



BOARD OF COMMISSIONERS MEETING REVISED AGENDA

February 10, 2020

7:30 PM

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

"The mission of Livingston County is to be an effective and efficient steward in delivering 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."

Pages

1. **CALL MEETING TO ORDER**
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 - b. Mackinac County Resolution to Declare Mackinac County a Second Amendment Sanctuary County
 - c. Menominee County Resolution 2020-04 Requesting the Great Lakes Shoreline be Declared a Disaster Area
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13. CALL TO THE PUBLIC

14. ADJOURNMENT



BOARD OF COMMISSIONERS

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

Tel ~ (231) 627-8855
Fax ~ (231) 627-8881
E-mail ~ ccao@cheboygancounty.net

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS COUNTY OF CHEBOYGAN RESOLUTION #20-01 TO DECLARE CHEBOYGAN COUNTY TO BE A

"SECOND AMENDMENT SANCTUARY COUNTY"

THE COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF CHEBOYGAN,
STATE OF MICHIGAN, STATES:

WHEREAS, the County Board of Commissioners of the County of CHEBOYGAN, State of Michigan, pursuant to Michigan statute, is vested with the authority of administering the affairs of the County government of CHEBOYGAN County, Michigan, and is organized as a body corporate with powers and immunities provided by law, and to protect the health, safety, and welfare of the residents of CHEBOYGAN County and the employees of the CHEBOYGAN County government; and

WHEREAS, the Second Amendment to the United States Constitution, ratified in 1791 as part of the Bill of Rights, protects the right of the people to keep and bear arms; and

WHEREAS, the United States Supreme Court in *District of Columbia v. Heller*, 554 U.S. 570 (2008), affirmed an individual's right to possess a firearm, unconnected with service in a militia, and to use that firearm for traditionally lawful purposes, such as self-defense within the home; and

WHEREAS, the United States Supreme Court in *McDonald v. Chicago*, 561 U.S. 742 (2010), affirmed that the right of an individual to "keep and bear arms," as protected under the Second Amendment, is incorporated to the States by the Due Process Clause of the Fourteenth Amendment; and

WHEREAS, the United States Supreme Court in *United States v. Miller*, 307 U.S. 174 (1939), opinioned that possession or use of a firearm that has some reasonable relationship to the preservation of a well-regulated militia is protected by the Second Amendment; and

WHEREAS, Article I, Section 6 of the Michigan Constitution (1963) provides that "Every person has a right to keep and bear arms for the defense of himself and the state"; and

District 1
Mary Ellen Tryban

District 2
Richard B. Sangster
Vice-Chairman

District 3
Michael Newman

District 4
Cal Gouline

1

District 5
Roberta Matelski

District 6
John B. Wallace
Chair

District 7
Steve Warfield

WHEREAS, it is the desire of this Board to declare its support of the Second Amendment to the United States Constitution and to the provisions of the Michigan Constitution which protect CHEBOYGAN County citizens' individual rights to keep and bear arms; and

WHEREAS, each CHEBOYGAN County Commissioner, as provided by Article IX, Section 1, of the Michigan Constitution (1963), took an oath to support the United States Constitution and the Michigan Constitution.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the CHEBOYGAN County Board of Commissioners, that the County of CHEBOYGAN, Michigan, be, and hereby is, declared to be a "Second Amendment Sanctuary County."

IT IS FURTHER RESOLVED, that this Board affirms its support for the CHEBOYGAN County Sheriff and the Cheboygan County Prosecuting Attorney, in the exercise of their sound discretion to not enforce against any citizen an unconstitutional firearms law.

BE IT FURTHER RESOLVED, that the Board directs it's staff to forward a copy of this resolution to the County's fellow county elected officials, the Michigan State Legislature (House of Representatives and State Senators), the Governor of Michigan and all of the Michigan U.S. Congress members.

This Resolution was adopted by the CHEBOYGAN County Board of Commissioners at a regular meeting held at the CHEBOYGAN County Board Chambers, CHEBOYGAN County Courthouse, CHEBOYGAN County, Michigan, by an affirmative vote of no less than four (4) of the members of the County Board of Commissioners who are elected and serving, on this 28th day of January 2020.

This Resolution was offered by Commissioner Cal Gouine, and seconded by Commissioner Michael Newman.

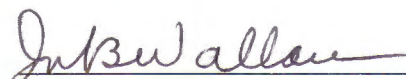
A roll call vote was taken and this Resolution was passed by a vote of: 6 to 1.

Those Commissioners voting in favor: Commissioner Mary Ellen Tryban; Richard Sangster; Michael Newman; Cal Gouine; John Wallace and Steve Warfield.

Those Commissioners voting against: Commissioner Roberta Matelski.

Those Commissioners abstaining: Zero (0).

The Resolution Was Declared Adopted.


John B. Wallace, Chairman
Cheboygan County Board of Commissioners

ATTEST: Karen L. Brewster
Karen L. Brewster, Cheboygan County Clerk

MACKINAC COUNTY BOARD OF COMMISSIONERS

COUNTY OF MACKINAC

RESOLUTION TO DECLARE MACKINAC COUNTY TO BE A

“SECOND AMENDMENT SANCTUARY COUNTY”

THE COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF MACKINAC, STATE OF MICHIGAN, STATES:

WHEREAS, the County Board of Commissioners of the County of Mackinac, State of Michigan, pursuant to Michigan statute, is vested with the authority of administering the affairs of the County government of Mackinac County, Michigan, and is organized as a body corporate with powers and immunities provided by law, and to protect the health, safety, and welfare of the residents of Mackinac County and the employees of the Mackinac County government; and

WHEREAS, the Second Amendment to the United States Constitution, ratified in 1791 as part of the Bill of Rights, protects the right of the people to keep and bear arms; and

WHEREAS, the United States Supreme Court in *District of Columbia v. Heller*, 554 U.S.570 (2008), affirmed an individual’s right to possess a firearm, unconnected with service in a militia, and to use that firearm for traditionally lawful purposes, such as self-defense within the home; and

WHEREAS, the United States Supreme Court in *McDonald v. Chicago*, 561 U.S. 742 (2010), affirmed that the right of an individual to “keep and bear arms,” as protected under the Second Amendment, is incorporated to the States by the Due Process Clause of the Fourteenth Amendment; and

WHEREAS, the United States Supreme Court in *United States v. Miller*, 307 U.S. 174 (1939), opinioned that possession or use of a firearm that has some reasonable relationship to the preservation of a well-regulated militia is protected by the Second Amendment; and

WHEREAS, Article I, Section 6 of the Michigan Constitution (1963) provides that “Every person has a right to keep and bear arms for the defense of himself and the state”; and

WHEREAS, it is the desire of this Board to declare its support of the Second Amendment to the United States Constitution and to the provisions of the Michigan Constitution which protect Mackinac County citizens’ individual rights to keep and bear arms; and

WHEREAS, each Mackinac County Commissioner, as provided by Article IX, Section 1, of the Michigan Constitution (1963), took an oath to support the United States Constitution and the Michigan Constitution.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the Mackinac County Board of Commissioners, that the County of Mackinac, Michigan, be, and hereby is, declared to be a "Second Amendment Sanctuary County."

IT IS FURTHER RESOLVED, that this Board affirms its support for the Mackinac County Sheriff and the Mackinac County Prosecuting Attorney in the exercise of their sound discretion to not enforce against any citizen an unconstitutional firearms law.

This Resolution was adopted by the Mackinac County Board of Commissioners at a regular meeting held at the Mackinac County Board Chambers, Mackinac County Courthouse, Mackinac County, Michigan, by an affirmative vote of no less than three of the members of the County Board of Commissioners who are elected and serving, on this 23rd day of January, 2020.

This Resolution was offered by Commissioner Krause, and supported by Commissioner McPhee.

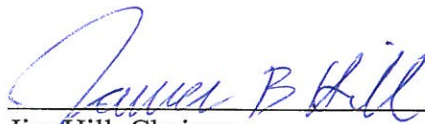
A roll call vote was taken and this Resolution was passed by a vote of: 5.

