

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

The Eaton County Board of Commissioners met in regular session at the County Facilities, in the City of Charlotte, Wednesday, December 19, 2007.

Chairman Brehler called the meeting to order at 7:00 PM.

The Pledge of Allegiance to the Flag was given by all.

Commissioner MacDowell gave the invocation.

Roll call. Commissioners present; Michael Hosey, Harlan MacDowell, Theresa Abed, Carol Strachan, Jeanne Pearl-Wright, Leo Farhat, John Forell, Linda Keefe, Daryl Baker, Dale Barr, Denise Clarke, Leonard Peters, Joseph Brehler. Commissioners absent: Art Luna. Commissioners arriving after roll call: Glenn Freeman.

Chairman Brehler added a resolution honoring Richard Schneckenberger to the agenda. Commissioner Keefe added the following to the Finance Committee report:

- Resolution authorizing use of credit cards
- Resolution to approve County Bond Financial Consultant

Commissioner Farhat moved the agenda be approved as amended. Seconded by Commissioner Barr. Carried.

Commissioner Peters moved the minutes of November 20, 2007 be approved as presented. Seconded by Commissioner Barr. Carried.

Communications:

- 1/ Letter from State Representative Mike Simpson acknowledging the County's receipt of a Brownfield Program Award from the EPA.
- 2/ Annual Reports of the County Clerk, Register of Deeds and Circuit Court Clerk's Offices were received and filed.
- 3/ Letter from Ben Lyons withdrawing his application for appointment to the Road Commission.

Public Hearing. Chairperson Brehler opened the public hearing at 7:05 PM and explained the purpose of the hearing is to gain input prior to the Eaton County Housing Department grant application with Michigan Community Development Block Grant and Housing Resource Fund Grant Funds. Claudine Hannold, Director of Community Development and Jonathan Green, Economic Development/Housing Coordinator gave an overview of the programs.

There was no public comment. Chairperson Brehler closed the public hearing at 7:10 PM.

Commissioner Farhat moved the approval of Resolution #07-12-153 Honoring Jack Fueslein for his years of dedication to the Eaton County Parks and Recreation Commission. Seconded by Commissioner Forell. Carried unanimously.

Commissioner Forell moved the approval of Resolution #07-12-154 Honoring Carmel Township Eagle Scout Kevin D. Capps for his achievements. Seconded by Commissioner Hosey. Carried unanimously.

Commissioner Keefe moved the approval of Resolution #07-12-155 Honoring Richard Schneckenberger for his service to the Sheriff's Department. Seconded by Commissioner Pearl-Wright. Carried unanimously.

Commissioner Freeman arrived.

Sheriff Mike Raines along with Chairperson Brehler presented the semi-annual awards from the Sheriff's Department. Copy on file.

Special Deputy Bruce Rainey spoke about the Volunteers In Police Service (VIPS) Program and presented a symbolic check in the amount of \$140,185 to Chairperson Brehler. The check represents 7652 volunteer hours from the VIPS.

Chairperson Brehler thanked the Sheriff's Department and citizens of the County for their efforts to help victims of the tornado that touched down in Benton Township in August.

Sheriff Raines wished everyone a Merry Christmas.

There was no Public Comment.

Chairperson Brehler reported the Committee on Committees met and discussed proposed changes to the committee structure of the Board of Commissioners to begin January 2008. Committees would be reduced from 7 to 5 and would consist of; Ways and Means, Public Works and Planning, Public Safety, Health and Human Services and Information Technology & Communications Committees.

Commissioner Farhat moved to approve the proposed amendments to the 2008 Rules of Procedure. Seconded by Commissioner MacDowell.

Commissioners Clarke and Abed noted their concerns. Commissioner MacDowell questioned whether the new committee would be appointed in January and the answer is yes.

Chairperson Brehler explained the reorganization is a better and more efficient use of commissioner's time.

Vote on the motion was called for. Carried. Nays; Clarke, Abed.

Commissioner Abed moved the approval of Resolution #07-12-156, to Approve an Application for Farmland and Open Space Developmental Rights Agreement for Margaret Cook and Marvin Cook of Flowderdale Farms, LLC in Sunfield Township. Seconded by Commissioner Hosey. Carried.

Commissioner Abed moved the approval of Resolution #07-12-157, to Appoint County Remonumentation Representative Ronnie M. Lester and designate Mr. Lester as County Representative. Seconded by Commissioner Farhat. Carried.

Commissioner Pearl-Wright moved the approval of Resolution #07-12-158, to Continue Eaton County Human Services Collaborative Council for another year. Seconded by Commissioner Barr. Carried.

Commissioner Pearl-Wright moved the approval of Resolution #07-12-159, to Approve Healthy Families Program Contract and Memorandum of Agreement with Eaton County MSU Extension. Seconded by Commissioner Farhat. Carried.

Commissioner Freeman moved the approval of Resolution #07-12-160 To Appoint County Agents Under the Prisoner Reimbursement Act to file civil actions to seek reimbursement under the Act. Seconded by Commissioner Forell. Carried.

