lifetime Benefits for Elected Officials



**Motion:** To recommend to the full Board for review and discussion the request that any county-wide Elected Official who is appointed or elected after the date of the adoption of this motion, would receive no health or life insurance benefits. This motion would not apply to any person who currently receives these benefits and is appointed or elected to a county-wide position after the date of adoption of this motion.

COMMISSIONERS:  
RANDALL W. TREACHER  
*Chairperson*  
ANTHONY PHILIPPS  
*Vice Chairperson*  
JOHN D. HURD  
*Member*  
MICHAEL J. RAND, JR.  
*Member*  
MICHAEL A. STIMPSON  
*Member*



KENNETH R. STRAUB  
*Managing Director*  
JOSEPH M. MICHALSKY P.E.  
*Director of Engineering*  
CHARLES R. WALKER  
*Director of Finance / Clerk*  
DAVID B. SMITH  
*Director of Operations*

May 5, 2008

Jackson County Commissioners  
120 West Michigan Avenue  
Jackson, Mich. 49201

Reference: Retirement Drop Program

Commissioners,

The Jackson County Road Commission presently is involved in labor negotiations and is requesting for a reduction in the age for entering the Retirement Drop Program from 60 years of age to 57 years of age. An actuary report has been completed. Your consideration and response in regards to this would be greatly appreciated.

Sincerely,

Kenneth R. Straub  
Managing Director

Cc: Commissioners  
Chuck Walker-Director of Finance/Clerk

Your Local Road Professionals  
2400 Elm Road, P.O. Box 1125 • Jackson, Michigan 49204.1125  
Telephone: (517) 788-4230 or 1 (800) 718-3537 • Fax: (517) 788-4237  
<http://www.jcrc-roads.org>