

EATON COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2008

The Eaton County Board of Commissioners met in regular session at the County Facilities, in the City of Charlotte, Wednesday, February 20, 2008.

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, Glenn Freeman, John Forell, Linda Keefe, Art Luna, Daryl Baker, Dale Barr, Denise Clarke, Leonard Peters, Joseph Brehler. Commissioners absent: None.

Chairperson Brehler added the Independent Auditors Report as Number 10 on the agenda.

Commissioner Luna moved the agenda be accepted as amended. Seconded by Commissioner Freeman. Carried.

Commissioner Baker moved the minutes of January 2 & 16, 2008 be approved as presented. Seconded by Commissioner Forell. Carried.

There were no communications.

Public Comment. Sue Dunham, President of the Public Employees Representative Association (PERA) Unit 1, reiterated the concerns she spoke of at the January 16th Board meeting regarding the proposed health insurance plan presented to the employees of the Barry-Eaton District Health Department. She stressed the need for equitable health insurance for employees of the Health Department.

Eric Dean, Chairperson of the Parks Commission urged Commissioners to approve the resolution to update the County Parks Master Plan which will be introduced later in the meeting.

Blair Ballou, Engineer-Manager of the Road Commission gave the Annual Report of the Road Commission. Mr. Ballou introduced Road Commission members; Fred Marquardt, Chairperson, Tim Lamoreaux, Vice-Chairperson, and members Larry Adams, Darrell Tennis and Duane Eldred.

Mark Kettner from Rehmann Robson, Certified Public Accountants complimented the Controllers Office on preparing the materials necessary for a timely audit. Copies of the audit for the year ending September 30, 2007 were distributed.

Commissioner Pearl-Wright moved the approval of Resolution #08-2-15, In Support of 2-1-1 Awareness Month in Eaton County. 2-1-1 provides comprehensive information on health and human service resources to residents of Eaton County. Seconded by Commissioner Farhat. Carried.

Commissioner Pearl-Wright moved the approval of Resolution #08-2-16, Declaring March 31, 2008 as "Cesar Chavez Day" in Eaton County. Seconded by Commissioner Freeman. Carried.

Commissioner Luna moved the approval of the following appointments:

- Christopher Tennes, Alternate to the Zoning Board of Appeals for a term expiring December 31, 2010
- Raymond Whitaker to the Planning Commission for a term expiring December 31, 2010

Seconded by Commissioner Barr. Carried.

Chairperson Brehler recognized Mr. Tennes and Mr. Whitaker who were in attendance.

Commissioner Luna moved the approval of Resolution #08-2-17, To Amend the Purchase of Development Rights Ordinance for Eaton County. Seconded by Commissioner Forell. Carried.

Commissioner Luna moved the approval of Resolution #08-2-18, To Approve Contract for Update to County Master Plan for an amount not to exceed \$53,850. Seconded by Commissioner Forell. Carried.

Commissioner Luna moved the approval of Resolution #08-2-19, To Approve Contract for Update to County Parks Master Plan for an amount not to exceed \$18,610. Seconded by Commissioner Peters. Carried.

Commissioner Luna moved the approval of Resolution #08-2-20, To Oppose Right to Work Initiatives that would make Michigan a "right to work" state and potentially curtail labor union membership. Seconded by Commissioner Freeman.

Commissioner Baker stated he would be voting no on the resolution because he feels it is not an issue for the Board of Commissioners to consider.

Commissioner Clarke moved to table the resolution. Seconded by Commissioner Forell. Roll call vote. Ayes; MacDowell, Farhat, Forell, Baker, Barr, Clarke, Peters. Nays; Hosey, Abed, Strachan, Pearl-Wright, Freeman, Keefe, Luna, Brehler. Motion failed.

Commissioner Abed spoke in favor of the resolution.

Roll Call vote on the resolution. Ayes; Hosey, Abed, Strachan, Pearl-Wright, Freeman, Keefe, Luna, Brehler. Nays McDowell, Farhat, Forell, Baker, Barr, Clarke, Peters. Carried.

Commissioner Abed moved the approval of Resolution #08-2-21, To Amend County Electronic Mail Policy to address current operational practices and requirements. Seconded by Commissioner Forell. Carried.

Commissioner Keefe moved the approval of Resolution #08-2-22, to Accept the September 30, 2007 Eaton County Audit and Approve Financial Plan. Seconded by Commissioner Forell. Carried.

Commissioner Keefe moved the approval of the 2008-2009 Budget Schedule. Seconded by Commissioner Freeman. Carried. Copy on file.

Commissioner Keefe moved the approval of Resolution #08-2-23, to Approve 2007/2008 General Fund Budget Amendments. Seconded by Commissioner Luna. Carried.

Commissioner Keefe moved the approval of Resolution #08-2-24, to Approve 2007/2008 Special Revenue Fund Budget Amendments. Seconded by Commissioner Forell. Carried.

Commissioner Keefe moved the approval of claims as audited by the Ways and Means Committee in the amount of \$580,694.23. Seconded by Commissioner Freeman. Carried.

Public Comment.

Blair Miller of 10445 Nashville Hwy., Vermontville spoke about the number of homes in foreclosure and the state of the economy in Eaton County. He also asked the Board to repeal the Health Department regulation governing on-site sewage and on-site water supply system evaluation and maintenance and spoke of the inconsistencies in assessing practices within the county.

Ray Whitaker, 3598 Nashville Rd. thanked the Board for his appointment to the Planning Commission.

There was no Unfinished Business.

Old business – Chairperson Brehler reminded the Board of a Foreclosure Prevention Seminar on February 27th from 6-8PM at Delta Twp. Hall.

There was no New Business.

Chairperson Brehler adjourned the meeting to Wednesday, March 19, 2008 at 7:00 PM.

Joseph C. Brehler / MEE
Chairperson of the Board of Commissioners

M. Frances Fuller
Clerk of the Board of Commissioners

STATE OF MICHIGAN

COUNTY OF EATON ROLL CALL AND VOTES IN BOARD OF COMMISSIONER'S

February 20

SESSION A.D. 2008

ROLL CALL

			ON MOTION TO <i>table resd opposing right to work initiations</i>		ON MOTION TO <i>Right to work resd</i>		ON MOTION TO	
A.M.	P.M.	COMMISSIONERS	AYE	NAY	AYE	NAY	AYE	NAY
	✓	MICHAEL HOSEY		✓	✓			
	✓	HARLAN MACDOWELL	✓			✓		
	✓	THERESA ABED		✓	✓			
	✓	CAROL STRACHAN		✓	✓			
	✓	JEANNE PEARL-WRIGHT		✓	✓			
	✓	LEO A FARHAT JR	✓			✓		
	✓	GLENN H. FREEMAN III		✓	✓			
	✓	JOHN FORELL	✓			✓		
	✓	LINDA KEEFE		✓	✓			
	✓	ART LUNA		✓	✓			
	✓	L. DARYL BAKER	✓			✓		
	✓	DALE BARR	✓			✓		
	✓	DENISE J. CLARKE	✓			✓		
	✓	LEONARD M. PETERS	✓			✓		
	✓	JOSEPH C. BREHLER		✓	✓			
			7	8	8	7		