Those Commissioners voting in favor: Hill, Krause, Litzner, McPhee,
and Patrick

Those Commissioners voting against: None


Those Commissioners abstaining: None

The Resolution Was Declared Adopted.



Jim Hill, Chairman
Mackinac County Board of Commissioners

ATTEST:


Lori Johnston
Mackinac County Clerk

"Menominee County – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com*

*Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

RESOLUTION 2020-04

RESOLUTION REQUESTING THE GREAT LAKES SHORELINE BE DECLARED A DISASTER AREA AND SEEKING ASSISTANCE

WHEREAS, record high water levels in the Great Lakes, Green Bay, and tributaries have contributed to on-going shoreline erosion across the State of Michigan; and

WHEREAS, it is anticipated that ice flows and jams will have a devastating impact on shorelines and property in Menominee County and the State of Michigan; and

WHEREAS, the US Army Corps of Engineers – Detroit District has published one forecast predicting that Lake Michigan could rise an additional 7-10 inches in 2020; and

WHEREAS, the State of Michigan boast 3,288 miles of Great Lakes shoreline, which support more than 200,000 jobs and generates millions of dollars in tourism revenue; and

WHEREAS, the County of Menominee recognizes the effects of storms, high water, and wind-driven wave action that is causing severe erosion to the shorelines, infrastructure, and private property along the Great Lakes; and

WHEREAS, the conditions of the Great Lakes shorelines directly effects businesses and tourism in the State of Michigan by limiting access to beaches, boat landings, and parks along the shorelines; and loss and damaged property directly effects the local, county, and state tax base; and

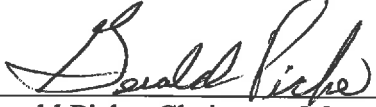
WHEREAS, Menominee County as well as other shoreline communities in the State of Michigan are desperately in need of additional resources to combat shoreline erosion and protect our natural resources;

NOW, THEREFORE, BE IT RESOLVED, that the Menominee County Board of Commissioners requests that the Governor of the State of Michigan along with the State Legislature declare the Shoreline of the Great Lakes in the State of Michigan a disaster area, and that the Governor and State Legislature seek assistance from Congress and the President of the United States of America for this devastating situation which has an impact statewide.

BE IT FURTHER RESOLVED, that a copy of this Resolution be sent to Governor Gretchen Whitmer, Senator Ed McBroom, Representative Beau LaFave, Representative Jack Bergman, Senator Debbie Stabenow, Senator Gary Peters, and all of counties in the State of Michigan.

Roll call vote: AYES: 9 NAYS: 0

RESOLUTION DECLARED ADOPTED.



Gerald Piche, Chairman, Menominee County Board of Commissioners 1/28/20
Date

STATE OF MICHIGAN)
) ss.
COUNTY OF MENOMINEE)

I hereby certify that the foregoing is a true and complete copy of **Resolution 2020-04** adopted by the County Board of Commissioners at a regular meeting held on **January 7, 2020** and I further certify that the public notice of such meeting was given as provided by law.



Marc Kleiman, Menominee County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

January 27, 2020, 7:30 p.m.

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

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

Members Absent: Gary Childs

1. CALL MEETING TO ORDER

The meeting was called to order by Chairperson Donald Parker at 7:30 p.m.

A Moment of Silent Reflection was observed.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

3. ROLL CALL

Roll call by the Clerk indicated the presence of a quorum.

4. CORRESPONDENCE

None.

5. CALL TO THE PUBLIC

Elizabeth Hundley, County Clerk, provided a handout regarding Circuit Court Collections.

Richard Knieper, Hamburg, provided a handout to the Board and spoke regarding the 2nd Amendment.

The following individuals also spoke regarding the 2nd Amendment: Mike Detmer of Howell, Jane Locke of Howell, Edwin Ray Nyhus, Cindy Kalogerdpoulos of Hamburg, Mary Kaven-Barron of Oceola, Mike Knieper of Howell, Mark Wilsey of Howell, Mindy Vashaw of Brighton, David Bradley of Howell, Craig Hallas of Hartland, Tom Tucko of Brighton, Glen Gileski of Hartland, Emily Kallunki-Pasternak of Brighton Township, and William Fear of Brighton Township.

6. APPROVAL OF MINUTES

a. Minutes of Meeting Dated: January 13, 2020

b. Closed Session Minutes Dated: January 13, 2020

c. Minutes of Meeting Dated: January 22, 2020

Motion to approve the minutes as presented.

It was moved by K. Lawrence

Seconded by C. Griffith

MOTION Carried (8-0-1)

7. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

8. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by D. Dolan

Seconded by C. Griffith

MOTION Carried (8-0-1)

9. REPORTS

Commissioner Helzerman invited everyone to attend the Livingston County 2020 Census Complete Count Committee meeting tomorrow, Wednesday, January 28, 2020 from 3 p.m. to 5 p.m. in the Howell Auditorium at the Livingston County EMS Building.

Chairperson Parker reported that the County received a refund dividend check for \$377,367.00 from Michigan Workers Compensation Fund. The funds will be allocated to the Benefit Fund.

10. APPROVAL OF CONSENT AGENDA ITEMS

Resolutions 2020-01-013 through 2020-01-018

Motion to approve the resolutions on the Consent Agenda.

It was moved by R. Bezotte

Seconded by C. Griffith

Roll Call Vote: Yes (8): D. Parker, D. Dolan, K. Lawrence, W. Green, W. Nakagiri, D. Helzerman, R. Bezotte, and C. Griffith; No (0): None; Absent (1): G. Childs

MOTION Carried (8-0-1)

10.a 2020-01-013

Resolution Authorizing an Agreement with the Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) to Provide Funding to Comply with the Michigan Indigent Defense Act, Public Act 214 of 2018 - Public Defender

10.b 2020-01-014

Resolution Authorizing Feasibility Study to Add Additional Communities to Building Department Oversight – Building Department

10.c 2020-01-015

Resolution Authorizing Livingston County to Participate in the FY 2019 Homeland Security Grant Program (HSGP), and to Submit FY-2019 HSGP Agreements – Emergency Management

10.d 2020-01-016

Resolution Authorizing Approval for the Revised Tentative Livingston County E911 Service Plan – Central Dispatch

10.e 2020-01-017

Resolution Authorizing the Elimination of a Full-time Dispatcher Position and Creation of a Part-time Quality Improvement Specialist Position – Central Dispatch

10.f 2020-01-018

Resolution Authorizing the Signing of the 2020 Administrative Services Agreement, Schedules, and Exhibits for Renewal Term January 2020 to December 2020 with Blue Cross Blue Shield of Michigan - Human Resources

11. RESOLUTIONS FOR CONSIDERATION

Resolutions 2020-01-019 through 2020-01-022

11.a 2020-01-019

Resolution Approving the Tentative Agreement for a Three (3) Year Agreement between the Livingston County Courts, the Livingston County Board of Commissioners, and the Michigan Association of Public Employees representing Court Employees – Human Resources

Motion to adopt the Resolution.

It was moved by K. Lawrence

Seconded by D. Dolan

Discussion

Roll Call Vote: Yes (4): D. Parker, D. Dolan, K. Lawrence, and C. Griffith; No (4): W. Green, W. Nakagiri, D. Helzerman, and R. Bezotte; Absent (1): G. Childs

MOTION Failed (4-4-1)

11.b 2020-01-020

Resolution Approving Appointment of Zacharie Stephen as Back-up Magistrate for the 53rd District Court – District Court

Motion to adopt the Resolution.

It was moved by D. Helzerman

Seconded by K. Lawrence

Yes (6): D. Dolan, K. Lawrence, W. Green, D. Helzerman, R. Bezotte, and C. Griffith;

No (2): D. Parker and W. Nakagiri; Absent (1): G. Childs

MOTION Carried (6-2-1)

11.c 2020-01-021

Resolution Approving Appointments to Livingston County Boards and Committees - Board of Commissioners

Motion to adopt the Resolution.

It was moved by K. Lawrence

Seconded by C. Griffith

MOTION Carried (8-0-1)

12. CALL TO THE PUBLIC

Dave Domas, Tyrone Township, thanked those who voted no on Resolution 2020-01-019.