Commissioner MacDowell moved the approval of Resolution #07-12-161, of Intent to Apply for a Michigan Community Development Block Grant for up to \$300,000 to upgrade housing conditions for low and very low income homeowners in Eaton County. Seconded by Commissioner Barr. Carried.

Commissioner MacDowell moved the approval of Resolution #07-12-162, of Intent to Apply for a Housing Resource Fund Grant for up to \$350,000 to upgrade housing conditions for low and very low income homeowners in Eaton County. Seconded by Commissioner Hosey. Carried.

Commissioner MacDowell moved the approval of the following appointments:

- Darrell Tennis to the Road Commission, term expires December 31, 2013.
- Duane Eldred to the Road Commission, term expires December 31, 2011.

Seconded by Commissioner Strachan. Carried.

Commissioner MacDowell moved Marilyn Rutter be appointed to the Zoning Board of Appeals representing the Planning Commission, term expires December 31, 2010. Seconded by Commissioner Forell. Carried.

Commissioner Hosey moved the approval of Document #07-12-163, 2008 Proposed Personnel Policy Changes. Seconded by Commissioner Forell. Carried.

Commissioner Keefe moved the approval of Resolution #07-12-164, to Approve 2007/2008 General Fund Budget Amendments. Seconded by Commissioner Freeman. Carried.

Commissioner Keefe moved the approval of Resolution #07-12-165, to Approve 2007/2008 Special Revenue Fund Budget Amendments. Seconded by Commissioner Baker. Carried.

Commissioner Keefe moved the approval of Resolution #07-12-166, to Approve 2006/2007 Special Revenue Fund Budget Amendments. Seconded by Commissioner Freeman. Carried.

Commissioner Keefe moved the approval of Resolution #07-12-167, to Approve Interim Agreement for the Operation of the Juvenile Facility under the direction of the Family Division of the Circuit Court. Seconded by Commissioner Baker. Carried.

Commissioner Keefe moved the approval of claims as audited by the Finance Committee in the amount of \$380,376.22. Seconded by Commissioner Forell. Carried.

Commissioner Keefe moved the approval of Resolution #07-12-168, Authorizing the Use of Credit Cards for Payment of Certain Fees – Taxes, Assessments and Fees Collected by the Treasurer. Seconded by Commissioner Forell. Carried.

Commissioner Keefe moved the approval of Resolution #07-12-169, To Approve the Firm of Public Financial Management (PFM) Group as County Bond Financial Consultant. Seconded by Commissioner Freeman. Carried.

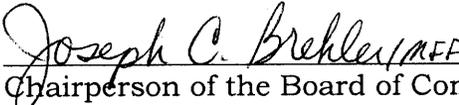
Public Comment. Darrell Tennis and Duane Eldred thanked the Board for their appointments to the Road Commission and for the opportunity to serve the county.

There was no Unfinished Business.

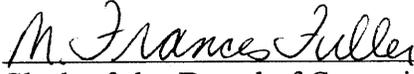
Old Business. Commissioner Peters acknowledged the work of the County Clerk's Office.

New Business. Chairperson Brehler announced the Health Department is in contract negotiations with its employees, and some of the employees have contacted commissioners expressing concerns regarding changes in their health coverage. Controller Fuentes will be meeting with the Health Department and Barry County to discuss potential alternatives.

Chairperson Brehler adjourned the meeting to Wednesday, January 2, 2008 at 7:00 PM and wished everyone a happy and safe holiday.



Chairperson of the Board of Commissioners



Clerk of the Board of Commissioners

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

RESOLUTION HONORING JACK FUESLEIN

Introduced by Commissioner Joseph Brehler

Commissioner Farhat moved the approval of the following resolution.
Seconded by Commissioner Forell.

WHEREAS, Mr. Jack Fueslein has served the community for many years in various capacities; and

WHEREAS, Mr. Fueslein has demonstrated an abiding concern for the preservation and enhancement of our natural environment; and

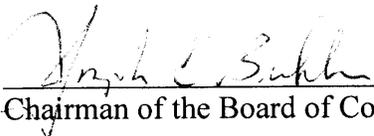
WHEREAS, Mr. Fueslein was first appointed to serve on the Eaton County Parks and Recreation Commission on March 15, 2000 by the Eaton County Board of Commissioners; and

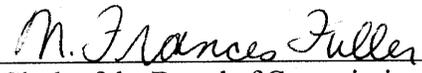
WHEREAS, Mr. Fueslein has assisted in the growth and development of the Eaton County Parks Department for all citizens in Eaton County; and

WHEREAS, Mr. Fueslein gave his time and shared his knowledge about Eaton County to further advance Eaton County Parks.

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners, by adoption of this resolution, expresses their sincere appreciation for the work, service and dedication that Mr. Fueslein put forward for the citizens of Eaton County.

BE IT FURTHER RESOLVED, that this resolution bear the seal of Eaton County and the signatures of the Chairman of the Eaton County Board of Commissioners and the Eaton County Clerk and a copy of this Resolution be attached to the permanent records of the County. Carried.


