

STATE OF MICHIGAN

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

September 19

SESSION A.D. 2012

ROLL CALL

|      |      |                      | ON MOTION TO                              |     | ON MOTION TO                     |     | ON MOTION TO |     |
|------|------|----------------------|---|-----|----------------------------------|-----|--------------|-----|
|      |      |                      | <i>2012/2013<br/>Eaton Co.<br/>Budget</i> |     | <i>Collective<br/>Bargaining</i> |     |              |     |
| A.M. | P.M. | COMMISSIONERS        | AYE                                       | NAY | AYE                              | NAY | AYE          | NAY |
|      | ✓    | MICHAEL HOSEY        | ✓   |     | ✓                                |     |              |     |
|      | ✓    | BLAKE MULDER         | ✓   |     | ✓                                |     |              |     |
|      | ✓    | SUSAN HOFFMAN        | ✓   |     |                                  | ✓   |              |     |
|      | ✓    | LARRY BRUNETTE       | ✓   |     | ✓                                |     |              |     |
|      | ✓    | JAMES OSIECZONEK     | ✓   |     | ✓                                |     |              |     |
|      | ✓    | JOHN BOLES           | ✓   |     | ✓                                |     |              |     |
|      | ✓    | GLENN H. FREEMAN III | ✓   |     |                                  | ✓   |              |     |
|      | ✓    | JOSEPH C. BREHLER    | ✓   |     |                                  | ✓   |              |     |
|      | ✓    | ROGER EAKIN          | ✓   |     | ✓                                |     |              |     |
|      | ✓    | WAYNE RIDGE          | ✓   |     | ✓                                |     |              |     |
|      | ✓    | L. DARYL BAKER       | ✓   |     | ✓                                |     |              |     |
|      | ✓    | DALE BARR            | ✓   |     | ✓                                |     |              |     |
|      | ✓    | JEREMY WHITTUM       | ✓   |     | ✓                                |     |              |     |
|      | ✓    | BEN COLESTOCK        | ✓   |     | ✓                                |     |              |     |
|      | ✓    | JOHN FORELL          | ✓   |     | ✓                                |     |              |     |
|      |      |                      | 15  |     | 12                               | 3   |              |     |

EATON COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 19, 2012

The Eaton County Board of Commissioners met in recessed session at the County Facilities, in the City of Charlotte, Wednesday, September 19, 2012.

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

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

Commissioner Boles gave the invocation.

Roll call. Commissioners present; Michael Hosey, Blake Mulder, Susan Hoffman, Larry Brunette, James Osieczonek, John Boles, Glenn Freeman, Joseph Brehler, Roger Eakin, Wayne Ridge, L. Daryl Baker, Dale Barr, Jeremy Whittum, Ben Colestock, John Forell. Commissioners absent: None

Chairman Forell asked for any additions or corrections to the agenda. Commissioner Hoffman added a resolution recognizing Domestic Violence Month to the Health and Human Services Committee. Commissioner Mulder added to the Ways and Means Committee, item E, Resolution to Approve Collective Bargaining Settlement Agreement with the Police Officers Labor Council Sheriff Non-Supervisory Officers.

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

Chairman Forell moved the minutes of August 15, 2012 be approved as presented. Seconded by Commissioner Baker. Carried.

Communications.

Invitation from MTA for their meeting on September 24, 6:30 P.M to 8:00 P.M at the Alive Center, 800 W Lawrence Ave., Charlotte.

Commissioner Mulder moved the approval of Resolution #12-9-68 recognizing the 175th Anniversary of Eaton County.

WHEREAS, Eaton County was organized as a County government in 1837, making 2012 the 175<sup>th</sup> (dondransbicentennial) anniversary of the County; and

WHEREAS, The history of the County and its communities is evidenced by the 34 State of Michigan historic designated sites within the County; and

WHEREAS, Eaton County recognizes and honors its history through the efforts of the Eaton County Historical Commission and Courthouse Square Association; and

WHEREAS, This history also lives on through the efforts of the 21 local historical organizations operating within the County to preserve, protect and promote the extensive history and culture of the County; and

WHEREAS, The County's history lives on today as the two previous courthouses (1885, situated in downtown Charlotte and 1845, which sits in Bennett Park in Charlotte) continue to stand and serve as museums of this County's and its communities rich histories; and

WHEREAS, The Board of Commissioners acknowledges and appreciates the efforts of the many volunteers who dedicate their time to help preserve the history of the County.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recognizes the 175<sup>TH</sup> anniversary of Eaton County and the efforts of those who work to preserve and protect this history for future generations.

Seconded by Commissioner Eakin. Carried.

Chairman Forell moved the approval of Resolution #12-9-69 Appreciation for Health Officer Steve Tackitt.

WHEREAS, Stephen Tackitt has announced his retirement plans as Health Officer of the Barry-Eaton District Health Department; and

WHEREAS, Stephen received a Bachelor of Science degree from Indiana State University in 1970 and a Master of Public Health degree from the University of Michigan in 1976; and

WHEREAS, Stephen has served the Public Health community for 43 years and as Health Officer of the Barry-Eaton District Health Department since April 2006; and

WHEREAS, Stephen has been active in a number of State and National professional associations, including serving as president of the Michigan Environmental Health Association; the Michigan Association of Local Environmental Health Administrators; the National Conference of Local Environmental Health Administrators and the National Environmental Health Association during his career; and

WHEREAS, Stephen Tackitt has exemplified public health leadership on behalf of the Barry-Eaton District Health Department for the past six years; and

WHEREAS, during Stephen's tenure as Health Officer his leadership saw the development of many new public health initiatives and programs, including WISEWOMAN; the creation of a voluntary Smoke-Free program for restaurants before it became law, the implementation a paperless, web based Time-of-Sale program and the opening of the Eaton County Community Dental clinic; and

WHEREAS, the Eaton County Board of Commissioners seeks to recognize Steve's dedication to Public Health and to the Barry-Eaton District Health Department and to express appreciation for his commitment to the mission of public health in Barry and Eaton Counties;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby thank Stephen Tackitt for years of exceptional service to Eaton County and the Barry-Eaton District Health Department; and

BE IT FURTHER RESOLVED, that the Board of Commissioners expresses its best wishes to Steve in his retirement and as he pursues the next chapter in his life's story.

Seconded by Commissioner Mulder. Carried.

There was no Public Comment.

Commissioner Hoffman moved the approval of Resolution #12-9-70, to Recognize Domestic Violence Awareness Month in Eaton County and the State of Michigan.

WHEREAS, Spanning centuries, cultures and continents, domestic violence is a tragic epidemic that has devastating effects on countless women and children, and,

WHEREAS, Domestic Violence is the intentional and patterned use of physical, emotional, sexual, psychological, and economic coercion and abuse; and,

WHEREAS, The Federal Bureau of Investigation's 2010 Uniform Crime Report indicates that of the 1,336 known intimate partner homicides in the U.S., approximately 82 percent were female victims; and,

WHEREAS, The 2010 report from the Michigan State Police Criminal Justice Information Center identifies 89 intimate partner homicides and 101,175 domestic violence offenses; and,

WHEREAS, Domestic violence violates an individual's dignity, security and humanity; and,

WHEREAS, The State of Michigan is committed to taking a firm position against domestic violence and will remain focused on ensuring that women and children are safe in their homes and abusers are held accountable for their crimes; and,

WHEREAS, Domestic Violence Month provides an excellent opportunity for citizens to learn more about domestic violence issues and to show support for the numerous organizations and individuals who are providing advocacy efforts, services and assistance to domestic violence victims;

NOW THEREFORE BE IT RESOLVED, that the Eaton County Board of Commissioners recognizes October 2012 as *Domestic Violence Awareness Month* and encourages all Eaton County residents to join in the efforts to help bring an end to this serious problem.

Seconded by Commissioner Ridge. Carried.

Commissioner Baker moved the approval of Resolution #12-9-71, to adopt the Eaton County Housing Section 3 Policy and Handbook,

WHEREAS, to remain eligible to continue to receive grant funds through the Michigan State Housing Development Authority the County must adopt a Section 3 Policy; and

WHEREAS, the attached policy and handbook have been developed to meet this compliance requirement; and

WHEREAS, the proposed policy have been reviewed and is being recommended for approval, by the Public Works and Planning Committee.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the Eaton County Housing Department Section 3 Policy and Handbook.

Seconded by Commissioner Barr. Carried.

Commissioner Mulder moved the approval of Resolution #12-9-72, to Establish Petty Cash Fund for Resource Recovery Department.

WHEREAS, the Resource Recovery Department has requested to establish a petty cash fund; and

WHEREAS, the request is made in order to make change for cash payments at recycling events; and

WHEREAS, the Ways and Means Committee has reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners approves the establishment of a petty cash fund in the amount of \$100.00 for the Resource Recovery Department; and

BE IT FURTHER RESOLVED, that the Resource Recovery Department follow the Eaton County Petty Cash policy dated June 2, 1996 and any violation of this policy may result in the Petty Cash fund being returned to the County.

Seconded by Commissioner Hosey. Carried.

Commissioner Mulder moved the approval of Resolution #12-9-73, to adopt the 2012/2013 Eaton County Budget.

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, as amended, indicates that the Legislative body shall adopt a balanced budget for all funds by passing an Appropriations Act; and

WHEREAS, the budget resolution can become the Appropriations Act by the inclusion of the wording in the budget resolution.

NOW, THEREFORE, BE IT RESOLVED, that the 2012/2013 Eaton County General Fund (#101) budget of \$31,232,891 be adopted by line-item; and

BE IT FURTHER RESOLVED, that the Eaton County Board of Commissioners approves a levy of 5.2149 mills for the County's general operations; and

BE IT FURTHER RESOLVED, that all other funds budgets (Special Revenue \$19,425,571 and Debt Service \$8,784,059) be adopted by line-item, for a total 2012/2013 budget of \$59,442,521; and

BE IT FURTHER RESOLVED, that any amendment to increase a salary and/or a Capital Outlay line-item in excess of \$2,500.00 shall be approved by the Board of Commissioners; and

BE IT FURTHER RESOLVED, that any amendment to increase the total budget of any fund or department in excess of \$2,500.00 shall be approved by the Board of Commissioners except that any amendment to decrease the General Fund Contingency shall be approved by the Board of Commissioners; and

BE IT FURTHER RESOLVED, that the Controller be authorized to make such other budget amendments as necessary with the exception of those specified in this resolution.