Richard Knieper, Hamburg, spoke regarding the 2nd Amendment.

Mona Shand, Brighton, thanked the Board for the tour of the airport for Representative Slotkin and for including her on the Livingston County 2020 Census Complete Count Committee. Mona also announced that Chan Wakefield has joined their Lansing office as a Veterans' Outreach Coordinator.

John Conley, Brighton, supported Dave Domas on Resolution 2020-01-019.

13. CLOSED SESSION

Discuss Pending Litigation in Case No. 2020-30617-CZ Pursuant to MCL 15.268(e)

Motion to recess to Closed Session under MCL 15.268(h), to consider material exempt from discussion or disclosure by state or federal statute at 8:21 p.m.

It was moved by D. Dolan
Seconded by W. Nakagiri

Roll Call Vote: Yes (8): D. Parker, D. Dolan, K. Lawrence, W. Green, W. Nakagiri, D. Helzerman, R. Bezotte,
and C. Griffith; No (0): None; Absent (1): G. Child
MOTION Carried (8-0-1)

Motion to Return to Open Session at 8:58 p.m.

It was moved by D. Helzerman
Seconded by D. Dolan

MOTION Carried (8-0-1)

14. ADJOURNMENT

Motion to adjourn the meeting at 8:58 p.m.

It was moved by D. Helzerman
Seconded by R. Bezotte

MOTION Carried (8-0-1)

Elizabeth Hundley, Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

February 5, 2020

IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE

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

Members Present Donald Parker, Kate Lawrence, Wes Nakagiri, Douglas Helzerman, Robert Bezotte, Carol Griffith, and Gary Childs

Members Absent Dennis Dolan and William Green

1. CALL MEETING TO ORDER

The meeting was called to order by Chairperson D. Parker at 9:11 a.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

3. ROLL CALL

Indicated the presence of a quorum.

4. CALL TO THE PUBLIC

None.

5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By K. Lawrence

Seconded By C. Griffith

Motion Carried (7-0-2)

6. RESOLUTION FOR CONSIDERATION

6.1 2020-02-022

Resolution Approving the Tentative Agreement for a Three (3) Year Agreement between the Livingston County Courts, the Livingston County Board of Commissioners, and the Michigan Association of Public Employees representing Court Employees – Board of Commissioners

Motion to adopt the Resolution.

Moved By G. Childs

Seconded By K. Lawrence

Roll Call Vote: Yes (5): D. Parker, K. Lawrence, D. Helzerman, C. Griffith, and G. Childs;

No (2): W. Nakagiri and R. Bezotte; Absent (2): D. Dolan and W. Green

Motion Carried (5-2-2)

7. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS

Dated: February 5, 2020

Motion to approve the Claims.

Moved By K. Lawrence

Seconded By C. Griffith

Motion Carried (7-0-2)

8. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES

Dated: January 23 through February 5, 2020

Motion to approve the Payables.

Moved By C. Griffith

Seconded By G. Childs

9. CALL TO THE PUBLIC

None.

10. ADJOURNMENT

Motion to adjourn the meeting at 9:14 a.m.

Moved By D. Helzerman

Seconded By C. Griffith

Motion Carried (7-0-2)

Elizabeth Hundley, Livingston County Clerk

RESOLUTION

NO: 2020-02-023

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing the entering into contract for a Structural Analysis and Multi-Year Financial Plan for Emergency Medical Services (EMS) - Administration

- WHEREAS,** the EMS Fund 210 operates as a special revenue fund supported by two main revenue sources, property taxes and charges for services; and
- WHEREAS,** over the course of the past three years, EMS has incurred significant increases in expenditures in the areas of personnel, capital equipment and transfers-out which have drawn down the fund's working capital creating cash flow constraints; and
- WHEREAS,** as part of the County's due diligence and to ensure the ability of EMS to continue to provide services to the citizens of Livingston County and properly plan for replacement of its equipment, it is recommended that an in depth structural analysis be performed and a multi-year financial plan be developed; and
- WHEREAS,** PFM has provided a quote for providing the requested in-depth analysis and a five-year plan to include an excel spreadsheet of the model with assumptions for our use, for an amount not to exceed \$47,500; and
- WHEREAS,** it is recommended that this contract be paid from General Fund Contingency.
- THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into contract with PFM for the structural analysis of the EMS operating fund and multi-year financial plan in an amount not to exceed \$47,500.
- BE IT FURTHER RESOLVED** that the Board of Commissioners hereby authorizes any budget amendment necessary to effectuate the above.
- BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

#

#

#

MOVED:
SECONDED:
CARRIED:

Natalie Hunt

From: Cindy Catanach
Sent: Wednesday, January 15, 2020 11:07 AM
To: Hilery DeHate
Subject: FW: Quote for a structural analysis for EMS Livingston County

From: Randall Bauer <BAUERR@pfm.com>
Sent: Tuesday, January 14, 2020 9:04 AM
To: Cindy Catanach <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: [EXT] RE: Quote for a structural analysis for EMS Livingston County

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Good morning Cindy,

Given the County's long-standing relationship with PFM, PFM Group Consulting will do the multi-year planning project for a fixed fee of \$47,500, which is inclusive of all project costs (including expenses). There are two conditions we would request:

1. To minimize project travel costs, there would be two on-site visits to Livingston County, one for a project kick-off and interviews and one for either a mid-project high level findings meeting or to present final recommendations (County's option). All other work will be done off site.
2. The final deliverables will be a detailed PowerPoint presentation and an Excel workbook that includes all financial documentation.

Please let me know if this is acceptable and what you envision as a (rough) project start date.

Thanks,
Randy

Randall Bauer
Director | Management and Budget Consulting Practice

PFM Group Consulting LLC
bauerr@pfm.com | **office** 515.724.5723 | **mobile** 215.384.5161 | **web** pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]
Sent: Wednesday, January 8, 2020 10:14 AM
To: Randall Bauer <BAUERR@pfm.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: RE: Quote for a structural analysis for EMS Livingston County

EXTERNAL EMAIL: Use care with links and attachments.

Randy -

Understood. I hope we are able to work together on this. Thank you for all of your help.

From: Randall Bauer <BAUERR@pfm.com>
Sent: Wednesday, January 8, 2020 8:22 AM
To: Cindy Catanach <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: [EXT] RE: Quote for a structural analysis for EMS Livingston County

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Hi Cindy,

I will talk to my Managing Director and let you know. In the aggregate, this would require another 10 percent reduction in the total project budget, which is not insubstantial.

Thanks,
Randy

Randall Bauer
Director | Management and Budget Consulting Practice

PFM Group Consulting LLC
bauerr@pfm.com | office 515.724.5723 | mobile 215.384.5161 | web pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]
Sent: Tuesday, January 7, 2020 11:08 AM
To: Randall Bauer <BAUERR@pfm.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: RE: Quote for a structural analysis for EMS Livingston County

EXTERNAL EMAIL: Use care with links and attachments.

Randy –

I went over the revised proposal with our Board Chair, Don Parker. He said he would agree to \$47,500, including all travel, and that was his limit (he really was set at \$45k). Will you be able to provide this service at that price? Please let me know.

Cindy Catanach, CPFO
Acting County Administrator

Phone: 517.540.8727
Email: ccatanach@livgov.com



From: Randall Bauer <BAUERR@pfm.com>
Sent: Monday, January 6, 2020 5:49 PM
To: Cindy Catanach <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: [EXT] RE: Quote for a structural analysis for EMS Livingston County

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Hi (again) Cindy,

Kari pointed out that I neglected to include an expense cap – sorry about that. This version includes a \$3,000 cap on expenses.

Best,
Randy

Randall Bauer
Director | Management and Budget Consulting Practice

PFM Group Consulting LLC
bauerr@pfm.com | **office** 515.724.5723 | **mobile** 215.384.5161 | **web** pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Randall Bauer
Sent: Monday, January 6, 2020 2:58 PM
To: 'Cindy Catanach' <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: RE: Quote for a structural analysis for EMS Livingston County

Hi Cindy,

Thanks for the call this afternoon and for taking a shot at this revised proposal with Commissioner Parker. As I mentioned on the call, I have included both a red-lined version and a clean copy. I/we are happy to discuss with you and/or Commissioner Parker (or others) if that would be helpful.