Chairman of the Board of Commissioners


Clerk of the Board of Commissioners

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION HONORING CARMEL TOWNSHIP
EAGLE SCOUT KEVIN D. CAPPS**

Introduced by Commissioner Joseph Brehler

Commissioner Forell moved the approval of the following resolution.
Seconded by Commissioner Hosey.

WHEREAS, Kevin D. Capps, resident of the Township of Carmel, reached the highest Scout rank of Eagle on August 12, 2007; and

WHEREAS, this achievement came about as a result of years of service and dedication to the Code of the Boy Scouts of America; and

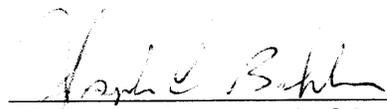
WHEREAS, Kevin has served as Assistant Senior Patrol Leader, and several other leadership positions and has participated in several high adventure scout activities; and

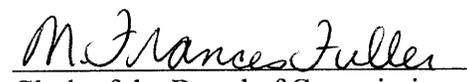
WHEREAS, Kevin spent many hours working on his Eagle Scout project, installing three illuminated flagpoles at the Carmel Township Meeting Hall to benefit the community at large; and

WHEREAS, the Eaton County Board of Commissioners wishes to recognize the achievements of Kevin D. Capps.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby commend Kevin D. Capps for achieving the rank of Eagle Scout.

BE IT FURTHER RESOLVED, that the Board of Commissioners also wishes to acknowledge and applaud the efforts required to reach this Eagle Scout rank. Carried.


Chairman of the Board of Commissioners


Clerk of the Board of Commissioners

EATON COUNTY BOARD OF COMMISSIONERS

December 19, 2007

RESOLUTION HONORING RICHARD SCHNECKENBERGER

Introduced by Commissioner Joseph Brehler

Commissioner Keefe moved the approval of the following resolution.
Seconded by Commissioner Pearl-Wright.

WHEREAS, Richard Schneckenger served the residents of Eaton County for 34 years as a sworn volunteer Deputy Sheriff; and

WHEREAS, he was a founding member of the Sheriffs Posse on April 10, 1973 under then Sheriff Gene Hoag and worked for 6 Sheriffs; and

WHEREAS, he has received dozens of honors over the past 3 decades, Posse related, including 2 hand carved, silver laden saddles; and

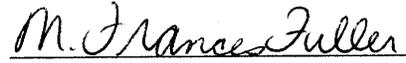
WHEREAS, during this time Dick also served on the Sheriff's ATV unit assisting with the guarding of disaster areas and searching for missing persons.

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners meeting this 19th day of December 2007, do hereby honor Richard (Dick) Schneckenger; and

BE IT FURTHER RESOLVED, that this resolution bear the seal of Eaton County and the signatures of the Chairman of the Eaton County Board of Commissioners and the Eaton County Clerk and a copy of this Resolution be attached to the permanent records of the County. Carried.



Chairman of the Board of Commissioners



Clerk of the Board of Commissioners

EATON COUNTY BOARD OF COMMISSIONERS

December 19, 2007

**RESOLUTION TO APPROVE AN
APPLICATION FOR A FARMLAND AND OPEN SPACE
DEVELOPMENTAL RIGHTS AGREEMENT
(PUBLIC ACT 116 OF 1974, AS AMENDED)**

Introduced by the Equalization Committee

Commissioner Abed moved the approval of the following resolution.
Seconded by Commissioner Hosey.

WHEREAS, Margaret Cook and Marvin Cook of Flowerdale Farms, LLC filed a Farmland and Open Space Application for property located in Sunfield Township with the Eaton County Clerk's Office in October of 2007; and

WHEREAS, this application includes 28.00 acres; and

WHEREAS, the applicant is requesting a 10 year agreement; and

WHEREAS, a copy of this application was sent to all reviewing agencies as required by the act; and

WHEREAS, the Eaton County Equalization Committee has reviewed this application and is recommending approval.

THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners at its regularly scheduled meeting on December 19, 2007 does hereby approve the Farmland and Open Space Application filed by Margaret Cook and Marvin Cook of Flowerdale Farms, LLC for property located in Sunfield Township. Carried.



M. Frances Fuller, County Clerk



Date

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO APPOINT COUNTY
REMONUMENTATION REPRESENTATIVE
AND RELATED CONTRACT**

Introduced by the Equalization Committee

Commissioner Abed moved the approval of the following resolution.
Seconded by Commissioner Farhat.

WHEREAS, pursuant to Section 9 of PA 345 of 1990, the State Survey and Remonumentation Act, the Board of Commissioners is authorized to appoint a County Representative for all surveying projects in Eaton County approved or initiated by the State Survey and Remonumentation Commission; and

WHEREAS, the Equalization Committee is recommending entering into a contract with Ronnie M. Lester, which designates Mr. Lester as County Representative; and

WHEREAS, Mr. Lester is a surveyor licensed to practice in the State of Michigan and has offered to provide the County, on an independent contractor basis, with the County Representative services it requires.

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners appoints Ronnie M. Lester as the County Representative under PA 345 of 1990; and

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners or his designee is authorized to sign the contract. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO CONTINUE
EATON COUNTY
HUMAN SERVICES COLLABORATIVE COUNCIL**

Introduced by the Health and Human Services Committee

Commissioner Pearl-Wright moved the approval of the following resolution.
Seconded by Commissioner Barr.