BE IT FURTHER RESOLVED, the approved Position Allocation List contained in this resolution shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the Approved Position List; and

BE IT FURTHER RESOLVED, that as vacancies occur during the budget year, they shall not be refilled, except by specific Ways and Means Committee authorization; and

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving those budgeted revenues; and

BE IT FURTHER RESOLVED, that in the event that some outside funding is not received or the County is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List; and

BE IT FURTHER RESOLVED, that it is understood that revenues and expenditures may vary from those which are currently contemplated and may be changed from time to time by the Board of Commissioners during the 2012/2013 fiscal year, as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the budget and/or impose layoffs due to unforeseen financial changes; therefore, the Board of Commissioners reserves the right to change the

Approved Position Allocation List at any time. The County Elected Officials and County Department Heads shall abide by whatever changes are made by the Board of Commissioners, if any relative to the approved position and the number of employees stated in the Position Allocation List.

BE IT FURTHER RESOLVED, that the salaries of the County's Elected Officials are established according to the Elected Official Salary Schedule contained in this resolution.

BE IT FURTHER RESOLVED, the line-item appropriations which represent the estimated costs of operating the Courts in 2012/2013 are contingent upon reimbursements to Eaton County by the State of Michigan in accordance with MCL 600.151(b). County appropriations to the Courts, in accordance with P.A. 374 and 375 of 1996, are made contingent upon conformance to all county policies and procedures regarding court personnel and the expenditure of funds; and

BE IT FURTHER RESOLVED, that all County Elected Officials and County Department Heads shall abide by all applicable policies set by the Board of Commissioners including but not limited to budgets, purchasing, travel, and per diems; as well as the Eaton County Personnel Policies and that budgeted funds for these purposes are appropriated contingent upon compliance with all County policies.

BE IT FURTHER RESOLVED, that the Eaton County Personnel Policy shall apply to all employees and elected officials who are not covered under a collective bargaining agreement or who function under a policy manual which has been jointly approved by the County Board of Commissioners and an Elected Official who has co-employer status.

BE IT FURTHER RESOLVED, that the County Controller shall be authorized to make year-end transfers of up to \$20,000 between Departments or Funds or with such amounts that may be available in the Contingency of the General Fund, as may be necessary to ensure that departments do not end the 2012/2013 fiscal year in a deficit condition.

Any such transfer will be reported to the Ways and Means Committee at their next regularly scheduled meeting.

Seconded by Commissioner Whittum. Roll Vote. Ayes; Commissioners Hosey, Mulder, Hoffman, Brunette, Osieczonek, Boles, Freeman, Brehler, Eakin, Ridge, Baker, Barr, Whittum, Colestock, Forell. Nays; None. Carried unanimously.

Commissioner Mulder moved the approval of Resolution #12-9-74, to approve 2011/2012 Budget Amendments.

WHEREAS, the Eaton County 2011/2012 Appropriations Act of September 21, 2011 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 2011/2012 Eaton County Budget:

GENERAL FUND

TRANSFERS-IN - 695

|          |                        |          |
|----------|------------------------|----------|
| Increase | Transfers-In           | \$ 8,977 |
| Increase | Fund Balance Carryover | \$ 8,977 |

To increase transfers-in due to close-out of Revenue Sharing Reserve that included interest earned.

CONVENTION AND FACILITIES TAX/MID-SOUTH SUBSTANCE ABUSE - 631

|          |                        |            |
|----------|------------------------|------------|
| Increase | Revenue                | \$ 123,678 |
| Increase | Expenditure            | \$ 61,839  |
| Decrease | Fund Balance Carryover | \$ 61,839  |

To increase budget for increased appropriation from the State for the Tri-County Convention Facilities Tax Revenue and 50% share to Mid-South Substance Abuse.

CAPITAL OUTLAY- 901

|          |              |          |
|----------|--------------|----------|
| Increase | Vehicle      | \$ 4,000 |
| Increase | Transfers-In | \$ 4,000 |

To increase expense up to \$4,000 for the increased cost of IT vehicle.

CONTINGENCY- 890

|          |               |           |
|----------|---------------|-----------|
| Increase | Transfers-Out | \$ 50,000 |
| Decrease | Expenditures  | \$ 50,000 |

To increase transfers-out to the Child Care Fund for an amount up to \$50,000 as necessary for deficit reduction.

TRANSFERS-OUT - 999

|          |                                  |          |
|----------|----------------------------------|----------|
| Increase | Transfers-Out                    | \$ 2,000 |
| Decrease | Capital Outlay – Child Care Fund | \$ 2,000 |

To increase transfers-out to Computer Fund for completion of WIFI project with capital outlay savings from Child Care Fund.

SPECIAL REVENUE

HOUSING - 236

|          |              |           |
|----------|--------------|-----------|
| Increase | Revenue      | \$ 57,000 |
| Increase | Expenditures | \$ 57,000 |

To increase budget for increase in program revenues and expenditures.

REMONUMENTATION - 255

|          |                        |           |
|----------|------------------------|-----------|
| Increase | Expenditures           | \$ 25,000 |
| Increase | Fund Balance Carryover | \$ 25,000 |

To increase total budget for the Remonumentation Program for calendar year 2012 grant cycle, which is different than the County's fiscal year.

REVENUE SHARING RESERVE - 280

|          |                        |          |
|----------|------------------------|----------|
| Increase | Transfers-Out          | \$ 8,977 |
| Increase | Fund Balance Carryover | \$ 8,941 |
| Increase | Interest               | \$ 36    |

To increase transfers-out to general fund due to close-out of Revenue Sharing Reserve that included interest earned.

CHILD CARE FUND - 292

|          |              |           |
|----------|--------------|-----------|
| Increase | Transfers-In | \$ 50,000 |
| Increase | Expenditures | \$ 50,000 |

To increase transfers-in to the Child Care Fund for an amount up to \$50,000 as necessary for deficit reduction.

JUVENILE MILLAGE - 296

|          |               |          |
|----------|---------------|----------|
| Increase | Transfers-Out | \$ 4,425 |
| Decrease | Expenditures  | \$ 4,425 |

To increase transfers-out to Computer Fund for completion of WIFI project.

COMPUTER FUND - 298

|          |                   |          |
|----------|-------------------|----------|
| Increase | Transfers-In      | \$ 6,425 |
| Increase | Capital Equipment | \$ 6,425 |

To increase transfers-out to Computer Fund for completion of WIFI projects.

COMPUTER FUND - 298

|          |               |          |
|----------|---------------|----------|
| Increase | Revenue       | \$ 4,000 |
| Increase | Transfers-Out | \$ 4,000 |

To increase expense up to \$4,000 for the increased cost of IT vehicle.

DEBT SERVICE

DPW GRAND LEDGE - 377

|          |                         |          |
|----------|-------------------------|----------|
| Increase | Interest Expense        | \$ 6,301 |
| Increase | Local Unit Contribution | \$ 6,301 |

To increase budget to actual expense.

Seconded by Commissioner Eakin. Carried.

Commissioner Mulder moved the approval of claims as audited by the Ways and Means Committee in the amount of \$297,801.15 and to accept the report of previously authorized payments. Seconded by Commissioner Osieczonek. Carried.

Commissioner Mulder moved the approval of resolution #12-9-75, Collective Bargaining Settlement Agreement with the Police Officers Labor Council Sheriff Non-Supervisory officers WHEREAS, the Board of Commissioners has been in negotiations with the Police Officers Labor Council ("the Union"), which represents the Sheriff Non-Supervisory, to reach a new collective bargaining agreement; and WHEREAS, the parties reached a settlement agreement through these negotiations on August 29, 2012 attached hereto; and

WHEREAS, the Controller was notified that the terms of the settlement agreement were ratified by the Union's membership; and

WHEREAS, the Ways and Means Committee has reviewed the terms of the settlement agreement and are recommending its approval to the Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners approval the proposed settlement agreement for the collective bargaining agreement with the Police Officers Labor Council Sheriff Non-Supervisory Officers for the three-year period from October 1, 2012 through September 30, 2015; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Commissioners is authorized to sign any necessary documents.

Seconded by Commissioner Hosey. Roll Call. Ayes; Commissioner Hosey, Mulder, Brunette, Osieczonek, Boles, Eakin, Ridge, Baker, Barr, Whittum, Colestock, Forell. Nays; Hoffman, Freeman, Brehler. Carried.

Public Comment.

Helen Schneider, 1915 Glass Dr., Charlotte, commented on the recent article in the Lansing State Journal regarding Sheriff Raines.

Commissioner Comment.

Commissioner Mulder passed along his best wishes to Fran Fuller and wanted to thank her staff for all their hard work during this election year.

Commissioner Whittum thanked Commissioner Freeman for stuffing back to school backpacks.

Commissioner Hoffman commented on the great program in the Grand Ledge Public Schools backpack program called Blessings.

There was no Unfinished Business, Old Business or New Business.

Chairman Forell moved the meeting adjourn at 7:52 P.M to Wednesday, October 17, 2012 at 7:00 PM. Seconded by Commissioner Ridge. Carried.

  
Chairman of the Board of Commissioners

  
Clerk of the Board of Commissioners

**EATON COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION RECOGNIZING THE 175<sup>TH</sup> ANNIVERSARY**  
**OF EATON COUNTY**

**SEPTEMBER 19, 2012**

**Introduced by the Ways and Means Committee**

Commissioner Mulder moved the approval of the following resolution. Seconded by Commissioner Eakin.

