

# FINANCE COMMITTEE

## REVISED AGENDA

October 23, 2019

7:30 AM

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

Pages

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** 3  
Meeting minutes dated: October 9, 2019
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **REPORTS**
8. **RESOLUTIONS FOR CONSIDERATION**
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  - 8.4 **County Administration** 17  
Resolution Appointing Cindy Catanach Acting County Administrator, Rich Malewicz Acting Deputy County Administrator, and Hilery DeHate Acting Financial Officer

**8.5 Human Resources 18**

Resolution Authorizing the Purchase of Military Service Credit by Todd Cox

**8.6 L.E.T.S. 20**

Resolution Amending the LETS Inclement Weather Policy

**9. CLAIMS**

Miscellaneous Claims Dated: October 9, 2019

**10. PREAUTHORIZED**

Computer Print-out Dated: October 9 through October 23, 2019

**11. CALL TO THE PUBLIC**

**12. ADJOURNMENT**

# FINANCE COMMITTEE

## MEETING MINUTES

October 9, 2019, 7:30 a.m.

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

Members Present Carol Griffith, Douglas Helzerman, Kate Lawrence , William Green , Wes Nakagiri, Donald Parker, Robert Bezotte, Dennis Dolan

Members Absent Gary Childs

### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Carol Griffith at 7:30 a.m.

### 2. ROLL CALL

Indicated the presence of a quorum.

### 3. APPROVAL OF MINUTES

Meeting minutes dated: September 25, 2019

Motion to approve the minutes as presented.

**Moved by:** K. Lawrence

**Seconded by:** D. Dolan

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

### 4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

### 5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

**Moved by:** R. Bezotte

**Seconded by:** D. Dolan

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**6. CALL TO THE PUBLIC**

None.

**7. REPORTS**

**7.1 2020 Budget - Level 3 Administration Recommendation**

Ken Hinton, County Administrator, began the PowerPoint presentation with a recap of the budget thus far. Today will be a higher level overview of the budget recommendation. Ken thanked all Departments and all employees of the Finance Department. The presentation reviewed the County's credit rating, revenues, expenses, millage rates, pension, and capital replacement. Ken reviewed changes to the budget between Level 2 - Department Requests and Level 3 - Administration's Recommendation. The presentation concluded with questions from the Committee.

Commissioner Dolan reported on the status of the 911 Central Dispatch facility construction and the Sheriff's storage facility construction. Commissioner Dolan distributed a memo dated October 8, 2019 from Margaret Davey, Livingston County Senior Nutrition Program, regarding the Livingston County Meals on Wheels Program.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 Information Technology**

Resolution Authorizing the Purchase of a Dell Storage Area Network (SAN) Maintenance Contract from CDW-G

Recommend Motion to the Board of Commissioners.

**Moved by:** R. Bezotte

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**8.2 Veterans' Services**

Resolution Authorizing a Donation not to exceed \$2,500 to Organizations Providing Free Meals to Veterans on Veterans Day

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

### **8.3 Facility Services**

Resolution Authorizing Granting Consent to the State of Michigan for the Construction of Sidewalks

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** R. Bezotte

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

### **8.4 Airport**

Resolution to Accept the Donation of Two Ford De-Icing Trucks from Anglin Civil LLC

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Dolan

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

### **8.5 Airport**

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into a Ground Lease Agreement with Common Sail Storage, LLC for Airport Property North and East of the Airport Terminal Building

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Dolan

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**8.6 Health Department**

Resolution Authorizing a Supplemental Appropriation and to Enter into an Agreement with Patagonia, Inc. to provide Electronic Health Record Software for the Livingston County Health Department

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Green

**Seconded by:** R. Bezotte

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**8.7 Fiscal Services**

Resolution Authorizing an Agreement with Galls, LLC. to Provide Uniform Outfitting Services for New Personnel or Replacements for Various Countywide Departments

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** W. Nakagiri

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**8.8 Board of Commissioners**

Resolution Dissolving the Livingston County Building Authority

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Green

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan

Absent (1): G. Childs

**Motion Carried (8-0-1)**

**9. CLAIMS**

Miscellaneous Claims Dated: October 9, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence  
**Seconded by:** D. Helzerman

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan  
Absent (1): G. Childs

**Motion Carried (8-0-1)**

**10. PREAUTHORIZED**

Computer Print-out Dated: September 26 through October 9, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence  
**Seconded by:** R. Bezotte

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan  
Absent (1): G. Childs

**Motion Carried (8-0-1)**

**11. CALL TO THE PUBLIC**

None.