WHEREAS, the Board of Commissioners established an Eaton County Human Services Collaborative Council on January 17, 1996; and

WHEREAS, such resolution requires an annual review of the Human Services Collaborative Council to determine the necessity of its continuation; and

WHEREAS, the Health and Human Services Committee feels that the Human Services Collaborative Council had a productive year in 2007.

NOW, THEREFORE, BE IT RESOLVED, that the Human Services Collaborative Council be continued for another year. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO APPROVE HEALTHY FAMILIES PROGRAM CONTRACT
AND MEMORANDUM OF AGREEMENT**

Introduced by the Health & Human Services Committee

Commissioner Pearl-Wright moved the approval of the following resolution.
Seconded by Commissioner Farhat.

WHEREAS, the Barry-Eaton District Health Department receives funds available through the Children's Trust Fund, Healthy Families program; and

WHEREAS, the Health Department wishes, to enter into a contract with Eaton County to provide these services; and

WHEREAS, Eaton County will provide these grant services through a Memorandum of Agreement with Eaton County MSU Extension; and

WHEREAS, Eaton County will continue to act as the fiduciary for the funds received from the Barry-Eaton District Health Department and reimburse Michigan State University for personnel expenditures associated with providing said services; and

WHEREAS, this contract will provide funds up to the amount of \$46,401 for the time period of January 1, 2008 through September 30, 2008.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Commissioners or his designee be authorized to sign all of the necessary contracts or documents. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO APPOINT COUNTY AGENTS
UNDER THE PRISONER REIMBURSEMENT ACT**

Introduced by the Public Safety Committee

Commissioner Freeman moved the approval of the following resolution.
Seconded by Commissioner Forell.

WHEREAS, the Prisoner Reimbursement Act, P.A. 118 of 1984 allows Agents appointed by the County Board of Commissioners to collect information and conduct investigations pursuant to the Act; and

WHEREAS, Section 7 of the Act also allows Agents for the County to file civil actions to seek reimbursement under the Act.

NOW, THEREFORE BE IT RESOLVED, that Corrections Officer William Soblesky and Financial Services Clerk Pam Tobias, be designated as Eaton County's Agents pursuant to the Prisoner Reimbursement Act, P.A. 118 1984 for the period of January 1, 2008 through December 31, 2008. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

December 19, 2007

**RESOLUTION OF INTENT TO APPLY FOR A
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT**

Introduced by the Public Works and Planning Committee

Commissioner MacDowell moved the approval of the following resolution.
Seconded by Commissioner Barr.

WHEREAS, the County of Eaton is interested in the continuing efforts to upgrade housing conditions for its low and very low income homeowners; and

WHEREAS, the County Board of Commissioners desires to continue providing loans to low and very low income homeowners in the County through the Michigan Community Development Block Grant Housing Program; and

WHEREAS, said County Board of Commissioners accept the recommendation of the Housing Department Staff to apply for up to \$300,000 in Michigan Community Development Block Grant Housing Program Grant funds; and

WHEREAS, said County Board of Commissioners wishes to reaffirm the "Statement of Assurances" and "Local Government Certification" and "Equal Opportunity/Fair Housing Resolution" all of which have been previously approved by the Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Eaton County authorizes the Housing Department staff to prepare and submit the application for 2008 from the Michigan Community Development Block Grant Housing Program on its behalf, and authorizes the Chairman of the Board of Commissioners to execute application form as required. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

December 19, 2007

**RESOLUTION OF INTENT TO APPLY FOR A
HOUSING RESOURCE FUND GRANT**

Introduced by the Public Works and Planning Committee

Commissioner MacDowell moved the approval of the following resolution.
Seconded by Commissioner Hosey.

WHEREAS, the County of Eaton is interested in the continuing efforts to upgrade housing conditions for its low and very low income homeowners; and

WHEREAS, the County Board of Commissioners desires to continue providing loans to low and very low income homeowners in the County with grants from the Michigan State Housing Development Authority and Office of Community Development ; and

WHEREAS, said County Board of Commissioners accept the recommendation of the Housing Department Staff to apply for up to \$350,000 in Housing Resource Funds; and

WHEREAS, said County Board of Commissioners wishes to reaffirm the "Statement of Assurances" and "Local Government Certification" and "Equal Opportunity/Fair Housing Resolution" all of which have been previously approved by the Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Eaton County authorizes the Housing Department staff to prepare and submit the application for 2008 Housing Resource Grant Funds on its behalf, and authorizes the Chairman of the Board of Commissioners to execute application form as required. Carried.

December 13, 2007

2008 Proposed Personnel Policy Changes

Commissioner Hosey moved the approval of the following document.
Seconded by Commissioner Forell.