**WHEREAS**, Eaton County was organized as a County government in 1837, making 2012 the 175<sup>th</sup> (dondransbicentennial) anniversary of the County; and

**WHEREAS**, The history of the County and its communities is evidenced by the 34 State of Michigan historic designated sites within the County; and

**WHEREAS**, Eaton County recognizes and honors its history through the efforts of the Eaton County Historical Commission and Courthouse Square Association; and

**WHEREAS**, This history also lives on through the efforts of the 21 local historical organizations operating within the County to preserve, protect and promote the extensive history and culture of the County; and

**WHEREAS**, The County's history lives on today as the two previous courthouses (1885, situated in downtown Charlotte and 1845, which sits in Bennett Park in Charlotte) continue to stand and serve as museums of this County's and its communities rich histories; and

**WHEREAS**, The Board of Commissioners acknowledges and appreciates the efforts of the many volunteers who dedicate their time to help preserve the history of the County.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners recognizes the 175<sup>TH</sup> anniversary of Eaton County and the efforts of those who work to preserve and protect this history for future generations. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF APPRECIATION FOR  
HEALTH OFFICER STEPHEN TACKITT**

**SEPTEMBER 19, 2012**

**Introduced by Commissioner John Forell**

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

**WHEREAS**, Stephen Tackitt has announced his retirement plans as Health Officer of the Barry-Eaton District Health Department; and

**WHEREAS**, Stephen received a Bachelor of Science degree from Indiana State University in 1970 and a Master of Public Health degree from the University of Michigan in 1976; and

**WHEREAS**, Stephen has served the Public Health community for 43 years and as Health Officer of the Barry-Eaton District Health Department since April 2006; and

**WHEREAS**, Stephen has been active in a number of State and National professional associations, including serving as president of the Michigan Environmental Health Association; the Michigan Association of Local Environmental Health Administrators; the National Conference of Local Environmental Health Administrators and the National Environmental Health Association during his career; and

**WHEREAS**, Stephen Tackitt has exemplified public health leadership on behalf of the Barry-Eaton District Health Department for the past six years; and

**WHEREAS**, during Stephen's tenure as Health Officer his leadership saw the development of many new public health initiatives and programs, including WISEWOMAN; the creation of a voluntary Smoke-Free program for restaurants before it became law, the implementation a paperless, web based Time-of-Sale program and the opening of the Eaton County Community Dental clinic; and

**WHEREAS**, the Eaton County Board of Commissioners seeks to recognize Steve's dedication to Public Health and to the Barry-Eaton District Health Department and to express appreciation for his commitment to the mission of public health in Barry and Eaton Counties;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners does hereby thank Stephen Tackitt for years of exceptional service to Eaton County and the Barry-Eaton District Health Department; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners expresses its best wishes to Steve in his retirement and as he pursues the next chapter in his life's story. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RECOGNIZE *DOMESTIC VIOLENCE AWARENESS MONTH*, IN EATON COUNTY AND THE STATE OF MICHIGAN**

**SEPTEMBER 19, 2012**

**Introduced by Commissioner Sue Hoffman**

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

**WHEREAS**, Spanning centuries, cultures and continents, domestic violence is a tragic epidemic that has devastating effects on countless women and children, and,

**WHEREAS**, Domestic Violence is the intentional and patterned use of physical, emotional, sexual, psychological, and economic coercion and abuse; and,

**WHEREAS**, The Federal Bureau of Investigation's 2010 Uniform Crime Report indicates that of the 1,336 known intimate partner homicides in the U.S., approximately 82 percent were female victims; and,

**WHEREAS**, The 2010 report from the Michigan State Police Criminal Justice Information Center identifies 89 intimate partner homicides and 101,175 domestic violence offenses; and,

**WHEREAS**, Domestic violence violates an individual's dignity, security and humanity; and,

**WHEREAS**, The State of Michigan is committed to taking a firm position against domestic violence and will remain focused on ensuring that women and children are safe in their homes and abusers are held accountable for their crimes; and,

**WHEREAS**, Domestic Violence Month provides an excellent opportunity for citizens to learn more about domestic violence issues and to show support for the numerous organizations and individuals who are providing advocacy efforts, services and assistance to domestic violence victims; and now therefore be it,

**NOW THEREFORE BE IT RESOLVED**, that the Eaton County Board of Commissioners recognizes October 2012 as *Domestic Violence Awareness Month* and encourages all Eaton County residents to join in the efforts to help bring an end to this serious problem. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT HOUSING DEPARTMENT  
SECTION 3 POLICY AND HANDBOOK**

**SEPTEMBER 19, 2012**

**Introduced by the Public Works and Planning Committee**

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

**WHEREAS**, to remain eligible to continue to receive grant funds through the Michigan State Housing Development Authority the County must adopt a Section 3 Policy; and

**WHEREAS**, the attached policy and handbook have been developed to meet this compliance requirement; and

**WHEREAS**, the proposed policy have been reviewed and is being recommended for approval, by the Public Works and Planning Committee.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners approves the Eaton County Housing Department Section 3 Policy. Carried.

# **Eaton County Housing Department**

## **Section 3 Policy and Handbook**

(Adopted )

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## ***Introduction***

Section 3 of the Housing and Urban Development Act of 1968, as amended, is a legislative directive that requires recipients of government financial assistance from the United States Department of Housing and Urban Development (HUD) for housing and community development programs to provide economic opportunities to low- and very low-income persons (regardless of race or gender). These economic opportunities include, but are not limited to, providing preference in new employment, training and contracting opportunities of low- and very low-income persons.

Section 3 is activated when construction and rehabilitation projects create the need for new employment, contracting, or training opportunities. Recipients and contractors are not required to hire Section 3 Residents or award contracts to Section 3 Business Concerns other than what is needed to complete a covered project. Recipients and contractors should, though, attempt to meet the required numerical goals for hiring and retaining low- and very low-income persons. If the expenditures of the project do not result in new employment, contracting, or training opportunities, the requirement of Section 3 is not activated. Nevertheless, the recipient and its contractors are required to submit Section 3 report information explaining this.

This policy and handbook has been prepared to provide information and general guidance as to how the Eaton County Housing Department (the ECHD) will administer Section 3 regulations. This guide should not be treated as a recitation of the Section 3 Act and its regulations. It is a summary of the pertinent provisions, and focuses on the requirements imposed on the Developer, General Contractor and Subcontractor(s) receiving Section 3 funds. Developers, General Contractors and Subcontractors bear the responsibility to familiarize themselves with the Section 3 Act and regulations prior to accepting Section 3 Covered Assistance.

## ***Policy Statement***

The ECHD shall provide economic opportunities to low- and very low-income persons living in the Eaton County. The ECHD should also provide economic opportunities to businesses within that area that meet the definition of "Section 3 Business Concern." Accordingly, the ECHD shall implement policies and procedures to ensure that Section 3, when required, is followed to the "*greatest extent feasible*" for all contracts where labor/professional services are provided.

This policy shall not apply to contractors who only furnish materials or supplies through Section 3 Covered Assistance. It will apply to contractors who install materials or equipment (see definition of "Section 3 Contractor" below). Where federal housing and community development assistance provides for partial funding for a Section 3 Covered Project or activity, the entire project or activity is subject to Section 3 requirements. Nothing in this policy shall be construed to require the employment or contracting of a Section 3 Resident or Section 3 Business Concern who does not meet the qualifications of the position to be filled or who cannot fulfill the contract.

**Successful compliance with the Section 3 Act and regulations by the Developer and/or General Contractor will be factor in determining future awards of Section 3 Covered Assistance.**

### ***Definitions***

The ECHD incorporates into this policy and handbook the definitions contained in § 135.5 of 24 CFR Part 135. (Also, see the June 30, 1994 Federal Register)

### ***Defined Terms of Policy and Handbook***

- **Section 3** – Section 3 means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u). This act recognizes that funds of HUD are typically one of the largest sources of federal funding expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance. By doing so, this act seeks to guarantee that when employment or contracting is generated due to these activities, that preference in employment and contracting is given to low- and very low-income persons or Section 3 Business Concerns residing in the community where the project is located.
- **Section 3 Business Concerns** – Section 3 Business Concerns refer to a business or businesses that meet the following criteria:
  - 1) That is 51 percent or more owned by Section 3 Residents; **OR**
  - 2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 Residents, or within three years of date of first employment with the business concern were Section 3 Residents; **OR**
  - 3) Provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition.
- **Section 3 Contractor** – An entity that contracts to perform work generated by Section 3 Covered Assistance, a Section 3 Covered Project, or to perform the work of Section 3 Covered Community Planning and Development Funding.
- **Section 3 Coordinator** – Refers to the individual appointed by the ECHD to enforce the ECHD's Section 3 Policy and Handbook, and to see that the goals established for Section 3 are being met by Section 3 Developers, Contractors, and Subcontractors.
- **Section 3 Covered Assistance** – Section 3 Covered Assistance relates to the following types of development:
  - 1) Public and Indian housing development assistance provided pursuant to section 5 of the 1937 Act;
  - 2) Public and Indian housing modernization assistance provided pursuant to section 9 of the 1937 Act;
  - 3) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:

- i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
- ii) Housing construction; **OR**
- iii) Other public construction project (which includes other buildings or improvements, regardless of ownership).

- **Section 3 Covered Community Planning and Development Funding** – Community Development Block Grant (CDBG), Home Investment Partnership Assistance (HOME), Emergency Shelter Grants (ESG), Neighborhood Stabilization Programs (NSP), and certain other grants awarded under HUD Notices or Funding Availability (NOFAs). The requirements for Section 3 only apply to the portion(s) of covered funding that were used for project/activities involving housing construction, rehabilitation, demolition, or other public construction.
- **Section 3 Covered Contract** – A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 Covered Assistance, or for work arising in connection with a Section 3 Covered Project. "Section 3 Covered Contracts" do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). "Section 3 Covered Contracts" also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 Covered Contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 Covered Contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.
- **Section 3 Covered Project** – A Section 3 Covered Project involves the construction or rehabilitation of housing (including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.
- **Section 3 Developer** – Any entity engaged in the business of development of affordable housing which is an applicant for Section 3 Covered Assistance or has been awarded Section 3 Covered Assistance.
- **Section 3 Recipient (the ECHD)** – The entity which receives Section 3 Covered Assistance, a Section 3 Covered Project, or Section 3 Covered Community Planning and Development Funding from HUD.
- **Section 3 Regulations** – Regulations found in 24 CFR Part 135 which govern the application of the Section 3 Act.
- **Section 3 Requirements** – Employment, training and contracting opportunities imposed by the Section 3 Act upon recipients, developers, and contractors.
- **Section 3 Resident** – A Section 3 Resident is one of the following:
  - 1) A public housing resident; **OR**

- 2) An individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 Covered Assistance is expended, and who is:
  - Low income – A family (includes single-person household) whose family income does not exceed 80 percent of the median income for the area, as determined by the Secretary of Housing and Urban Development.
  - Very Low-income – A family (includes single-person household) whose family income does not exceed 50 percent of the median income for the area, as determined by the Secretary of Housing and Urban Development.
- **Section 3 Subcontractor** – An entity which has a contract with the general contractor to undertake a portion of the contractor's obligation for the performance of work generated by Section 3 Covered Assistance, a Section 3 Covered Project, or to perform the work of a Section 3 Covered Community Planning and Development Funding project.

