

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



BOARD OF COMMISSIONERS

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

ELECTED OFFICIALS

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

COUNTY STAFF

**Michael Overton, Administrator/Controller
Adam Brown, Deputy Administrator
Charles Adkins, Circuit Court Administrator
Tammy Bates, District Court Administrator
Andy Crisenbery, Friend of the Court
James Latham, Director of Finance
Connie Frey, IT Director
Brandon Ransom, Parks Director
Teresa Hawkins, Youth Center Director
Ruth Scott, Equalization Director
Crystal Dixon, Human Resources Director
Dr. John Maino, Medical Director
Kent Maurer, Airport Manager
Ric Scheele, Director-Fleet & Facilities Opns.
Matt Shane, MSU Ext.-District Coordinator
Marce Wandell, Department on Aging Director
Dave Welihan, Veterans Affairs Officer
Ted Westmeier, Health Officer**

County Commission Agenda August 21, 2012

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. Policy
 - B. County Affairs & 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: Policy, County Affairs & 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
August 21, 2012
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** – *by Chairman Steve Shotwell*
2. **INVOCATION** – *by Jonathan Williams*
3. **PLEDGE OF ALLEGIANCE** – *by Kaleigh Duckham*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
11. **MINUTES** - Minutes of the 7-17-12 Regular Meeting of the Jackson County Board of Commissioners

Attachments:

*7-17-12 Regular Meeting Minutes

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

A. County Policy

1. **Revised – Fiscal Policy 1000 – Budget Resolution**

Attachments:

* Policy 1000

2. **Revised – Fiscal Policy 1070 – Unreserved Fund Balance Policy**

Attachments:

* Policy 1070

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

B. County Affairs & Agencies

3. Snow Removal Equipment Building Grant

Attachments:

*MDOT Sponsor Contract

**4. RESOLUTION 08-12.34 AUTHORIZING THE COUNTY BOARD OF COMMISSIONERS CHAIR, James E. Shotwell Jr. TO SIGN MDOT SPONSOR CONTRACT #2012-0643 (FEDERAL PROJECT #B-26-0051-3211),
Snow Removal Equipment Building Construction**

Attachments:

*Resolution 08-12.34

5. Snow Removal Equipment Building Construction Contract

Attachments:

*Garrison Contract

6. Construction Administration

Attachments:

*Mead and Hunt Contract

7. Demolition Services for Airport-Owned Structures related to runway safety project

Attachments:

*Commonwealth Associates Demolition Contract

C. Human Services

8. Animal Shelter Veterinarian Tech Contract

Attachments:

*Vet Tech Services Memo

*Vet Tech Independent Contractor Agreement

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

D. Personnel & Finance

9. Budget Adjustments

a. Register of Deeds- Senior Clerk

Attachments:
* Request

b. Department on Aging

Attachments:
*Request

E. Other Business

10. Claims – July 1-31, 2012

Attachments: None.

13. **STANDING COMMITTEES**

A. County Policy – *Commissioner Dave Elwell* - None.

B. County Affairs & Agencies – *Commissioner Dave Lutchka* - None.

C. Human Services – *Commissioner Jon Williams* - None.

D. Personnel and Finance – *Commissioner Jim Videto* – None.

14. **UNFINISHED BUSINESS**

15. **NEW BUSINESS**

A. Road Commission Ad Hoc Committee

16. **PUBLIC COMMENTS**

17. **COMMISSIONER COMMENTS**

18. **CLOSED SESSION – None.**

19. **ADJOURNMENT**

MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
July 17, 2012
7:00 p.m.
County Commission Chambers

1. **CALL TO ORDER** – by Chairman Steve Shotwell
2. **INVOCATION** – by Chairman Steve Shotwell
3. **PLEDGE OF ALLEGIANCE** – by Jared Alexander, a recent Hanover-Horton High School graduate and Marine Corp recruit, leaving in August to began training
4. **ROLL CALL** – County Clerk Amanda Riska

(11) Present. Commissioners Herl, Lutchka, Rice, Duckham, Alexander, Videto, Williams, Smith, Way, Elwell, and Shotwell.

(1) Absent. Commissioner Mahoney.
5. **APPROVAL OF AGENDA**

Moved by Williams, supported by Way for Approval of the Agenda. Commissioner Videto requested to accept revised attachment to Resolution 07-12.30 and to add endorsement letter to New Business for the Community Transformation Grant. Motion carried.
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**

A. **2013 Budget Public Hearing**

Jon Wilson spoke about the County's Fund Balance and asked if the extra money in unreserved Fund Balance can go toward the Cascade Falls.
9. **PUBLIC COMMENTS**

Jim Wellman, candidate for County Commissioner – District 1, introduced himself to the Board.
10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.
11. **MINUTES** - Minutes of the June 19, 2012, Regular Meeting of the Jackson County Board of Commissioners

Moved by Lutchka, supported by Way to Approve the Minutes of the June 19, 2012, Regular Meeting of the Jackson County Board of Commissioners. Motion carried.

12. **CONSENT AGENDA**

Moved by Herl, supported by Duckham for Approval of the Consent Agenda. Roll Call:
(11) Yeas. Motion carried.

A. **County Policy** – None.

B. **County Affairs & Agencies**

3. **Region 2 Planning Commission Bi-annual Report**

C. **Human Services**

4. **Senior of the Year Resolution 07-12.29**

5. **Resolution 07-12.28 THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
DESIGNATE CMH AUTHORITY OF CLINTON-EATON-INGHAM COUNTIES AS
THE COORDINATING AGENCY FOR JACKSON COUNTY EFFECTIVE
OCTOBER 1, 2012**

6. **DRAFT Fiscal Year 2014 Annual Implementation Plan for Older American Act
funded services**

D. **Personnel & Finance**

7. **Region 2 Planning Lease Renewal**

8. **Budget Adjustments**

a. **Childcare Fund**

E. **Other Business**

7. **Claims** – June 1-30, 2012

13. **STANDING COMMITTEES**

A. **County Policy** – *Commissioner Dave Elwell* - None.

B. **County Affairs & Agencies** – *Commissioner Dave Lutchka*

1. **Appointments**

a. Upper Grand River Watershed Council – 2 public members, terms to 5/2014

Mr. Bormuth withdrew his application. Commissioner Lutchka nominated Anthony Raduazo and James Seitz. No other nominations from the floor. Anthony Raduazo and James Seitz appointed.

C. **Human Services – Commissioner Jon Williams** - None.

D. **Personnel and Finance – Commissioner Jim Videto** – None.

14. **UNFINISHED BUSINESS**

A. **Resolution 07-12.33 Right of Refusal**

Moved by Herl, supported by Rice to Approve Resolution 07-12.33 Right of Refusal. Roll Call: (11) Yeas. Motion carried.

15. **NEW BUSINESS**

A. **Resolution 07-12.30 Establish Budgets for Other Funds**

Moved by Lutchka, supported by Videto to Approve Resolution 07-12.30 to Establish Budgets for Other Funds. Roll Call: (11) Yeas. Motion carried.

B. **Resolution 07-12.31 Compensation Employees**

Moved by Williams, supported by Duckham to Approve Resolution 07-12.31 Compensation Employees. Roll Call: (11) Yeas. Motion carried.

C. **Resolution 07-12.32 General Appropriations**

Moved by Way, supported by Lutckha to Approve Resolution 07-12.32 General Appropriations. Roll Call: (11) Yeas. Motion carried.

D. **Endorsement Letter for Community Transformation Grant**

Moved by Videto, supported by Williams to Approve the Endorsement Letter for the Community Transformation Grant. Roll Call: (7) Yeas. Commissioners Herl, Lutchka, Rice, Alexander, Videto, Williams, and Smith. (4) Nays. Commissioners Duckham, Way, Elwell, and Shotwell. Motion carried.

16. **PUBLIC COMMENTS**

John Wilson asked County Administration or the Commissioners to provide an explanation on how the county arrived at the figure for the fund balance.

17. **COMMISSIONER COMMENTS**

Commissioner Herl welcomed back Commissioner Smith.

Commissioner Smith said she is happy to be back and thanked everyone for their cards, prayers, and support.

Commissioner Lutchka stated that a response was never received from members of the City

Council regarding the ice cream scooping contest at the Fair. The Township Supervisors were asked to participate and agreed. An email will be sent out with the schedule.

Commissioner Videto reminded everyone that the Fair is August 5 thru the 11 and he hopes to see everyone there.

Commissioner Duckham stated that the Board has worked very hard to achieve and maintain a balanced budget in Jackson County and yet with their vote, they just endorsed a trillion dollar deficit.

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT** - Chairman Shotwell adjourned the July 17, 2012, Meeting of the Jackson County Board of Commissioners at 7:19 p.m.

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

Amanda L. Riska – County Clerk

COUNTY OF JACKSON POLICY MANUAL

FISCAL

Policy 1000

BUDGET RESOLUTION

A resolution to establish a budget system for the County of Jackson; to define the powers and duties of the County of Jackson officers in relation to that system; to provide that the Fiscal Officer shall be furnished with information by the departments, boards, commissions, and agencies (hereafter known as “entities”) relating to their financial needs, receipts and expenditures, and general affairs; to provide for an annual appropriation measure; to prescribe a disbursement procedure; to provide for an allotment system; and to provide remedies for refusal or neglect to comply with the requirements of this resolution. The annual budget will be prepared as prescribed by the Uniform Budget and Accounting Act of [1978-1968](#) as amended.

Section 1. County of Jackson Budget Resolution.

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

Section 3. The Administrator/Controller shall be the County of Jackson Fiscal Officer, and shall [perform-be responsible for](#) the duties of the Fiscal Officer enumerated in this resolution. The Jackson County Board of Commissioners shall be the Board of Commissioners.

Section 4. No later than [July-May](#) 1st of each year, the Fiscal Officer shall send to each entity of the County of Jackson, a budget message for the use of

those entities in preparing their estimates of budgetary requirements for the ensuing fiscal year. This message shall include information that the Fiscal Officer determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner. It may also indicate limits on budgetary estimates, items that are to receive emphasis, and other policy direction deemed necessary. The budget message shall, at a minimum, require:

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

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

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

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

Section 7. The Fiscal Officer may review the estimates with a representative from each entity of the County of Jackson that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure their accuracy, and to determine adherence to the budget guidelines provided by the Fiscal Officer pursuant to Section 4.

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

- A. The amounts needed to pay and discharge the principal and interest of debt of the local unit due in the ensuing fiscal year.
- B. Revenues shall contain detailed estimates of all anticipated revenues and any additional information required by the Fiscal Officer.

- C. Expenditures shall contain detailed estimates of all operating and capital outlay expenditures and any additional information required by the Fiscal Officer.
- D. An informational summary of projected revenues and expenditures of any special revenue funds, capital project funds, internal service funds, enterprise funds, or debt service funds, including the estimated total cost and proposed method of financing each capital construction project, and the projected additional annual operating cost and the method of financing the operating costs of each project for four (4) years beyond the fiscal year covered by the budget.