EATON COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2008

**A RESOLUTION IN SUPPORT OF
2-1-1 AWARENESS MONTH IN EATON COUNTY**

Introduced by the Health and Human Services Committee

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

WHEREAS, 2-1-1 is a free 24/7, 365 days a year information and referral service that was launched in March 2007 and provides comprehensive information on health and human service resources to residents of Eaton County; and

WHEREAS, 2-1-1 has trained Information and Referral Specialists who can refer Eaton County residents to the wide variety of resources in the community including rental and foreclosure assistance, utility bill payment assistance, food, clothing, furniture, parenting resources, shelter, counseling, health care needs, substance abuse services, free tax preparation services for qualified residents; and

WHEREAS, The 2-1-1 line can also refer those Eaton county residents that want to volunteer their time or donate items to charities that need this kind of assistance in the county; and

WHEREAS, The Capital Area United Way along with community partners, funds and administers the program in the tri-county area. The United Way strives to increase the number of Eaton County residents that know about and utilize the 2-1-1 service.

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners recognizes February 2008 as 2-1-1 Awareness Month and encourages all Eaton County governmental, health and human service agencies and county residents to be educated about 2-1-1 and use it as needed for information on health and human services in Eaton county as well as around the state and county. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2008

**RESOLUTION DECLARING MARCH 31, 2008 AS
"CESAR CHAVEZ DAY" IN EATON COUNTY**

Introduced by the Health and Human Services Committee

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

WHEREAS, the late Cesar E. Chavez, was born on March 31, 1927 near Yuma, Arizona where he grew up in migrant labor camps among farm workers and spent his adult life educating people about the struggles of farm workers everywhere; and

WHEREAS, he worked to create a farm workers union, which was chartered in 1966 by the American Federation of Labor and Congress on Industrial Organizations (AFL-CIO) as the United Farm Workers Organizing Committee, with Chavez as its president; and

WHEREAS, in 1968, Chavez gained attention as the leader of a nationwide boycott of California table grapes in a drive to achieve labor contracts, which were reached in 1970, agreements between the UFW and most major grape growers were reached and the lettuce boycott began; and

WHEREAS, Cesar Chavez organized the United Farm Workers of America union in 1973, and a new round of boycotts began when grape growers failed to renew contracts; and

WHEREAS, in 1992, Cesar Chavez and the Union organized large-scale walkouts protesting a lack of drinking water and sanitary facilities, they won concessions from the grower allowing a workers committee to watchdog the situation; and

WHEREAS, Cesar Chavez who developed and lived by a unique blend of values, including dedication to non-violence, volunteerism, public action, education of heart, solidarity/unity, died of natural causes on April 23, 1993.

THEREFORE BE IT RESOLVED, that the Eaton County Board of Commissioners hereby honor the memory of Cesar E. Chavez, an extraordinary Mexican-American Labor Leader and role model, and declare March 31, 2008 as "Cesar E. Chavez Day" in Eaton County. Carried.

EATON COUNTY BOARD OF COMMISSIONERS

February 20, 2008

**RESOLUTION TO AMEND THE
PURCHASE OF DEVELOPMENT RIGHTS ORDINANCE
FOR EATON COUNTY MICHIGAN**

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

WHEREAS, a Purchase of Development Rights Ordinance was adopted by the Eaton County Board of Commissioners in 2003, and amended in 2005, to preserve farm land and open space; and

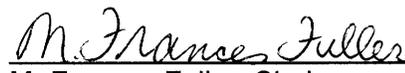
WHEREAS, the Ordinance is in need of an amendment to clarify its intent and to comply with current State requirements.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves these Amendments to the Purchase of Development Rights Ordinance for Eaton County Michigan. Carried.



Joseph Brehler, Chairman
Eaton County Board of Commissioners

I hereby certify that the above amendment, which was approved, is a true and correct copy of that recorded in the official minutes of **February 20, 2008** of the Eaton County Board of Commissioners.



M. Frances Fuller, Clerk
Eaton County Board of Commissioners

A PURCHASE OF DEVELOPMENT RIGHTS ORDINANCE FOR EATON COUNTY MICHIGAN

(Amended September 13, 2005 by the Eaton County Commissioners)

1. DECLARATION OF PURPOSE

- 1.1. Eaton County is experiencing development pressure throughout the county. This pressure to urbanize continues to result in the conversion of long time agricultural properties and open space to non-agricultural uses.
- 1.2. Agriculture and agricultural land uses make a significant contribution to the Eaton County economy. Open Space with natural resources conserved; help maintain the County's quality of life and rural appeal.
- 1.3. Eaton County desires to protect existing agricultural land and open space while allowing for a reasonable variety of other land uses in the community.
- 1.4. Generally agricultural lands and open space near urban centers have a greater market value for residential and retail/industrial/ commercial development than for farming or open space. Farmland that has a development market value greater than its agricultural or open space value, does not retain sustained agricultural investment and is eventually sold for development and removed from agricultural uses.
- 1.5. The permanent acquisition by Eaton County of voluntarily offered development rights to agricultural lands in the County, as authorized by this ordinance and by the statues of the State of Michigan, will permit these lands to remain in agriculture and will provide long term protection for the public interests that are served by agricultural lands.
- 1.6. The properties where the County owns development rights shall remain substantially undeveloped so they may be used for agriculture and open space.
- 1.7. The Eaton County Board of Commissioners finds and declares that the acquisition of farmland development rights including the costs necessarily incidental to such acquisition and the monitoring and enforcement of development rights easements including participation with the State of Michigan or any party for such purposes, will promote the public health, safety, and general welfare of the people of Eaton County.

2. DEFINITIONS

- 2.1. "**Participating County**" means the County of Eaton's unincorporated areas whose planning and zoning is administered by the County under the Eaton County Land Development Code (Zoning Ordinance) that has adopted a purchase of development rights ordinance, including specifically the Townships of Sunfield, Roxand, Chester, Benton, Kalamo, Carmel, Eaton, Eaton Rapids, Bellevue, Walton, Brookfield, and Hamlin.
- 2.2. "**Agricultural and Open Space Use**" means substantially undeveloped land devoted to the production of plants and animals useful to humans, including forages and sod crops, grains, feed crops, field crops, dairy and dairy products, poultry and poultry products, livestock including the breeding and grazing of cattle, swine, captive cervidae, or similar animals. It also includes the cultivation for production of berries, herbs, flowers, seeds, grasses, nursery stock, fruits, vegetables, Christmas trees, and other similar uses and activities. Agricultural use includes use in a federal acreage set-aside program or a federal conservation reserve program. It may include lands not currently in agricultural use but intended for open space and agricultural uses.
~~Agricultural does not include the production of...~~
- 2.3. **Development** means any activity that materially alters or affects the existing conditions of any land
- 2.4. **Development rights** means an interest in the land that includes the right to construct a building or structure, to improve land for development, to divide a parcel for development or to extract mineral incidental to a permitted use.