Best,
Randy

Randall Bauer

PFM Group Consulting LLC

bauerr@pfm.com | office 515.724.5723 | mobile 215.384.5161 | web pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Thursday, January 2, 2020 4:47 PM

To: Kari Blanchett <BLANCHETTK@pfm.com>

Cc: Sarah Moore <MOORES@pfm.com>; Randall Bauer <BAUERR@pfm.com>

Subject: RE: Quote for a structural analysis for EMS Livingston County

EXTERNAL EMAIL: Use care with links and attachments.

I am available after 3:00 on Monday. Does 3:30 work?

From: Kari Blanchett <BLANCHETTK@pfm.com>

Sent: Thursday, January 2, 2020 11:25 AM

To: Cindy Catanach <CCatanach@livgov.com>

Cc: Sarah Moore <MOORES@pfm.com>; Randall Bauer <BAUERR@pfm.com>

Subject: [EXT] RE: Quote for a structural analysis for EMS Livingston County

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Cindy:

Randy and I have spoken, and he has some ideas on how to get the cost of the analysis down closer to the range you are looking for. Would you be available on Monday to discuss with us? I am open between 10:30 am and 4:30 pm on Monday. Please let us know if you have any availability for a call during that time.

Should you have any questions, or require additional information, please let us know.

Thank you,
Kari

Kari L. Blanchett
Managing Director

PFM Financial Advisors LLC

blanchettk@pfm.com | phone 734.994.9700 | fax 734.994.9710

direct 734.794.2523 | cell 734.625.0479

555 Briarwood Circle, Suite 333 | Ann Arbor, MI 48108 | www.pfm.com

Public Financial Management, Inc. and PFM Financial Advisors LLC (collectively referred to as ("PFM")) are both registered municipal advisors with the SEC and the MSRB under the Dodd-Frank Act of 2010.

From: Randall Bauer

Sent: Tuesday, December 24, 2019 9:47 AM

To: Cindy Catanach <CCatanach@livgov.com>

Cc: Kari Blanchett <BLANCHETTK@pfm.com>

Subject: RE: Quote for a structural analysis for EMS

Thanks Cindy, I will see what I can do. I will not be available this Friday, but I would be available for a call next Thursday or Friday. Are there particular times that would work for you? If so, I am happy to arrange a dial in for a conference call.

Best,
Randy

Randall Bauer

Director | Management and Budget Consulting Practice

PFM Group Consulting LLC

bauerr@pfm.com | **office** 515.724.5723 | **mobile** 215.384.5161 | **web** pfm.com

801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Monday, December 23, 2019 3:06 PM

To: Randall Bauer <BAUERR@pfm.com>

Cc: Kari Blanchett <BLANCHETTK@pfm.com>

Subject: RE: Quote for a structural analysis for EMS

EXTERNAL EMAIL: Use care with links and attachments.

Randy and Kari –

Thank you for this proposal. We feel this service is extremely important however the cost is quite a bit more than anticipated. I have spoken with Commissioner Parker who is the Board Chair and he is hoping that we can negotiate a lower price as long-time customers of PFM. Is there any way we can get this proposal down to the \$45,000 range?

I will be out of the office tomorrow through Thursday and back on Friday. I will also be out Monday – Wednesday next week and back on Thursday and Friday. Please let me know when we can discuss.

Thank you so much for all of your assistance. Have a very Merry Christmas!

Cindy

From: Randall Bauer <BAUERR@pfm.com>

Sent: Monday, December 16, 2019 6:19 PM

To: Cindy Catanach <CCatanach@livgov.com>

Cc: Kari Blanchett <BLANCHETTK@pfm.com>

Subject: [EXT] RE: Quote for a structural analysis for EMS

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Good afternoon Cindy,

Thank you for providing us an additional opportunity to work with Livingston County. Attached is a proposal to assist with developing a multi-year financial plan for the County EMS fund. As with all our PFM proposals, our goal is to provide you the level of service necessary to meet your needs. If there are aspects of the proposal that do not align with your goals

and objectives, we would be happy to discuss them with you and work to better tailor the project to your specific circumstances.

Thanks again,
Randy

Randall Bauer

Director | Management and Budget Consulting Practice

PFM Group Consulting LLC

bauerr@pfm.com | office 515.724.5723 | mobile 215.384.5161 | web pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Wednesday, December 4, 2019 10:23 AM

To: Randall Bauer <BAUERR@pfm.com>; Kari Blanchett <BLANCHETTK@pfm.com>

Subject: RE: Quote for a structural analysis for EMS

EXTERNAL EMAIL: Use care with links and attachments.

Yes it would not take place until January but we need the proposal now to plan for.

From: Randall Bauer <BAUERR@pfm.com>

Sent: Wednesday, December 4, 2019 11:19 AM

To: Cindy Catanach <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>

Subject: [EXT] RE: Quote for a structural analysis for EMS

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Hi Cindy,

Thanks for the request and the clarification. I'd be happy to work up a proposal for your consideration – understanding that you will want to get your new Director in place/up to speed before this would commence.

Best,
Randy

Randall Bauer

Director | Management and Budget Consulting Practice

PFM Group Consulting LLC

bauerr@pfm.com | office 515.724.5723 | mobile 215.384.5161 | web pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Wednesday, December 4, 2019 9:55 AM

To: Kari Blanchett <BLANCHETTK@pfm.com>; Randall Bauer <BAUERR@pfm.com>

Subject: RE: Quote for a structural analysis for EMS

EXTERNAL EMAIL: Use care with links and attachments.

Yes I am sorry I should have been more clear. We do want the multi-year projection as well as what the recommended structural changes would need to take place to achieve the desirable cash balance that includes building up a sufficient equipment replacement fund.

Does that make sense?

From: Kari Blanchett <BLANCHETTK@pfm.com>
Sent: Wednesday, December 4, 2019 10:48 AM
To: Cindy Catanach <CCatanach@livgov.com>; Randall Bauer <BAUERR@pfm.com>
Cc: Jennifer Nash <JNash@livgov.com>
Subject: [EXT] RE: Quote for a structural analysis for EMS

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Cindy:

As clarification, would / should this include a multi-year financial projection for the EMS Fund in order to ensure the Fund achieves the desired goals for working capital balance and capital replacement also? (which really will drive the available funds for EMS operational cost.

Should you have any questions, or require additional information, please let us know.

Thank you,
Kari

Kari L. Blanchett
Managing Director

PFM Financial Advisors LLC
blanchettk@pfm.com | phone 734.994.9700 | fax 734.994.9710
direct 734.794.2523 | **cell** 734.625.0479
555 Briarwood Circle, Suite 333 | Ann Arbor, MI 48108 | www.pfm.com

Public Financial Management, Inc. and PFM Financial Advisors LLC (collectively referred to as ("PFM")) are both registered municipal advisors with the SEC and the MSRB under the Dodd-Frank Act of 2010.

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]
Sent: Wednesday, December 4, 2019 10:44 AM
To: Randall Bauer <BAUERR@pfm.com>
Cc: Kari Blanchett <BLANCHETTK@pfm.com>; Jennifer Nash <JNash@livgov.com>
Subject: Quote for a structural analysis for EMS

EXTERNAL EMAIL: Use care with links and attachments.

Hi Randy –

Thank you and Kari for all the assistance that was provided on the EMS Cash analysis. I know we spoke about the possibility of doing a structural analysis of the expenses at EMS. Can you provide a quote or proposal for this service?

Cindy Catanach, CPFO
Acting County Administrator

Phone: 517.540.8727
Email: ccatanach@livgov.com





January 6, 2020

Cindy Catanach, Deputy County Administrator
Livingston County
200 E. Grand River Ave
Howell, MI 48843

RE: Services related to a multi-year financial plan for the EMS fund

Dear Cindy,

The following is a revised draft proposal from PFM Group Consulting LLC (PFM) to provide consulting services to the County related to facilitating the creation of a multi-year financial plan for the County's EMS Fund. PFM proposes working with the County to analyze existing data and information necessary to ensure a workable financial plan for the Fund for the years to come.