Section 9. The Fiscal Officer shall transmit the budget to the Board of Commissioners who may review or alter it pursuant to Section 8 before the end of July. With notification and consent from the Board of Commissioners, the Fiscal Officer may push back the transmission of the budget to the Board of Commissioners if extenuating circumstances justify the delay.

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

- A. A proposed general appropriations act, which shall set forth the anticipated revenues and requested expenditures. No general appropriation act shall be submitted to the Board of Commissioners

in which estimated total expenditures, including an accrued deficit, exceed estimated revenues and available surplus.

- B. A budget message which shall explain the reasons for increases or decreases in budgeted items compared with the current fiscal year, the policy of the Fiscal Officer as it relates to important budgetary items, any other information that the Fiscal Officer determines to be useful to the Board of Commissioners in its consideration of proposed appropriations.

Section 11. The Board of Commissioners may direct the Fiscal Officer to submit any additional information it deems relevant in its consideration of the proposed general appropriation act. The Board of Commissioners may conduct budgetary reviews with the Fiscal Officer for the purpose of clarification or justifications of proposed budgetary items. The Board of Commissioners may revise, alter or substitute for the proposed general appropriations act in any way, except that it may not change it in a way that would cause total appropriations including an accrued deficit to exceed total estimated revenues, including an un-appropriated surplus. An accrued deficit shall be the first item of expenditures in the general appropriations act.

Section 12. The Board of Commissioners shall fix the time and place of a public hearing to be held on the proposed general appropriations act. The County Clerk shall then have published in a newspaper of general circulation within the County of Jackson a notice of the hearing and an

indication of the place at which the proposed general appropriations act may be inspected by the public. The notice must be published at least seven (7) days before the date of the hearing.

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

Section 13. In the event that the Board of Commissioners fails to pass a general appropriations act by January 1st of each fiscal year, the Fiscal Officer shall notify all entities that they may, in the new fiscal year, make expenditures and incur obligations under the provisions of the general appropriations act effective for the fiscal year just completed; except that the authority for any items of appropriation in any month shall be limited to an amount not to exceed one twelfth (1/12) of the annual appropriations amount for that item. Expenditures shall continue in this manner each month until the effective date of a general appropriations act for the new fiscal year.

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

Section 15. Appropriations will be deemed maximum authorization to incur expenditures. The Fiscal Officer shall exercise supervision and control in

order to ensure that programs or work objectives are realized within these limits and shall not approve any ~~expenditures~~expenditure beyond that necessary to accomplish those objectives.

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

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

Section 18. No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligations. Any obligation incurred or payment authorized in violation of this resolution, shall be void and any payment so made illegal.

Section 19. The Fiscal Officer within thirty (30) days after the end of each month, shall transmit to the Board of Commissioners a summary statement showing the revenues and expenditures for the month, including year to date.

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

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

Section 21. Whenever it appears to the Fiscal Officer that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the Fiscal Officer shall present to the Board of Commissioners recommendations which, if adopted, will prevent expenditures from exceeding available revenues for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both. Within thirty (30) days of receiving the recommendations of the Fiscal Officer, the Board of Commissioners shall amend the general appropriations act to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations or both. If the Board of Commissioners does not make effective such appropriations, reductions or measures to increase revenues within this time, the Fiscal Officer shall within the next five (5) days, make adjustments in appropriations in order to equalize appropriations and estimated revenues.

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

Adopted: 05/16/00

| Revised: 05/15/07, 9/23/08, [7/17/12](#)

COUNTY OF JACKSON POLICY MANUAL

FISCAL

Policy No. 1070

UNRESERVED FUND BALANCE POLICY

The County's optimum unreserved fund balance should represent 18% - 24% of the annual audited expenditures and transfers out of the previous fiscal year. Any amount in excess of 24% will, as approved by the Board of Commissioners, be transferred to the Budget Stabilization Fund, transferred to the Public Improvement Building Fund, or be identified in the five-year fiscal plan on how it will be used to maintain service levels etc. as approved by the Board of Commissioners while returning the fund balance to the appropriate level.

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

Adopted: 05/16/00

Revised: 05/15/07, 09/23/08




J X N

Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

TO: Michael Overton, Administrator/Controller

FROM: Kent Maurer, Airport Manager 

SUBJECT: **Board of Commissioner Agenda Item Request: Approve MDOT Sponsor Contract totaling \$2.2 million dollars for Construction of a Snow Removal Equipment Building at Jackson County Reynolds Field**

DATE: July 19, 2012

Motion Requested: Approve the Sponsor Contract with MDOT-Aeronautics for construction of a Snow Removal Equipment Building totaling \$2.2 million dollars with an allocation of Federal \$1,131,666; State of Michigan \$934,666 and Jackson County \$134,167 and approve the Resolution authorizing James E. Shotwell Jr. to sign the Sponsor Contract

I. Background

A. The runway 7-25 project requires eventual demolition of the existing Snow Removal Equipment building located on Woodville Road. The existing SRE building happens to be situated on future runway 7-25's taxiway system. The Runway 7-25 project is necessary in order to construct 1000' safety areas at both ends of that runway. Current runway 6-24 cannot accommodate the 1000' safety areas because of the orientation of that runway. Airport Road and the railroad tracks create barriers at both ends of runway 6-24 making it necessary to construct a new runway (7-25). This necessitates construction of a new/replacement SRE building on Airport Road north of Wildwood Ave.

II. Current Situation

A. Construction of the new SRE building is necessary and vital to continued progress with the Runway 7-25 Safety Area project. It is important for construction to begin in the very near future in order to enclose the new structure prior to severe winter weather.

B. This construction project is part of the FAA approved airport ten-year-plan for airport construction projects and is also contained on the FAA approved Jackson County – Reynolds Field Airport Layout Plan.

III. Analysis

A. Strategic: This project is required for continued progress in the Runway 7-25 Safety Project, a project that has been given high strategic priority by the Board of Commissioners. The Runway 7-25 Safety Project was first approved in 2001. This project is an economic generator for the Jackson area and in keeping with the adopted strategic priorities of the County of Jackson.

B. Financial: The total Sponsor Contract is \$2, 200,000 with an allocation of contributions as follows: Federal \$1,131,666; State of Michigan \$934,167 and Jackson County \$134,167. The County of Jackson match funds are contained within the Runway Public Improvement budget that has a balance of \$398,000.

C. Customer: Users of Jackson County-Reynolds Field and the citizens of Jackson County.

D. Timing: August approval by the Board of Commissioners will permit construction to begin in very early September and in time to enclose the building prior to winter weather conditions.

IV. Recommendation

I recommend approval of this request.

Attachments: MDOT Aeronautics Sponsor Contract

Draft Board of Commissioners Resolution

RESOLUTION ()
AUTHORIZING THE COUNTY BOARD OF COMMISSIONERS
CHAIR, James E. Shotwell Jr. TO SIGN MDOT SPONSOR CONTRACT
#2012-0643 (FEDERAL PROJECT #B-26-0051-3211),
Snow Removal Equipment Building Construction

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 must be constructed; and

WHEREAS, Construction of the Snow Removal Equipment Building is necessary and required so that Runway 7-25 can be constructed because the existing SRE building is situated on the future Runway 7-25 taxiway system; and

WHEREAS, Grant funds in the amount of \$2,200,000 were allocated by the Michigan Aeronautics Commission with an allocation of Federal \$1,131.666; State \$934,167 and Local match \$134,167 requirements for the referenced project; 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 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
August 21, 2012

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 21, 2012 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 July 5, 2012, attached hereto and made a part hereof.

PROJECT DESCRIPTION: CONSTRUCT SNOW REMOVAL EQUIPMENT BUILDING.

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) 6, 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. 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.
 - c. The DEPARTMENT or its representative may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.
 - d. If any part of the work is subcontracted, the SPONSOR will assure compliance with subsections (a), (b), and (c) 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 July 2010, 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 July 18, 2012.

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. The PROJECT COST participation shown in 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	\$1,131,666.00
Maximum DEPARTMENT Share	\$934,167.00
SPONSOR Share	<u>\$134,167.00</u>
<i>Estimated</i> PROJECT COST	\$2,200,000.00

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 Office of 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

Project No. G-26-0051-3211
Contract No. FM 38-01-C74

July 5, 2012

	Federal	State	Local	Total
ADMINISTRATION	\$950	\$25	\$25	\$1,000
DEPARTMENT-AERO 95/2.5/2.5%	\$950	\$25	\$25	\$1,000
ENVIRONMENTAL	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0
CONSTRUCTION	\$1,117,416	\$933,792	\$133,792	\$2,185,000
Snow Removal Equipment Building 95/2.5/2.5%	\$791,666	\$20,834	\$20,833	\$833,333
Snow Removal Equipment Building 90/5/5%	\$150,000	\$8,333	\$8,334	\$166,667
Snow Removal Equipment Building 90% State & 10% local	\$0	\$900,000	\$100,000	\$1,000,000
AERO - Construction 95/2.5/2.5%	\$4,750	\$125	\$125	\$5,000
CONSULTANT - Construction 95/2.5/2.5%	\$171,000	\$4,500	\$4,500	\$180,000
CONTINGENCIES	\$13,300	\$350	\$350	\$14,000
Funding Contingency 95/2.5/2.5%	\$13,300	\$350	\$350	\$14,000
TOTAL PROJECT BUDGET	\$1,131,666	\$934,167	\$134,167	\$2,200,000

Federal Billing Breakdown:

Bill #1 \$696,666 (95%) SBGP 8211
Bill #2 \$285,000 (95%) SBGP 7010
Bill #3 \$150,000 (90%) SBGP 8512

MAC Transfer: 3/22/12

RESOLUTION 08-12.34
AUTHORIZING THE COUNTY BOARD OF COMMISSIONERS
CHAIR, James E. Shotwell Jr. TO SIGN MDOT SPONSOR CONTRACT
#2012-0643 (FEDERAL PROJECT #B-26-0051-3211),
Snow Removal Equipment Building Construction

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 must be constructed; and

WHEREAS, Construction of the Snow Removal Equipment Building is necessary and required so that Runway 7-25 can be constructed because the existing SRE building is situated on the future Runway 7-25 taxiway system; and

WHEREAS, Grant funds in the amount of \$2,200,000 were allocated by the Michigan Aeronautics Commission with an allocation of Federal \$1,131,666; State \$934,167 and Local match \$134,167 requirements for the referenced project; 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 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
August 21, 2012

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 21, 2012 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: _____



TO: Michael Overton, Administrator/Controller

FROM: Kent Maurer, Airport Manager

SUBJECT: **Board of Commissioner Agenda Item Request: Approve the Contract with Garrison Company of Farmington Hills, Michigan in the amount of \$2 million dollars for Construction of a Snow Removal Equipment Building at Jackson County - Reynolds Field**

DATE: July 25, 2012

Motion Requested: Approve the contract with Garrison Company for construction of a Snow Removal Equipment Building for \$2 million dollars and authorize James E. Shotwell Jr. to sign the referenced contract document(s).