***Responsibilities of Recipient (the ECHD):***

A recipient of Section 3 Covered Assistance, a Section 3 Covered Project, or Section 3 Covered Community Planning and Development Funding is required, by law, to comply with Section 3 in its own operations, and to ensure that contractors and subcontractors of the Section 3 Contractor comply with Section 3 to the "*greatest extent feasible*." To that end, the recipient is required to comply with Section 3 in its own operations by doing the following:

- a) Notify Section 3 Residents and Section 3 Business Concerns about jobs and contracts generated by Section 3 Covered Assistance, a Section 3 Covered Project, or Section 3 Community Planning and Development Funding;
- b) Notify potential contractors of the objectives and numerical goals of Section 3 and the ways in which each contractor can reach those goals;
- c) Require that a Section 3 Clause be included in all contracts signed by Section 3 Developers, Contractors, and Subcontractors;
- d) Facilitate training and employment opportunities for Section 3 Residents; **AND**
- e) Document the action that Section 3 Developers, Contractors, and Subcontractor take to comply with Section 3 Requirements, the results of such actions, and impediments, if any.

The recipient also has a responsibility to "ensure compliance" by contractors involved. In that spirit, the recipient will require a contractor to do the following:

- a) Notify subcontractors of their responsibilities under Section 3, which includes incorporating the Section 3 Clause in all contracts with subcontractors, as well as requiring all subcontractors to fill out necessary Section 3 forms that the ECHD requires;
- b) Refrain from entering into contracts with subcontractors that are in violation of the regulations in 24 CFR Part 135;
- c) Respond to complaints made to the Section 3 Recipient by Section 3 Residents or Section 3 Business Concerns that the contractor or subcontractor is not in compliance with 24 CFR Part 135; **AND**

- d) Cooperate with HUD in obtaining the compliance of contractors and subcontractors when allegations are made that the contractors and subcontractors are not in compliance with the regulation of 24 CFR Part 135.

### ***Section 3 Coordinator***

The ECHD shall appoint a Section 3 Coordinator, who will serve as the immediate point of contact for the Section 3 Recipient, Developer, Contractor, and Subcontractor(s). This coordinator shall be tasked with ensuring that all Section 3 Requirements are met, and if they are not met, they should document the reason as to why. The Section 3 Coordinator shall provide technical assistance as it relates to Section 3 Requirements to Section 3 Developers, Contractors, and Subcontractors. The Section 3 Coordinator will also be responsible for interpreting Section 3 regulations, assisting Section 3 Developers, Contractors, and Subcontractors in identifying employment opportunities and training programs for Section 3 Residents, and provide methods to help Section 3 Developers, Contractors, and Subcontractors outreach to Section 3 Residents and Section 3 Business Concerns to inform them of economic opportunities that are available.

### ***Numerical Goals and Preference for Employment, Contracting and Training Opportunities***

The ECHD has established numerical goals that comply with Section 3 regulations and priorities, consistent with those set forth by HUD. These goals and priorities serve as a tool for ensuring the effectiveness of the ECHD's efforts to ensure that Section 3 Residents and Section 3 Business Concerns are given an economic opportunity to the "*greatest extent feasible.*"

#### **The ECHD's Minimum Numerical Goals are as follows:**

- 30 percent of the aggregate number of new hires by a Section 3 Contractor or Section 3 Subcontractor(s) shall be Section 3 Residents annually.
- 10 percent of the total dollar amount of all Section 3 Covered Contracts will be awarded to Section 3 Business Concerns.
- 3 percent of the total dollar amount of all non – construction Section 3 Covered Contracts, shall be awarded to Section 3 Business Concerns.

In order to meet these numerical goals, and demonstrate compliance with the "*greatest extent feasible*" requirement of Section 3, contractors must meet the priorities set forth below for providing training and employment to Section 3 Residents. These priorities are pursuant to § 135.34, 24 CFR Part 135 and are the following:

**First Priority:** Residents of the development where the work is to be performed;

**Second Priority:** Other residents of the neighborhood where the work is to be performed;

**Third Priority:** Other residents of the neighborhood who are participants in HUD-Youthbuild or other federal, state, and local job programs being carried out in the ECHD area; **OR**

**Fourth Priority:** Other persons from the project's immediate area who meet the definition of Section 3 Resident contained in § 135.5, 24 CFR Part 135.

And, in order to comply with Section 3 Requirements on contracting, contractors must give contracting preference to Section 3 Business Concerns, by following the following priorities that are pursuant to § 135.34, 24 CFR Part 135:

*Public and Indian Housing Programs:*

**First Priority:** Business Concerns that are 51 percent or more owned by residents of the housing development or developments for which Section 3 Covered Assistance is expended, or whose full-time, permanent workforce includes 30 percent of these persons as employees;

**Second Priority:** Business Concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the housing authority that is expending the Section 3 Covered Assistance, or whose full-time, permanent workforce includes 30 percent of these persons as employees;

**Third Priority:** HUD Youthbuild programs being carried out in the ECHD area for which Section 3 Covered Assistance is expended; **OR**

**Fourth Priority:** Business Concerns that are 51 percent or more owned by Section 3 Residents, or whose permanent, full-time workforce includes no less than 30 percent Section 3 Residents, or that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 Business Concerns.

*Housing and Community Development Programs:*

**First Priority:** Section 3 Business Concerns that provide economic opportunities for Section 3 Residents in the service area or neighborhood in which the Section 3 Covered Project is located;

**Second Priority:** Applicants selected to carry out HUD Youthbuild programs; **OR**

**Third Priority:** Other Section 3 Business Concerns.

In the event that a Section 3 Contractor or Subcontractor cannot hire based on Section 3 Resident employment and training priorities or contract based on the Section 3 Business Concerns contracting priorities, they must then document and explain the reasons as to why, and then submit that explanation to the Section 3 Coordinator for the ECHD.

***Formal Section 3 Plan***

After the Section 3 Contractor has been selected, the Section 3 Recipient shall schedule a meeting with the Section 3 Developer and Contractor to discuss Section 3 Requirements.

After such meeting is complete, a comprehensive Section 3 Plan shall be completed and signed by a representative of all parties involved (Section 3 Developer, Contractor, and Subcontractors[s]). This comprehensive Section 3 Plan needs to also include the Section 3 goals of the Section 3 Developer, Contractor, and Subcontractor(s). After successful the

completing the plan, the Section 3 Developer, Contractor, and Subcontractor(s) are then required to submit it to the Section 3 Coordinator for the ECHD for review and approval.

### ***Components of Section 3 Plan***

The Section 3 Plan must contain specific information, including but not limited to the following:

- a) Statement certifying that the Section 3 Developer, Contractor, and/or Subcontractor(s) agree to comply with the Section 3 Act and regulations, as well as the ECHD's Section 3 Policy and Handbook;
- b) Statement certifying that the Section 3 Developer, Contractor, and/or Subcontractor(s) are aware of the employment, training, and contracting goals, and agree to work together to meet these goals;
- c) Name and contact information of the Section 3 Developer, Contractor, and/or Subcontractor(s) Section 3 Coordinator;
- d) Identification of the Section 3 project area (area in which project is located);
- e) Section 3 Developer, Contractor, and/or Subcontractor(s) current workforce, and additional workforce that will be needed to complete the project;
- f) Section 3 Developer, Contractor, and/or Subcontractor(s) employment, training and contracting opportunity goals for project;
- g) Specific strategies for notifying Section 3 Residents of Section 3 employment and training goals;
- h) Specific strategies for notifying Section 3 Business Concerns of Section 3 contracting opportunities;
- i) Commitment by Section 3 Contractor to inform all potential Section 3 Subcontractor(s) of its Section 3 Plan, and ensure that the Section 3 Contractor holds Section 3 Subcontractor(s) accountable to all Section 3 Requirements;
- j) Commitment by Section 3 Developer and Contractor to prepare and submit to the ECHD's Section 3 Coordinator, monthly Section 3 reports;
- k) Commitment by Section 3 Developer and Contractor to include Section 3 Clause (see attachments) in all construction contracts and subcontracts for Section 3 Covered Contracts; **AND**
- l) Commitment by Section 3 Developer, Contractor, and Subcontractor(s) to conduct aggressive outreach and notify Section 3 Residents and Section 3 Business Concerns of Section 3 goals, including the use of site signage, fliers, etc.

### ***Implementation Strategies for Notifying of Employment, Training and Contracting***

In order to comply with the Section 3 Act and regulations, the Section 3 Developer, Contractor, and Subcontractor(s), as applicable to each project, shall implement an aggressive campaign to encourage participation of Section 3 Residents and Section 3 Business Concerns. Some strategies to implement this campaign include the following:

- a) Publish a notice in a local newspaper of the potential employment and training opportunities for Section 3 Residents and Section 3 Business Concerns. Written notice must be provided in sufficient time to enable Section 3 Business Concerns the opportunity to respond to bid invitation;

- b) Post in a prominent location at the Section 3 Covered Project site notice of the potential employment and training opportunities for Section 3 Residents, and potential contracting opportunities for Section 3 Business Concerns;
- c) Submit letters or fliers to the residents of a Section 3 Covered Project advising them of employment, training and contracting opportunities for the Section 3 Covered Project (applies to rehabilitation only when there are existing residents);
- d) Provide residents of the Section 3 Covered Project and the surrounding area with information on how to get certified as a Section 3 Resident or Section 3 Business Concern;
- e) Provide public housing authorities in Eaton County with fliers, notices and other information related to Section 3 employment, training and contracting opportunities for the Section 3 Covered Project;
- f) Provide information to residents of a Section 3 Covered Project and the surrounding area regarding established job training programs located within the Section 3 Covered Project area;
- g) Provide minority and women-focused labor and trade organizations with notice of Section 3 employment, training and business opportunity goals;
- h) Provide minority and women-focused labor and trade organizations with notice of when and where plans and specifications for bid review will be distributed; **OR**
- i) Contact the following groups that have been identified in assisting to find Section 3 Residents employment, and Section 3 Business Concerns contracting opportunities.

| <b>Organization Name</b>  | <b>Primary Contact</b>   | <b>Phone</b>   | <b>Address</b>                           |
|---|--|----------------|--|
| <b>Housing Services</b><br>Job Postings for Public Housing Residents                    | Denise Dunn  | (517) 541-1180 | 319 S Cochran Rd<br>Charlotte, MI 48813  |
| <b>County Journal</b><br>Job or Bid Postings  | Travis Silvas  | (517) 543-1099 | 241 S Cochran Rd<br>Charlotte, MI 48813  |
| <b>Charlotte Shopping Guide</b><br>Job or Bid Postings                                  | Rachel Greco   | (517) 543-9913 | 239 S Cochran Rd<br>Charlotte, MI 48813  |
| <b>City of Pottersville Public Housing</b><br>Job Postings for Public Housing Residents | Angela Comstock – Public Housing<br>Maria Llanos-Delgado – Section 8 | (517) 645-7076 | 210 E Main St.<br>Pottersville, MI 48876 |
| <b>Capital Area Michigan Works</b><br>Job Placement, Training                           |  | (517) 543-5278 | 311 W First St<br>Charlotte, MI 48813    |
|   |  |                |  |
|   |  |                |  |

### ***Section 3 Certifications***

The ECHD requires that Section 3 Residents and Section 3 Business Concerns register with the ECHD's Section 3 Coordinator to ensure that they are Section 3 certified. This is a self-certification that the Section 3 Coordinator will verify upon successful completion of the required forms by a Section 3 Resident or Section 3 Business Concern applicant. The

following documents will be required to apply for Section 3 Resident and Section 3 Business Concern status, respectively:

**Section 3 Resident** – Any person requesting Section 3 preference in hiring and training shall complete the ECHD's Section 3 Resident Certification Form. Additionally, the person seeking certification shall provide the adequate documentation regarding permanent residence and income. Verification of income eligibility will be determined using one of the following forms:

- a) A public housing or Section 8 lease agreement;
- b) Evidence of income (most recent W-2 or income tax return);
- c) Evidence of receipt of public assistance; or
- d) Any other evidence acceptable to the ECHD's Section 3 Coordinator.