2.5. **“Development Rights Easement”** means an agreement by an instrument in which the owner relinquishes to the public in perpetuity the right to undertake the development of the land and that contains a covenant running with the land not to undertake development.

2.6. **Farmland** means farmland as found in Section 36201(h). This definition reads as follows:

(h) **“Farmland”** means one or more of the following:

- i. A farm of 40 or more acres in single ownership, with 51% or more of the land area devoted to an agricultural use.
- ii. A farm of 5 acres or more in one ownership, but less than 40 acres, with 51% or more of the land area devoted to an agricultural use that has produced a gross annual income from agriculture of \$200.00 per year or more per acre of cleared and tillable land.
- iii. A farm designated by the department of agriculture as a **“Specialty farm”** in one ownership that has produced a gross annual income of \$2,000 or more from an agricultural use. Specialty farms include but are not limited to greenhouses, equine breeding and grazing, cervidae breeding and grazing, pheasants, and other game animals; bee and bee products; mushrooms; aquaculture; and other similar uses and activities.
- iv. Parcels of land in single ownership that are not contiguous but which constitute an integral part of a farming operation being conducted on that land otherwise qualifying, as farmland may be included in an application under this part.

2.7. **Owner** means the person having a freehold estate in land coupled with possession and enjoyment. If land is subject to a land contract, owner means the vendee in agreement with the vendor.

2.8. **Permitted Use** means any use contained within a development rights easement to the farming operation or that does not alter the agricultural character of the land. Storage, retail or wholesale marketing, or processing of agricultural products is a permitted use in a farm operation if more than 50% of the stored, processed, or merchandised products are produced by the farm operator on that site for at least three of the immediately preceding five years. Entertainment Agriculture such as U-pick fruit and vegetable operations, petting farms, cut-your-own Christmas Tree farms, and farm markets of products produced on site or within the County's unincorporated areas, are permitted as long as more than 50% of the gross receipts for the entertainment agricultural activity are attributable to the agriculture product being marketed and the facility has been approved by the County.

2.9. **Purchase of Development Rights Selection Committee** means the Committee formed pursuant to Section 4 of this ordinance to advise the County Board of Commissioners in the selection of eligible lands for consideration for purchase.

2.10. **Development Rights Value** means the difference between the fair market value of the full ownership of the land (excluding the buildings thereon) and the fair market value of the land if the use were restricted to an agricultural use.

3. **AUTHORIZATION**

3.1. The Eaton County Board of Commissioners is hereby authorized to expend revenues to acquire property interest in farmland as prioritized in Section 5 of this ordinance. Such acquisition may be accomplished by purchase, gift, grant, bequeath, devise, covenant, or contract but only at a price that is equal to or less than the appraised value determined as provided in this Ordinance.

3.2. The Eaton County Board of Commissioners is authorized to contract with other entities to participate jointly in the acquisition of farmland development rights.

3.3. Eaton County is authorized to enter into cash purchase and/or installment purchases as authorized by law. When installment purchases are made, Eaton County is authorized to pay interest on the declining unpaid principle balance at a legal rate of interest consistent with

prevailing market conditions at the time of execution of the installment contract and adjusted for the tax exempt status of such interest.

- 3.4. Eaton County shall provide for the monitoring of all Development Rights Easements purchased by the County under the authority of this Ordinance. It may contract with a recognized and legally established non-profit land organization or conservancy or other entity that would assist in the process of negotiating easements and establishing the baseline studies as well as the monitoring procedures for any development rights easements acquired under this ordinance.

4. SELECTION COMMITTEE FOR PURCHASE OF DEVELOPMENT RIGHTS

- 4.1. A Purchase of Development Rights (PDR) Selection Committee shall be appointed by the Eaton County Commissioners in the following manner:
 - 4.1.1. The Committee shall consist of the following members: two County Commissioners, the County Drain Commissioner, at least three representatives of participating Townships, one representative of the Soil Conservation District, one representative of a land use advocacy organization such as a land conservancy, the Farm Bureau or similar organization, and one representative of the residential or commercial development industry.
 - 4.1.2. Representatives shall be members, residents, or employees of the groups they represent. The township representatives shall be residents of said township, appointed with the recommendation of their respective Township, and have an active role in agriculture and land use issues.
 - 4.1.3. The Committee will include ad hoc representatives from the County Departments of Equalization and Community Development. Those departments will provide staff support for the committee's activities.
 - 4.1.4. All members of the PDR Committee will be appointed for two year terms. Except that, for the first ever appointed committee, the three township representatives will be appointed to three year terms each so as to create staggered appointment terms and maintain some continuity of membership on the Committee.
 - 4.1.5. Appointees to the Committee may be removed or replaced as determined by the County Commissioners. Appointees whose representative role such as "township representative", "real estate or development industry representative", "agricultural or land use advocacy organization representative", etc. changes for example due to a change in residence, change of employment, or change in membership status, must notify the Committee and County Commissioners. The County Commissioners may remove them so that a new representative can be appointed.
- 4.2. The PDR Selection Committee shall elect a chair and vice chair on the first meeting of each fiscal year (Oct-Sept) for a term of one year.
- 4.3. The PDR Committee shall review applications for the Eaton County PDR program and shall recommend to the County Commissioners, based on the adopted selection criteria, those parcels from which development rights are to be purchased.
- 4.4. The PDR Committee may consult with experts, as it desires in collecting and evaluating information to make their decision.
- 4.5. No PDR Committee member may vote on the selection of individual parcels in which they have an interest or on individual properties adjacent to property(ies) in which they have an interest.
- 4.6. Committee Meetings shall be conducted according to Roberts Rules of Order and/or following the same standards and practices used by the Eaton County Commissioners and their appointed committees. Each member has one vote on decisions. The County staff persons do not have a vote.

5. APPLICATION PROCEDURES AND THE SELECTION PROCESS

- 5.1. The PDR Committee may accept applications for consideration of development rights purchase on an annual basis. They may set application deadlines each year. Applications received after

the deadline will not be considered that year, however the applicant may apply again in a different year.

- 5.2. Applications must be made on forms prescribed by the PDR Committee. The Applicant is responsible for providing information and documentation to support their application. Providing accurate and complete application information and materials is the responsibility of the applicant. Only the legal landowner may make an application for the Development Rights purchase.
- 5.3. After the applications deadline each year, the PDR Committee will review the applications and score them in accordance with the criteria outlined in this ordinance. This shall be done in an open public meeting. The notice of the meeting shall be given in accordance with the Public Meetings Act (section 16b.2 of Act P.A. 183 of 1943 as amended.)
- 5.4. The PDR Committee shall recommend to the County Commissioners parcels from which development rights are to be purchased, in priority order. The priority list may be used as the basis for an application to the State of Michigan for matching funds under Part 362 of the Natural Resources and Environmental Protection Act, P.A. 451 of 1994 as amended.
- 5.5. The County is hereby authorized to submit an application to the State of Michigan under Part 362 of NREPA after the list of recommended parcels has been submitted to the County Commissioners for review.