I. Background

A. The runway 7-25 project requires eventual demolition of the existing Snow Removal Equipment building located on Woodville Road. The existing SRE building happens to be situated on future runway 7-25's taxiway system. The Runway 7-25 project is necessary in order to construct 1000' safety areas at both ends of that runway. Current runway 6-24 cannot accommodate the 1000' safety areas because of the orientation of that runway. Airport Road and the railroad tracks create barriers at both ends of runway 6-24 making it necessary to construct a new runway (7-25). This necessitates construction of a new/replacement SRE building on Airport Road north of Wildwood Ave.

This construction project was advertised in accordance with County of Jackson purchasing policies. The advertisement can be viewed at this link:

http://www.co.jackson.mi.us/Agencies/airport/docs/JXN_20SRE_20Ad_20for_20Bids_205_11_12_1_.pdf

There was a good response to the advertisement with a total of four bids being received. As will be explained later, one of the bids was withdrawn by the bidder leaving three bids. The bid tally form can be viewed at this link:

http://www.co.jackson.mi.us/Agencies/airport/docs/AR_M355N_20120613_124444_1_.pdf

II. Current Situation

A. Construction of the new SRE building is necessary and vital to continued progress with the Runway 7-25 Safety Area project. It is important for construction on this building to begin in late August or early September in order to enclose the new structure prior to severe winter weather. The construction contract has been reviewed by Kevin Thomson, legal counsel.

B. This construction project is part of the FAA approved airport ten-year-plan for airport construction projects and is also contained on the FAA approved Jackson County – Reynolds Field Airport Layout Plan.

III. Analysis

- Strategic: This project is required for continued progress in the Runway 7-25 Safety Project, a project that has been given high strategic priority by the Board of Commissioners. The Runway 7-25 Safety Project was first approved in 2001. This project is an economic generator for the Jackson area and in keeping with the adopted strategic priorities of the County of Jackson.

Garrison Company has been recommended for award of this project after careful review of the company's qualifications by our architect, Kevin Kunde, of Mead and Hunt. This award recommendation process involves documenting the company's history in such projects. Additionally, Garrison Company was required to establish their ability to meet the "Buy American Act" or seek waivers for products that do not meet this act. A synopsis of this act can be viewed at: <http://www.dot.gov/buyamerica/>

A statement of qualifications for Garrison Company is found in this link:

http://www.co.jackson.mi.us/Agencies/airport/docs/doc01415220120619121043_1_.pdf

The Jackson County Airport Board, by resolution, endorsed this award recommendation at their July 18, 2012 meeting and that resolution is attached to this memorandum. The resolution by the Airport Board was necessary because the initial and apparent low bidder (MJC) almost immediately withdrew their bid due to a clerical error. The bid from MJC was determined to be non-compliant with bidding requirements after review by legal counsel. The communication from legal counsel can be viewed at this link:

<http://www.co.jackson.mi.us/Agencies/airport/docs/MJCBidWithdrawal.pdf>

B. Financial: The total contract amount is \$2, 000,000 (BDO Option #3 on the bid summary document) and is funded with an MDOT-Aeronautics grant that requires a County of Jackson local match of \$134,167. The local match results from using three separate fund sources from MDOT-Aeronautics to make this project possible. The three funds are: Federal-State-Local; Entitlement; and State-Local. One of the funds, the State-Local fund requires a 10% local match and 90% State match with no Federal funding. Please note that the State match also is much larger than some of the past grants. The net County of Jackson match computes to 6.7%. The County of Jackson match funds are contained within the Runway Public Improvement budget that has a balance of \$398,000.

C. Customer: Users of Jackson County-Reynolds Field and the citizens of Jackson County.

D. Timing: August approval by the Board of Commissioners will permit construction to begin in very early September and in time to enclose the building prior to winter weather conditions.

IV. Recommendation

I recommend approval of this request.

Attachments: Contract with Garrison Company

Airport Board Resolution

(ATTACHMENT #1)

**RESOLUTION OF
THE JACKSON COUNTY AIRPORT BOARD AT REYNOLDS FIELD**

Snow Removal Equipment Building Construction Contract Bid Award Recommendation

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 must be constructed; and

WHEREAS, Construction of a replacement Snow Removal Equipment Building is necessary because the existing SRE building must be demolished to make way for Runway 7-25; and

WHEREAS, Funding for this project is forthcoming in the form of a grant from MDOT-Aeronautics; and

WHEREAS, This project is in accordance with the established ten-year-plan on file with the FAA, and

WHEREAS, Four bids were received for this project in accordance with advertised bidding guidelines; and

WHEREAS, The initial apparent low bid from MJC was withdrawn by representatives of MJC within 16 hours of the bid opening; and

WHEREAS, Upon recommendation of legal counsel, Garrison of Farmington Hills has become the low bidder for this project because the bid from MJC is considered deficient and not in compliance with bid requirements; and

WHEREAS, Steven R. Wellman is the Chairman of the Jackson County Airport Board and has authority to sign this resolution; and

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Airport Board recommends to the Jackson County Board of Commissioners that Garrison Company of Farmington Hills be awarded the contract for construction of the Snow Removal Equipment Building at their bid price of \$2,000,000.

Steven R. Wellman, Chairman
July 18, 2012

(ATTACHMENT #2)

AIA[®] Document A101[™] – 2007

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the 21st day of August in the year 2012

BETWEEN the Owner:

County of Jackson
Jackson County Tower Building,
120 West Michigan Avenue,
Jackson, MI 49201

and the Contractor:

The Garrison Company, a corporation
32871 Middlebelt Road
Suite 100
Farmington Hills, Michigan 48334-1728

for the following Project:

Snow Removal Equipment Facility – Building Package
Jackson County Airport
Jackson, Michigan

The Architect:

Mead & Hunt, Inc., a corporation
6501 Watts Road
Madison, Wisconsin 53719

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201[™]–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

The Owner and Contractor agree as follows.

Init.

TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS
10	INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date to be fixed in a notice to proceed issued by the Owner.
(Paragraphs deleted)

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than two hundred fifty (250) calendar days from the date of commencement,
(Paragraphs deleted)
subject to adjustments of this Contract Time as provided in the Contract Documents.

Liquidated damages shall be assessed in the amount of \$1,000.00 per calendar day in the event of failure to complete the Work within the Contract Time.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be two million dollars (\$ 2,000,000.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

Base Bid Option BBO-3: Building with No Interior Liner Panels

§ 4.3 Unit prices, if any:

(Paragraph deleted)

Item	Units and Limitations	Price Per Unit (\$0.00)
(None)	(None)	(None)

§ 4.4 Allowances included in the Contract Sum, if any:

(Paragraph deleted)

Item	Price
Gas and Electric Utility Service Charges	\$ 30,000.00

ARTICLE 5 PAYMENTS

§ 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 10th day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the 15th day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than forty (40) days after the Architect receives the Application for Payment. *(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of ten percent (10 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of ten percent (10 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and

(Section 9.8.5 of AIA Document A201–2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)

- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

(Paragraph deleted)

Retainage shall be in the amount stated in Section 5.1.6. If the amount earned for Work is 50% of the Contract Sum as determined by the Architect, and if the character and progress of the Work have been satisfactory to the Owner and the Architect, the Owner, on recommendation of the Architect, may determine that as long as the character and progress of the Work remain satisfactory to them, there will be no retainage on the amount earned for Work completed subsequent to 50% of the Contract Sum.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment; and
.2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment.

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007, unless the parties appoint another individual, not a party to this Agreement, to serve as Initial Decision Maker.

(Paragraphs deleted)

§ 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:

(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

☒ [X] Arbitration pursuant to Section 15.4 of AIA Document A201–2007

☐ [] Litigation in a court of competent jurisdiction

☐ [] Other *(Specify)*

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

2.0 % annual interest rate

§ 8.3 The Owner's representative:

Kent Maurer
Airport Manager
Jackson County Airport
3606 Wildwood Avenue
Jackson, Michigan 49202
Office: 517-788-4225
Mobile: 517-206-6003
Fax: 517-788-4682
Email: kmaurer@co.jackson.mi.us

§ 8.4 The Contractor's representative:

Donnie Patton
The Garrison Company
32871 Middlebelt Road – Suite 100
Farmington Hills, Michigan 48334-1728
Office: 248-932-9100 Extension 206
Fax: 248-932-9106
Email: drpatton@garrisoncompany.com

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

(none)

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101–2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201–2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:
(Row deleted)

See attached Exhibit A

§ 9.1.4 The Specifications:
(Paragraphs deleted)

See attached Exhibit B

§ 9.1.5 The Drawings:

(Paragraphs deleted)

See attached Exhibit C

§ 9.1.6 The Addenda, if any:

Number	Date	Pages
Addendum No. 1	May 31, 2012	12 (inclusive of attachments)
Addendum No. 2	June 6, 2012	1
Addendum No. 3	June 8, 2012	24 (inclusive of attachments)

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

.1 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed by the parties.

.2 Other documents, if any, listed below:

The following documents bound in the project manual dated May 14, 2012 and any associated modifications made by addendums listed in Section 9.1.6:

Section 001113 – Advertisement For Bids

AIA Document A701-1997 – Instructions to Bidders

Section 004113 – Bid Form

ARTICLE 10 INSURANCE AND BONDS

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201-2007.

(Paragraph deleted)

Type of insurance or bond	Limit of liability or bond amount
Insurance per Sections 007213 and 007300	Per referenced sections
Bonds per Sections 007213 and 007300	Per referenced sections

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Kent Maurer, Airport Manager

CONTRACTOR (Signature)

Donnie R. Patton, Executive Vice President

(Row deleted)

Init.