**Section 3 Business Concern** – Any business seeking Section 3 preference shall complete the ECHD's Section 3 Business Concerns Certification Form. This form is a self certification, and Section 3 Business Concerns bear the ultimate responsibility of ensuring and maintaining their Section 3 status, as well as complying with all related HUD regulations.

Applications requesting for Section 3 Business Concern status must be submitted to the ECHD's Section 3 Coordinator prior to submission of bids for review. Section 3 Business Concerns shall provide additional documentation to the ICHC upon request.

After reviewing the required documents submitted requesting Section 3 Resident and Section 3 Business Concerns status, the Section 3 Coordinator for the ICHC will then send a letter certifying Section 3 status. The ECHD will also keep a database of eligible Section 3 Residents and Section 3 Business Concerns.

### ***Section 3 Compliance and Monitoring***

The ECHD is available at all times to provide guidance and technical support to Section 3 Developers, Contractors, and Subcontractor(s) to ensure that they understand the goals and regulations of Section 3. Additionally, the ECHD will maintain a database of eligible Section 3 Residents and Section 3 Business Concerns to assist Section 3 Developers, Contractors, and Subcontractors in outreaching to both constituencies.

Section 3 Developers, Contractors, and Subcontractors are required to retain copies of all outreach attempts, copies of all responses to notices published in papers and posted publicly, copies of all responses to bid invitations, and any other relevant information pertaining to Section 3 outreach. Copies of all outreach shall be surrendered to the ECHD upon request.

The ECHD also retains the right to conduct on-site reviews of a Section 3 Covered Project to determine whether the Section 3 Developer, Contractor, and/or Subcontractor(s) are complying with the approved Section 3 Plan.

In the event that the ECHD determines that a Section 3 Developer, Contractor, and/or Subcontractor(s) are not in compliance with the approved Section 3 Plan, then the party in violation will be provided with a written notice of non-compliance. The notice will require the party in violation to meet with the ECHD's Section 3 Coordinator to determine if the best

efforts were used to follow the plan. If they were not, then the Section 3 Coordinator will advise on the necessary steps to meet the goals of the Section 3 Plan.

### **Section 3 Policy and Handbook Attachments**

Section 3 Act

Section 3 Regulations

Section 3 Clause

Section 3 Plan Template (Owner/Developer and General Contractor)

Section 3 Plan Template (Subcontractor)

Contracting Plan Worksheet

Outreach to Solicit Bids from Section 3 Businesses

Permanent Employee Listing (Owner/Developer, Contractor, Subcontractor)

Workforce Needed for Section 3 Covered Project (Owner/Developer, Contractor, Subcontractor)

New Hires (Owner/Developer, Contractor, Subcontractor)

Section 3 New Hires Trained (Owner/Developer, Contractor, Subcontractor)

Certification for Business Concerns Seeking Section 3 Preference in Contracting

Certification for Resident Seeking Section 3 Preference in Training & Employment

HUD Form 60002 Section 3 Summary Report

**EATON COUNTY BOARD OF COMMISSIONERS**

**SEPTEMBER 19, 2012**

**RESOLUTION TO ESTABLISH  
RESOURCE RECOVERY PETTY CASH FUND**

**Introduced by the Ways and Means Committee**

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

**WHEREAS**, the Resource Recovery Department has requested to establish a petty cash fund; and

**WHEREAS**, the request is made in order to make change for cash payments at recycling events; and

**WHEREAS**, the Ways and Means Committee has reviewed the request and recommended approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the Eaton County Board of Commissioners approves the establishment of a petty cash fund in the amount of \$100.00 for the Resource Recovery Department; and

**BE IT FURTHER RESOLVED**, that the Resource Recovery Department follow the Eaton County Petty Cash policy dated June 2, 1996 and any violation of this policy may result in the Petty Cash fund being returned to the County. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**SEPTEMBER 19, 2012**

**RESOLUTION TO APPROVE THE 2012/2013  
EATON COUNTY BUDGET**

**Introduced by the Ways and Means Committee**

Commissioner Mulder moved the approval of the following resolution. Seconded by Commissioner Whittum.

**WHEREAS**, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, as amended, indicates that the Legislative body shall adopt a balanced budget for all funds by passing an Appropriations Act; and

**WHEREAS**, the budget resolution can become the Appropriations Act by the inclusion of the wording in the budget resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2012/2013 Eaton County General Fund (#101) budget of \$31,232,891 be adopted by line-item; and

**BE IT FURTHER RESOLVED**, that the Eaton County Board of Commissioners approves a levy of 5.2149 mills for the County's general operations; and

**BE IT FURTHER RESOLVED**, that all other funds budgets (Special Revenue \$19,425,571 and Debt Service \$8,784,059) be adopted by line-item, for a total 2012/2013 budget of \$59,442,521; and

**BE IT FURTHER RESOLVED**, that any amendment to increase a salary and/or a Capital Outlay line-item in excess of \$2,500.00 shall be approved by the Board of Commissioners; and

**BE IT FURTHER RESOLVED**, that any amendment to increase the total budget of any fund or department in excess of \$2,500.00 shall be approved by the Board of Commissioners except that any amendment to decrease the General Fund Contingency shall be approved by the Board of Commissioners; and

**BE IT FURTHER RESOLVED**, that the Controller be authorized to make such other budget amendments as necessary with the exception of those specified in this resolution.

**BE IT FURTHER RESOLVED**, the approved Position Allocation List contained in this resolution shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the Approved Position List; and

**BE IT FURTHER RESOLVED**, that as vacancies occur during the budget year, they shall not be refilled, except by specific Ways and Means Committee authorization; and

**BE IT FURTHER RESOLVED**, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving those budgeted revenues; and

**BE IT FURTHER RESOLVED**, that in the event that some outside funding is not received or the County is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List; and

**BE IT FURTHER RESOLVED**, that it is understood that revenues and expenditures may vary from those which are currently contemplated and may be changed from time to time by the Board of Commissioners during the 2012/2013 fiscal year, as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the budget and/or impose layoffs due to unforeseen financial changes; therefore, the Board of Commissioners reserves the right to change the Approved Position Allocation List at any time. The County Elected Officials and County Department Heads shall abide by whatever changes are made by the Board of Commissioners, if any relative to the approved position and the number of employees stated in the Position Allocation List.

**BE IT FURTHER RESOLVED**, that the salaries of the County's Elected Officials are established according to the Elected Official Salary Schedule contained in this resolution.

**BE IT FURTHER RESOLVED**, the line-item appropriations which represent the estimated costs of operating the Courts in 2012/2013 are contingent upon reimbursements to Eaton County by the State of Michigan in accordance with MCL 600.151(b). County appropriations to the Courts, in accordance with P.A. 374 and 375 of 1996, are made contingent upon conformance to all county policies and procedures regarding court personnel and the expenditure of funds; and

**BE IT FURTHER RESOLVED**, that all County Elected Officials and County Department Heads shall abide by all applicable policies set by the Board of Commissioners including but not limited to budgets, purchasing, travel, and per diems; as well as the Eaton County Personnel Policies, and that budgeted funds for these purposes are appropriated contingent upon compliance with all County policies.

**BE IT FURTHER RESOLVED**, that the Eaton County Personnel Policy shall apply to all employees and elected officials who are not covered under a collective bargaining agreement or who function under a policy manual which has been jointly approved by the County Board of Commissioners and an Elected Official who has co-employer status.

**BE IT FURTHER RESOLVED**, that the County Controller shall be authorized to make year-end transfers of up to \$20,000 between Departments or Funds or with such amounts that may be available in the Contingency of the General Fund, as may be necessary to ensure that departments do not end the 2012/2013 fiscal year in a deficit condition. Any such transfer will be reported to the Ways and Means Committee at their next regularly scheduled meeting. Roll call vote. Carried unanimously.