**12. ADJOURNMENT**

Motion to adjourn the meeting at 8:36 a.m.

**Moved by:** K. Lawrence  
**Seconded by:** D. Helzerman

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, and D. Dolan  
Absent (1): G. Childs

**Motion Carried (8-0-1)**

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Natalie Hunt, Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing a Third Quarter Supplemental Appropriation to the Fiscal-Year 2019 Budget – Fiscal Services / Finance / Board**

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

**WHEREAS,** the proposed amendment recognizes actual expenditure activity for the third quarter of 2019 and includes:

- Increase/decreases in departmental expenditures to correspond to actual activity
  - Decrease in Central Court Services for the building expansion feasibility study
  - Increase in Drain Commission for costs associated with compiling the final asset management report, offset with SAW grant revenue
  - Increase in Sheriff special event overtime, offset by revenue received
  - Decrease in Sheriff and Jail for the reception area needs assessment
  - Increase in DPW for E-waste collections
  - Net-zero transfer for Jail for overtime costs related to FMLA and military leave
  - Net-zero transfer for various General Fund departments for increased utility expense
  - Net-zero transfer for Fiscal Services for personnel reclassification
- Decreased expenditures in the Child Care Fund to correct amount needed for intensive services
- Increased revenue in the Child Care Fund for the Wrap Around agreement
- Increase in expenditures for departments IT cost allocation charge backs – true up
- Increased expenditures for Planning Federal Grants offset by grant revenue
- Increased expenditures for Animal Shelter Grants offset by grant revenue
- Increased expenditures for CDBG mortgage discharge recording fees
- A net-zero transfer for 911 training costs and operational projects
- A net-zero transfer for Airport to adjust to actuals for utilities, supplies, and debt payments
- Increased expenditures for LETS for the airport service contract

**WHEREAS,** the proposed amendment reduces the transfer in of Capital Improvement funds to the General Fund for the following projects:

- Central Court Services’ building expansion feasibility in the amount of \$756,608
- Sheriff & Jail reception area needs assessment in the amount of \$19,650

**WHEREAS,** the proposed amendment adjusts General Fund revenue to anticipated collection levels for the following departments:

- Increase in revenue in the County Clerk and County Clerk Circuit Court Office
- Circuit Court increase in the amount of \$33,454 for Judge’s wage reimbursements



- District Court decrease in the amount of \$396,324 for court costs, civil fees, and probation oversight fees and Judge wage reimbursement which was moved to Circuit Court

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes the following supplemental appropriations to the Fiscal-Year 2019 Budget as illustrated below:

FUND	Approved 2019 budget	Proposed amendment	Amended 2019 budget
101 - General Fund	\$ 50,900,264	\$ (985,628)	\$ 49,914,636
210 - EMS	\$ 10,574,373	\$ 41,120	\$ 10,615,493
215 - Friend of the Court	\$ 2,731,143	\$ 16,576	\$ 2,747,719
221 - Health	\$ 4,076,317	\$ 22,181	\$ 4,098,498
23826717 - Family Support	\$ 312,774	\$ 1,994	\$ 314,768
23872100 - Planning Federal Grants	\$ 238,000	\$ 12,278	\$ 250,278
23926718 - Crime Victim Rights	\$ 167,424	\$ 129	\$ 167,553
23930106 - Sheriff Secondary Road	\$ 271,250	\$ 920	\$ 272,170
23943000 - Animal Shelter State Grants	\$ -	\$ 25,000	\$ 25,000
244 - Community Development Block Grant	\$ 133,317	\$ 240	\$ 133,557
256 - ROD Automation	\$ 277,729	\$ 15,590	\$ 293,319
260 - Indigent Defense	\$ 1,386,132	\$ 560	\$ 1,386,692
261 - 911 Central Dispatch	\$ 8,157,089	\$ 80,484	\$ 8,237,573
292 - Child Care	\$ 2,669,346	\$ (300,000)	\$ 2,369,346
295 - Veteran Services	\$ 1,120,121	\$ 3,791	\$ 1,123,912
542 - Building Inspection	\$ 3,164,282	\$ 16,239	\$ 3,180,521
581- Airport	\$ 1,481,354	\$ 1,968	\$ 1,483,322
588 - LETS	\$ 5,046,387	\$ 214,187	\$ 5,260,574
595 - Jail Commissary	\$ 173,015	\$ 54	\$ 173,069
636 - Facility Services	\$ 3,201,744	\$ 6,103	\$ 3,207,847
661 - Car Pool	\$ 1,979,899	\$ 414	\$ 1,980,313

**BE IT FURTHER RESOLVED** that the worksheet showing details of the above is available for review in the Fiscal Services office.