Page 1 – Article 1 – Insurance – Section 1 – Health Insurance – Current Employees (a) Coverage
(i) Premium Share Plan – 4th Paragraph

Coverage for eligible employees shall begin on the first day of the month following 30 days of employment or the first day following their date of employment that allows them to have continuous coverage from previous employment. Coverage ends upon an employee's separation from employment. **The County shall return to the employee a pro-rated (pro-ration is based on a 30 day month) share of the premium paid by the employee for the month in which they separate from employment.**

Page 1 – Article 1 – Insurance – Section 1 – Health Insurance – Current Employees (b) Payment in Lieu of Coverage – Paragraph 1

(b) Payment in Lieu of Coverage. A regular, full-time employee who is eligible for health insurance via another source and who executes an affidavit to that effect may elect not to be covered by the health insurance provided under this Article. The decision to waive coverage shall be made once per calendar year, during the 30 day period prior to January 1st of each year. A waiver agreement drafted by the County shall be executed by the employee. In the event the employee elects to forego health insurance, the County shall pay the employee the amount of \$100.00 monthly (up to \$1,200.00 per year) directly as taxable compensation. **(The County shall pro-rate an employees last waiver check upon their separation from employment).** The payment shall be made on a monthly basis, on the first payday of the month following coverage. New hires may opt for the health waiver upon hiring into the County.

Page 1 – Article 1 – Insurance – Section 2 – Health Insurance – Retirees Hired Prior to January 1, 2006 – (h) Health Care Savings Program

Change this to be Section 3 and re-number remaining sections.

Page 1 – Article 1 – Insurance – New Section 3 - Health Care Savings Program – Paragraph 1 and Paragraph 2 – Approved in the May 2007 Personnel Committee Meeting.

Section 3. Health Care Savings Program. Any employees hired after January 1, 2006, will not be eligible for County paid retiree health insurance as outlined in this Section 2, (a) through (g). ~~Any employee who retires and is immediately eligible for retirement benefits as defined by the Municipal Employees' Retirement System (MERS) or is retired due to a non-duty disability as determined by MERS may remain on the County's group health insurance plan by pre-paying the full amount of the premium on a pre-paid quarterly basis if permitted by the insurance carrier. Procedure for such payment will be established by the County.~~

~~The County will have in place as of~~ **(a) Employees hired after** January 1, 2006, ~~a Health Care Savings Program. Employees will be required to contribute 1% of their salary into~~

their Health Care Savings Program, which will be a pre-tax deduction. In addition, the County will contribute an amount equal to ~~1%~~ 2% of the employee's salary into their Health Care Savings Program.

(b) An employee is also able to contribute an additional portion of their salary in the Health Care Savings Program over and above the mandatory 1%, up to 10%, which will also be a pre-tax deduction, which will be added to the Health Care Savings Program on a post tax basis. The County will match the additional contribution by the employee for any amount over 2% and up to 4%.

(c) Any accumulated leave time available to be paid to an employee upon their separation from or retirement from the County may, at the employee's option, be converted in a Health Care Savings Program in accordance with MERS Policy.

Page 1 – Article 1 – Insurance – Add New Section 4 - Optical Insurance Language Effective August 1, 2007

Section 4. Optical Coverage. All eligible regular full time employees (employees regularly scheduled at least 30 hours per week) and eligible family members who are covered by the County's health insurance, which is currently Blue Cross and Blue Shield of Michigan Community Blue PPO Plan must also be enrolled in the optical coverage. The cost of the coverage is paid 100% by the employee, with the rate being determined by the employees' current family status through Blue Cross (single, double or family coverage). The employees may not opt out of the optical coverage. The premium rate is determined annually by Blue Cross and will be payroll deducted the first pay of every month in accordance with our Section 125 Plan (Pre or Post Tax Elected).

Page 1 – Article 1 – Insurance – Old Section 3 now Section 5 – Life Insurance (Already approved in May 2007 Personnel Meeting)

Section 4. Life Insurance. The County currently provides life insurance coverage (~~\$20,000–\$30,000~~) and accidental death and dismemberment insurance coverage (~~\$20,000 \$30,000~~) for all regular full time employees. Coverage for employees shall begin on the first day of the month following 30 days of employment. The County currently pays the entire premium costs for all such coverage. Life Insurance ends on the employee's last date of employment. An employee may convert the County policy to a personal policy when they terminate their employment, if permitted by the insurance carrier.

Page 1 – Article 1 – Insurance – Old Section 4 now Section 6 – Disability Plan (a)

Section 5. Disability Plan, (a) The County currently provides disability insurance coverage for all regular full time employees. The coverage will be applicable to non-work related disabilities (including pregnancies), which are covered by Health Insurance and disable an employee from performing their employment duties. The coverage is available only for employees who are temporarily disabled and have a physician's excuse indicating a projected

return to work date. If an employee fails to return to work or returns to work from a disability leave and resigns prior to the completion of ninety (90) days of employment they shall be required to reimburse the County for any disability benefits received during their leave, unless the reason for not returning or not completing the ninety (90) day period is that the employee is eligible for another disability leave, workers' compensation or Family Medical Leave Act. During the time an employee is off of work on the Disability Program they shall have no other employment. The coverage shall provide the following:

66 2/3% of basic weekly earnings to a maximum of ~~\$425~~ **\$435** for 26 weeks maximum, commencing the first day of an accident and the eighth day of an illness. Employees must complete the necessary Disability Leave Medical Form and Applications prior to going off on disability unless it is an emergency leave (such as an injury that may have been caused as a result of a car accident or other unforeseen event). If the disability leave is an emergency, employees must obtain the necessary paperwork, complete and return to the Controller's Office in a timely manner. If paperwork is not returned in a timely manner, this may cause a delay in processing an employee's disability pay.