## 2012/2013 GENERAL APPROPRIATION ACT SUMMARY

### GENERAL FUND

#### 101 REVENUES

|                          |           |                   |
|--------------------------|-----------|-------------------|
| Taxes                    | \$        | 17,508,545        |
| Licenses and Permits     |           | 208,950           |
| Federal Grants           |           | 1,012,263         |
| State Grants             |           | 3,961,608         |
| Local Unit Contributions |           | 3,129,782         |
| Charges for Services     |           | 3,122,575         |
| Fines and Forfeitures    |           | 212,000           |
| Interest and Rents       |           | 319,829           |
| Other Revenue            |           | 193,500           |
| Other Financing Sources  |           | 762,542           |
| Fund Balance - Carryover |           | <u>801,297</u>    |
| <b>Total Revenue</b>     | <b>\$</b> | <b>31,232,891</b> |

#### Expenditures

|                           |           |                   |
|---------------------------|-----------|-------------------|
| Legislative               | \$        | 274,263           |
| Judicial                  |           | 5,423,426         |
| General Government        |           | 7,074,378         |
| Public Safety             |           | 13,161,802        |
| Health and Welfare        |           | 1,629,619         |
| Recreation and Culture    |           | 15,000            |
| Other                     |           | 138,000           |
| Capital Outlay            |           | 244,579           |
| Transfers-Out             |           | <u>3,271,824</u>  |
| <b>Total Expenditures</b> | <b>\$</b> | <b>31,232,891</b> |

2012/2013 GENERAL APPROPRIATION ACT SUMMARY

SPECIAL REVENUE FUNDS

|                              |                                  |    |                   |
|------------------------------|----------------------------------|----|-------------------|
| 208                          | Parks & Recreation               | \$ | 375,184           |
| 211                          | Parks Special                    |    | 1,500             |
| 215                          | Friend Of The Court              |    | 67,560            |
| 227                          | Landfill                         |    | 35,000            |
| 228                          | Solid Waste Ordinance            |    | 268,119           |
| 236                          | CDBG - Housing                   |    | 201,317           |
| 240                          | Code Enforcement                 |    | 257,394           |
| 245                          | Public Improvement               |    | 641,978           |
| 254                          | Home Tax Exemption Audit         |    | 8,000             |
| 255                          | Remonumentation                  |    | 86,300            |
| 256                          | Retirement Stabilization         |    | 2,274,296         |
| 257                          | Register Of Deed Technology      |    | 104,695           |
| 261                          | Central Dispatch                 |    | 3,429,650         |
| 262                          | Property Forfeiture - Sheriff    |    | 1,000             |
| 263                          | Dispatcher Training Fund         |    | 25,000            |
| 264                          | Drug Forfeiture - Sheriff        |    | 10,000            |
| 265                          | Local Co Training Fund           |    | 30,000            |
| 266                          | Sheriff Road Crew                |    | 89,977            |
| 267                          | Vertical Drug - Pros             |    | 79,410            |
| 269                          | Law Library                      |    | 6,500             |
| 270                          | STOP Domestic Violence           |    | 69,259            |
| 271                          | Drug Court III                   |    | 98,405            |
| 276                          | Community Corrections            |    | 181,587           |
| 281                          | Jail Millage                     |    | 2,912,954         |
| 282                          | Property Forfeiture - Prosecutor |    | 500               |
| 284                          | Drug Forfeiture - Prosecutor     |    | 6,000             |
| 285                          | Michigan Justice Training        |    | 15,000            |
| 286                          | Homeland Security                |    | 150,000           |
| 290                          | Department of Human Services     |    | 494,000           |
| 291                          | Child Care - DHS                 |    | 2,500             |
| 292                          | Child Care Fund                  |    | 5,701,622         |
| 293                          | Soldiers & Sailors               |    | 30,000            |
| 294                          | Veteran's Trust                  |    | 16,000            |
| 296                          | Juvenile Millage                 |    | 1,148,512         |
| 297                          | Historical Commission            |    | 2,600             |
| 298                          | Computer                         |    | 603,752           |
| <b>Total Special Revenue</b> |                                  |    | <b>19,425,571</b> |

2012/2013 GENERAL APPROPRIATION ACT SUMMARY

DEBT SERVICE FUNDS

|     |                                      |                      |
|-----|--------------------------------------|----------------------|
| 345 | Installment Purchase                 | 104,239              |
| 360 | Building Authority - Office Building | -                    |
| 371 | Building Authority - Jail            | 1,209,200            |
| 374 | Road Commission MTF 2003             | 611,775              |
| 377 | DPW - Grand Ledge 2005               | 610,863              |
| 378 | DPW - Dimondale/Windsor              | 349,535              |
| 380 | Building Authority - Health Clinic   | 47,825               |
| 381 | DPW - Brookfield Debt                | 168,253              |
| 391 | Building Authority - Dental Clinic   | 62,369               |
| 851 | Drain Debt Service                   | 5,620,000            |
|     |                                      | <hr/>                |
|     | <b>TOTAL DEBT SERVICE</b>            | <b>\$ 8,784,059</b>  |
|     | <b>TOTAL 2011/2012 BUDGET</b>        | <b>\$ 59,442,521</b> |

Approved Position Allocation List  
2012/2013 Adopted Budget

| Position                                    | Dept #         | FTE   | Total FTE    |
|---|----------------|-------|--------------|
| <b>Board Of Commissioners</b>               | <b>101.101</b> |       | <b>15.00</b> |
| Chairperson                                 |                | 1.00  |              |
| Vice Chairperson                            |                | 1.00  |              |
| Finance Chairperson                         |                | 1.00  |              |
| Commissioners                               |                | 12.00 |              |
| <b>Circuit Court</b>                        | <b>101.131</b> |       | <b>9.00</b>  |
| Judge                                       |                | 2.00  |              |
| Court Administrator                         |                | 1.00  |              |
| Judicial Admin. Assistant                   |                | 2.00  |              |
| Financial Collections Spec.                 |                | 1.00  |              |
| Court Recorder                              |                | 2.00  |              |
| Secretary/ADR Clerk                         |                | 1.00  |              |
| <b>District Court</b>                       | <b>101.136</b> |       | <b>20.00</b> |
| Judge                                       |                | 2.00  |              |
| Court Administrator                         |                | 1.00  |              |
| Chief Probation Officer                     |                | 1.00  |              |
| Probation Officer                           |                | 3.00  |              |
| Ct Recorder/Judicial Secretary              |                | 2.00  |              |
| Senior Deputy Clerk II                      |                | 2.00  |              |
| Deputy Clerk II                             |                | 6.00  |              |
| Probation Secretary                         |                | 1.00  |              |
| Cashier                                     |                | 1.00  |              |
| Bookkeeper                                  |                | 1.00  |              |
| <b>Friend Of The Court</b>                  | <b>101.141</b> |       | <b>17.00</b> |
| Friend of the Court                         |                | 1.00  |              |
| Assistant Friend of the Court               |                | 1.00  |              |
| Senior Investigator/Mediator                |                | 1.00  |              |
| Investigator                                |                | 2.00  |              |
| Enforcement Officer                         |                | 1.00  |              |
| Office Manager                              |                | 1.00  |              |
| Enforcement Caseworker                      |                | 5.00  |              |
| Data Processing Coordinator                 |                | 1.00  |              |
| Bookkeeper                                  |                | 1.00  |              |
| Secretary                                   |                | 3.00  |              |
| <b>Probate Court</b>                        | <b>101.148</b> |       | <b>5.00</b>  |
| Judge                                       |                | 1.00  |              |
| Probate Register                            |                | 1.00  |              |
| Judicial Secretary/Ct Recorder              |                | 1.00  |              |
| Deputy Probate Register                     |                | 1.00  |              |
| Ct. Recorder/Deputy Register                |                | 1.00  |              |
| <b>Juvenile Court</b>                       | <b>101.149</b> |       | <b>7.00</b>  |
| Attorney Referee/Deputy Court Administrator |                | 1.00  |              |
| Senior Juvenile Caseworker                  |                | 2.00  |              |
| Juvenile Caseworker                         |                | 1.00  |              |
| Juvenile Register                           |                | 1.00  |              |
| Deputy Juvenile Register                    |                | 1.00  |              |
| Secretary                                   |                | 1.00  |              |

Approved Position Allocation List  
2012/2013 Adopted Budget

| Position                             | Dept#          | FTE  | TOTAL FTE    |
|--------------------------------------|----------------|------|--------------|
| <b>County Clerk</b>                  | <b>101.215</b> |      | <b>8.00</b>  |
| County Clerk/Register of Deeds       |                | 1.00 |              |
| Deputy County Clerk                  |                | 1.00 |              |
| Deputy Circuit Court Clerk           |                | 1.00 |              |
| Elections Clerk                      |                | 1.00 |              |
| Senior Court Clerk                   |                | 1.00 |              |
| Vital Records Clerk                  |                | 1.00 |              |
| Court Clerk                          |                | 2.00 |              |
| <b>Controller</b>                    | <b>101.223</b> |      | <b>6.75</b>  |
| Controller                           |                | 1.00 |              |
| Assistant Controller                 |                | 1.00 |              |
| Personnel Specialist                 |                | 1.00 |              |
| Accountant                           |                | 1.00 |              |
| Payroll & Insurance Specialist       |                | 0.75 |              |
| Finance & Purchasing Assist.         |                | 1.00 |              |
| Administrative Assistant             |                | 1.00 |              |
| <b>Information Systems</b>           | <b>101.224</b> |      | <b>7.00</b>  |
| Information Systems Director         |                | 1.00 |              |
| Senior Programmer/Analyst            |                | 1.00 |              |
| Network & PC Administrator           |                | 2.00 |              |
| Programmer Analyst                   |                | 1.00 |              |
| GIS Specialist                       |                | 1.00 |              |
| Admin. & Operations Assistant        |                | 1.00 |              |
| <b>Equalization</b>                  | <b>101.225</b> |      | <b>6.00</b>  |
| Equalization Director                |                | 1.00 |              |
| Deputy Equalization Director         |                | 1.00 |              |
| Appraiser                            |                | 1.00 |              |
| Property Description Specialist      |                | 1.00 |              |
| Secretary/Equalization Aide          |                | 1.00 |              |
| Property Description Clerk           |                | 1.00 |              |
| <b>Prosecuting Attorney</b>          | <b>101.229</b> |      | <b>17.50</b> |
| Prosecuting Attorney                 |                | 1.00 |              |
| Sr. Asst. Prosecuting Attorney       |                | 3.00 |              |
| Assistant Prosecuting Attorney       |                | 3.00 |              |
| Investigator                         |                | 1.00 |              |
| Child Support Secretary              |                | 2.00 |              |
| Victim Witness Coordinator           |                | 1.00 |              |
| P.A. Legal Secretary                 |                | 1.00 |              |
| Legal Secretary                      |                | 5.00 |              |
| Victim Advocate                      |                | 0.50 |              |
| <b>Economic Crimes Unit</b>          | <b>101.232</b> |      | <b>5.25</b>  |
| Chief Assistant Prosecuting Attorney |                | 1.00 |              |
| Investigator                         |                | 1.00 |              |
| Legal Secretary                      |                | 2.25 |              |
| Assistant Investigator               |                | 1.00 |              |