6. SELECTION CRITERIA AND SCORING SYSTEM

- 6.1. The Eaton County PDR Committee shall implement and use applications, selection criteria and a scoring system to consider and select applications for Purchase of Development Rights and to prioritize them for recommendation to the County Commissioners.
- 6.2. The PDR Committee's selection criteria place a priority on the acquisition of agricultural conservation easements on farmland or open space that meets one or more of the following:
 - A. Farmland, as defined in this ordinance, is a parcel or parcels of land that has a productive capacity suited for the production of feed, food, and fiber.
Open Space, as defined in this ordinance means substantially undeveloped land, usually with no built infrastructure such as buildings, roads, utilities or infrastructure. It may also include natural resource areas and parks, including those, which may be used for recreational activities.
 - B. Farmland or Open Space that would complement and is part of the County's long range plan for land preservation as designated in the County's Comprehensive Development Plan, 1997 as amended.
 - C. Farmland or Open Space that is located in an area that complements other land protection efforts or open space initiatives by creating a block of farmland and/or open space that is subject to agricultural or other natural resource preservation easements, or in which development rights have already been acquired. Farmland that will help to enhance other farmland and open space protection areas in the County such as connecting an open space or wildlife habitat corridor, or in preserving unique habitats or natural features.
 - D. Farmland or Open Space that is zoned appropriately for agricultural uses, that has a history of agricultural uses, and/or is zoned for resource conservation, and is located in an area that is shown to have development pressure. This would be land located nearer to areas showing evidence of increased residential or commercial development.
 - E. Farmland or Open Space in which a portion of matching funds and/or a percentage of the agricultural easement value is provided by sources other than the County. This could be matching funds from a township, from a private organization such as Farm Bureau or a land trust, and/or from the property owner.

- 6.3. The PDR Committee may establish priority development areas, zones, or criteria for development pressure upon the agreement and approval of the County Commissioners. Such criteria, if more detailed than criteria outlined in this ordinance, shall be presented in writing to the County Commissioners for their review and approval prior to use.
- 6.4. The PDR Committee will assign points, from each of the five selection criteria and will designate a total score of a maximum of 100 points to each application. The applications will be prioritized based on their score. The Committee shall discuss and record comments regarding the points assigned to each application. The Committee's assignment of priorities will be presented as a non-binding recommendation to the County Commissioners. The applicants will be notified of the Committee's recommendations prior to the presentation of those recommendations to the Eaton County Commissioners.
- 6.5. The county board of commissioners will approve the purchase of development rights and the conservation easement. Once approved, the county and property owners shall sign the conservation easement and it shall be legally recorded with the Eaton County Register of Deeds. The County will notify the appropriate local unit of government of each easement.
- 6.6. **Appeals:** The PDR Committee's prioritized list is a non-binding recommendation to the County Commissioners. Once the Commissioners have assigned the priorities, applicants who wish to appeal the priority accorded to their application may request that the Commissioners review it. This must be done within 30 days of the County Commissioners' decision by providing the County Clerk a written request for the review which describes the change in nature or status of the property or any error in fact or calculation by the PDR Committee that would suggest a different priority be accorded to the application.

7. METHOD OF DETERMINING VALUE AND PAYMENT

- 7.1. Upon approval of an application for development rights purchase under section 5 of this ordinance, the County may cause to be prepared an appraisal paid for in advance by the applicant, of the applicant's property. The Appraisal may be a "before and after" appraisal or it may be a market value appraisal with the residual or agricultural value determined by formula. Under the "before and after" appraisal, one appraisal shall determine the value of the full ownership of the land before the development rights are severed, and one shall determine the fair market value of the parcel with the development rights severed. The amount to be offered would be the difference between the before appraisal and the after appraisal and the residual agricultural or open space value as determined by formula.
- 7.2. Appraisals shall be made by Certified General Appraisers selected by the County in a bid process. The PDR Committee may offer recommendations to the County regarding Appraisers. Appraisers shall not have a property interest, personal, or financial interest in the selected parcel.
- 7.3. Appeals: Appraisals shall be in writing and shall be furnished to the respective owners for review at the time an offer is made. If an owner of property believes the property has not been adequately appraised, such owner may, within 90 days from the date of offer, have a review appraisal made at the owner's expense by a Certified General Appraiser. The review appraisal shall be filed with the PDR Committee. The Committee shall review the second appraisal and shall recommend an amount to be offered for the development rights.

8. DURATION OF ACQUIRED INTERESTS AND ENFORCEMENT OF EASEMENT AGREEMENTS

- 8.1. Development Rights acquired pursuant to this Ordinance shall be held in trust by Eaton County for the benefit of its citizens in perpetuity. If the Eaton County Board of Commissioners finds that the farmland upon which development rights have been acquired can no longer reasonably be in

"Agricultural Use", the County may approve the disposition of their interest in the land. For those development right easements held jointly by the County and some other entity such as a conservancy, trust, or the State of Michigan, all parties to the easement must concur with the disposition of the development rights interest in the land. Appropriate public notice and hearing(s) shall take place prior to any such disposition.

- 8.2. The conservation easement encumbering the development rights on the farmland shall contain provisions restricting the use of the land to agricultural and open space uses and indicating that the development rights are to be held in trust by the public. The easement shall also contain provisions restricting public access and limiting the uses of the land such that the existing agricultural and open space use will be preserved. The easement shall contain a method of enforcement of the easement provisions as well as a procedure for modifying or terminating the easement.
- 8.3. If Eaton County approves the disposition to development rights acquired on a parcel, the value of the development rights to be sold shall be determined by a "before and after" appraisal at the time the disposition request is made. That appraisal must be made by a certified general appraiser, selected by the County on a bid basis. The appraisal shall establish the fair market value of the property as if the development rights were still attached and the fair market value with the development rights severed. The difference between the fair market value with development rights and without rights must be repaid to the County in order to reconnect the development rights to the parcel.
- 8.4. The monitoring and enforcement of the agricultural conservation easements purchased under this ordinance shall be the responsibility of Eaton County. The Community Development Department Code Enforcement Officer, or other designated official, will provide for monitoring with a baseline report describing the property, its physical environment, its location, and information regarding the agricultural easement agreement. Then, at least annually, monitoring visits with appropriate notice to the property owner will be conducted. Monitoring visits will include a description of any changes in land use or agricultural use since the last visit, a statement of whether provisions of the agreement are being observed, and any other appropriate information. Copies of the report will be kept on file at the County and available for public review.
- 8.5. Proceeds from the re-purchase of development rights or from the acquisition of development rights on a parcel through eminent domain shall be deposited into the County "purchase of development rights fund and shall be used to acquire the development rights of other farmland and open space within the County.