**BE IT FURTHER RESOLVED** that the Treasurer be authorized to transfer between funds for the increased Information Technology cost allocation charge backs included in this amendment.

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**MOVED:  
SECONDED:  
CARRIED:**



EXPENDITURES			
	2019 Amended		Proposed Amended
<b>Special Revenue Funds</b>			
21065100 EMS	\$ 10,574,373	\$ 41,120	\$ 10,615,493
21414100 FOC Family Counseling	\$ 14,000	\$ -	\$ 14,000
21514100 FOC	\$ 2,731,143	\$ 16,576	\$ 2,747,719
22160100 Health	\$ 4,076,317	\$ 22,181	\$ 4,098,498
23030100 Sheriff Donation Fund	\$ 7,701	\$ -	\$ 7,701
23143000 Animal Shelter Donations	\$ 73,218	\$ -	\$ 73,218
23816800 Courts FED Grants	\$ 429,805	\$ -	\$ 429,805
23826717 Family Support	\$ 312,774	\$ 1,994	\$ 314,768
23830100 Sheriff - Federal Grants	\$ 266,656	\$ -	\$ 266,656
23833100 Sheriff Marine Safety	\$ 6,600	\$ -	\$ 6,600
23842600 FED Emergency Mngmnt	\$ 279,527	\$ -	\$ 279,527
23872100 Planning Federal Grants	\$ 238,000	\$ 12,278	\$ 250,278
23916800 Courts STATE Grants	\$ 827,427	\$ -	\$ 827,427
23926718 Crime Victims Rights	\$ 167,424	\$ 129	\$ 167,553
23930100 Sheriff State Grants	\$ 12,000	\$ -	\$ 12,000
23930106 Sheriff Traffic Secondary Road	\$ 271,250	\$ 920	\$ 272,170
23943000 Animal Shelter State Grants	\$ -	\$ 25,000	\$ 31,000
23944100 DPW State Grants	\$ 6,000	\$ -	\$ 133,317
24469000 CDBG Grant	\$ 133,317	\$ 240	\$ 133,557
24527800 ROD Survey & Remon	\$ 166,192	\$ -	\$ 166,192
25522300 Princ Res Exemption	\$ 4,323	\$ -	\$ 4,323
25626801 ROD Automation	\$ 277,729	\$ 15,590	\$ 293,319
26017200 Indigent Defense	\$ 1,386,132	\$ 560	\$ 1,386,692
26132500 911 Central Dispatch	\$ 8,157,089	\$ 80,484	\$ 8,237,573
26132525 911 Enhanced	\$ 409,750	\$ -	\$ 409,750
26132526 911 Training	\$ 26,646	\$ -	\$ 26,646
26335100 Sheriff CO Training	\$ 20,000	\$ -	\$ 20,000
26530100 Drug Law Enforcement	\$ 4,500	\$ -	\$ 4,500
26630100 DEA Equitable Sharing	\$ 35,000	\$ -	\$ 35,000
26821500 Concealed Pistol Licensing	\$ 73,070	\$ -	\$ 73,070
26914500 Law Library	\$ 1,000	\$ -	\$ 1,000
27536200 Community Corrections	\$ 20,380	\$ -	\$ 20,380
27830100 Sheriff Victim Svcs Unit	\$ 1,075	\$ -	\$ 1,075
29067000 Social Welfare	\$ 9,000	\$ -	\$ 9,000
29266200 Child Care Juvenile	\$ 2,669,346	\$ (300,000)	\$ 2,369,346
29266300 Child Care Social Services	\$ 1,080,000	\$ -	\$ 1,080,000
29568900 Veteran Services	\$ 1,120,121	\$ 3,791	\$ 1,123,912
29630100 Criminal Forfeiture	\$ 3,500	\$ -	\$ 3,500
<b>Enterprise Funds</b>			
54237100 Building & Safety	\$ 3,164,282	\$ 16,239	\$ 3,180,521
5780275 Septic Receiving	\$ 1,290,989	\$ -	\$ 1,290,989
58105400 Airport	\$ 1,481,354	\$ 1,968	\$ 1,483,322
58853800 LETS	\$ 5,046,387	\$ 214,187	\$ 5,260,574
59535100 Jail Commissary	\$ 173,015	\$ 54	\$ 173,069
<b>Internal Service Funds</b>			
63126500 Facility Services	\$ 3,201,744	\$ 6,103	\$ 3,207,847
63622800 Information Technology	\$ 4,447,192	\$ -	\$ 4,447,192
66126300 Car Pool	\$ 1,979,899	\$ 414	\$ 1,980,313
67785200 Benefit Fund	\$ 10,932,500	\$ -	\$ 10,932,500