A general summary of the services PFM will provide is as follows, and any material changes in or additions to the scope of services described below shall be promptly reflected in writing:

- Reviewing the County's EMS Fund (Fund) historical and projected financial statements, budgets and fund balances, including identifying necessary levels of service;
- Interviewing County EMS leadership and subject matter experts and analyzing existing operations and possible changes in levels of service, methods of providing service, and budgets associated with them;
- Determining trends and possible changes in levels of service and funding;
- Benchmarking similar EMS functions in peer local governments related to staffing, levels of service, fees to provide service, and other key metrics;
- Identifying performance measures associated with program outcomes.

After undertaking these activities, PFM will provide the following:

- A set of financial statements that provide a five-year financial plan for the fund, including all assumptions;
- An open-source Excel workbook that has been used to construct the five-year financial plan;
- A detailed PowerPoint presentation that explains all assumptions and possible changes in expectations related to the five-year financial plan.

Experience:

PFM's MBC practice has developed dozens of multi-year financial plans for local governments. Many of these have gotten national attention, including highly successful multi-year plans for the cities of Cleveland, Kansas City, Memphis, Philadelphia, Pittsburgh, St. Louis and Washington DC.



555 Briarwood Circle
Suite 333
Ann Arbor, MI 48108
734.994.9700

pfm.com



The proposed project manager, Randall Bauer, has led similar projects for Erie County, New York; Kansas City, Missouri; and the St. Louis Public School District. Other past relevant project clients have included Cuyahoga and Hamilton Counties (Ohio); St. Louis (Missouri) and Prince William (Virginia) Counties and the cities of Cincinnati, Colorado Springs, Pittsburgh and St. Louis.

Fee:

Based on our understanding of the services to be provided, as outlined in this proposal, we propose a fee of \$49,494 based on our estimate of the priority time commitment that will be required to complete the services described above. Travel and out-of-pocket expenses for project-related activities, with approval by the County will be billed in addition to the above fee at actual costs and will be capped at \$3,000. PFM's invoice for professional services and related expenses would be due 30 days after receipt of the invoice, which we would anticipate issuing after completion of the engagement.

We have included a table for the estimated hours (by staff designation and a blended project hourly rate of \$219.00) in an Appendix to the proposal letter.

Timing:

PFM proposes to deliver a draft report to the County, provided that the necessary data and information are provided on a timely basis at the start of the project, within four to six months of the start of the engagement. PFM will also be available to discuss the report's findings and recommendations upon submission of the draft report.

Conflict of Interest

Attached please find a copy of the **DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER INFORMATION** we have prepared for the County.

Termination of Engagement:

This engagement may be terminated by either party with 30 days' notice. If the termination occurs mid-transaction, the County would pay PFMFA a mutually agreeable amount for services rendered on the transaction up to the point of termination.

Should you have any questions or require additional information, please call.

Respectfully submitted,

Kari L. Blanchett
Managing Director

Randall Bauer
Director



Accepted by:
County of Livingston

Date: _____



Appendix: Cost Proposal Estimated Hours

Hours by Staff Classification (Blended Rate of \$219/Hour)

Task(s)	Managing Director	Director	Senior Managing Consultant	Analyst/ Senior Analyst	Research Assistant	Total Hours per Task	Total Cost Per Task
Project Planning							
Project Plan, Kick-off and Information Request	0	2	2	2	0	6	\$1,314
Interviews with Executive Leadership	0	4	4	4	0	12	\$2,628
Information Gathering/Analysis							
Staff/Stakeholder Data Gathering and Interviews	0	8	8	16	0	32	\$7,008
Benchmarking/Best Practices	0	2	4	8	40	54	\$11,826
Budget Model Development							
Mult-year Budget Modeling	0	2	8	20	0	30	\$6,570
Financials Development	0	4	16	20	0	40	\$8,760
Reporting							
Draft and Final Reports	2	4	8	20	0	34	\$7,446
Report Communication	2	4	4	8	0	18	\$3,942
TOTAL COMBINED PROJECT HOURS			226				
TOTAL COMBINED PRICE				\$49,494			

pfm

555 Briarwood Circle
Suite 333
Ann Arbor, MI 48108
734.994.9700

pfm.com

RESOLUTION

NO: 2020-02-024

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing a Budget Amendment for Completion of the Animal Shelter Surgical Area Renovation Project – Animal Shelter

WHEREAS, a grant agreement with Two Seven Oh, Inc. in the amount of \$25,000 for the renovation of the Animal Shelter surgical area was previously authorized in the Fall of 2019 by County Administration in compliance with the Procurement Policy; and

WHEREAS, due to contractor delays the surgical area renovation project was not started in 2019; and

WHEREAS, a budget amendment in the amount of \$25,000 is required to complete the project in accordance with the grant agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize a budget amendment in the amount of \$25,000 for the Fiscal Year 2020 Animal Shelter Org 23943000.

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MOVED:
SECONDED:
CARRIED:

Christy Peterson

From: Madison Cregar <mmoran@twosevenohinc.org>
Sent: Tuesday, October 8, 2019 10:47 AM
To: Christy Peterson
Subject: [EXT] Grant Agreement - Livingston County Animal Control
Attachments: 2019 Grant Agreement - Livingston County Animal Control .pdf

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Good afternoon,

Two Seven Oh Inc. is pleased to inform you that a grant has been approved in the amount of \$25,000.00.

Attached please find a Grant Agreement that outline the terms and conditions of accepting our grant. Please read all the terms and conditions carefully, initial each section, sign and return to us by the indicated date on the agreement.

The attached agreement must be signed by an active Board Member. You will be contacted once the signed agreement is received with authorization for you to move forward with your grant. Please note that if the agreement is not returned by this date it will be assumed that you have declined in accepting the grant.

Congratulations on this recognition of your important efforts. We look forward to working with you.

Thank you,

Madison Cregar
Grant Administrator

Two Seven Oh Inc.®
Direct: 248-617-3071
Fax: 248-667-9648
PO Box 280
New Hudson, MI 48165

Two Seven Oh Inc.

Reimbursement Grant Agreement

October 4, 2019

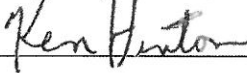
GRANTEE:	Livingston County Animal Control
GRANT AMOUNT:	\$25,000.00
GRANT PERIOD:	October 1, 2019 - January 1, 2020
FINAL REPORT DUE:	February 1, 2020
GRANT DESCRIPTION:	Renovation and remodeling of the shelter surgical area per October 3, 2019 quote from John Stewart General Contracts
GRANT ADMINISTRATOR:	Katie Wagner

Two Seven Oh Inc. (The Foundation) and The Grantee are entering into this agreement to establish the terms of The Foundation's grant to The Grantee.		Please initial each section
1	The Foundation will only cover expense specified in the Grant Description.	RV
2	Services must occur within the Grant Period.	RV
3	The Foundation and The Grantee may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modifications must take place before the end of the Grant Period. Any modification request after the end of the Grant Period will not be allowed	RV
4	<p>The Grantee agrees to submit a Final Report no later than 28 days after the end of the Grant Period. This report must include:</p> <ul style="list-style-type: none"> - a brief summary of the outcome of your Grant - a full financial accounting of the expenditures of the grant with invoice(s)/receipt(s) for all payments used to fulfill the Grant Description you wish to have covered by this grant. <p>Invoices/receipts must have:</p> <ul style="list-style-type: none"> a. The description and quantity of products and/or services, line by line, and the cost of each of item; b. The date at which the products were purchased or when services occurred; c. The vendor's name with contact information; d. The Grantee's name somewhere on the invoice <p>(If The Grantee is unable to provide an invoice/receipt without one or more of these items, the invoice/receipt will be invalid and will be removed from final award amount.)</p>	RV
5	The Foundation agrees to reimburse The Grantee up to, but not exceeding, the Grant Amount to solely implement the Grant Description, for expenses The Grantee incurred during the Grant Period following the submission of a Final Report.	RV
6	The Grantee agrees to cover any expenses exceeding the Grant Amount.	RV
7	<p>The Grantee agrees to immediately notify The Foundation if any of the following occurs in the Grant Period:</p> <ul style="list-style-type: none"> - any changes in key personnel - any changes in address or phone number - any development that significantly affects the operation of the Grant Description - any additional funding for the Grant Description 	RV