Coverage for eligible employees begins on the first day of the month following 30 days of continuous employment. The County shall pay the entire premium cost for all such coverage.

In the event of an illness, the employee must use accumulated leave time (if they have accumulated leave time) for the first 40 hours. An employee may use accumulated sick leave, annual leave, personal leave, or compensatory time (non-exempt employee) to make up the difference between the disability rate of compensation and the employee's normal rate of pay.

Before returning to work, the employee must present a doctor's certificate that they can perform all the duties of the position to which they are returning.

The Employer shall continue to pay the cost of the life, sickness, dental and Employer portion of the health insurance premiums for the length of the disability.

The employee shall continue to pay the cost of the employee portion of the health insurance premiums for the length of the disability.

Page 16 – Article 5 – Longevity – Section 1 – Schedule. (Increase in annual benefit approved at the June 2007 Personnel Meeting)

Section 1. Schedule. All eligible regular full-time and regular part time employees as of December 1 of any year, excluding anyone whose status as employee has ended prior to that date, shall be entitled to receive longevity pay for continuous service with the Employer according to the following schedule:

<u>Years of Continuous Service</u>	<u>Annual Benefits</u>
At least 5 years but less than 10 years	\$200 to \$300

At least 10 years but less than 15 years	\$500 to \$600
At least 15 years but less than 20 years	\$800 to \$900
20 years or more	\$1,100 to \$1,200

Regular part time employees shall receive a pro-rated payment **based on their regular part time scheduled hours** based on the above schedule.

Page 19 – Article 7 – Annual Leave – Section 4 – Separation From Employment

Section 4. Separation From Employment. Employees shall be paid subject to the below requirements, at their current rate of pay, for their accumulated unused annual leave upon separation from employment, provided they have completed six (6) months of continuous employment. All employees will be paid in a lump sum payment only and in no event shall an employee be allowed to be carried out on the payroll with their unused annual leave hours. Employees who leave or quit without giving at least two (2) weeks prior written notice shall forfeit and waive their right to any accrued vacation time pay, unless waived by the Department Head and the Controller in writing. Employee's who are terminated due to inappropriate behavior or misconduct as determined by the Employer, shall forfeit their accumulated unused annual leave unless approved otherwise by the Controller in writing. **In the event of the death of an employee, who has completed six (6) months of continuous employment, their designated beneficiary shall be paid for the employee's accumulated annual leave.**

Page 24 – Article 10 – Funeral Leave – Add to Section 1 language from Senate Bill 579, if enacted. (May require employers to provide up to 10 paid days of funeral leave for a spouse, child or parent of the military member in Iraq or Afghanistan).

Page 27 – Article 13 – Leave Without Pay – Section 2 – Leave of Absence

Section 2. Leave of Absence. In addition to the leaves authorized above, a Department Head may authorize leave without pay for an employee for a period of time not to exceed 10 days in any calendar year, **however all other applicable leave must be exhausted.** Leave without pay for a longer period must be approved by the Department Head, but must also be requested in writing to and approved by the Personnel Committee.

Page 28 – Article 14 – Travel Allowance – Bold sections reference new language.

Section 1. Transportation. An employee using a County owned vehicle on Departmental business will be reimbursed for gasoline and other operating expenses

incurred while using the vehicle provided that appropriate receipts for all such expenses are submitted with the travel expense voucher.

Employees required to drive their own vehicle while on Departmental business will be reimbursed for travel based on the most current allowable rate set by the Internal Revenue Service. Mileage accumulations and a brief explanation of the travel must be submitted on a travel expense voucher, approved by the Department Head. Reimbursed mileage shall not include the round trip distance the employee regularly drives from his home to his work site and back home again.

All travel by common carrier must be at tourist fare rates and receipts submitted in order to be reimbursed.

Section 2. Meals.

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	<u>\$22.00</u>
	\$40.00 (Including gratuity)

An exception may be allowed for meals when traveling in certain areas based on federal per diem rates and must be approved by the Controller's Office.

Meal Receipts are not required.

No alcoholic beverages will be paid for by the County.

Conventions, Conferences or Group Functions: Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference or group function that is within the continental United States but outside Eaton County the following provisions apply:

- a. A full explanation must be provided on the voucher, including the name of the convention. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda will be attached to the expense voucher or advance travel request. If the documentation is not provided or incomplete, payment will not be issued.
- b. Meals included in the conference/meeting are not eligible for payment to the employee. The daily allowance will be pro-rated to exclude meals included in the conference.

Section 3. Advances. The Controller shall be authorized to approve travel advances for up to the estimated amount to employees for pre-approved conventions conferences, training or group functions for estimated lodging, travel, meals and registration fees. Departments should pre-pay all lodging, registration and air fare by County check whenever possible. An advance travel request form, available on the County Intranet, shall be submitted to the Controller not more than two weeks in advance of the scheduled conference and must include all documentation as stated above. If such request includes meals, the amount for meals shall be not less than \$120.00 (three day meal allowance including gratuity).

