

**PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE**  
**AGENDA**

October 21, 2019

7:30 PM

304 E. Grand River, Board Chambers, Howell MI 48843

**1. CALL MEETING TO ORDER**

**2. APPROVAL OF MINUTES**

Minutes of Meeting Dated: September 23, 2019

**3. APPROVAL OF AGENDA**

**4. REPORTS**

**5. CALL TO THE PUBLIC**

**6. RESOLUTIONS FOR CONSIDERATION**

**6.1 Public Defender**

Resolution Approving the Pay Grades for the Newly Created Public Defender Positions

**6.2 Public Defender Office Lease**

Resolution Authorizing the Business Property Lease Agreement with 1221 Building Group, LLC for the Livingston County Public Defender's Office to occupy 1221 Byron Road, Suite 1, 4 and a Portion of 5, Howell, MI 48843

**7. CALL TO THE PUBLIC**

**8. ADJOURNMENT**

# **PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE**

## **MEETING MINUTES**

September 23, 2019, 7:30 PM

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present:

Dennis Dolan , Douglas Helzerman, Carol Griffith

Members Absent:

Kate Lawrence

### **1. CALL MEETING TO ORDER**

The meeting was called to order by Commissioner Dennis Dolan at 7:42 pm.

### **2. APPROVAL OF MINUTES**

Minutes of Meeting Dated: August 19, 2019

**Moved By** C. Griffith

**Seconded By** D. Helzerman

Yes (3): D. Dolan , D. Helzerman, and C. Griffith

Absent (1): K. Lawrence

**Motion Carried (3-0-1)**

### **3. APPROVAL OF AGENDA**

Agenda was approved as presented.

**Moved By** C. Griffith

**Seconded By** D. Helzerman

Yes (3): D. Dolan , D. Helzerman, and C. Griffith

Absent (1): K. Lawrence

**Motion Carried (3-0-1)**

### **4. REPORTS**

None.

### **5. CALL TO THE PUBLIC**

None.

### **6. RESOLUTIONS FOR CONSIDERATION**

#### **6.1 Board of Commissioners**

Resolution Relinquishing Title to 3535 Grand Oaks Drive to the Livingston County Board of Road Commissioners pursuant to the Retirement of Bonds

County Administrator, Ken Hinton, answered questions of the Committee.

**Moved By** D. Helzerman

**Seconded By** C. Griffith

Yes (3): D. Dolan , D. Helzerman, and C. Griffith

Absent (1): K. Lawrence

**Motion Carried (3-0-1)**

## **6.2 Central Dispatch**

Resolution Authorizing a Fund Transfer for Purchase and Installation of a Bi Directional Antenna (BDA) for the 911 Facility

Chad Chewning, 911 Director, introduced the Resolution.

**Moved By** C. Griffith

**Seconded By** D. Helzerman

Yes (3): D. Dolan , D. Helzerman, and C. Griffith

Absent (1): K. Lawrence

**Motion Carried (3-0-1)**

## **6.3 Sheriff**

Resolution Authorizing Concurrence and Approval to Move Forward with Negotiations for the Transfer of Property from the Livingston County Road Commission to the County of Livingston

Sheriff Murphy introduced the Resolution to the Committee.

Commissioner Griffith requested that the Parcel Number be added to the Resolution for descriptive purposes.

**Moved By** D. Helzerman

**Seconded By** C. Griffith

Yes (3): D. Dolan , D. Helzerman, and C. Griffith

Absent (1): K. Lawrence

**Motion Carried (3-0-1)**

## **6.4 Public Defender**

Resolution Authorizing Felony Public Defender Contracts for 2020

Karen Groenhout introduced the Resolution.

**Moved By** C. Griffith

**Seconded By** D. Helzerman

Yes (3): D. Dolan , D. Helzerman, and C. Griffith

Absent (1): K. Lawrence

**Motion Carried (3-0-1)**

**6.5 Emergency Management**

Resolution Authorizing the Acceptance and Signing of the FY 2020 Emergency Management Performance Grant

Therese Cremonette introduced the Resolution to the Committee.

**Moved By** C. Griffith

**Seconded By** D. Helzerman

Absent (4): K. Lawrence , D. Dolan , D. Helzerman, and C. Griffith

**6.6 Drain Commissioner**

Resolution Authorizing the Reorganization of the Drain Department

Michelle LaRose, Deputy Drain Commissioner, introduced the Resolution and answered questions posed by the Committee.