9. PURCHASE OF DEVELOPMENT RIGHTS FUNDING

- 9.1. The County Commissioners shall determine and designate procedures for designating funding for the applications, implementation and enforcement of this ordinance.

EATON COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2008

**RESOLUTION TO APPROVE CONTRACT
FOR UPDATE TO COUNTY MASTER PLAN**

Introduced by the Public Works and Planning Committee

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

WHEREAS, the Planning Commission has reviewed proposals for the update of the County's Master Plan; and

WHEREAS, the Planning Commission recommended, the County utilize the services of Carlisle/Wortman, Inc. for the Master Plan Update; and

WHEREAS, the Public Works and Planning Committee has reviewed the proposal for these services and is recommending its approval; and

NOW, THEREFORE, BE IT RESOLVED, that the contractual agreement between the County and Carlisle/Wortman, Inc. for an amount not to exceed \$53,850 to update the County Master Plan is hereby authorized; and

BE IT FURTHER RESOLVED, that the Chairman is authorized to sign the contract.

Carried.

EATON COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2008

**RESOLUTION TO APPROVE CONTRACT
FOR UPDATE TO COUNTY PARKS MASTER PLAN**

Introduced by the Public Works and Planning Committee

Commissioner Luna moved the approval of the following resolution.
Seconded by Commissioner Peters.

WHEREAS, the Parks and Recreation Commission has reviewed a proposal for the update of the County's Master Plan; and

WHEREAS, the Parks and Recreation Commission, recommended the County utilize the services of Carlisle/Wortman, Inc. for the Master Plan Update; and

WHEREAS, the Public Works and Planning Committee has reviewed the proposal for these services and is recommending its approval.

NOW, THEREFORE, BE IT RESOLVED, that the contractual agreement between the County and Carlisle/Wortman, Inc. for an amount not to exceed \$18,610 to update the County Parks Master Plan is hereby authorized; and

BE IT FURTHER RESOLVED, that the Chairperson is authorized to sign the contract.

Carried.

**EATON COUNTY BOARD OF COMMISSIONERS
FEBRUARY 20, 2008
RESOLUTION TO OPPOSE RIGHT TO WORK INITIATIVES
Introduced by the Public Works and Planning Committee**

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

WHEREAS, Eaton County wishes to promote fair labor practices and labor union goals;
and

WHEREAS, 22 states have “right to work” laws that prohibit workers and employers from negotiating union security clauses that ensure that all workers who receive economic benefits from union representation share the costs of maintaining the union;
and

WHEREAS, right to work laws do not guarantee employment to workers; and

WHEREAS, right to work laws weaken the ability of unions to represent workers; and

WHEREAS, right to work laws harm union and non-union workers alike by depressing union membership and limiting the effectiveness of unions; and

WHEREAS, according to the Bureau of Labor Statistics the median household income in 2005 in right to work states was \$5,900 less than in free-bargaining states; and

WHEREAS, according to the U.S. Census Bureau, in 2005 the percentage of the population without health insurance was 20% higher in right to work states; and

WHEREAS, the U.S. Congress is seeking to impose a federal National Right to Work Act that would require all states to become “right to work” states.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Eaton County opposes any legislation in the U.S. Congress or the State of Michigan legislature that would make Michigan a “right to work” state by curtailing labor union membership;
and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the County’s representatives in the State Legislature, Governor Jennifer Granholm, the Michigan Association of Counties, the County’s representatives in the United States Congress.

Ayes: Commissioners: Hosey, Ab ed, Strachan, Pearl-Wright, Freeman, Keefe, Luna, Brehler.

Nays: Commissioners: MacDowell, Farhat, Forell, Baker, Barr, Clarke, Peters.
Carried.

EATON COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2008

**RESOLUTION TO AMEND COUNTY
ELECTRONIC MAIL POLICY**

Introduced by the Information Technology and Communication Committee

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

WHEREAS, the Board of Commissioners has adopted an electronic mail policy on November 20, 2002; and

WHEREAS, the attached revision to the policy has been recommended to address current operational practices and requirements; and

WHEREAS, the Information Technology and Communication Committee has reviewed the policy revision and is recommending it approval.

NOW, THEREFORE, BE IT RESOLVED, that the attached electronic mail policy is hereby approved; and

BE IT FURTHER RESOLVED, that all previous policies on this subject are superseded and the policy shall have immediate effect. Carried.

Eaton County Electronic Mail Policy

POLICY

In order for government to function administratively, undergo periodic audits, provide for its legal requirements and document its heritage, it must manage its records properly. Through a collaborative process of policy development, this electronic mail policy meets the objectives stated above. Therefore, Eaton County, hereinafter referred to as County, requires its employees to retain and destroy electronic mail records that are sent and received in the course of conducting official business in accordance with an approved records Retention and Disposal Schedule. This schedule may be a general records schedule or an agency-specific schedule, both of which are approved by the Michigan Historical Center and the State Administrative Board.

The specific purpose of this policy is to provide guidance with regard to the capture, filtering, storage, use, management (organization, security, confidentiality) and disposal of electronic mail records.

SCOPE

This policy applies to all County-appointed department heads and their respective employees regardless of employment status (i.e. full-time, part-time, temporary, intern, etc.). Unless otherwise agreed upon in writing between the County Controller and the Chief Judge(s) of the Court(s) this policy shall not apply to the judiciary and its respective employees.

PROCEDURES

Definitions:

- **Convenience Copies:** are copies of original records that document official County business transactions and are produced for dissemination to internal or external parties. A convenience copy may be stored in any format (i.e. paper, digital). A convenience copy shall not be considered a backup copy of the original record. A backup of the original record is created by the Information Systems Department and is stored offline and in an alternate location from the main computing facility.

- **Electronic discovery (e-discovery):** Electronic discovery refers to any process in which electronic data is sought, located, secured, and searched with the intent of using it as evidence in a civil or criminal legal case. E-discovery can be carried out offline on a particular computer or it can be done in a network. Court-ordered or government sanctioned hacking for the purpose of obtaining critical evidence is also a type of e-discovery.
- **Electronic mail (e-mail):** is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc.; as well as aliases and names of members of groups), and any attachments. Transactional information can be found and printed or saved from the e-mail system (see Appendix A for a sample from the County's current e-mail system).
- **Freedom of Information Act (FOIA) and Litigation Coordinator:** is the County Controller and/or outside County legal counsel.
- **IT: Information Technology.** It is a common acronym used to represent the industry as well as local technology arrangements,
- **Litigation hold (also known as "preservation orders" or "hold orders"):** is a stipulation requiring the County to preserve all data that may relate to a legal action involving the County. This requirement ensures that the data in question will be available for the discovery process prior to litigation. The County must preserve records when it learns of pending or imminent litigation, or when litigation is reasonably anticipated. Litigation hold prevents spoliation (destruction, alteration, or mutilation of evidence) which can have a catastrophic impact on the defense. An attorney may issue a litigation hold letter or the County may issue a hold order internally. The order applies not only to paper-based documents but also to electronically-stored information (ESI).
- **Records:** includes general and agency-specific records, maintained in any format, which documents a County business transaction.
- **Records Retention and Disposal Schedules:** are listings of records or records series that are maintained by government agencies in the course of conducting their official business that identify how long the records must be kept, when they may be destroyed and when certain records can be sent to the Archives of Michigan for

permanent preservation. In accordance with Michigan law, records cannot be destroyed unless their disposal is authorized by an approved Retention and Disposal Schedule. Retention and Disposal Schedules are developed by the Department of History, Arts and Libraries, Records Management Services, through consultation with an agency about its records. These schedules are then approved by the Michigan Historical Center and the State Administrative Board.