Approved Position Allocation List  
2012/2013 Adopted Budget

| Position                       | Dept #         | FTE   | Total FTE    |
|--------------------------------|----------------|-------|--------------|
| <b>Register Of Deeds</b>       | <b>101.236</b> |       | <b>4.00</b>  |
| Deputy Register of Deeds       |                | 1.00  |              |
| Clerk                          |                | 3.00  |              |
| <b>County Treasurer</b>        | <b>101.253</b> |       | <b>5.00</b>  |
| Treasurer                      |                | 1.00  |              |
| Acctg & Tax Records Clerk      |                | 4.00  |              |
| <b>MSU Extension</b>           | <b>101.257</b> |       | <b>1.00</b>  |
| Office Coordinator             |                | 1.00  |              |
| <b>Physical Plant</b>          | <b>101.265</b> |       | <b>14.00</b> |
| Physical Plant Director        |                | 1.00  |              |
| Custodial Supervisor           |                | 1.00  |              |
| Secretary                      |                | 1.00  |              |
| General Maintenance Worker     |                | 4.00  |              |
| Groundskeeper                  |                | 2.00  |              |
| Custodian                      |                | 5.00  |              |
| <b>Drain Commission</b>        | <b>101.275</b> |       | <b>5.00</b>  |
| Drain Commissioner             |                | 1.00  |              |
| Deputy Drain Commissioner      |                | 1.00  |              |
| Drain Inspector                |                | 2.00  |              |
| Secretary                      |                | 1.00  |              |
| <b>Sheriff</b>                 | <b>101.301</b> |       | <b>39.00</b> |
| Sheriff                        |                | 1.00  |              |
| Undersheriff                   |                | 1.00  |              |
| Administrative Assistant       |                | 1.00  |              |
| Secretary/Admin. Services      |                | 1.00  |              |
| Chief Deputy                   |                | 1.00  |              |
| Captain                        |                | 2.00  |              |
| Lieutenant                     |                | 1.00  |              |
| Sergeant                       |                | 4.00  |              |
| Detective                      |                | 3.00  |              |
| Deputy/FTO                     |                | 1.00  |              |
| Deputy/Property Officer        |                | 1.00  |              |
| Deputy                         |                | 16.00 |              |
| Quartermaster                  |                | 1.00  |              |
| Financial Services Clerk       |                | 1.00  |              |
| Records Clerk                  |                | 4.00  |              |
| <b>Sheriff - Corrections</b>   | <b>101.302</b> |       | <b>37.00</b> |
| Captain                        |                | 1.00  |              |
| Jail Health Coordinator        |                | 1.00  |              |
| Jail Nurse                     |                | 1.00  |              |
| Jail Medical Assistant         |                | 1.00  |              |
| Food Services Supervisor       |                | 1.00  |              |
| Medical Records/Commissary Clk |                | 0.50  |              |
| Corrections Sergeant           |                | 4.00  |              |
| Corrections Deputy/FTO         |                | 1.00  |              |
| Corrections Deputy             |                | 21.00 |              |
| Corrections Clerk              |                | 1.00  |              |
| Cook                           |                | 4.50  |              |

Approved Position Allocation List  
2012/2013 Adopted Budget

| Position                      | Dept#          | FTE   | Total FTE    |
|-------------------------------|----------------|-------|--------------|
| <b>Sheriff - Delta</b>        | <b>101.303</b> |       | <b>37.00</b> |
| Lieutenant                    |                | 1.00  |              |
| Sergeant                      |                | 5.00  |              |
| Detective                     |                | 4.00  |              |
| Deputy                        |                | 25.00 |              |
| Records Clerk                 |                | 2.00  |              |
| <b>Sheriff Road Patrol</b>    | <b>101.333</b> |       | <b>2.00</b>  |
| Deputy                        |                | 2.00  |              |
| <b>Community Development</b>  | <b>101.405</b> |       | <b>2.00</b>  |
| Community Dev. Director       |                | 1.00  |              |
| Administrative Assistant      |                | 1.00  |              |
| <b>Animal Control</b>         | <b>101.430</b> |       | <b>4.00</b>  |
| Sheriff Deputy                |                | 1.00  |              |
| Animal Control Officer        |                | 2.00  |              |
| Animal Shelter Attendant      |                | 1.00  |              |
| <b>Veterans</b>               | <b>101.681</b> |       | <b>0.50</b>  |
| Veterans Coordinator          |                | 0.50  |              |
| <b>Parks - Administrative</b> | <b>208.691</b> |       | <b>2.00</b>  |
| Parks & Recreation Director   |                | 1.00  |              |
| Secretary                     |                | 1.00  |              |
| <b>Parks - Fitzgerald</b>     | <b>208.717</b> |       | <b>2.00</b>  |
| Park Naturalist               |                | 1.00  |              |
| Groundskeeper                 |                | 1.00  |              |
| <b>Friend of the Court</b>    | <b>215.141</b> |       | <b>1.00</b>  |
| Enforcement Caseworker        |                | 1.00  |              |
| <b>Resource Recovery</b>      | <b>228.528</b> |       | <b>1.00</b>  |
| Resource Recovery Coordinator |                | 1.00  |              |
| <b>CDBG - Housing</b>         | <b>236.696</b> |       | <b>1.00</b>  |
| Housing Assistant             |                | 1.00  |              |
| <b>Construction Code</b>      | <b>240.400</b> |       | <b>3.00</b>  |
| Construction Code Director    |                | 1.00  |              |
| Electrical Inspector          |                | 1.00  |              |
| P/T Plumbing/Mech. Inspector  |                | 0.50  |              |
| P/T Clerical                  |                | 0.50  |              |

Approved Position Allocation List  
2012/2013 Adopted Budget

| Position                             | Dept #         | FTE   | Total FTE    |
|--------------------------------------|----------------|-------|--------------|
| <b>Central Dispatch</b>              | <b>261.325</b> |       | <b>27.00</b> |
| Central Dispatch Director            |                | 1.00  |              |
| Assistant Director                   |                | 1.00  |              |
| Administrative Assistant             |                | 1.00  |              |
| Clerk/Receptionist                   |                | 1.00  |              |
| Dispatch Supervisor                  |                | 6.00  |              |
| Dispatcher/Sup Tech II               |                | 1.00  |              |
| Dispatcher/Sup Tech I                |                | 1.00  |              |
| Dispatcher                           |                | 14.00 |              |
| Emergency Services Sergeant          |                | 1.00  |              |
| <b>Sheriff Road Crew</b>             |                |       | <b>1.00</b>  |
| Corrections Deputy                   |                | 1.00  |              |
| <b>Tri-County Metro Narcotics</b>    | <b>267.229</b> |       | <b>1.00</b>  |
| Assistant Prosecuting Attorney       |                | 1.00  |              |
| <b>S.T.O.P Grant</b>                 | <b>270.230</b> |       | <b>1.00</b>  |
| Assistant Prosecuting Attorney       |                | 1.00  |              |
| <b>Drug Court</b>                    | <b>271.138</b> |       | <b>1.00</b>  |
| Case Manager/Assessor                |                | 1.00  |              |
| <b>Community Corrections - Admin</b> | <b>276.152</b> |       | <b>1.50</b>  |
| Community Corr. Coord.               |                | 1.00  |              |
| Data Entry Clerk                     |                | 0.50  |              |
| <b>Jail Millage</b>                  | <b>281.301</b> |       | <b>18.50</b> |
| Corrections Lieutenant               |                | 1.00  |              |
| Corrections Sergeant                 |                | 1.00  |              |
| Corrections Deputy                   |                | 12.00 |              |
| Jail Medical Assistant               |                | 1.50  |              |
| General Maintenance Worker           |                | 1.00  |              |
| Corrections Clerk                    |                | 2.00  |              |
| <b>Youth Facility</b>                | <b>292.356</b> |       | <b>20.00</b> |
| Director of Youth Services           |                | 1.00  |              |
| Psychologist                         |                | 1.00  |              |
| Residential Treatment Therapist      |                | 1.00  |              |
| Shift Supervisor                     |                | 3.00  |              |
| Aftercare/Family Services            |                | 1.00  |              |
| Nutritionist                         |                | 1.00  |              |
| Administrative Assistant             |                | 1.00  |              |
| Cook                                 |                | 1.00  |              |
| Youth Specialist                     |                | 10.00 |              |
| <b>Community Based Treatment</b>     | <b>292.359</b> |       | <b>5.00</b>  |
| Therapist                            |                | 1.00  |              |
| Treatment Specialist                 |                | 4.00  |              |
| <b>In-Home Care</b>                  | <b>292.662</b> |       | <b>3.00</b>  |
| Sr. Juv Caseworker/Referee           |                | 1.00  |              |
| Senior Juvenile Caseworker           |                | 2.00  |              |

Approved Position Allocation List  
2012/2013 Adopted Budget

| Position                          | Dept #         | FTE  | Total FTE   |
|-----------------------------------|----------------|------|-------------|
| <b>Day Treatment</b>              | <b>292.666</b> |      | <b>6.00</b> |
| Assistant Youth Services Director |                | 1.00 |             |
| Senior Juvenile Caseworker        |                | 1.00 |             |
| Therapist                         |                | 1.00 |             |
| Senior Program Worker             |                | 1.00 |             |
| Program Worker                    |                | 2.00 |             |
| <b>Commissary</b>                 | <b>595.302</b> |      | <b>0.50</b> |
| Medical Records/Commissary Clk    |                | 0.50 |             |

**Grand Total**

**369.50**

## ELECTED OFFICIAL SALARY SCHEDULE

Although this Budget is for the period of October 1, 2012 through September 30, 2013, the following schedule reflects the annual salary for the County's Elected Officials which will be effective on January 1, 2013.

|                         |           |
|-------------------------|-----------|
| Clerk/Register of Deeds | \$ 63,682 |
| Drain Commissioner      | \$ 61,136 |
| Prosecuting Attorney    | \$ 96,863 |
| Sheriff                 | \$ 82,713 |
| Treasurer               | \$ 63,682 |

**EATON COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 19, 2012****RESOLUTION TO APPROVE  
2011/2012 BUDGET AMENDMENTS****Introduced by the Ways and Means Committee**

Commissioner Mulder moved the approval of the following resolution. Seconded by Commissioner Eakin.

**WHEREAS**, the Eaton County 2011/2012 Appropriations Act of September 21, 2011 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 2011/2012 Eaton County Budget:

**GENERAL FUND****TRANSFERS-IN - 695**

|          |                        |          |
|----------|------------------------|----------|
| Increase | Transfers-In           | \$ 8,977 |
| Increase | Fund Balance Carryover | \$ 8,977 |

To increase transfers-in due to close-out of Revenue Sharing Reserve that included interest earned.

**CONVENTION AND FACILITIES TAX/MID-SOUTH SUBSTANCE ABUSE - 631**

|          |                        |            |
|----------|------------------------|------------|
| Increase | Revenue                | \$ 123,678 |
| Increase | Expenditure            | \$ 61,839  |
| Decrease | Fund Balance Carryover | \$ 61,839  |

To increase budget for increased appropriation from the State for the Tri-County Convention Facilities Tax Revenue and 50% share to Mid-South Substance Abuse.