8	The Grantee agrees to credit the participation of The Foundation as "Anonymous" in any advertisement, publicity or public comment related to the Grant Description.	KL
9	The Grantee will keep adequate records to document the expenditure of funds and activities supported by the grant. The Grantee agrees to make available to The Foundation the financial records related to the activities supported by the grant at any given time during the Grant Period.	KL
10	In the event The Foundation finds that The Grantee has failed to comply with any terms of this agreement, The Foundation may cancel its participation in the Grant Description resulting in no funds being reimbursed.	KL
11.	The Foundation will not issue reimbursement checks before the Final Report Due Date, regardless if the grantee completes and submits the final report prior to the due date.	KL

On behalf of The Grantee as a ~~Board Member~~, I understand and agree to the foregoing terms and conditions of accepting Two Seven Oh Inc.'s grant, and authorize this agreement on The Grantee's behalf.

Signature: _____



Printed Name: _____

KEN HINTON

Board Position/Title: _____

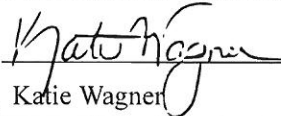
Livingston County Administrator

Date: _____

October 10, 2019

I authorize this grant agreement and terms listed above as a representative of The Foundation.

Signature of Director of Grants: _____



Printed Name of Director of Grants: _____

Katie Wagner

Date: _____

October 4, 2019

This signed agreement must be postmarked, faxed or emailed by:

November 1, 2019

Please note that if each section is not initialed and the agreement is not signed by a **Member of the Board (or Board of Commissioners) the agreement will not be valid. If you have any questions please contact the Grant Administrator listed on your agreement.*

RESOLUTION

NO: 2020-02-025

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing an Agreement with LandMark Appraisal Company to Provide Commercial Property Appraisal Services for the Livingston County Equalization Department

WHEREAS, 211.34 of the General Property Act requires the Equalization department to study each class of property every year; and

WHEREAS, to do this the Equalization department provides appraisals samples of each class of property to each unit of government and to the State Tax Commission; and

WHEREAS, with the limited availability of qualified people in the field, Livingston County has determined a need to contract for the commercial appraisal services;

WHEREAS, in accordance with the County's Procurement Policy, a formal bid process was performed and submitted proposals were evaluated; and

WHEREAS, LandMark Appraisal Company submitted a proposal to provide commercial property appraisal services and per the proposed rates in Attachment A – BAFO Pricing Sheet of RFP-LC-19-30 for a (3) three year term beginning March 1, 2020 to March 1, 2022 with an option for an (1) additional two- year renewal for a total contract period not to exceed five (5) years; and

WHEREAS, funding for same has been allocated and approved as part of the departmental budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with LandMark Appraisal Services to provide commercial property appraisal services on an as-needed basis for a three (3) year term commencing on March 1, 2020 to March 1, 2022 with an option for an (1) additional two-year renewal for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign renewal options for LandMark Appraisal Services to provide commercial property appraisal services on an as needed basis as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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**MOVED:
SECONDED:
CARRIED:**

RFP-LC-19-30: Evaluation Matrix

RFP-LC-19-30: Evaluation Matrix	Maximum Points	LandMark Appraisal Company	Quality Equalization Services
Scope of Services	80	70	65
Company Profile	20	20	13
References	40	37	26
Pricing Proposal	60	60	46
Total Points	200	187	150



Memorandum

To: Livingston County Board of Commissioners
From: Sue Bostwick, Director of Equalization
Date: January 24, 2020
Re: Resolution Authorizing an Agreement with LandMark Appraisal Company to Provide Commercial Property Appraisal Services for Livingston County Equalization Department – GENERAL GOV. / FINANCE / BOARD

Persuant to 211.34 of the General Property Act requires the Equalization department to study each class of property every year. To do this the Equalization department provides appraisals samples of each class of property to each unit of government and to the State Tax Commission. With the limited availability of qualified people in the field, Livingston County has determined a need to contract for the commercial appraisal services.

I am requesting the Board of Commissioners' approval to award a contract to LandMark Appraisal Company to provide commercial property appraisal services for the Livingston County Equalization Department on an as-needed basis. The current contract for these services has expired.

Per the County Procurement Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County website, and (1) one company was sent the solicitation directly. As a result, the solicitation reached a large group of qualified companies and even though two (2) submission were received, the evaluation committee (EC) believes the process created a system of free and open competition and should be considered valid.

After careful review of the proposals and the completion of reference checks, the EC requested a Best and Final Offer from both vendors. Afterwards, the EC finalized the rankings for each proposal and recommends an award to the highest ranked proposal.

As a result, I am requesting the attached resolution be approved to award a contract with LandMark Appraisal Company to provide commercial property appraisal services on an as-needed basis for a three (3) year term commencing on March 1, 2020 to March 1, 2023 with an option for an additional two-year period for a total contract period not to exceed five (5) years.

Thank you for your consideration. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO: 2020-02-026

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing an Appropriation of Funds to Cover the Cost of Remodeling the DHHS Offices Located at 2300 East Grand River – Facility Services

WHEREAS, the State of Michigan Department of Health and Human Services (DHHS) leases office space from Livingston County at 2300 East Grand River, Howell; and

WHEREAS, the State of Michigan DHHS has a need to renovate portions of the offices; and

WHEREAS, Livingston County Facility Services has facilitated the pre-construction cost of the project with its current vendor John Stewart Associates; and

WHEREAS, all cost of construction plus a 10% administration fees will be reimbursed to the County by the State of Michigan for a total cost not to exceed \$100,116; and

WHEREAS, the Facility Services Department would like to move forward with authorization for the project to renovate the leased DHHS office at the East Complex.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the renovation of the leased office space for the State of Michigan DHHS offices at 2300 East Grand River, Howell at a cost not to exceed \$100,116. The project will be 100% reimbursed by the State of Michigan plus a 10% administrative fee to Livingston County for oversight of the project.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorized any budget amendments needed to effectuate this project.

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MOVED:
SECONDED:
CARRIED:



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

DATE: January 14, 2020

TO: Livingston County Board of Commissioners

FROM: Chris Folts

RE: Resolution authorizing appropriation of funds to cover the cost of remodeling of DHHS offices at 2300 East Grand River, Howell

Livingston County leases space to the State of Michigan at 2300 East Grand River, Howell.

The DHHS office has a need to renovate office areas within the building and has contacted Facility Services to assist in planning and scope of work specifications. Facility Services contacted John Stewart Associates to assist in the scope preparation and to bid the project.

The State of Michigan has agreed to the price of \$ 100,116.00 plus 10% that will be paid to Livingston County for oversight of the project.

Once the project is complete Livingston County will pay the invoice of not to exceed \$100,116.00 for the project and then Livingston County will invoice the State of Michigan for that cost plus %10.

Therefore, Facility Services is requesting that the Livingston County Board of Commissioners grant permission to move forward with the project and authorize any budget amendments that are needed to effectuate this project. If you have any questions or concerns, please feel free to contact me.



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

TRICIA L. FOSTER
DIRECTOR

January 8, 2020

VIA ELECTRONIC MAIL

Livingston County
Attn: Ms. Cynthia Catanach
304 East Grand River, Suite 202
Howell, MI 48844

Dear Ms. Catanach:

Subject: State of Michigan, CCO #4 to Lease #10440, Howell, MI

We are enclosing the original Contract Change Order (CCO) #4 for your review and approval.

Before returning the CCO it *must*:

- (a) be signed and dated by the Lessor where indicated.
- (b) have the Lessor's name printed below their signature.

The signed CCO should be returned via e-mail to the address shown below.

