



## BOARD OF COMMISSIONERS AGENDA

October 23, 2019

IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE MEETING

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

*"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County."*

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL
4. CALL TO THE PUBLIC
5. APPROVAL OF AGENDA
6. RESOLUTIONS FOR CONSIDERATION

**6.1 2019-10-159**

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

**6.2 2019-10-160**

Resolution Appointing Cindy Catanach Acting County Administrator, Rich Malewicz Acting Deputy County Administrator, and Hilery DeHate as Acting Financial Officer – County Administration

7. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS

Dated: October 23, 2019

8. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES

Dated: October 10 through October 23, 2019

9. CALL TO THE PUBLIC

10. ADJOURNMENT

RESOLUTION

NO: 2019-10-159

LIVINGSTON COUNTY

DATE: October 23, 2019

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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 \$4,750 per month; and

**WHEREAS,** the lease provides that the tenant will pay it's prorata 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 \$4,550.00 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.

**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.

# # #

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

RESOLUTION

NO: 2019-10-160

LIVINGSTON COUNTY

DATE: October 23, 2019

**Resolution Appointing Cindy Catanach Acting County Administrator, Rich Malewicz Acting Deputy County Administrator, and Hilery DeHate as Acting Financial Officer – County Administration**

**WHEREAS,** County Administrator, Ken Hinton, passed away unexpectedly on October 19, 2019, leaving a vacancy in this vital role; and

**WHEREAS,** the positions of County Administrator, Deputy County Administrator, and Financial Officer are essential to ensure the coordination of department operations and administration; preparation and supervision of departmental budgets; compliance with State and Federal statutes; risk management; development of critical policies and procedures; and, has demonstrated the value of these positions well beyond their costs; and

**WHEREAS,** the current Deputy County Administrator/Financial Officer, Cindy Catanach, possesses the education, experience, organizational knowledge and demonstrated abilities to assume the responsibilities of the County Administrator; and

**WHEREAS,** the current Chief Information Officer, Rich Malewicz, possesses the education, experience, organizational knowledge and demonstrated abilities to assume the responsibilities of the Deputy County Administrator; and

**WHEREAS,** the current Senior Financial Analyst, Hilery DeHate, possesses the education, experience, organizational knowledge and demonstrated abilities to assume the responsibilities of the Financial Officer; and

**WHEREAS,** due to the exigency of the circumstances and in order to maintain continuity of structure and organizational systems, it is critical that an Acting County Administrator, the Acting Deputy County Administrator, and the Acting Chief Financial Officer be appointed for a period of six (6) months to allow time for the search for a new County Administrator.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners recognize the abilities, expertise, and organizational knowledge of Cindy Catanach, Rich Malewicz, and Hilery DeHate and appoints them to the positions of Acting County Administrator, Acting Deputy County Administrator, and Acting Financial Officer, respectively, for a period not to exceed six (6) months.

# # #

**MOVED:  
SECONDED:  
CARRIED:**