**Moved By** D. Helzerman

**Seconded By** C. Griffith

Yes (3): D. Dolan , D. Helzerman, and C. Griffith

Absent (1): K. Lawrence

**Motion Carried (3-0-1)**

**7. CALL TO THE PUBLIC**

None.

**8. ADJOURNMENT**

Meeting Adjourned at 8:10 pm.

**Moved By** C. Griffith

**Seconded By** D. Helzerman

Yes (3): D. Dolan , D. Helzerman, and C. Griffith

Absent (1): K. Lawrence

**Motion Carried (3-0-1)**

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Carol Sue Jonckheere, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Approving the Pay Grades for the Newly Created Public Defender Positions - Public Defender

**WHEREAS,** the Public Defender Department, to function efficiently, has a need for:

POSITIONS / FTE'S	POSITION TITLE
One (1)	Chief Assistant Public Defender,
One (1)	Assistant Public Defender 3,
One (1)	Assistant Public Defender 2,
Two (2)	Assistant Public Defender 1,
One (1)	Lead Investigator,
One (1)	Administrative Specialist, and
Two (2)	Administrative Aides; and,

**WHEREAS,** these positions are vital to Livingston County operations and consistent with the Michigan Indigent Defense Commission-approved plan for the public defender services in Livingston County; and

**WHEREAS,** funding for the positions will be by grant funds and will be appropriated in the 2020 Public Defender Budget; and,

**WHEREAS,** this Resolution has been recommended for approval by the Personnel Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the grant-funded positions as described in the chart below in the Public Defender Department.

Position #	Effective Date	Description	Status	CY FTE
<a href="#">17290102</a>	10/28/2019	CHIEF ASSISTANT PUBLIC DEFENDER	P	1.000
<a href="#">17290103</a>	10/28/2019	ASSISTANT PUBLIC DEFENDER 3	P	1.000
<a href="#">17290104</a>	10/28/2019	ASSISTANT PUBLIC DEFENDER 2	P	1.000
<a href="#">17290105</a>	10/28/2019	ASSISTANT PUBLIC DEFENDER 1	P	1.000
<a href="#">17290106</a>	10/28/2019	ASSISTANT PUBLIC DEFENDER 1	P	1.000
<a href="#">17290107</a>	10/28/2019	LEAD INVESTIGATOR PD	P	1.000
<a href="#">17290108</a>	10/28/2019	ADMIN SPECIALIST PD	P	1.000
<a href="#">17290109</a>	10/28/2019	ADMIN AIDE PD	P	1.000
<a href="#">17290110</a>	10/28/2019	ADMIN AIDE PD	P	1.000

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize any necessary supplemental appropriation to effectuate the above.

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MOVED:  
SECONDED:  
CARRIED:

	Public Defender	Chief Assistant PD	Assistant PD III	Assistant PDII	Assistant PD I	Lead Investigator	Admin Specialist	Admin Aide	
Salary	\$ 97,402	\$ 89,411	\$ 85,153	\$ 77,412	\$ 66,987	\$ 56,649	\$ 39,592	\$ 34,260	
FICA	\$ 7,451	\$ 6,840	\$ 6,514	\$ 5,922	\$ 5,125	\$ 4,334	\$ 3,029	\$ 2,621	
Pension	\$ 17,649	\$ 16,201	\$ 15,430	\$ 14,027	\$ 12,138	\$ 10,265	\$ 7,174	\$ 6,208	
Health	\$ 12,441	\$ 12,441	\$ 12,441	\$ 12,441	\$ 12,441	\$ 12,441	\$ 12,441	\$ 12,441	
Workers Comp	\$ 273	\$ 251	\$ 239	\$ 217	\$ 188	\$ 159	\$ 111	\$ 96	
Longevity									
Life	\$ 234	\$ 215	\$ 204	\$ 186	\$ 161	\$ 136	\$ 95	\$ 82	
LTD	\$ 269	\$ 247	\$ 235	\$ 214	\$ 185	\$ 156	\$ 109	\$ 95	
STD	\$ 749	\$ 688	\$ 655	\$ 596	\$ 515	\$ 436	\$ 305	\$ 264	
<b>TOTAL COST</b>	<b>\$ 136,468</b>	<b>\$ 126,293</b>	<b>\$ 120,871</b>	<b>\$ 111,014</b>	<b>\$ 97,739</b>	<b>\$ 84,575</b>	<b>\$ 62,856</b>	<b>\$ 56,066</b>	
					2			x2	
	\$ 136,468	\$ 126,293	\$ 120,871	\$ 111,014	\$ 195,479	\$ 84,575	\$ 62,856	\$ 112,132	\$ 949,689