**EXHIBIT A
SUPPLEMENTARY AND OTHER CONDITIONS OF THE CONTRACT**

The following documents, as bound in the Project Manual dated May 14, 2012, and any associated additions, deletions or revisions made by Addenda:

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

000101	PROJECT TITLE PAGE (1 page)
000110	TABLE OF CONTENTS (4 pages)
007213	GENERAL CONDITIONS (1 page)
007300	SUPPLEMENTARY CONDITIONS (3 pages)
007320	REQUIREMENTS FOR DBE/WBE (7 pages, including form)
007321	SPECIAL PROVISIONS FOR TAXES (1 page)
007322	SPECIAL NOTICE W-9 (1 page)
007322a	W-9 form (4 pages)
007323	NOTICE TO BIDDERS – CERTIFIED PAYROLLS (1 page)
007324	NOTICE TO BIDDERS – BUY AMERICAN-STEEL AND MANUFACTURED PRODUCTS FOR CONSTRUCTION CONTRACTS (JAN 1991) (2 pages including Buy American Certificate)
007325	MDOT Aeronautics-Airports Program FEDERAL REQUIREMENTS (10 pages)
007326	APPENDIX A – PROHIBITION DISCRIMINATION IN STATE CONTRACTS (2 pages)
007327	APPENDIX B – CERTIFICATION FOR FEDERAL-AID CONTRACTS (1 page)
007328	FEDERAL (DAVIS BACON) WAGE RATES (cover page plus 6 pages)
007432	GEOTECHNICAL DATA (cover page plus 46 pages)

END OF EXHIBIT A

EXHIBIT B SPECIFICATIONS

The following documents, as bound in the Project Manual dated May 14, 2012, and any associated additions, deletions or revisions made by Addenda:

DIVISION 01 - GENERAL REQUIREMENTS

011000	SUMMARY (8 pages)
012100	ALLOWANCES (3 pages)
012300	BASE AND ALTERNATE BID ITEMS (4 pages)
013100	PROJECT COORDINATION (10 pages)
014000	QUALITY REQUIREMENTS (8 pages)
014200	REFERENCES (18 pages)
015000	CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS (5 pages)
016000	PRODUCT REQUIREMENTS (12 pages)
017329	CUTTING AND PATCHING (4 pages)
017700	CLOSEOUT PROCEDURES (6 pages)
017823	OPERATION AND MAINTENANCE DATA (8 pages)
017839	PROJECT RECORD DOCUMENTS (4 pages)
017900	DEMONSTRATION AND TRAINING (6 pages)

DIVISION 03 - CONCRETE

033000	CAST-IN-PLACE CONCRETE (21 pages)
034100	PRECAST STRUCTURAL CONCRETE (14 pages)
034510	PRECAST CONCRETE SPLASHBLOCKS (2 pages)

DIVISION 04 - MASONRY

042200	CONCRETE UNIT MASONRY (19 pages)
047200	CAST STONE MASONRY (7 pages)

DIVISION 05 - METALS

051200	STRUCTURAL STEEL FRAMING (10 pages)
053100	STEEL DECKING (5 pages)
055000	METAL FABRICATIONS (10 pages)
055100	METAL STAIRS AND HANDRAILS (6 pages)
055300	METAL GRATINGS (5 pages)

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

061000	ROUGH CARPENTRY (9 pages)
064023	INTERIOR ARCHITECTURAL WOODWORK (7 pages)

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

072100	THERMAL INSULATION (4 pages)
072726	FLUID-APPLIED MEMBRANE AIR BARRIERS (9 pages)
078400	FIRESTOPPING (6 pages)
079200	JOINT SEALANTS (9 pages)

DIVISION 08 - OPENINGS

081100	HOLLOW METAL DOORS AND FRAMES (5 pages)
083113	ACCESS DOORS AND FRAMES (3 pages)
083300	OVERHEAD COILING DOORS (3 pages)
083615	SECTIONAL DOORS (9 pages)
084113	ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS (10 pages)
087100	DOOR HARDWARE (17 pages)
088100	GLASS AND GLAZING (4 pages)

088300 MIRRORS (4 pages)
089000 LOUVERS AND VENTS (3 pages)

DIVISION 09 - FINISHES

095113 ACOUSTICAL PANEL CEILINGS (6 pages)
096723 RESINOUS FLOORING (Decorative Quartz) (4 pages)
099000 PAINTING (9 pages)

DIVISION 10 - SPECIALTIES

102801 TOILET AND BATH ACCESSORIES (3 pages)
104400 FIRE EXTINGUISHERS AND CABINETS (3 pages)
105000 METAL LOCKERS (3 pages)
107313 AWNINGS (6 pages)

DIVISION 11 – EQUIPMENT

NOT USED

DIVISION 12 - FURNISHINGS

NOT USED

DIVISION 13 – SPECIAL CONSTRUCTION

133419 METAL BUILDING SYSTEMS (22 pages)

DIVISION 14 - CONVEYING EQUIPMENT

NOT USED

DIVISION 21 - FIRE SUPPRESSION

211300 FIRE SUPPRESSION SPRINKLER SYSTEMS (9 pages)
213113 ELECTRIC DRIVE, CENTRIFUGAL FIRE PUMPS (10 pages)

DIVISION 22 - PLUMBING

221116 DOMESTIC WATER PIPING (8 pages)
221316 SANITARY WASTE AND VENT PIPING (7 pages)
221319 SANITARY WASTE PIPING SPECIALTIES (8 pages)
221319.23 OIL INTERCEPTORS (5 pages)
221413 STORM DRAINAGE PIPING (7 pages)
221500 GENERAL-SERVICE COMPRESSED AIR EQUIPMENT (7 pages)
223400 FUEL-FIRED, DOMESTIC WATER HEATERS (4 pages)
224200 COMMERCIAL PLUMBING FIXTURES (13 pages)
224700 DRINKING FOUNTAINS AND WATER COOLERS (4 pages)

DIVISION 23 - HEATING VENTILATING AND AIR CONDITIONING

230500 COMMON WORK RESULTS FOR HVAC (13 pages)
230513 COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT (2 pages)
230519 METERS AND GAGES FOR HVAC PIPING (4 pages)
230523 GENERAL-DUTY VALVES FOR HVAC PIPING (5 pages)
230529 HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT (8 pages)
230553 IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT (2 pages)
230593 TESTING, ADJUSTING, AND BALANCING FOR HVAC (16 pages)
230700 HVAC INSULATION (18 pages)
230993 INSTRUMENTATION AND SEQUENCE OF OPERATIONS FOR HVAC CONTROLS (4 pages)
231313 WASTE OIL PIPING (4 pages)
232113 HYDRONIC PIPING (10 pages)
232123 HYDRONIC PUMPS (3 pages)
232300 REFRIGERANT PIPING (7 pages)
233113 METAL DUCTS (10 pages)
233300 AIR DUCT ACCESSORIES (7 pages)

233400	FUME EXHAUST EQUIPMENT (5 pages)
233423	HVAC POWER VENTILATORS (5 pages)
233713	DIFFUSERS, REGISTERS, AND GRILLES (2 pages)
235216	CONDENSING BOILERS (5 pages)
235400	FURNACES (7 pages)
235523	GAS-FIRED RADIANT HEATERS (4 pages)
235533	FUEL-FIRED UNIT HEATERS (4 pages)
238239	UNIT HEATERS (4 pages)
238316	RADIANT-HEATING HYDRONIC PIPING (6 pages)

DIVISION 26 - ELECTRICAL

260500	BASIC ELECTRICAL MATERIALS AND METHODS (13 pages)
260513	CONDUCTORS AND CABLES (6 pages)
260526	GROUNDING AND BONDING (6 pages)
260529	HANGERS AND SUPPORTS (4 pages)
260533	RACEWAYS AND BOXES (5 pages)
260553	ELECTRICAL IDENTIFICATION (4 pages)
260923	LIGHTING CONTROL DEVICES (4 pages)
262200	DRY-TYPE TRANSFORMERS (600V AND LESS) (4 pages)
262400	PANELBOARDS (7 pages)
262726	WIRING DEVICES (3 pages)
262816	ENCLOSED SWITCHES AND CIRCUIT BREAKERS (4 pages)
263213.13	PACKAGED DIESEL ENGINE GENERATORS (15 pages)
263353	STATIC UNINTERRUPTIBLE POWER SUPPLY (16 pages)
263600	TRANSFER SWITCHES (5 pages)
265100	INTERIOR LIGHTING (8 pages)
265600	EXTERIOR LIGHTING (9 pages)

DIVISION 27 - COMMUNICATIONS

NOT USED

DIVISION 28 - ELECTRONIC SAFETY AND SECURITY

281300	SECURITY ACCESS SYSTEM (3 pages)
281500	VOICE AND DATA SYSTEMS (9 pages)
282000	PUBLIC ADDRESS SYSTEM (8 pages)
283100	FIRE ALARM (12 pages)

DIVISION 31 – EARTHWORK

312100	EARTH MOVING FOR BUILDINGS AND STRUCTURES (9 pages)
313419	COMPACTED AGGREGATE PIERS (9 pages)

DIVISION 32 - EXTERIOR IMPROVEMENTS

NOT USED

DIVISION 41 – MATERIAL PROCESSING AND HANDLING EQUIPMENT

NOT USED

END OF EXHIBIT B

EXHIBIT C DRAWINGS

The following drawings, dated May 14, 2012, and any associated additions, deletions or revisions made by Addenda:

GENERAL

G-001	COVER SHEET
G-101	CONSTRUCTION OPERATIONS PLAN
G-102	FIRE PROTECTION / LIFE SAFETY CODE ANALYSIS

STRUCTURAL

S-001	STRUCTURAL NOTES
S-002	STRUCTURAL NOTES
S-101	FOUNDATION PLAN
S-111	FLATWORK PLAN
S-121	STRUCTURAL WALL PLANS & DETAILS
S-141	STRUCTURAL FRAMING PLAN
S-501	FOUNDATION DETAILS
S-502	FOUNDATION DETAILS
S-511	FLATWORK DETAILS
S-521	PRECAST AND MASONRY DETAILS
S-522	STRUCTURAL SCHEDULES AND DETAILS

ARCHITECTURAL

A-101	FIRST FLOOR PLAN
A-102	MEZZANINE FLOOR PLANS
A-103	ROOF PLAN
A-201	EXTERIOR ELEVATIONS
A-301	BUILDING SECTIONS
A-311	WALL SECTIONS
A-401	ENLARGED INTERIOR PLANS AND ELEVATIONS
A-402	ENLARGED STAIR PLANS, SECTIONS AND DETAILS
A-501	DOOR & WINDOW DETAILS
A-502	DETAILS
A-601	ARCHITECTURAL SCHEDULES
A-721	REFLECTED CEILING PLANS

FIRE PROTECTION

FP-001	SYMBOLS AND LEGENDS
FP-101	FIRST FLOOR FIRE PROTECTION PLAN AND MEZZANINE FIRE PROTECTION PLAN
FP-201	FIRE PROTECTION TYPICAL DETAILS

PLUMBING

P-001	PLUMBING SYMBOLS AND LEGEND
P-101	PLUMBING PLAN
P-102	PLUMBING DETAILS
P-103	HOT WATER HEATER DIAGRAM
P-201	FIRST FLOOR SANITARY & VENT PLAN
P-202	TANK DETAILS
P-301	COMPRESSED AIR, GAS PIPE, AND WASTE OIL PIPING PLAN
P-600	ENLARGED FLOOR PLANS

MECHANICAL

M-001	MECHANICAL NOTES & SYMBOLS
M-101	FLOOR PLAN – HVAC
M-102	MEZZANINE – MECHANICAL

M-501 HVAC DETAILS
M-601 MECHANICAL SCHEDULES
M-602 MECHANICAL SCHEDULES

ELECTRICAL

E-001 ELECTRICAL LEGEND AND SYMBOLS
E-101 FIRST FLOOR PLAN – POWER
E-102 FIRST FLOOR LIGHTING PLAN
E-103 COMMUNICATION AND LOW VOLTAGE
E-104 ONE LINE DIAGRAM
E-105 PANEL SCHEDULES

END OF EXHIBIT C



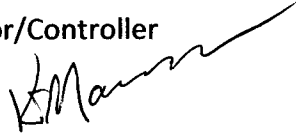
J X N

Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

TO: Michael Overton, Administrator/Controller

FROM: Kent Maurer, Airport Manager 

SUBJECT: COMMISSION AGENDA ITEM REQUEST: Contract with Mead and Hunt for Construction Administration of the Airport Snow Removal Equipment Building Construction Project

DATE: July 18, 2012

Motion Requested: Approve the contract with Mead and Hunt for Airport Snow Removal Equipment Building Construction Administration in the amount of \$180,000.