Section 4. Lodging. In the event a meeting/conference is held outside of Eaton County or any of its adjacent counties, lodging will be reimbursed at the single room rate at the hotel/conference center where the conference is being held. If an employee chooses to upgrade their accommodations, they will pay the difference from the single room rate.

Section 5. Expenses. Only expenses incurred on behalf of the Employer will be reimbursed upon presentation of appropriate receipts. Expenditures for travel insurance, laundry, dry cleaning, personal telephone calls, hotel gratuities and hospitality expenses will not be reimbursed under any circumstances.

Travel expense vouchers and **applicable** receipts, **in accordance with Section 5**, must be submitted to the Controller's Office within sixty (60) days from the employee's return to work.

Page 30 – Article 15 – Educational Assistance Policy – Section 1 – Reimbursement (Approved in the April 2007 Personnel Meeting)

Section 1. Reimbursement. The County will reimburse an employee for tuition costs and other charges, up to a maximum of \$1,000.00 per employee per year; subject to the availability of funds within the department's budget and that the requested course meets the IRS allowable guidelines. The course(s) must be related to the employee's present position in the County or be a required course leading to a degree relating to the employee's present position. Reimbursement is for Undergraduate courses only. In order for an employee to be eligible, he must follow the application process that is outlined below. The course(s) must be taken outside of working hours except in the rare instance when it is not offered at such a time.

Page 31 – Article 16 – Hours – Section 2. Overtime - (a) New Paragraph 2

(a) Employees working in classification considered to be non-exempt from the overtime provisions of the Federal Fair Labor Standards Act (FLSA) who are required to work in excess of 40 hours in any one week shall be compensated at the rate of time and one half (1 ½) their regular rate of pay for all such hours. An employee, with the mutual agreement of the Department Head, may take compensatory time off at the rate of time and one half (1 ½) per hour of worked overtime in lieu of overtime pay. Compensatory time off shall be taken at a time mutually agreeable to the Department Head and the employee. Such time cannot accumulate in excess of one hundred and sixty (160) hours. Compensation at the rate of time and one half (1 ½) will be paid to employees for compensatory time not taken upon their separation from employment. All employees will be paid in a lump sum payment only and in no event shall an employee be allowed to be carried out on the payroll with their unused compensatory time hours.

A Department Head may within their discretion allow an employee to flex their work schedule as the department's workload demands, provided such adjustment to the work schedule does not interfere with the office's daily business hours contained in Section 1 of this Article. The adjustment to the work schedule should not be made to prevent or eliminate the need for the employee to utilize their accrued sick or vacation leave. The permitted flex schedule must be made to maintain the total number of hours (40) of a normal work week as required under the provisions of FLSA and contained in Section 1 of

this Article. In the event a Department Head approves an employee to flex their schedule within a week, the daily payroll hours will be recorded to reflect the flex schedule.

Page 47 – Article 28 – Harassment – Section 1 – Sexual Harassment – Paragraph 3

It is the policy of Eaton County that any employee who in good faith believes he has been subjected to sexual harassment prohibited by law, or who believes in good faith he has observed sexual harassment prohibited by law, must report that fact immediately in writing to his Department Head or the Controller **in the event the claim is against their Department Head.**

Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO APPROVE
2007/2008 GENERAL FUND BUDGET AMENDMENTS**

Introduced by the Finance Committee

Commissioner Keefe moved the approval of the following resolution.

Seconded by Commissioner Freeman

WHEREAS, the Eaton County 2007/2008 Appropriations Act of September 19, 2007 states that any amendment to increase a salary and/or a Capital Outlay line-item in excess of \$2,500.00 or any amendment to increase the total budget of any fund or department in excess of \$2,500.00 shall be amended by the Board of Commissioners, except that any amendment to decrease the General Fund Contingency shall be approved by the Board of Commissioners; and

WHEREAS, such amendments are needed in order to comply with the Uniform Budgeting and Accounting Act of 1978, P.A. 621.

NOW, THEREFORE BE IT RESOLVED, that the following budget amendments be approved and added to the 2007/2008 Eaton County Budget:

COUNTY TREASURER-253

Decrease	Salaries Regular	\$ 20,000
Increase	Contractual	\$ 20,000

To increase the contractual services line-item for BS&A online tax search fee with use of savings from not filling vacant full-time position. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO APPROVE
2007/2008 SPECIAL REVENUE FUND BUDGET AMENDMENTS
Introduced by the Finance Committee**

Commissioner Keefe moved the approval of the following resolution.
Seconded by Commissioner Baker.

WHEREAS, the Eaton County 2007/2008 Appropriations Act of September 19, 2007 states that any amendment to increase a salary and/or a Capital Outlay line-item in excess of \$2,500.00 or any amendment to increase the total budget of any fund or department in excess of \$2,500.00 shall be amended by the Board of Commissioners, except that any amendment to decrease the General Fund Contingency shall be approved by the Board of Commissioners; and

WHEREAS, such amendments are needed in order to comply with the Uniform Budgeting and Accounting Act of 1978, P.A. 621.