REVENUES			
	2019 Amended		Proposed Amended
	\$ (10,402,470)	\$ -	\$ (10,402,470)
	\$ (14,000)	\$ -	\$ (14,000)
	\$ (2,503,393)	\$ -	\$ (2,503,393)
	\$ (3,903,140)	\$ -	\$ (3,903,140)
	\$ (7,701)	\$ -	\$ (7,701)
	\$ (73,218)	\$ -	\$ (73,218)
	\$ (354,991)	\$ -	\$ (354,991)
	\$ (312,774)	\$ -	\$ (312,774)
	\$ (266,656)	\$ -	\$ (266,656)
	\$ (6,600)	\$ -	\$ (6,600)
	\$ (279,527)	\$ -	\$ (279,527)
	\$ (121,200)	\$ (12,278)	\$ (133,478)
	\$ (827,427)	\$ -	\$ (827,427)
	\$ (167,421)	\$ -	\$ (167,421)
	\$ (12,000)	\$ -	\$ (12,000)
	\$ (289,815)	\$ -	\$ (289,815)
	\$ -	\$ (25,000)	\$ (25,000)
	\$ (6,000)	\$ -	\$ (6,000)
	\$ (32,740)	\$ -	\$ (32,740)
	\$ (65,000)	\$ -	\$ (65,000)
	\$ (6,200)	\$ -	\$ (6,200)
	\$ (203,293)	\$ -	\$ (203,293)
	\$ (1,386,132)	\$ -	\$ (1,386,132)
	\$ (4,223,500)	\$ -	\$ (4,223,500)
	\$ (372,250)	\$ -	\$ (372,250)
	\$ (26,646)	\$ -	\$ (26,646)
	\$ (23,000)	\$ -	\$ (23,000)
	\$ (2,000)	\$ -	\$ (2,000)
	\$ (3,025)	\$ -	\$ (3,025)
	\$ (105,900)	\$ -	\$ (105,900)
	\$ -	\$ -	\$ -
	\$ (20,380)	\$ -	\$ (20,380)
	\$ (1,500)	\$ -	\$ (1,500)
	\$ (9,000)	\$ -	\$ (9,000)
	\$ (2,669,346)	\$ (45,000)	\$ (2,714,346)
	\$ (1,080,000)	\$ -	\$ (1,080,000)
	\$ (1,000,606)	\$ -	\$ (1,000,606)
	\$ -	\$ -	\$ -
	\$ (2,376,090)	\$ -	\$ (2,376,090)
	\$ (1,869,757)	\$ -	\$ (1,869,757)
	\$ (1,490,992)	\$ -	\$ (1,490,992)
	\$ (4,388,336)	\$ (214,187)	\$ (4,602,523)
	\$ (142,140)	\$ -	\$ (142,140)
	\$ (3,331,948)	\$ -	\$ (3,331,948)
	\$ (3,781,111)	\$ -	\$ (3,781,111)
	\$ (1,698,482)	\$ -	\$ (1,698,482)
	\$ (10,985,603)	\$ -	\$ (10,985,603)

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

### Resolution Approving 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.

# # #

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:**

**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.

# # #

**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 \$4,750 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: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**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:**

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

**Resolution Authorizing the Purchase of Military Service Credit by Todd Cox - Drain**

**WHEREAS,** as of October 1, 2019, Todd Cox has 28 years, 8 months earned service credit with the County’s retirement plan administrator, Michigan Municipal Employee Retirement System (MERS); and

**WHEREAS,** Todd Cox has requested that he be allowed to purchase 3 years, 7 months military additional service credit; and

**WHEREAS,** MERS requires the governing body of the employing municipality to approve such purchase of service credit; and

**WHEREAS,** Todd Cox will pay \$48,966, which is the total actuarial cost of purchasing 3 years, 7 months military additional service credit.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes Todd Cox to be credited with 3 years, 7 months military additional service credit with MERS providing he pays the total actuarially determined cost of \$48,966.

**BE IT FURTHER RESOLVED** that the Board Chair is authorized to sign the necessary documentation to effectuate this purchase of service credit.

# # #

**MOVED:  
SECONDED:  
CARRIED:**

# Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 [www.mersofmich.com](http://www.mersofmich.com)

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # all 4703 divisions of the participating municipality listed below.