I. Background

A. The runway 7-25 project requires eventual demolition of the existing Snow Removal Equipment building located on Woodville Road. The existing SRE building happens to be situated on future runway 7-25's taxiway system. The Runway 7-25 project is necessary in order to construct 1000' safety areas at both ends of that runway. Current runway 6-24 cannot accommodate the 1000' safety areas because of the orientation of that runway. Airport Road and the railroad tracks create barriers at both ends of runway 6-24 making it necessary to construct a new runway (7-25).

II. Current Situation

A. I anticipate that construction of the new SRE building will begin in August of 2012 with a construction time period of 250 days. This contract is one of four Commission action items necessary to construct the SRE building. The others are: the grant with MDOT-Aeronautics commonly referred to as a Sponsor Contract; a Commission Resolution that will support the Sponsor Contract; and, the construction contract with Garrison Company of Farmington Hills.

B. Mead and Hunt's contract is necessary for the project. Mead and Hunt is the building design firm and will monitor construction to ensure that the building specifications are adhered to.

III. Analysis

A. Strategic: This work is required for continued progress in the Runway 7-25 Safety Project, a project that has been given high strategic priority by the Board of Commissioners. The Runway 7-25 alternative was first approved in 2001.

B. Financial: The total contract amendment with Commonwealth Associates is \$180,000. The contract will be paid from a forthcoming MDOT-Aeronautics grant that will include funding for the building construction.

C. Customer: Users of Jackson County-Reynolds Field and the citizens of Jackson County.

D. Timing: I will request that this item be considered, along with the construction contract and MDOT Aeronautics grant at regular meeting of the Board of Commissioners via the normal Board Committee process. The Jackson County Airport Board approved forwarding this contract to the Board of Commissioners at their July 18, 2012 meeting.

IV. Recommendation

I recommend approval of this request.

Attachments: Contract with Mead and Hunt



J X N

Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

TO: Airport Board Members

FROM: Kent Maurer, Airport Manager *KMaurer*

SUBJECT: Contract with Mead and Hunt for Construction Administration of the Airport
Snow Removal Equipment Building Construction Project

DATE: July 10, 2012

Motion Requested: Approve forwarding this contract to the Board of Commissioners.

I. Background

A. The runway 7-25 project requires eventual demolition of the existing Snow Removal Equipment building located on Woodville Road. The existing SRE building happens to be situated on future runway 7-25's taxiway system. The Runway 7-25 project is necessary in order to construct 1000' safety areas at both ends of that runway. Current runway 6-24 cannot accommodate the 1000' safety areas because of the orientation of that runway. Airport Road and the railroad tracks create barriers at both ends of runway 6-24 making it necessary to construct a new runway (7-25).

II. Current Situation

A. I anticipate that construction of the new SRE building will begin in August of 2012 with a construction time period of 250 days. It is necessary to expedite the associated construction contract, construction administration contract (this one) along with the Sponsor Contract from MDOT-Aeronautics which is forthcoming. If not expedited, the builder will not be able to have the building enclosed prior to winter weather.

B. Mead and Hunt's contract is necessary for the project. Mead and Hunt is the building design firm and will monitor construction to ensure that the building specifications are adhered to.

III. Analysis

A. Strategic: This work is required for continued progress in the Runway 7-25 Safety Project, a project that has been given high strategic priority by the Board of Commissioners. The Runway 7-25 alternative was first approved in 2001.

B. Financial: The total contract amendment with Commonwealth Associates is \$180,000. The contract will be paid from a forthcoming MDOT-Aeronautics grant that will include funding for the building construction.

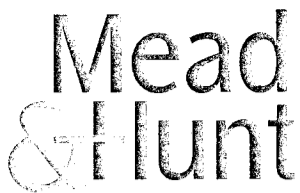
C. Customer: Users of Jackson County-Reynolds Field and the citizens of Jackson County.

D. Timing: I will request that this item be considered, along with the construction contract and MDOT Aeronautics grant at the August 10, 2012 Board of Commissioners work study session.

IV. Recommendation

I recommend approval of this request.

Attachments: Contract with Mead and Hunt



Mead & Hunt, Inc.
M & H Architecture, Inc.
6501 Watts Road
Madison, Wisconsin 53719
608-273-6389
meadhunt.com

June 29, 2012

Mr. Kent Maurer
Jackson County Reynolds Field
3606 Wildwood Road
Jackson, MI 49202

Subject: Jackson County Reynolds Field
Jackson, Michigan
Construction Administration for SRE Building

Dear Mr. Maurer:

Enclosed are three copies of a contract for the above-mentioned project. We are sending a copy of this agreement to the MDOT Office of Aeronautics (AERO) for their review.

Once you have received approval from AERO, please sign all three copies, retain one copy for your files and return two executed copies to this office. A fully executed copy will be forwarded to AERO.

If you have any questions, please call me.

Sincerely,

MEAD & HUNT, Inc.

A handwritten signature in black ink, appearing to read 'Kevin Kunde'. The signature is fluid and cursive, with the first and last names being the most prominent parts.

Kevin Kunde
Project Manager

cc: Amanda Hopper, AERO

Amendment #2

Between

MEAD & HUNT, INC.

and

JACKSON COUNTY

**Construction Administration
for**

SRE Building Construction

**At the
Jackson County Airport - Reynolds Field
Jackson, Michigan**

Mead & Hunt Project No.: 1011700-110001.03

Original Agreement Dated: March 16, 2011

Original Description: Design Snow Removal Equipment Facility and Site Improvements

Purpose of Amendment

The purpose of this amendment is to establish a scope of services and fee for the construction administration services associated with the Snow Removal Equipment Facility Building.

Scope of Services

1. Project Understanding

Jackson County Airport is constructing a new heated Snow Removal Equipment (SRE) Facility consisting of the following primary elements as depicted in the bid documents issued in May 2012:

- A heated single story high bay pre-engineered metal vehicle storage and maintenance structure approximately 12,600 square feet, with space for the following:
 - Storage of vehicles and equipment
 - Maintenance bay for vehicles/equipment
 - Vehicle lift
 - Overhead hoist provisions
 - Exhaust hoses/reels
 - Used oil storage
 - Interior storage of bulk sand
 - Storage of vehicle parts and accessories
 - Welding shop
 - Mechanics office
 - Related support equipment
 - Staff support space
- Access drives, parking and sidewalks to serve the new buildings and accommodate anticipated future additions and improvements

The building will be located on the vacant airport property immediately south of the existing SRE Facility. A 40 week maximum construction period is anticipated.

2. Work Included in this proposal:

CA1. Internal project management and coordination

- Set up and monitor project files, accounting and invoicing
- Perform internal correspondence/documentation/coordination
- Develop and coordinate task plan for CA services work
- Perform internal team coordination
- Perform internal quality control
- Coordinate project phase close out
- Coordinate subconsultants

CA2. External meetings & coordination

- Attend preconstruction conference with Contractor at site
 - 1 thus 1-day trip, attended by Project Manager and Project Architect/Engineer
- Make periodic site trips to observe work and attend progress meetings
 - Maximum 7 thus 1-day trips by Project Architect/Engineer, accompanied:
 - 2 times maximum by Structural Engineer
 - 2 times maximum by the Plumbing/Fire Protection Engineer
 - 2 times maximum by Mechanical/HVAC Engineer
 - 2 times maximum by Electrical Engineer
- Make final site trips to identify and confirm completion of punch-list items
 - 2 thus 1-day trips by Project Architect/Engineer, accompanied:
 - 1 time by Plumbing/Fire Protection Engineer
 - 1 time by Mechanical Engineer
 - 1 time by Electrical Engineer
 - Prepare and distribute punch-lists
- Establish dates of Substantial Completion and Final Completion
- Communication/coordination with Owner
- Communication/coordination with local agencies
- Communication/coordination with local utilities
- Communication/coordination with General Contractor
 - Process RFI's (review & respond) (20 max)
 - Issue clarifications/interpretations to contract documents
 - Participate in periodic teleconferences (up to 10)

CA3. Contractor submittal and shop drawing processing

- Review Contractor's submittal schedule
- Review submittals, samples and shop drawings required by CD's
- Distribute reviewed submittals per project protocols
- Maintain log of submittals

CA4. Pay Application review

- Review Pay Applications:
 - Review Schedule of Values
 - Review up to 10 partial pay applications w/r to completed construction
 - Forward recommendations to Owner
 - Maintain log of contract payment status

CA5. Coordinate changes in work

- Issue requests for proposals (RFP) for potential changes in work
- Review change proposals and make recommendations to Owner
- Prepare Construction Change Directives (CCD) to establish final approved scope of changes
- Prepare Change Orders (CO) to incorporate changes into the contract
- Maintain log of RFP's, Change Proposals, CCD's and CO's

CA6. Record documents

- Update drawing CAD-files to reflect:
 - Addenda
 - Approved changes in work
 - Information recorded by contractor in field
- Provide pdf files and 1 set of full-size hard-copies of final drawings
- Review and forward Operating and Maintenance Manuals provided by contractor
- Final Report
 - Project information and project numbers
 - Contact information for Owner, A/E, MDOT representative, GC and subs
 - Project summary and description
 - Photos
 - Notice to Proceed
 - Pre-con and construction meeting minutes
 - Shop drawings and submittals
 - Inspection reports
 - Summary of contract changes and modifications
 - Use of allowances
 - Final accounting of contract changes
 - Final Inspection punch lists
 - Sponsor certification

CA7. Additional Services

- Retain an independent testing and inspection company to provide field material testing services and 'special inspections' required by Building Code.