NOW, THEREFORE BE IT RESOLVED, that the following budget amendments be approved and added to the 2007/2008 Eaton County Budget:

ECONOMIC CRIMES UNIT - 272

Increase	Salaries Regular	\$ 22,374
Decrease	Salaries Temporary	\$ 7,448
Increase	Fringes	\$ 8,021
Increase	Fund Balance Carryover	\$ 22,947

To increase salaries and fringes for moving intern to full-time Assistant Investigator.

DRUG FORFEITURE - PROSECUTOR - 284

Increase	Transfers-Out	\$ 3,089
Increase	Fund Balance Carryover	\$ 3,089

To increase Transfers-Out for crime scene presentation computer for the Prosecuting Attorney.

COMPUTER - 298

Increase	Transfers-In	\$ 3,089
Increase	Computer Equipment	\$ 3,089

To increase Transfers-In for crime scene presentation computer for the Prosecuting Attorney.

COMPUTER - 298

Increase	Computer Equipment	\$ 147,908
Increase	Fund Balance Carryover	\$ 147,908

To increase total budget for project not completed during 2006/2007 budget year. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO APPROVE
2006/2007 SPECIAL REVENUE FUND BUDGET AMENDMENTS
Introduced by the Finance Committee**

Commissioner Keefe moved the approval of the following resolution.
Seconded by Commissioner Freeman.

WHEREAS, the Eaton County 2006/2007 Appropriations Act of September 20, 2006 states that any amendment to increase a salary and/or a Capital Outlay line-item in excess of \$2,500.00 or any amendment to increase the total budget of any fund, department or activity in excess of \$2,500.00 shall be amended by the Board of Commissioners, except that any amendment to decrease the General Fund Contingency shall be approved by the Board of Commissioners; and

WHEREAS, such amendments are needed in order to comply with the Uniform Budgeting and Accounting Act of 1978, P.A. 621.

NOW, THEREFORE BE IT RESOLVED, that the following budget amendments be approved and added to the 2006/2007 Eaton County Budget:

PRISONER BOARDING - 259

Increase	Transfers-In	\$ 45,274
Increase	Fund Balance Carryover	\$ 45,274

To increase budget based on total expenditures for 2006/2007.

JAIL MILLAGE - 260

Increase	Transfers-Out	\$ 45,274
Increase	Fund Balance Carryover	\$ 45,274

To increase budget based on total expenditures for 2006/2007.

JUVENILE MILLAGE - 296

Increase	Capital Outlay	\$445,860
Decrease	Transfers-Out	\$316,609
Increase	Fund Balance Carryover	\$129,251

To increase budget based on final expenditures for 2006/2007. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO APPROVE INTERIM AGREEMENT
FOR THE OPERATION OF THE JUVENILE FACILITY**

Introduced by the Finance Committee

Commissioner Keefe moved the approval of the following resolution.
Seconded by Commissioner Baker.

WHEREAS, the Board previously adopted an agreement to allow the Juvenile Facility to continue to be operated under the direction of the Family Division of the Circuit Court; and

WHEREAS, such agreement expires December 31, 2007; and

WHEREAS, the Finance Committee has reviewed the operation of the Juvenile Facility over the past year and feels that it should remain under the operation of the Family Division of the Circuit Court.

NOW THEREFORE BE IT RESOLVED, that the Agreement be extended for another year to expire on December 31, 2008. Prior to such time, it will be reviewed again by the Finance Committee. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS
FOR PAYMENT OF CERTAIN FEES - TREASURER**

Introduced by the Finance Committee

Commissioner Keefe moved the approval of the following resolution.
Seconded by Commissioner Forell.

WHEREAS, the Public Act 280 of 1995 authorizes the acceptance of payment by financial transaction devices for taxes, assessments and fee collected by the County, provided the same is authorized by the Board of Commissioners; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of payment by credit card the following fees of the County Treasurer:

Delinquent Taxes (including interest, penalties and statutory fees)

BE IT FURTHER RESOLVED, that the County Treasurer and County Controller are designated as responsible for determining the type of financial transaction devices that may be accepted and to institute appropriate measures to insure that the credit cards are valid. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 19, 2007

**RESOLUTION TO APPROVE
COUNTY BOND FINANCIAL CONSULTANT**

Introduced by the Finance Committee

Commissioner Keefe moved the approval of the following resolution.
Seconded by Commissioner Freeman.

WHEREAS, the Board of Commissioners approved a Full Faith and Credit Policy on February 16, 2005; and

WHEREAS, that Policy provides for the services of a County Financial Consultant; and

WHEREAS, the County Treasurer has prepared and distributed bid packages for this service; and

WHEREAS, the Finance Committee has reviewed the bids received.

NOW, THEREFORE, BE IT RESOLVED, that the firm of Public Financial Management (PFM) Group be awarded the designation of County Financial Consultant for the two year period ending December 31, 2009; and

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners or his designee be authorized to sign the necessary Agreement. Carried.