**CAPITAL OUTLAY- 901**

|          |              |          |
|----------|--------------|----------|
| Increase | Vehicle      | \$ 4,000 |
| Increase | Transfers-In | \$ 4,000 |

To increase expense up to \$4,000 for the increased cost of IT vehicle.

**CONTINGENCY- 890**

|          |               |           |
|----------|---------------|-----------|
| Increase | Transfers-Out | \$ 50,000 |
| Decrease | Expenditures  | \$ 50,000 |

To increase transfers-out to the Child Care Fund for an amount up to \$50,000 as necessary for deficit reduction.

**TRANSFERS-OUT - 999**

|          |                                  |          |
|----------|----------------------------------|----------|
| Increase | Transfers-Out                    | \$ 2,000 |
| Decrease | Capital Outlay – Child Care Fund | \$ 2,000 |

To increase transfers-out to Computer Fund for completion of WIFI project with capital outlay savings from Child Care Fund.

**SPECIAL REVENUE**

**HOUSING - 236**

|          |              |           |
|----------|--------------|-----------|
| Increase | Revenue      | \$ 57,000 |
| Increase | Expenditures | \$ 57,000 |

To increase budget for increase in program revenues and expenditures.

**REMONUMENTATION - 255**

|          |                        |           |
|----------|------------------------|-----------|
| Increase | Expenditures           | \$ 25,000 |
| Increase | Fund Balance Carryover | \$ 25,000 |

To increase total budget for the Remonumentation Program for calendar year 2012 grant cycle, which is different than the County's fiscal year.

**REVENUE SHARING RESERVE - 280**

|          |                        |          |
|----------|------------------------|----------|
| Increase | Transfers-Out          | \$ 8,977 |
| Increase | Fund Balance Carryover | \$ 8,941 |
| Increase | Interest               | \$ 36    |

To increase transfers-out to general fund due to close-out of Revenue Sharing Reserve that included interest earned.

**CHILD CARE FUND - 292**

|          |              |           |
|----------|--------------|-----------|
| Increase | Transfers-In | \$ 50,000 |
| Increase | Expenditures | \$ 50,000 |

To increase transfers-in to the Child Care Fund for an amount up to \$50,000 as necessary for deficit reduction.

**JUVENILE MILLAGE - 296**

|          |               |          |
|----------|---------------|----------|
| Increase | Transfers-Out | \$ 4,425 |
| Decrease | Expenditures  | \$ 4,425 |

To increase transfers-out to Computer Fund for completion of WIFI project.

**COMPUTER FUND - 298**

|          |                   |          |
|----------|-------------------|----------|
| Increase | Transfers-In      | \$ 6,425 |
| Increase | Capital Equipment | \$ 6,425 |

To increase transfers-out to Computer Fund for completion of WIFI projects.

**COMPUTER FUND - 298**

|          |               |          |
|----------|---------------|----------|
| Increase | Revenue       | \$ 4,000 |
| Increase | Transfers-Out | \$ 4,000 |

To increase expense up to \$4,000 for the increased cost of IT vehicle.

**DEBT SERVICE**

**DPW GRAND LEDGE - 377**

|          |                         |          |
|----------|-------------------------|----------|
| Increase | Interest Expense        | \$ 6,301 |
| Increase | Local Unit Contribution | \$ 6,301 |

To increase budget to actual expense. Carried.

**GENERAL FUND**  
**2011/2012 CONTINGENCY UPDATE**

|                        |                          |                   |
|------------------------|--------------------------|-------------------|
|                        | BEGINNING BALANCE        | \$ 300,000        |
| Elections              | Contractual Services     | \$ (15,000)       |
|                        | <b>BALANCE 10/31/11</b>  | <b>\$ 285,000</b> |
| Commissioners          | Grant Allocations        | \$ (2,000)        |
|                        | <b>BALANCE 1/31/12</b>   | <b>\$ 283,000</b> |
| Commissioners          | Grant Allocations        | \$ (5,000)        |
| Capital Outlay         | Vehicle (up to \$15,000) | \$ (15,000)       |
|                        | <b>BALANCE 2/29/12</b>   | <b>\$ 263,000</b> |
| Board of Commissioners | Contractual              | \$ (6,500)        |
| Equalization           | Contractual              | \$ (10,000)       |
|                        | <b>BALANCE 3/31/12</b>   | <b>\$ 246,500</b> |
| County Clerk           | Wage and Fringe          | \$ (9,500)        |
| Sheriff                | Wage and Fringe          | \$ (27,780)       |
|                        | <b>BALANCE 4/30/12</b>   | <b>\$ 209,220</b> |
| Controller             | Contractual              | \$ (10,890)       |
|                        | <b>BALANCE 5/31/12</b>   | <b>\$ 198,330</b> |
|                        | <b>BALANCE 6/30/12</b>   | <b>\$ 198,330</b> |
| Insurance and Bonds    | License - Bond           | \$ (1,963)        |
| Capital Outlay         | Vehicle                  | \$ (15,000)       |
|                        | <b>BALANCE 7/31/12</b>   | <b>\$ 181,367</b> |
|                        | <b>BALANCE 8/31/12</b>   | <b>\$ 181,367</b> |
| Child Care Fund        | Expenditures             | \$ (50,000)       |
|                        | <b>BALANCE 9/30/12</b>   | <b>\$ 131,367</b> |

**EATON COUNTY BOARD OF COMMISSIONERS**

**SEPTEMBER 19, 2012**

**RESOLUTION TO APPROVE COLLECTIVE BARGAINING SETTLEMENT AGREEMENT  
WITH THE POLICE OFFICERS LABOR COUNCIL  
SHERIFF NON-SUPERVISORY OFFICERS**

**Introduced by the Ways and Means Committee**

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

**WHEREAS**, the Board of Commissioners has been in negotiations with the Police Officers Labor Council (“the Union”), which represents the Sheriff Non-Supervisory, to reach a new collective bargaining agreement; and

**WHEREAS**, the parties reached a settlement agreement through these negotiations on August 29, 2012 attached hereto; and

**WHEREAS**, the Controller was notified that the terms of the settlement agreement were ratified by the Union’s membership; and

**WHEREAS**, the Ways and Means Committee has reviewed the terms of the settlement agreement and are recommending its approval to the Board of Commissioners.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners approval the proposed settlement agreement for the collective bargaining agreement with the Police Officers Labor Council Sheriff Non-Supervisory Officers for the three-year period from October 1, 2012 through September 30, 2015; and

**BE IT FURTHER RESOLVED**, that the Chairman of the Board of Commissioners is authorized to sign any necessary documents. Roll Call. Ayes; Commissioner Hosey, Mulder, Brunette, Osieczonek, Boles, Eakin, Ridge, Baker, Barr, Whittum, Colestock, Forell. Nays; Hoffman, Freeman, Brehler. Carried.

County of Eaton  
Eaton County Sheriff  
-and-  
Police Officers Labor Council (Non-Supervisory Unit)

**Tentative Settlement Agreement reached via mediation on August 29, 2012**

It is hereby agreed between the County of Eaton and the Eaton County Sheriff ("the Employer") and the Police Officers Labor Council (Non-Supervisory Unit) ("the Union"), that, in tentative settlement of all outstanding issues under negotiations, the parties' bargaining teams hereby agree, and agree to recommend ratification to their respective principals, as follows:

1. The parties agree to a contract, effective from October 1, 2012 to and including September 30, 2015.
2. The terms of the parties contract shall be the same as the parties prior agreement, as amended by the terms of this Settlement Agreement.
3. Revise Article 15, Section 1(b) to read as follows:

(a) Premiums. ~~Effective as soon as practicable after ratification of this Agreement by both parties, all employees eligible for health insurance will pay five percent (5%) of their health insurance premium~~ **The Board may take any action in compliance with Michigan Public Act 152 of 2011, and payroll deductions are authorized for this purpose** (such payment will not be made by employees who waive health insurance coverage pursuant to (c) of this Section).

4. Wages and health care contributions shall increase in accordance with the following:

Effective October 1, 2012, all wages rates set forth in Appendix A of the parties CBA shall increase by 1.00%. In the event that the Employer exercises its options to exempt itself from the requirements of Michigan Public Act 152 (PA 152) for the January 1, 2013 through December 31, 2013 medical benefit plan coverage year, the employee contribution toward the cost of health insurance for that year shall be 12.50% (as determined by illustrative rates). In the event the Employer does not exercise its option to exempt itself from the requirements of PA 152 for January 1, 2013 through December 31, 2013 medical benefits plan coverage year, all wage rates set forth in Appendix A of the parties collective bargaining agreement shall increase by another 0.50%, effective January 1, 2013.

Effective October 1, 2013, all wage rates set forth in Appendix A of the parties' collective bargaining agreement shall increase by 1.00%.

Effective October 1, 2014, all wage rates set forth in Appendix A of the parties' collective bargaining agreement shall increase by 1.00%.

In the event that PA 152 is repealed or declared unconstitutional or legally not effective by a court or administrative agency of competent jurisdiction, employees taking health insurance through the Employer shall contribute, by payroll deduction on a monthly basis, 12.50% of the cost of such insurance (as determined by illustrative rates) for the period January 1, 2013 through December 31, 2013, and shall contribute, by payroll deduction on a monthly basis, 20.00% of the cost of such insurance (as determined by the illustrative rates) effective January 1, 2014.

5. Revise the first sentence of Article 15, Section 2(a) as follows:

Section 2. Health Insurance – Retirees – Employees Hired Prior to April 1, 2007.

(b) Eligibility. The Employer agrees to provide the same health insurance as it does for active employees, if available, for all eligible employees with the Employer paying the appropriate health insurance premiums **until the retired employee reaches Medicare eligibility for all eligible employees retiring on or after September 30, 2015.** Retirees are required to apply for Medicare (Parts A and B) when they are eligible to do so. An eligible employee is one who:

All further language stays status quo..

6. Revise the second paragraph of Article 15, Section 9(a) as follows:

After ~~ten (10)~~ **twenty-eight (28)** days from the inception of medical care, an employee may treat with a physician of his own choice but he must first notify the Personnel Office of the name of the physician and his intentions to treat with such physicians.

7. Add the following as Article 23, Section 9:

The following provision shall be applicable only to the extent that Public Act 4 of 2011 is (or becomes) applicable: An emergency manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify, or terminate this collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act.

8. The Union will ratify the contract first, and will notify the Employer, in writing, when the contract has been ratified.