CA8. Other Services

- Review the General Contractor's data submittals for the following federal requirements:
 - Certified Payrolls (Davis Bacon) - Review Contractor's certified payrolls as submitted monthly with pay applications - (Monthly reviews)

- Buy American - Review Contractor's submitted compliance data - (1 review)
- DBE participation - Review Contractor's submitted participation level - (1 review)

3. Expenses Included in this proposal:

- Travel, meals and lodging costs for stated 1-day trips
- Document Reproduction for stated tasks
- Postage for stated tasks

4. Work NOT Included in this proposal, unless incorporated by amendment or separate contract:

- Work under other or previous contracts
- Resident or local engineering oversight
- Meetings or site visits or overnight stays beyond those specifically noted
- Preparation, reproduction or distribution of a 'Construction' set of project documents
- Revisions to designs or documents due to changes in Owner directives
- Agency coordination or submittals (other than those specifically noted as included)
- Securing approvals of local neighborhood groups or other local agencies other than those noted (none anticipated)
- 3D animations
- Soil investigations for building foundation design
- Legal, property or easements surveys or recording
- Delineation or establishment of new easements
- Selection/specification/purchase of storage systems, furniture or other furnishings (by owner)
- Preparation of documents required for fire protection submittals to governing agencies (To be done by licensed fire protection contractor)
- Public meetings, hearings or presentations
- Preparation of Construction Contract and related bonds and insurance
- Independent Construction Testing or Code special inspections/testing other than those specifically noted as Additional Services
- Construction surveying, layout or staking (by contractor)
- Review or evaluation of unsolicited material substitution proposals
- Review or evaluation of unsolicited product or material submittals
- Written progress reports for MIDOT or other agencies
- Interviews of Contractor personnel for wage rate compliance
- Warranty Inspection
- Marketing, open-house, informational or promotional materials.
- Toning or other underground utility location services

- Fees required by reviewing agencies unless specifically noted
- Design of facility signs
- Development of details to be provided by responsible qualified parties under the construction contract (e.g. fire suppression systems, etc.)
- LEED certification

5. Owner Responsibilities:

- Provide consultant full access to site and existing information
- Provide meeting room and attend periodic meetings on site
- Provide timely input, review comments and decisions to direct consultant's work as appropriate to proceed with subsequent work.
- Secure qualified independent field testing and inspection services for construction monitoring and Code required inspections, unless specifically noted otherwise herein
- Secure property and easements related to proposed improvements, if necessary
- Secure any necessary agreements with other third parties
- Coordinate and process actual agreements and pay associated fees for establishing utility services to site
- Prepare and execute construction contracts
- Establish and hold an appropriate contingency for unforeseen requirements during construction

Compensation

The CONSULTANT shall be compensated a lump sum amount for the services identified in the scope of services. The amount of compensation for the construction administration shall be one hundred eighty thousand and 00/100 dollars (\$180,000.00). A detailed breakdown of these costs is included in Attachment A. The CONSULTANT shall bill the SPONSOR in accordance with the terms and condition of the original agreement.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This amendment and its conditions along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

WITNESS:

JACKSON COUNTY

By: _____

Title: _____

Date: _____

WITNESS:

Jeanne Kohl

MEAD & HUNT, INC.

By: *Dan Way*

Title: Vice President

Date: 6/27/12

[illegible]

Notes:
(1): $450\text{hr} \times 3.5 + 65\text{hr} \times 4.5 = 1900\text{/day trip average}$

\$ 22,800

Basis:

1.72 Ovhd multiplier
0.11 Fee multiplier

	1227 hours	SUMMARY
Direct Labor costs	\$45,086	\$45,086.00
Overhead on Labor	\$77,548	\$77,547.92
Fee	\$13,480	\$13,489.73
Total Labor Cost		\$136,124
Total Sub-Consultants Expenses		\$196,235.65
		\$22,800.00
		\$21,076.35
TOTAL EST. COST'S		\$180,000.00



J X N

Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

TO: Michael Overton, Administrator/Controller
FROM: Kent Maurer, Airport Manager
SUBJECT: Contract Amendment with Commonwealth Associates for Structure Demolition
DATE: July 18, 2012

Motion Requested: Approve contract amendment with Commonwealth Associates for demolition services for structures located on five airport-owned parcels in the amount of \$68,108.

I. Background

- A. The runway 7-25 project required the purchase of several parcels of property, some of which have structures that now require demolition. Specifically, there are four parcels with house structures on Woodville Road and one parcel on Michigan Avenue that has two house structures plus two out buildings.
- B. Commonwealth Associates, in the past, was contracted by the County for managing the demolition of other runway project related structures. Commonwealth provides environmental assessment and remediation plans, solicitation of contractor bids, coordination of the demolition and managing the utility removals.

II. Current Situation

- A. It is now time to demolish the structures on airport-owned parcels on Woodville Road and Michigan Avenue. Commonwealth Associates has solicited bids from local contractors for the actual demolition and the low bid was received from Bailey Excavation. Bailey is the contractor that demolished the other similar structures.
- B. The demolition, if approved, will occur this fall. The Jackson County Airport Board approved forwarding this matter to the Board of Commissioners at their July 18, 2012 meeting.

III. Analysis

A. Strategic: This work is required for continued progress in the Runway 7-25 Safety Project, a project that has been given high strategic priority by the Board of Commissioners. The structures must be demolished for continued progress toward construction of Runway 7-25.

B. Financial: The total contract amendment with Commonwealth Associates is \$68,108 and that includes the cost of demolition. The contract will be paid from an existing MDOT-Aeronautics grant for which the County has already paid its match.

C. Customer: Users of Jackson County-Reynolds Field and the citizens of Jackson County.

D. Timing: August approval by the Board of Commissioners will meet the project timing goals.

IV. Recommendation

I recommend approval of this request.

Attachments: Memorandum to the Airport Board

Contract Amendment with Commonwealth Associates.

Bid quotes from various demolition contractors.

MDOT-Aeronautics approval documentation



J X N

Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

TO: Airport Board Members

FROM: Kent Maurer, Airport Manager *KMaurer*

SUBJECT: Contract Amendment with Commonwealth Associates for Structure Demolition

DATE: July 5, 2012

Motion Requested: Approve forwarding this contract amendment to the Board of Commissioners.

I. Background

A. The runway 7-25 project required the purchase of several parcels of property, some of which have structures that now require demolition. Specifically, there are four parcels with house structures on Woodville Road and one parcel on Michigan Avenue that has two house structures plus two out buildings.

B. Commonwealth Associates, in the past, was contracted by the County for managing the demolition of other runway project related structures. Commonwealth provides environmental assessment and remediation plans, solicitation of contractor bids, coordination of the demolition and managing the utility removals.

II. Current Situation

A. It is now time to demolish the structures on airport-owned parcels on Woodville Road and Michigan Avenue. Commonwealth Associates has solicited bids from local contractors for the actual demolition and the low bid was received from Bailey Excavation. Bailey is the contractor that demolished the other similar structures.

B. The demolition, if approved, will occur this fall.

III. Analysis

A. Strategic: This work is required for continued progress in the Runway 7-25 Safety Project, a project that has been given high strategic priority by the Board of Commissioners.

B. Financial: The total contract amendment with Commonwealth Associates is \$68,108 and that includes the cost of demolition. The contract will be paid from an existing MDOT-Aeronautics grant for which the County has already paid its match.

C. Customer: Users of Jackson County-Reynolds Field and the citizens of Jackson County.

D. Timing: August approval will meet the project timing goals.

IV. Recommendation

I recommend approval of this request.

Attachments: Contract Amendment with Commonwealth Associates.

Bid quotes from various demolition contractors.

MDOT-Aeronautics approval documentation

**MICHIGAN DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION
APPROVAL OF PROFESSIONAL SERVICES
LAND ACQUISITION**

Base <input type="checkbox"/>	Amendment <input checked="" type="checkbox"/>	State Airport ID 38001	Airport Name Jackson County-Reynolds Field	Airport Location (city) Jackson
Project Number B-26-0051-2710		Item Number AK2421	Job Number 110549	Parcels Demolition parcels 86, 90, 91, 92, 93
Prime Consultant Commonwealth Associates		Sub Consultant Bailey (demolition)	PSA Base Approval Date 5/3/2007	PSA Base Amount \$6,010.00
Amendment No. 3	Amendment Approval Date 7/2/2012	Amendment Amount \$68,108.00	Total Agreement to Date \$116,289.00	Sponsor Contract No. 10-0270
Comments 				
Prime Consultant Cost \$21,608.00		Sub Consultant Cost \$46,500.00		Total Consultant Costs This Approval \$68,108.00
Consultant Cost Detail				
Phase 1 ESA Cost \$0.00	Phase 2 ESA Cost \$0.00	Exhibit "A" Plan Cost \$0.00	Exhibit "X" Cost \$0.00	Property Survey Cost \$0.00
				Preliminary Interview \$0.00
Appraisal Cost \$0.00	Appraisal Reviews \$0.00	Negotiations \$0.00	Title / Closings \$0.00	Relocation \$0.00
				Asbestos/Demolition Cost \$46,500.00
Coordination Costs \$21,608.00	Other Costs \$0.00	Other Cost Detail		
Total Direct Labor Costs \$7,634.00		Overhead \$11,833.00	Profit \$2,141.00	Expenses \$46,500.00
				Total Cost This Approval \$68,108.00
Description of Work Demolition contract and site management for 5 residential properties parcels 86, 90, 91, 92, 93. Demolition construction costs (Bailey) for 5 residential properties parcels 86, 90, 91, 92, 93.				


A technical analysis of the scope and contract costs has been made for the referenced agreement. We certify that the agreement conforms with the federal procurement standards and contains the required federal provisions specified in FAA Order 5100-14D, dated 9/30/05. The agreement is acceptable and the cost is reasonable for the services to be provided because it is within a range acceptable to the Airports Division (AERO) determined by means of cost analysis or in conjunction with the bid process.

This agreement is recommended to be approved for federal and/or state participation, subject to the following comments:

1. This form represents AERO approval of consultant costs associated with land acquisition for the work described on the first page of this agreement.
2. All mandatory clauses as required by the FAA for Procurement and Contracting under the Airport Improvement Program are included in the contract.
3. Title insurance policy costs are not reimbursable to the Airport Sponsor by either state or federal funds.
4. The Consultant must obtain approval from the Airport Sponsor and AERO prior to subcontracting any work required herein. Qualifications and experience documents are to be submitted on all subcontractors if not on the MDOT/FAA pre-approved lists. **THE CONSULTANT MUST SUBMIT COPIES OF ALL SUBCONTRACTS TO AERO.**
5. Additional costs incurred are subject to FAA/AERO review and FAA approval of "Reasonableness of Cost and Necessity of Cost" and limited in participation to covenants as set forth in the grant agreement and/or grant amendments.

The referenced agreement is recommended for federal participation and is approved for state channeling of federal grant money subject to an executed sponsor contract and receipt of commitment of federal funds. **SPECIAL NOTE:** All contracts, amendments, and sponsor certifications must be fully executed and on file with AERO PRIOR TO any payments, reimbursements, or credits made by the State of Michigan. ** For contracts that include appraisal work, Before and After Appraisals are required unless prior approval is given by AERO. Appraisals that rely on a percentage or formula adjustment to reach a valuation conclusion are not allowed unless supported by market sales data.