- **TIFF (Tagged Image File Format):** A widely used bitmapped graphics file format.

General Electronic Mail Guidelines:

- The County provides an e-mail system to its employees and officials for conducting County business. Using this system is a privilege, not a right. The electronic records created are the property of the County, not the persons who create them.
- The County reserves the right to monitor the use of the e-mail system, make periodic technology updates to it (including replacement), and to retain or dispose of e-mail messages within the scope of this policy and general and agency-specific record retention schedules.
- The County informs employees and officials that Michigan law may require the reproduction of e-mail messages to third parties.
- The e-mail system shall not be used for any purpose the Board of Commissioners deems to be inappropriate, immoral, or illegal.
- The e-mail system may not be used for any political advocacy, including, but not limited to, campaigning for or against a candidate for any federal, state, or local elected office, implying that employee views are in any way a representation of official County policy, and areas that may violate the state of Michigan's Campaign Finance Act of 1976 (P.A. 388).
- The County reserves the right to implement appropriate filtering systems and processes to: 1) avoid sending and receiving non-productive e-mail, 2) and the elimination of potentially harmful e-mail and attachments containing computer viruses.
- E-mail records can be retained online until the allocated digital storage space (approximately 500MB) for each employee has been consumed through sending and receiving messages. Under the following conditions and procedures, additional storage space can be requested:
 - With approval from the employee's Department Head and/or immediate supervisor, employees may receive additional digital storage space if the nature and functions of their job responsibilities justify the request,
 - AND unused digital storage space is available for allocation to the employee.

- In the event digital storage space cannot be allocated, without disrupting the storage requirements of other business systems, no additional space shall be granted. Under this condition, the Director of Information Systems will include a general plan to increase storage capacity during the next fiscal year's budget development cycle if not already planned for in the next budget.
- However, if waiting for the next fiscal budget to be developed and adopted is unacceptable to the requesting Department Head, either the Department Head or the Director of Information Systems can submit a supplemental budget request to the Ways and Means Committee for consideration. The committee's decision shall determine if storage space will be expanded outside the County's normal budget cycle.
- This storage policy shall be under continual review by the Director of Information Systems because of rapidly changing resource requirements and capacities.

Employee Responsibilities:

- Senders and recipients of e-mail messages shall evaluate each message to determine if they need to keep it as documentation of their role in a process that represents official County business.
- Senders are generally considered to be the person of record for an e-mail message. However, if recipients of the message take action as a result of the message, they should also retain it as a record.
- Shall evaluate the content and purpose of each e-mail message to determine which Retention and Disposal Schedule defines the message's approved retention period.
- Employees shall retain e-mail that has not fulfilled its legally-mandated retention period by: 1) printing a paper copy and filing it in an appropriate storage location, 2) printing it to an Adobe PDF © file and storing the e-mail on the County's computer network (i.e. H: drive) or transferring the PDF file into a document imaging system, 3) or printing it directly to a document imaging system as an image file (TIFF).
- Shall retain transactional information (see Appendix A for an example) with the e-mail message if there is a substantial likelihood of relevancy to litigation.
- Shall organize their e-mail messages so they can be located and used. It is recommended that employees store e-mail messages, transactional information, and attachments organized by the content or purpose of the message rather than by file type (i.e. do not organize Microsoft Word © documents together, do not organize Microsoft Excel © files together).

- Shall dispose of transitory, non-record and personal e-mail messages from the e-mail system.
- Shall dispose of e-mail messages that document the official functions of the agency in accordance with an approved Retention and Disposal Schedule. Note: Records, including e-mail, shall not be destroyed if they have been requested under FOIA, or if they are part of on-going litigation, even if their retention period has expired.
- Shall provide access to their e-mail to the FOIA or Litigation Coordinator upon request.
- Shall retain all work-related appointments, tasks and notes stored in the e-mail system, as calendar entries, for 2 years by: 1) printing a paper copy and filing it in an appropriate storage location, 2) printing it to an Adobe PDF © file and storing the e-mail on the County's computer network (i.e. H: drive) or transferring the PDF file into a document imaging system, 3) or printing it directly to a document imaging system as an image file (TIFF).
- Recognizing that e-mail messages that are sent and received using the County's e-mail system are not private, employees are encouraged to manually delete personal appointments (such as sick leave or annual leave) from the e-mail system after the event takes place.
- Convenience copies of records may be created as necessary and in support of business processes. Confidential data shall not be copied to any removable storage device (i.e. USB "storage stick") or attached to an e-mail addressed to an external account without authority from the employee's Department Head and/or immediate supervisor.

County and/or Department-Level Responsibilities:

- Shall ensure that its records are listed on an approved records Retention and Disposal Schedule.
- Shall ensure that all employees with e-mail accounts are aware of and implement this policy.
- Shall notify the Information Systems Department when the accounts of former employees can be closed.
- Shall ensure that the e-mail messages of former employees are retained in accordance with approved Retention and Disposal Schedules.
- Shall notify the FOIA or Litigation Coordinator when a department or agency becomes involved in litigation or receives a FOIA request. The FOIA or Litigation Coordinator shall immediately notify the Director of Information Systems to prepare for an electronic discovery and to implement a litigation hold.
- Exceptions to the procedures in this document may be granted in writing by the Board of Commissioners.

FOIA and Litigation Coordinator Responsibilities:

- Shall work with the Information Systems Department to:
 - Identify if the records that are requested by the public are stored in e-mail, even if the public does not specifically request e-mail.
 - Notify affected employees that a FOIA or e-discovery request involving e-mail was received to prevent the destruction of relevant messages, thus creating a litigation hold.
 - The Director of Information Systems shall immediately take the necessary steps to prevent the destruction of relevant messages in compliance with a litigation hold notice.
 - Shall identify all records relevant to litigation to which the agency is a party that are stored in e-mail.
 - Ensure e-mail is retained and stored on suitable media for inspection and/or duplication in a secure environment.