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO APPROVE THE PAY GRADES FOR THE NEWLY CREATED PUBLIC DEFENDER POSITIONS– Public Defender**

**WHEREAS,** Livingston County Public Defender’s Office is a new County Department and will require the hiring of personnel to staff the newly created department; and

**WHEREAS,** these positions are vital to Livingston County operations and consistent with the Michigan Indigent Defense Commission-approved plan for public defender services in Livingston County; and

**WHEREAS,** the positions will be funded by grant funds and will be appropriated in the 2020 Public Defender Budget; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the grant-funded positions as described in the chart below.

Position #	Effective Date	Description	Status	▼ CY FTE
17290102	10/28/2019	CHIEF ASSISTANT PUBLIC DEFENDER	P	1.000
17290103	10/28/2019	ASSISTANT PUBLIC DEFENDER 3	P	1.000
17290104	10/28/2019	ASSISTANT PUBLIC DEFENDER 2	P	1.000
17290105	10/28/2019	ASSISTANT PUBLIC DEFENDER 1	P	1.000
17290106	10/28/2019	ASSISTANT PUBLIC DEFENDER 1	P	1.000
17290107	10/28/2019	LEAD INVESTIGATOR PD	P	1.000
17290108	10/28/2019	ADMIN SPECIALIST PD	P	1.000
17290109	10/28/2019	ADMIN AIDE PD	P	1.000
17290110	10/28/2019	ADMIN AIDE PD	P	1.000

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize any budget amendments needed to hire these positions before year-end.

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**MOVED:**

**SECONDED:**

**CARRIED:** Roll call vote:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Business Property Lease Agreement with 1221 Building Group, LLC for the Livingston County Public Defender's Office to occupy 1221 Byron Road, Suite 1, 4 and a Portion of 5, Howell, MI 48843**

- WHEREAS,** Livingston County Public Defender's Office is a newly formed County Department and is currently located at 304 E Grand River Ave., Suite 202; and
- WHEREAS,** the Public Defender's Office's current space is not adequate to accommodate its projected size of 10 people; and
- WHEREAS,** 1221 Building group and the Livingston County Public Defender have negotiated a lease for the Public Defender's Office to occupy 1221 Byron Road, Howell, MI 48843; and
- WHEREAS,** the 60 month lease average base rate is \$16.28 sq. ft. for 3,500 sq. feet, or an average of \$4,7500 per month; and
- WHEREAS,** the lease provides that the tenant will pay it's prorated share of heating, cooling and electric during the term of the lease. Landlord will maintain in good condition and order, the parking areas and landscaped areas including the maintenance of ground surfaces, exterior trash and debris removal, snow removal and lighting; and
- WHEREAS,** the Landlord at 1221 Building Group, LLC is identified as follows:  
1221 Building Group, LLC  
Geoffrey Greeneisen  
4926 Chilson Rd.  
Howell, MI 48843
- WHEREAS,** the lease is effective on or about January 1, 2020 to December 31, 2024, with rent during the first year of the lease set at \$4,500.00 per month, and with annual adjustments as provided in the lease agreement; and
- WHEREAS,** funds are available for this purpose from state grants administered by Livingston County Public Defender's Office.

**THEREFORE BE IT RESOLVED,** that the Livingston County Board of Commissioners approves a Business Property Lease Agreement with 1221 Building Group, LLC commencing January 1, 2020 at 1221 Byron Road, Howell, MI 48843 at a rate \$4,550.00 per month, with adjustments as provided in the terms of the lease.



RESOLUTION NO: #

PAGE: 2

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**BE IT FURTHER RESOLVED**, that the Chair of the Livingston County Board of Commissioners is  
authorized to sign said lease with the 1221 Building Group upon review and approval of Civil  
Counsel.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**