**WHEREAS**, Livingston County ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS**, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS**, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS**, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Chair of the Livingston County Board of Commissioners

Optional additional job positions:

2. \_\_\_\_\_
3. \_\_\_\_\_

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on \_\_\_\_\_, 20\_\_\_\_\_.

Authorized signature (must be currently in a position named above): \_\_\_\_\_

Name: Donald Parker

Title: Board Chair

Witness signature: \_\_\_\_\_

Witness name: Jennifer Palmbo

Witness title: Human Resources/Labor Relations Director

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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Resolution Amending the LETS Inclement Weather Policy - LETS

**WHEREAS,** LETS is requesting to amend its current Inclement Weather policy to allow employees to take inclement weather days without pay rather than have to use their banked time to cover the lost time from work; and

**WHEREAS,** this Policy has been reviewed by civil counsel; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the attached Inclement Weather Policy for LETS.

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



**Livingston Essential Transportation Service**  
**3950 W. Grand River Ave., Howell, MI 48855**  
**Tel: (517)546-6600 Fax: (517)546-5088**

Greg Kellogg  
Director

Adam Baranski  
Deputy Director

Trisha Reed  
Operations Manager

## **Inclement Weather Policy**

Management will consider many factors regarding when to close including but not limited to:

- Road conditions
- Weather forecast
- Local School Closings:
  - If all county schools close for road conditions, L.E.T.S. will operate on paved roads only.
  - If all county schools close for other reasons, management may maintain full operations.

### **Closure during regular hours:**

If County Administration requires all County offices to close, due to inclement weather during regular hours, employees will be expected to finish their assignment, unless otherwise instructed by management. All employees at work or scheduled to work at the time of the closure will be paid for their scheduled hours. This includes employees who are notified of the closure during the normal report to duty window.

If L.E.T.S. management independently determines to cease operations due to inclement weather during regular hours, employees will be expected to finish their assignment, unless otherwise instructed by management. Employees at work or scheduled to work at the time of the closure will be paid for their scheduled hours. This includes employees who are notified of the closure during their normal report to duty window.

Employees notified of a closure due to inclement weather outside of the normal report to duty window have the option of reporting to work as scheduled or not reporting as scheduled. If the employee chooses not to report the employee may use time from their sick or vacation bank or may take the time off as unpaid. .

### **Closure prior to start of work day:**

If L.E.T.S. management independently determines to cease operations due to inclement weather prior to the start of the work day, dispatchers may need to report to work to prepare the following

days schedule and will be compensated accordingly for all hours worked. Full time office personnel must contact the Lead Dispatcher or Operations Manager to determine if they need to report to work to perform their daily duties. All other employees scheduled to work on a day of closure will not be required to report to work. Employees may choose to use time from their sick or vacation bank or may take the time off as unpaid.

If County Administration requires all county offices to close in advance of L.E.T.S. operating hours, employees will be paid for the time they were scheduled to work.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**L.E.T.S.**  
**Inclement Weather Policy**  
**Revised October 24, 2011**

~~When management determines to cease bus operations due to inclement weather, drivers will be notified one hour prior to their scheduled start time. Full time and permanent part time drivers may choose to report to work, take the day as a vacation day, if accumulated, or as a \*personal day. You must let the Operations Manager know that morning what you choose to do. If you choose to report to work, you will need to stay busy the entire day. This may include cleaning busses, cleaning car pool vehicles, light cleaning in the building or duties instructed by management. You must keep busy or you will be sent home unpaid for the remainder of the day. Temporary employees will not report to work.~~

~~If management determines to cease bus operations after drivers have reported to work but have not punched in, full time and permanent part time drivers may choose to take the remainder of the day as a vacation day, if accumulated, or as a \*personal day. You must let the Operations Manager know that morning what you choose to do. If you choose to remain at work, you will need to stay busy the entire day. This may include cleaning busses, cleaning car pool vehicles, light cleaning in the building or duties instructed by management. You must keep busy or you will be sent home unpaid for the remainder of the day. Temporary employees will be paid for one hour and then be sent home unpaid for the remainder of the day.~~

If the county closes during regular hours, employees will be expected to finish their daily schedule, unless otherwise instructed by management.

~~When management determines to cease bus operations, full time office personnel must report to work from 7:00 AM to 4:00 PM to perform their daily duties. Times may be adjusted by management. If all county offices are closed, dispatchers will need to report to work to prepare the following days schedule and will be compensated accordingly.~~

~~Drivers may report to work 15 minutes earlier than their scheduled time when it is necessary to start earlier due to weather conditions. Drivers need to report early start times to dispatchers so they may adjust your schedule if possible.~~

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revised 10/24/11**