Administration and Enforcement:

- This policy is applicable to all departments and agencies referenced under the previous section of this policy titled SCOPE.
- In accordance with the mandates described in this policy, the Director of Information Systems, either directly or through delegation of authority to an experienced designee, shall:
 - Maintain an inventory of e-mail and/or other records storage assets including network and standalone servers, storage medium, and formats of electronically-stored information (ESI). The list of assets shall be updated at least once each fiscal year.
 - Periodically audit the capture, filtering, storage, use, management (organization, security, confidentiality) and disposal of electronic records and report notable violations of this policy to the County Controller.
 - Periodically evaluate the effectiveness of this policy through "readiness testing," including but not limited to, simulating a pre-discovery meeting seeking answers to specific IT questions relating to discovery of records based upon a pre-defined theme (i.e. contract management, sexual harassment).
 - When delegated by the Director of Information Systems, Information Systems staff shall comply with the IT Audit Policy previously adopted by the Board of Commissioners.
- As directed by the County Controller, or through a request from a department or court, the Director of Information Systems shall coordinate and schedule periodic informational training sessions to educate employees about this policy. Training

material may be provided in small group sessions or made available on the County's internal shared network (Intranet) for efficient and cost-effective information dissemination.

Revision History:

- This policy was approved on 02/20/2008 by the Board of Commissioners and supersedes all earlier versions of Electronic Mail Policy's approved November 20, 2002 and December 2000.

APPENDIX A. Sample Electronic Mail Transactional Data.

Mail From: Dr. Robert J. Sobie
 File Edit View Actions Tools Window Help
 Close Reply Forward Properties Personalize

567e

Message Id: 46A5BF0A.9F2 : 81 : 40747
 Subject: Blackberry
 Created By: rsobie@eatoncountry.org
 Scheduled Date: 7/24/2007 8:57 AM
 Creation Date: 7/24/2007 8:57 AM
 From: Dr. Robert J. Sobie

Recipients

Recipient	Action	Date & Time	Comment
eaton info.Eaton County	Delivered	7/24/2007 8:57 AM	
To: John Fuentes (Fuentes)	Read	3/1/2007 1:02 AM	

Post Offices

Post Office	Received
eaton info.Eaton County	7/24/2007 8:57 AM

Files

File	Size	Date & Time
MESSAGE	1143	7/24/2007 4:57 AM
Text.htm	969	7/24/2007 8:57 AM

Options

Auto Delete: No
 Concealed Subject: No
 Expiration Date: None
 Notify Recipients: Yes
 Priority: Standard
 Reply requested by: None
 Security: Standard
 To Be Delivered: Immediate

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

February 15, 2008

2008-2009 BUDGET SCHEDULE

Wednesday, February 27, 2008	Blank Budget Forms to Department Heads	
Friday, March 28, 2008	Budget Forms Returned by Department Heads	
Friday, April 11, 2008 (p.m.)	Review Revenue Estimates and Departmental Expenditure Requests	Ways & Means Committee
Friday, May 16, 2008 (p.m.)	Review Revised Revenue Estimates and Controller's Office Expenditure Recommendations & Position Requests	Ways & Means Committee
Friday, May 23, 2008	Return to Departments	
Tuesday, June 10, 2008 (7:00 p.m.)	Truth-in-Taxation Hearing	Board
Friday, June 13, 2008 (p.m.)	Budget Hearing	Ways & Means Committee
Friday, June 20, 2008 *	Budget Hearing	Ways & Means Committee
Friday, July 11, 2008 (p.m.)	Work Session	Ways & Means Committee
Wednesday, July 16, 2008	Set County Tax Rate Set EATRAN Tax Rate Set Jail Tax Rate Set 911 Tax Rate Set Juvenile Tax Rate Set Medical Care Facility Tax Rate	Board
Friday, August 15, 2008 (p.m.)	Work Session	Ways & Means Committee
Tuesday, September 9, 2008	Truth in Budgeting Hearing	Board
Friday, September 12, 2008 (p.m.)	Work Session	Ways & Means Committee
Wednesday, September 17, 2008	Adoption of Budget and Tax Rates	Board

Carried.

* Tentative, will be cancelled if not necessary.

p.m. Indicates work session may cause meeting to continue into the afternoon.

EATON COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2008

RESOLUTION TO ACCEPT THE SEPTEMBER 30, 2007

EATON COUNTY AUDIT AND APPROVE FINANCIAL PLAN

Introduced by the Ways and Means Committee

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

WHEREAS, the firm of Rehman Robson completed an Audit of Eaton County for the year ending September 30, 2007; and

WHEREAS, such Audit and the recommendations included therein have been reviewed by the Finance Committee; and

WHEREAS, the Eaton County audited financial statements report a fund deficit in a Special Revenue Fund, as of September 30, 2007; and

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Financial Plan must be filed with the Department of Treasury insuring that the deficit condition will be corrected within 90 days after the beginning of the fiscal year; and

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners accepts the 2006/2007 Eaton County Audit and approves the attached Financial Plan; and

BE IT FURTHER RESOLVED, that this Resolution and Financial Plan be sent to the State of Michigan Department of Treasury. Carried.

EATON COUNTY CONTROLLER/PERSONNEL



1045 Independence Blvd
Charlotte, MI 48813

(517) 543-2122
(517) 543-3331 Fax

John F. Fuentes, CPA

Controller

Connie L. Sobie

Assistant Controller

Mary M. Schelles

Personnel Specialist

February 4, 2008

Kevin Bonds

Michigan Department of Treasury

Local Audit and Finance Division

4th Floor, Treasury Building

Lansing, MI 48933

Dear Mr. Bonds:

Please consider this letter the fulfillment of Eaton County, Michigan's deficit elimination plan requirement. For the year ended, September 30, 2007, the following fund was reported in a deficit condition.

Juvenile Millage

Reported Deficit - (\$8855)

This deficit was caused by the recognition of a construction retainage payable in the amount of \$21,542.55 (attached) as a year-end accrual to comply with GAAP. This retainage will be paid subsequent to year-end, and as of this date has not been paid to the project's general contractor.

If you have any questions or need any further information, do not hesitate to contact me.

Sincerely,

Connie L. Sobie

Assistant Controller

Enclosure

EATON COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2008

**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 Luna.

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:

BUILDING AUTHORITY-261

Increase	Salaries – Per Diem	\$ 455
Increase	Mileage	\$ 394
Decrease	Contingency	\$ 849

To increase total budget for 2006/2007 expenditures paid in 2007/2008.

SHERIFF CORRECTIONS-302

Increase	Contractual	\$ 30,000
Decrease	Prisoner Medical Care	\$ 30,000

To increase Contractual Services for increased Community Mental Health services at the jail.

SHERIFF COUNTY-301

Decrease	Contractual Services	\$ 15,264
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SHERIFF DELTA-303

Decrease	Contractual Services	\$ 15,264
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TRANSFERS-OUT - 999

Increase	Transfers-Out	\$ 30,528
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To increase transfers out to the Computer Fund for OSSI upgrade, budgeted in Sheriff Department contractual services line-items.