Approved By:

 Chip Kraus
2012.07.02
11:42:57 -04'00'

**Jackson County Airport
Jackson, Michigan
AMENDMENT NO. 3**

This is the Amendment No. 3 to the Contract between Jackson County Airport and Commonwealth Associates, Inc. dated April 14, 2007 for land acquisition for the Jackson County Airport.

REASON FOR AMENDMENT:

Houses which were acquired on Woodville Road and Michigan Ave are now vacant and require demolition.

SCOPE OF AMENDMENT:

See attached scope of services titled as "CAI Proposal P-10-166"

COMPENSATION AND PAYMENT:

\$68,108.00 (see "Proposed Consultant Budget" attached.) Payments to be made as follows:

1. \$16,842.00, upon completion of demolition parcel 86.
2. \$12,842.00, upon completion of demolition parcel 90.
3. \$11,415.00, upon completion of demolition parcel 91.
4. \$11,415.00, upon completion of demolition parcel 92.
5. \$11,415.00, upon completion of demolition parcel 93.
6. \$ 4,179.00, upon completion of any other three tasks.

\$ 68,108.00 TOTAL

EXECUTION OF AMENDMENT:

This Amendment shall be binding on both parties and of full force and effect upon signing by the Consultant and the duly authorized official of Jackson County.

JACKSON COUNTY ACCEPTANCE

By: _____


County of JACKSON

(Title)

Witness: _____

Date

COMMONWEALTH ASSOCIATES, INC.

By: 
Dennis F. DeCosta, P.E., President

Commonwealth Associates, Inc.
P.O. Box 1124
Jackson, MI 49204-1124

Witness: 

6-28-12
Date

**Scope of Work
Jackson County Airport
Demolition Services Woodville and Tylutki - 5 Parcels
CAI Proposal No.: P-12-116, June 28, 2012**

Land Acquisition Staff

- | | |
|-----------------------------------|-----------------|
| ➤ Tim Davis, SR/WA | Project Manager |
| ➤ Desmond Kirkland, SR/WA | Specialist III |
| ➤ Jeannine Myers | Specialist I |
| ➤ Sallie Martin | Clerical |
| Other staff as deemed appropriate | |

Sub-Consultants

- Bailey Excavating, Inc – Demolition

Assumptions and Conditions of Estimate

1. No additional environmental consultant work is required during or following the demolitions.
2. Airport or county will sign documents related to utility disconnects as necessary.
3. Parcel 90, the 'Miner's House' will be released for demolition prior to December 1, 2012.
4. Restoration of the parcels, seeding, may not occur until spring 2013 but such will not impact the ability to invoice for the completion of the demolition.

Right-of-Way Services

CAI's land services staff will:

1. Secure services of the subconsultant and oversee completion of services identified in the respective scope of work.
2. Monitor and manage the subconsultant in an effort to maintain the schedule.
3. Coordinate the disconnection of utility services to the house.

Right-of-Way Services Deliverables

1. Demolition of parcels 86, 90, 91, 92, 93

Schedule

Activities, excepting parcel 90, will commence upon receipt of executed contract amendment. Barring acts of nature or similar uncontrollable events all services [with possible exception of reseedling] will be completed within 90 days of release of parcel 90 for demolition.

Cost

See attached "Proposed Consultant Budget"

This proposal is good for 90 days.

COMMONWEALTH ASSOCIATES, INC.

CAI PROPOSAL/PROJECT #: P-12-116 DATE: June 28, 2012

AIRPORT: Jackson County Airport PROJECT DESCRIPTION: Demolition Woodville and Tylutki - 5 parcels

PERSONNEL HOURS AND COSTS							
TASK	Section / Project Manager	Acquisition / Relocation Specialist III	Acquisition / Relocation Specialist I	Office Clerical	Total Hours	Total Personnel Expense by Task	Total Amount by Task
1. Parcel 86	4	32			36	\$4,342	\$16,842
2. Parcel 90	4	32			36	\$4,342	\$12,842
3. Parcel 91	4	20			24	\$2,915	\$11,415
4. Parcel 92	4	20			24	\$2,915	\$11,415
5. Parcel 93	4	20			24	\$2,915	\$11,415
6. Contract management and meetings	24	8			32	\$4,178	\$4,178
Total Hours	44	132	0	0	176		
Hourly Rate	\$47.50	\$42.00	\$27.75	\$19.00			
Personnel Subtotal (Hrs. x Rate)	\$2,090	\$5,544	\$0	\$0			
Overhead (Personnel x 155%)	\$3,240	\$8,593	\$0	\$0			
Personnel & Overhead Subtotal	\$5,330	\$14,137	\$0	\$0			
Profit Markup (11%)	\$586	\$1,555	\$0	\$0			
TOTAL:	\$5,916	\$15,692	\$0	\$0	\$21,608	\$21,608	\$68,108

EXPENSES	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TOTAL
Direct Expense						
Field Services (travel, mailings, etc)						
Sub Consultant Costs	\$12,500	\$8,500	\$8,500	\$8,500	\$8,500	\$46,500
Demolition (Bailey)						\$0
TOTAL:	\$12,500	\$8,500	\$8,500	\$8,500	\$8,500	\$46,500

SUMMARY OF COSTS	
Personnel Expenses	\$ 21,608
Expenses	\$ 46,500
BUDGET TOTAL:	\$ 68,108

Invoiced as:	\$16,842 upon completion of Task 1
	\$12,842 upon completion of Task 2
	\$11,415 upon completion of Task 3
	\$11,415 upon completion of Task 4
	\$11,415 upon completion of Task 5
	\$4,179 upon completion of any 3 Tasks
	\$68,108 Total



Bailey Excavating, Inc.



1073 TORO DRIVE — P.O. BOX 660 — JACKSON, MICHIGAN 49204
PHONE (517) 750-3030 — FAX (517) 750-1095

18-Jun-12

Commonwealth Associates, Inc.
Attn: Desmond Kirkland
Jackson, Michigan 49203

Re: Jackson County Airport-Reynolds Field Runway Project
Demolition and Site Restoration-runway 7/25 Approaches

Bailey Excavating, Inc. is pleased to quote the following Lump Sum Price of:

Pct#86- 4330/4334 Michigan Ave	\$12,500.00
Pct#90- 4229 Woodville Rd.	\$8,500.00
Pct#91- 4240 Woodville Rd.	\$8,500.00
Pct#92- 4236 Woodville Rd.	\$8,500.00
Pct#93- 4226 Woodville Rd.	\$8,500.00
	<u>\$46,500.00</u>

If you should have any questions or concerns about any of the above listed information please feel free to contact me at any time.

Respectfully,
Bailey Excavating, Inc.

James W. Bailey
President

JWB/rlb

An Equal Opportunity Employer

Rec'd DK
6/18/12

Proposal
LESTER BROTHERS EXCAVATION, INC.
5405 E. Michigan
Jackson, Michigan 49201
Phone-517-764-7888 Fax-517-764-7808

Proposal Submitted to:
Commonwealth Associates, Inc.
P O Box 1124
Jackson, MI 49204
Phone 517-788-3000
Email dhkirkland@cai-engr.com

Date 06/18/2012

LESTER BROTHERS, INC. IS PLEASED TO QUOTE THE FOLLOWING:

Jackson County Airport, Reynolds Field Runway Project.
Demolition and Site Restoration- Runway 7/25 Approaches

All Demolition, foundation removal, abandonment of sewer and water, restoration done according to spec's as described in Bid Packet.

All Materials from demolition disposed of in legal manner.

Quotes include Hazardous Risk Assessment but no abatement of materials.

Upon review of risk assessment report and abatement is required. Lester Brothers will provide 3 quotes from licensed abatement contractors to abate material with 10% mark-up of low quote, and request a change order to cover this work.

All other items in Bid package as described.

Prices for the following Parcels.

Parcel # 86:	\$ 26,250.00
Parcel # 90:	\$ 8,850.00
Parcel # 91:	\$ 6,850.00
Parcel # 92:	\$ 9,550.00
Parcel # 93:	\$ 10,350.00

Notes: Without Hazardous Risk assessment testing a realistic abatement quote cannot be supplied.

Authorized
Signature
Sales / Estimator


Rodney Rowe

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature

Date

JOHN R. TYLUTKI EXCAVATING INC.

2089 Hendershott Rd.

Parma, MI 49269

Phone - 517-531-3938

Fax - 517-531-3637

Cell-517-812-8140

PROPOSALPROPOSAL NO. 1SHEET NO. 1DATE 6-18-12PROPOSAL SUBMITTED TO: Desmond Kirkland WORK TO BE PERFORMED AT:

NAME <u>Commonwealth Associates Inc.</u>	ADDRESS
ADDRESS <u>P.O. Box 1124 Wargyle Rd</u>	CITY, STATE
CITY, STATE <u>Jackson MI 49204</u>	DATE OF PLANS
PHONE NO. <u>817-1604 F 788-3003</u>	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Demolish following parcels

- * Get Required Permits
- * Abandon Wells & Septics per 5 C.H.D.
- * Use on site Soil from Hills to backfill
- * Basements on 4330 & 4334 W. Michigan
- * Topsoil & Seed & Mulch taken complete
- * Use your accredited asbestos survey Report.
- * Demolish houses to Blackman & State corners.

<u>P-86-4330 & 4334 W Michigan</u>	<u>\$25,850.00</u>
<u>P-90 4229 Woodville</u>	<u>\$10,000.00</u>
<u>P-91 4240 Woodville</u>	<u>\$9,600.00</u>
<u>P-92 4236 Woodville</u>	<u>\$9,200.00</u>
<u>P-93 4226 Woodville</u>	<u>\$14,400.00</u>

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings & specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Sixty nine thousand & fifty Dollars (\$ 69,050.00)

with payments to be as follows

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Per

Note - This proposal may be withdrawn by us if not accepted within 30**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE _____

DATE _____

SIGNATURE _____




Dullock Excavating

INSURED LLC.