COMMUNITY DEVELOPMENT - 405

Increase	Contractual Services	\$ 53,850
Decrease	Contingency	\$ 53,850

To increase Community Development total budget for completion of an updated Eaton County Comprehensive Plan.

TRANSFERS OUT - 999

Increase	Transfers-Out	\$ 18,610
Decrease	Contingency	\$ 18,610

To increase Transfers-Out to Parks and Recreation for completion of a Comprehensive Plan.

Carried.

**GENERAL FUND
2007/2008 CONTINGENCY UPDATE**

BEGINNING BALANCE		\$	487,649
	BALANCE 10/31/07	\$	487,649
Soldiers and Sailors	Contractual Services	\$	(2,329)
Board of Commissioners	Contractual Services	\$	(5,000)
	BALANCE 11/30/07	\$	480,320
	BALANCE 12/31/07	\$	480,320
	BALANCE 1/31/08	\$	480,320
Community Development	Contractual Services	\$	(53,850)
Parks and Recreation	Contractual Services	\$	(18,610)
Building Authority	Per Diem and Mileage	\$	(849)
	BALANCE 2/29/08	\$	407,011

EATON COUNTY BOARD OF COMMISSIONERS**FEBRUARY 20, 2008**

**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 Forell.

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:

PARKS AND RECREATION - 208

Increase	Contractual Services	\$ 18,610
Increase	Transfers-In	\$ 18,610

To increase Parks and Recreation total budget for completion of a Comprehensive Plan.

RESOURCE RECOVERY - 228

Increase	Local Projects	\$ 1,387
Increase	Fund Balance Carryover	\$ 1,387

To increase Local Projects for grant reimbursement to City of Olivet for grant in 2006/2007.

DRUG COURT- 271

Increase	Capital Outlay	\$ 3,000
Increase	Transfers-Out	\$ 680
Increase	Fund Balance Carryover	\$ 3,680

To increase Capital Outlay for furniture purchase and Transfers Out to the Computer Fund for new computer for new grant funded position.

REGISTER OF DEEDS TECHNOLOGY FUND - 257

Increase	Transfers-Out	\$ 11,900
Decrease	Equipment	\$ 11,900

To increase Transfers-Out to the Computer Fund for Records Management and Imaging System for the Register of Deeds.

JAIL MILLAGE (NEW)- 281

Increase	Transfers-Out	\$ 15,264
Decrease	Contractual	\$ 15,264

To increase Transfers-Out for the Sheriff OSSI upgrade, budgeted in Sheriff Department line-items.

JUVENILE MILLAGE- 296

Increase	Capital Outlay	\$ 72,030
Increase	Fund Balance Carryover	\$ 72,030

To increase total budget due to costs carried over from prior year not incurred until 2007/2008.

COMPUTER FUND - 298

Increase	Transfers-In	\$ 58,372
Increase	Computer Equipment	\$ 58,372

To increase total budget \$680 for the purchase of computer for Drug Court new position, \$45,792 for Sheriff OSSI upgrade and \$ 11,900 for Records Management and Imaging System from the Register of Deeds Technology Fund. Carried.

CLAIMS AUDITED BY WAYS & MEANS FEBRUARY 15, 2008				37.5%
FUND#	DEPT#	DEPARTMENT	AMOUNT	EXPENDED
101	101	BOARD OF COMMISSIONERS	\$ 8,626.07	34%
101	131	CIRCUIT COURT	\$ 37,572.36	31%
101	136	DISTRICT COURT	\$ 11,584.50	35%
101	141	FRIEND OF THE COURT	\$ 2,470.92	33%
101	147	COUNTY GUARDIAN	\$ 5,000.00	51%
101	148	PROBATE COURT	\$ 4,219.32	33%
101	149	JUVENILE COURT	\$ 18,155.04	31%
101	191	ELECTIONS	\$ 1,618.64	4%
101	215	COUNTY CLERK	\$ 1,631.05	28%
101	223	CONTROLLER	\$ 6,551.69	40%
101	224	INFORMATION SYSTEMS	\$ 456.64	36%
101	225	EQUALIZATION	\$ 4,745.91	31%
101	229	PROSECUTING ATTORNEY	\$ 992.85	36%
101	236	REGISTER OF DEEDS	\$ 37.04	36%
101	253	COUNTY TREASURER	\$ 50.50	37%
101	257	MSU EXTENSION	\$ 20,922.99	32%
101	261	BUILDING AUTHORITY	\$ 280.00	113%
101	265	BUILDING AND GROUNDS	\$ 50,891.66	38%
101	275	DRAIN COMMISSION	\$ 687.69	36%
101	280	THORNAPPLE GRAND SOIL	\$ 19,510.00	100%
101	301	SHERIFF DEPARTMENT	\$ 15,667.05	34%
101	302	SHERIFF CORRECTIONS	\$ 31,893.41	32%
101	303	SHERIFF DELTA	\$ 12,363.07	35%
101	333	SHERIFF ROAD PATROL	\$ 88.00	37%
101	405	COMMUNITY DEVELOPMENT	\$ 1,971.59	33%
101	426	EMERGENCY SERVICES	\$ 325.94	33%
101	430	ANIMAL CONTROL	\$ 2,173.70	34%
101	648	MEDICAL EXAMINER	\$ 14,786.32	48%
101	649	COMMUNITY MENTAL HEALTH	\$ 33,640.58	42%
101	681	VETERANS	\$ 5,870.26	11%
101	901	CAPITAL OUTLAY	\$ 32,045.21	31%
208	691	PARKS	\$ 250.65	32%
228	528	RESOURCE RECOVERY	\$ 395.83	33%
240	400	CONSTRUCTION CODE	\$ 3,321.55	36%
245	901	PUBLIC IMPROVEMENT	\$ 811.65	2%
257	236	REGISTER OF DEEDS	\$ 155.00	5%
261	325	CENTRAL DISPATCH	\$ 10,737.43	34%
261	263	DISPATCHER TRAINING FUND	\$ 1,030.00	26%
272	229	COMMUNITY PROSECUTION	\$ 513.93	35%
281	901	JAIL MILLAGE II	\$ 2,528.14	15%
286	901	DOMESTIC PREPAREDNESS	\$ 11,985.22	63%
292	356	YOUTH FACILITY	\$ 3,538.63	34%
292	359	COMMUNITY BASED TREATMENT	\$ 229.23	34%
292	666	DAY TREATMENT	\$ 42.06	30%
293	689	SOLDIERS & SAILORS	\$ 3,861.61	37%
296	901	JUVENILE MILLAGE	\$ 49,009.00	27%
298	901	COMPUTER FUND CAPITAL	\$ 136,204.30	37%
298	677	WORKERS COMPENSATION	\$ 9,250.00	
		TOTAL	\$ 580,694.23	
*Based on quarterly payments				
**Based on monthly payments				
APPROVED BY:				
COMMISSIONERS				
KEEFE, FORELL, FREEMAN, PETERS, LUNA, WRIGHT, CLARKE				