Site Preparation ~ Hauling ~ Demolition ~ Tree/Stump Removal ~ Asphalt/Concrete Removal
Basements/Footings ~ Topsoil/ Gravel ~ Water/Sewer ~ Snow Removal ~ Ponds ~ Grading

"No Jobs too Small"

Owners: Dan and Heather Dullock (517)750-4405 / (517)262-5321
1514 S.Sandstone Rd. Jackson MI. 49201

Proposal submitted to: Commonwealth associates, inc	Work Phone: 788-3000	Home Phone:	Date: 6/18/2012
Street Address: 2700 W. Argyle Rd.		Job Location: Jackson county airport	
City, State, Zip: Jackson, MI 49204		Job Description: Attn: Desmond Kirkland	
We Hereby submit specifications and estimates for:			
Pcl#86 4330/4334 Michigan Ave. Demo houses and garages complete.		\$34,960.00	
Pcl#90 4229 Woodville Rd. Demo house and outbuilding complete.		\$7,500.00	
Pcl#91 4240 Woodville Rd. Demo house complete.		\$7,200.00	
Pcl#92 4236 Woodville Rd. Demo house and garage complete.		\$10,500.00	
Pcl#93 4226 Woodville Rd. Demo house and gargae complete.		\$9,800.00	
* Price includes seed and straw with no topsoil graded to finish grade. * Price includes demo permit. * Neshap inspection included but no price in bid for hazardous material removal. * Price based on DGL type for foundations.			
We Propose		Hereby to finish material and labor - complete in accordance with above description and specification, for the sum of:	\$69,960.00
Payments to be made as follows: 50% down at start of job and additional draws per work completion.			
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become extra charge over and above estimated. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, wind, tornado, theft, and other necessary insurance. Late fees are as follows: 1% compounded daily after ten days. Owner to supply all permits.		 Authorized Signature: Note: This proposal maybe withdrawn by us if not accepted within thirty (30) days.	
Acceptance of Proposal The above prices. Specification, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.		Signature: _____ Date: _____	



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, Environmental Health Director
Subject: Animal Shelter Veterinarian Technician Contract
Date: August 6, 2012

Motion Requested: Approve my recommendation to award the independent contractor contract for veterinarian technician services to Carla McNulty, LVT.

I. Background

- A. Our current LVT's contract expired on June 30, 2012. We contract for veterinarian technician services for forty (40) hours per week. She chose to not renew her contract because her family is moving out of state.
- B. The LVT assists the veterinarian in performing spay/neuter surgeries on adopted animals, consults with adopters regarding the medical treatment that animals received while in the shelter, provides me with supply order requests, contacts rescue groups, ensures that vaccines are given, walks the floor to identify animals with possible medical conditions, etc.
- C. The Jackson County Animal Shelter issued a request for qualifications (RFQ) for interested veterinarian technicians on June 1, 2012.
- D. Only one proposal was received by a veterinarian technician. This proposal was from Carla McNulty.

II. Current Situation

- A. On August 1, 2012, I interviewed Carla McNulty.
- B. In accordance with County policy, I discussed financial compensation with Ms. McNulty. We agreed upon an hourly rate of \$20.

III. Next Steps

- A. As per policy, the Human Services Committee must approve the awarding of the contract to Carla McNulty.

B. Following committee approval, the Jackson County Health Department will execute an independent contractor contract with Carla McNulty.

IV. Recommendation

A. Approve the request to award the independent contractor contract for veterinarian technician services to Carla McNulty.

INDEPENDENT CONTRACTOR AGREEMENT

PARTIES: **JACKSON COUNTY HEALTH DEPARTMENT,
ANIMAL SHELTER SERVICES**
1715 Lansing Avenue, Suite 221, Jackson, MI 49202 and

NAME OF CONTRACTOR:
Carla McNulty, LVT,
113 East Willow, Perry, MI 48872

THE PARTIES AGREE AS FOLLOWS:

1. For the term commencing September 4, 2012 and ending September 30, 2014, the Contractor shall provide the following services to the Animal Shelter operations of the Jackson County Health Department (JCHD).
2. Contractor's responsibilities shall include:
 - a. Assist the veterinarian with spay/neuter surgeries on animals adopted from the animal shelter.
 - b. Preparing animals for surgery.
 - c. Walks the floor to help identify any medical issues.
 - d. Consulting with owners regarding medical treatment of animals.
 - e. Supervising shelter staff.
3. The Contractor will submit timely requests for payment on an independent contractor timesheet furnished by the JCHD, every two (2) weeks after work is commenced. The JCHD will pay the Contractor at the hourly rate of \$20.00 within thirty (30) days after receipt of each request for payment; provided, however, that the total amount paid under this Agreement shall not exceed \$42,000 per year.
4. The Contractor will be accountable to and under the direction of the Director of Environmental Health Services / Animal Shelter Director or another designated employee of the JCHD, for all activities and services performed under this Agreement.

5. The Contractor, as an independent contractor, agrees to indemnify, defend and hold harmless Jackson County and the JCHD from any and all liability arising out of or in any way related to Contractor's performance of services during the term of this Agreement, including any liability resulting from intentional or reckless acts or the acts of the employees or agents of Contractor. Contractor shall upon request provide proof of comprehensive general liability insurance and, if the use of an automobile is required, comprehensive automobile liability insurance in amounts and with companies satisfactory to JCHD. Contractor shall also maintain workers' compensation insurance as described by law if Contractor has any employees.
6. The parties agree that Contractor is an independent contractor and neither Contractor nor Contractor's employees, if any, are, or shall be deemed to be, employees of JCHD or Jackson County. In her capacity as an independent contractor, Contractor agrees to and represents that she has the right and does fully intend to perform services for third parties during the term of this Agreement and that she has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed. Contractor understands that as an independent contractor the JCHD will not withhold FICA taxes from Contractor's payments or make FICA payments on Contractor's behalf or make state or federal unemployment compensation contributions on Contractor's behalf or withhold state or federal income tax from Contractor's payments. Contractor shall pay taxes incurred while performing services under this Agreement, including all applicable income taxes and self-employment social security taxes. Contractor also understands that as an independent contractor that neither Contractor nor Contractor's employees, if any, are eligible to participate in any employee pension, health, vacation pay, sick pay or other fringe benefit plan of JCHD or Jackson County and that JCHD will not obtain workers' compensation insurance on behalf of Contractor or Contractor's employees, if any.
7. Termination of this Agreement may be made by sixty (60) days advance written notice by either party. The notice of termination, if exercised, shall be mailed to the address of the other party.

8. This is the entire Agreement between Contractor and JCHD. This Agreement may be modified only by a writing signed by both parties. This Agreement will be governed by the laws of the State of Michigan. This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on JCHD's behalf. Contractor may not assign or subcontract any rights or obligations under this Agreement without JCHD's prior written approval.

JACKSON COUNTY HEALTH DEPARTMENT

By: _____ Date: _____
Michael R. Overton, Administrator/Controller

By: _____ Date: _____
Contractor

To: Personnel & Finance Committee

Date: July 31, 2012

From: Mindy Reilly
Register of Deeds

Subject: New Position Request

Motion Requested: To approve the creation of a new AFSCME position titled Senior Clerk – Register of Deeds.

I. Background

- A. The Board of Commissioners has previously approved combining the offices of Register of Deeds and County Clerk upon my retirement at the end of 2012.
- B. The County Clerk will become the Clerk/Register and my current Chief Deputy, Mona Webb will continue in her role over the Register of Deeds functions.
- C. Over the past several years the Register of Deeds office has lost positions through the budget process, including the position of Assistant Chief Deputy Register of Deeds.

II. Current Situation

- A. With the elimination of the Assistant Chief Deputy position, many of the positions non-supervisory functions defaulted to the Chief Deputy and there currently is no position to back up those non-supervisory functions.
- B. The non-supervisory functions are those that typically fall under the functions of AFSCME positions.
- C. The office is in need of a designated AFSCME position to perform these functions on a regular basis, while also performing the functions of the Imaging/Data Processing Clerk as needed. Hence the creation of a Senior Clerk – Register of Deeds.
- D. With the creation of this new position, the Chief Deputy will then be afforded the necessary time to resume more traditional non-union responsibilities and would serve as a backup to the Senior Clerk position as needed.

III. Analysis

- A. Strategic: This recommendation is consistent with the reorganization presentation given to commissioners in 2011. This addresses the immediate needs of the Register of Deeds functions to accommodate the combining of offices. It also supports the Improved Work Environment strategic goal, whereby staffing is utilized in a more effective, efficient and financially responsible manner, and affords the leadership in the department to focus on managerial tasks.
- B. Financial: The financial impact on the department will be minimal, approximately \$4850.00 annually. The elimination of the wages for the Register of Deeds will cover this nominal increase.
- C. Timing: In order to afford a smooth transition with the merging of the Register of Deeds and County Clerk's office, it is important to make this change now in order for training to take place before the beginning of the new year.

IV. Recommendation

To approve the creation of a new AFSCME position titled Senior Clerk – Register of Deeds.

**Jackson County Department on Aging
August 2012 Budget Adjustment Summary**

	Revenue Change	Expense Change	Net Org Key Change
101670 Home Care		-14,060	-14,060
101671 Senior Centers		-246	-246
101672 Case Coord., MMAP, Chore, Admi.		4,076	4,076
101673 Meals on Wheels	-23,300	-6,254	17,046
101674 Congregate Meals		-7,043	-7,043
101678 Geriatric Mental Health		227	227
	-23,300	-23,300	0 Zero net change to department

Summary:

Wage Adjusted for change in Account Clerk splits between Org Keys
 Retirement Adjusted in 101670
 Increase 101671 Senior Activity
 HDM Waiver adjustment related to Reg 2 AAA funding changes

COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
EXPENSE
2012

[illegible]

REASONING:

Full Time adjustment for change in 50% Account Clerk wage splits between Org Keys

Less Home Care Worker hours due to Home Care Worker turnover

Lower Retirement cost to 2011 level

DEPT HEAD

DATE 8/3/12

COMMITTEE

DATE _____

BUDGET DIR

DATE _____

ADMIN

DATE _____

BOARD OF COMM

DATE:

COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
EXPENSE
2012

[illegible][illegible]

DEPT HEAD

DATE _____

8/3/12

COMMITTEE

DATE _____

BUDGET DIR

DATE _____

ADMIN

DATE _____

BOARD OF COMM

DATE _____

**COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
EXPENSE
2012**

[illegible][illegible]

DEPT HEAD Mave Wandell

BUDGET DIR _____

DATE 8/3/12

DATE _____

COMMITTEE _____ DATE _____

ADMIN _____ DATE _____

BOARD OF COMM _____ DATE _____

**COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
REVENUE
2012**

[illegible]

REASONING:

Meals on Wheels Medicaid Waiver Revenue to decrease due to Reg 2 AAA reimbursement change made in June 2012	REASONING:
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DEPT HEAD

DATE _____

8/3/12

COMMITTEE

DATE _____

BUDGET DIR

DATE _____

ADMIN

DATE _____

BOARD OF COMM

DATE _____

**COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
EXPENSE
2012**

[illegible]

REASONING:

Full Time adjustment for change in 50% Account Clerk wage splits between Org Keys
Adjust wage based on current year to date cost in 2012; some PT hour changes for staff in kitchen

DEPT HEAD

BUDGET DIR

DATE _____

DATE _____

COMMITTEE

ADMIN

BOARD OF COMM

DATE _____

DATE _____

DATE _____

COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
EXPENSE
2012

[illegible]

REASONING:

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**COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
EXPENSE
2012**

[illegible][illegible]

DEPT HEAD

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DATE _____

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DATE _____