If you have any questions, please feel free to contact me at (517) 284-7924 or sanchez11@michigan.gov.

Your prompt attention to these matters will aid us in expediting this transaction.

Sincerely,

Leasa Sanchez

Leasa Sanchez
Specialist, Real Estate Division

Attachments

c: File

CONTRACT CHANGE ORDER
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET ~ REAL ESTATE DIVISION
3111 W. St. Joseph Street, Lansing, MI 48917

DEPARTMENT: Department of State (DOS)	LEASE # 10440 ADDRESS: 2300 E. Grand River, Howell, MI 48844
NAME AND ADDRESS OF LESSOR Livingston County Attn: Ms. Cynthia Catanach 304 East Grand River, Suite 202 Howell, MI 48844	APPROVAL <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Lessor – Date </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Printed Name: </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Department – Date </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Printed Name: </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Tricia L. Foster, CPM, ACoM Date </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between;"> Director, DTMB </div>

NOTICE TO LESSOR: This Contract Change Order, when fully executed, serves as official notice that the State of Michigan approves the contract change(s) set forth below. (AUTHORITY: 1984 PA 431).

DESCRIPTION OF CONTRACT CHANGE ORDER # 4

1.	Who requested the contract change? Department of Health & Human Services		
2.	Was the work indicated herein provided in the original build-out specifications (Yes/No)? No		
3.	What will the order change accomplish?		What will it cost?
	<p>Labor and materials needed to make alterations to the lobby and conference rooms, as well as create a mother's room.</p> <p>Lessor and Lessee acknowledge and agree that Lessor or Lessor's contractor(s) will secure any needed permits, perform pre-construction site preparation and post-construction site clean-up/restoration, remove all construction wastes from the leased premises and test all installed fixtures for proper operation at no extra charge to the State. The project is further detailed and discussed in the accompanying cost quote and floor plan:</p> <ul style="list-style-type: none"> - Attachment #1 – Floor plan, 5 pages - Attachment #2 - Cost quote: John Stewart, General Contractors, dated December 9, 2019, 3 pages - Attachment #3 – Cost quote: Livingston County Facility Services, Project Management Fee, dated January 7, 2020, 1 page <p>General Terms: Lessor and Lessee further acknowledge and agree that all contractors and service providers listed herein will be hired by and working for the Lessor, not by or for the State of Michigan and that the State of Michigan shall not indemnify any party in connection with any liability arising from this CCO. The Lessor shall be responsible for paying the contractors and service providers listed above directly and Lessor shall own and maintain in good order the improvements made to the leased premises under this CCO as Lessor would any other permanent fixtures of the leased premises, unless specifically provided otherwise elsewhere on this CCO form. Upon completion, the State of Michigan shall pay Lessor for the CCO work in a lump sum addition to the next regularly scheduled rent payment. The work must be completed to the Michigan Department of Health and Human Service's satisfaction before payment will be made. The Lessor shall submit copies of all paid invoices for which they are seeking reimbursement. All warranties for products and labor involved in this CCO shall accrue to and benefit the Lessor, unless specifically provided otherwise elsewhere in Lease 10440 or this CCO form.</p>		\$91,014.00
	Sub-Total		\$91,014.00
	10% Cost Overrun Contingency (if needed to complete the work described above)		\$9,101.40
	Project Management Fee		\$9,101.40
	TOTAL		\$109,216.80

NET INCREASE:	DEBIT: \$	CREDIT: \$	DEBIT \$	CREDIT \$
NET DECREASE:	DEBIT \$	CREDIT \$		

DEPT	ACTG TEMPLATE	UNIT	LOC	OBJ	DOBJ	PROG	PHASE	PROGP
491	491xx3772	4BX	8843	6401	6401	FES		

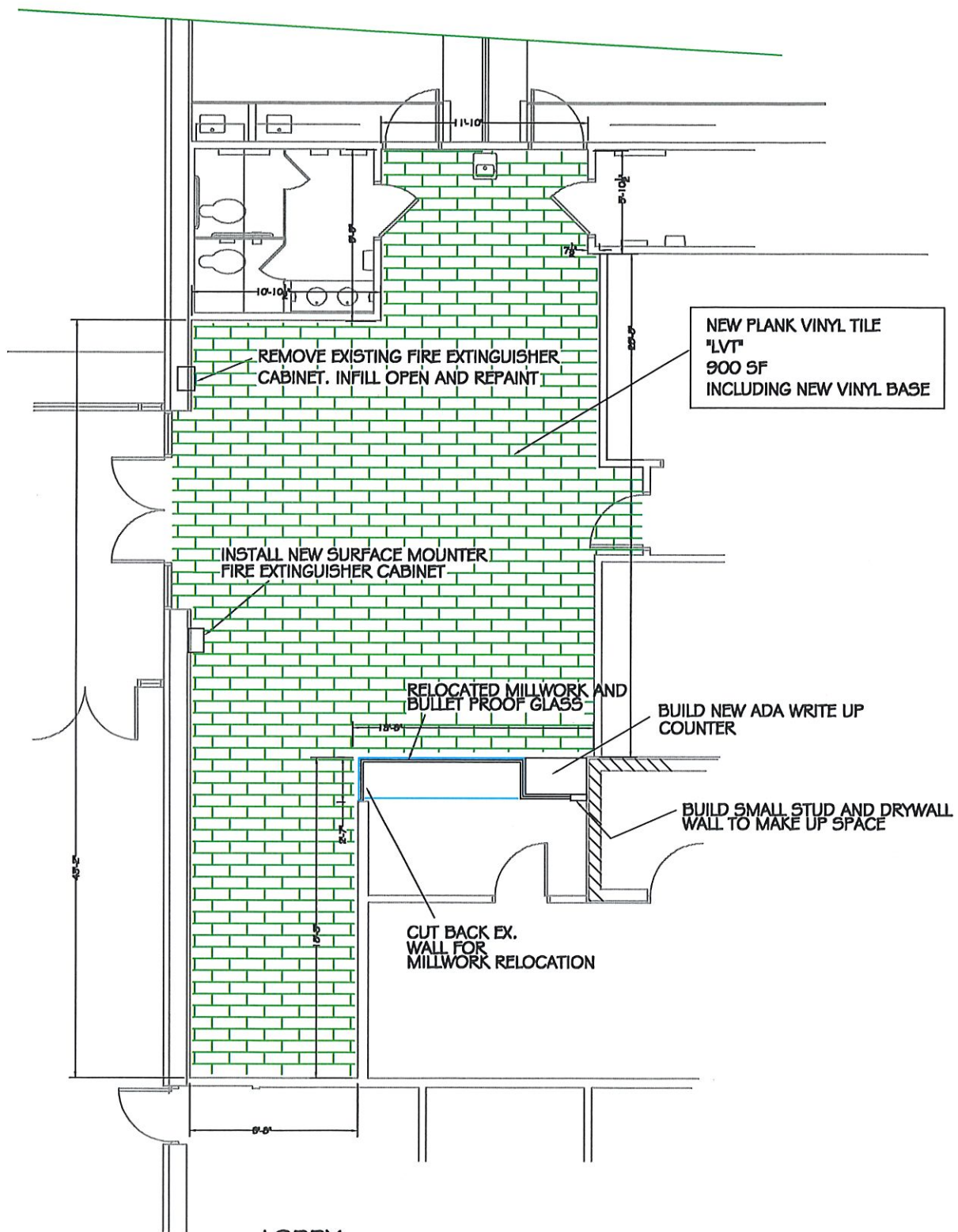
APPN	FUND	SFUND	ACTV	FUNC	TASK	TASKO	BSA	BFY
13010	1000	9999	B442	9999	1301	C047		
Agency Code	Commodity Code	Payable	Index					

copy to:

Lessor

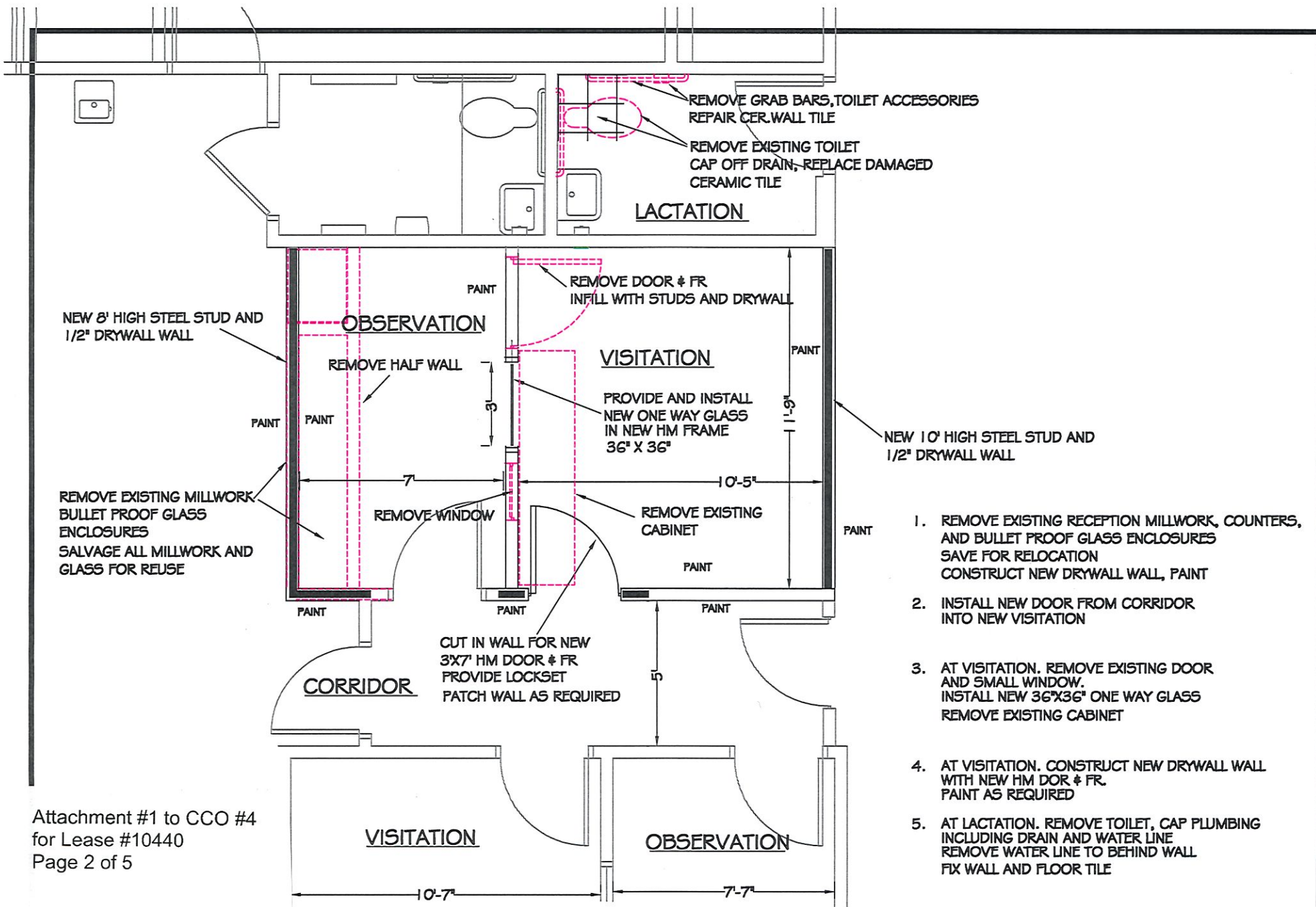
Department

DTMB/RED Files



LOBBY
SCALE 1/8" = 1'-0"

JOHN STEWART GC
(248) 390-5260
stewartcontractors@gmail.com



Attachment #1 to CCO #4
for Lease #10440
Page 2 of 5

1. REMOVE EXISTING RECEPTION MILLWORK, COUNTERS, AND BULLET PROOF GLASS ENCLOSURES
SAVE FOR RELOCATION
CONSTRUCT NEW DRYWALL WALL, PAINT
2. INSTALL NEW DOOR FROM CORRIDOR
INTO NEW VISITATION
3. AT VISITATION. REMOVE EXISTING DOOR
AND SMALL WINDOW.
INSTALL NEW 36"X36" ONE WAY GLASS
REMOVE EXISTING CABINET
4. AT VISITATION. CONSTRUCT NEW DRYWALL WALL
WITH NEW HM DOR & FR.
PAINT AS REQUIRED
5. AT LACTATION. REMOVE TOILET, CAP PLUMBING
INCLUDING DRAIN AND WATER LINE
REMOVE WATER LINE TO BEHIND WALL
FIX WALL AND FLOOR TILE

LIVINGSTON COUNTY
DHHS LEASE #10440 REMODEL

SCALE 1/4" = 1'-0"

JOHN STEWART GC
(248) 390-5260
stewartcontractors@gmail.com

Agenda Page 43 of 99

11 NOV.2019

B

NOTE:
REMOVE EXISTING RECESSED FIRE EXTINGUISHER
CABINET. REPAIR AND REPAINT WALL

NEW SURFACE MOUNTED
FIRE EXTINGUISHER CABINET

REMOVE DOOR AND FRAME
DRYWALL WRAP NEW DROPPED
HEADER
REPAIR AND REPAINT ALL DISTURBED
SURFACES

REMOVE WALL TO 7'-0"
REMOVE MILLWORK AND COUNTERS
REMOVE TWO EXISTING PASS WINDOWS
INSTALL NEW DROP HEADER TO
RECEIVE RELOCATED MILLWORK FROM RECEPTION

ELEVATION
"A"

ELEVATION
"B"

REMOVE SECTION OF SIDE WALL
TO INSTALL RELOCATED MILLWORK
PROVIDE HEADER AT 7'-2 1/2"

DEMO EXISTING COUNTER
AND CABINETS

REWORK EXISTING ELECTRICAL

REPAIR AND REPAIR AFFECTED WALL

REMOVE DOORS AND FRAMES
REMOVE WALLS
REPAIR AND REPAINT ALL
DISTURBED AREAS

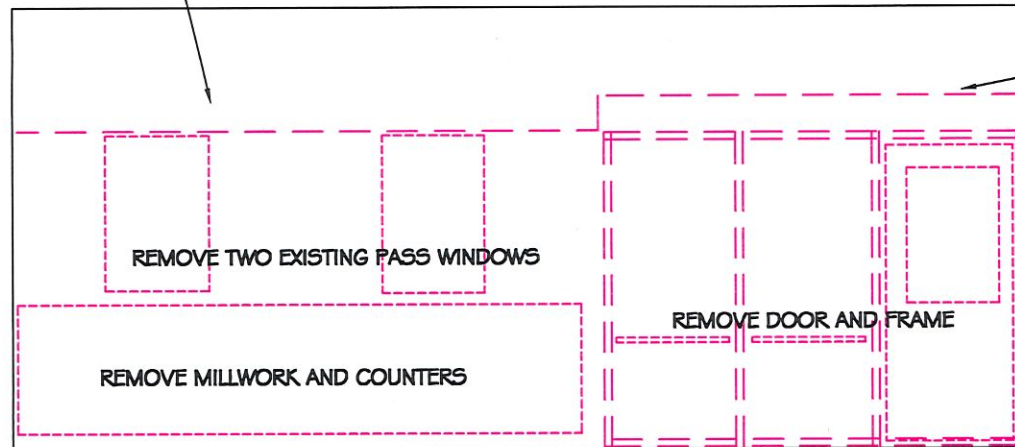
REWORK EXISTING THERMOSTAT
REWORK EXISTING ELECTRICAL

REMOVE TOILET IN ITS ENTIRETY
TOILET, SINK, GRAB BARS, AND
FLOOR AND WALL TILE

CAP PLUMBING INSIDE WALL AND
BELOW FLOOR LINE

SCALE 1/4" = 1'-0"

REMOVE WALL TO 7'-2 1/2"
INSTALL NEW DROP HEADER TO
RECEIVE RELOCATED MILLWORK FROM RECEPTION

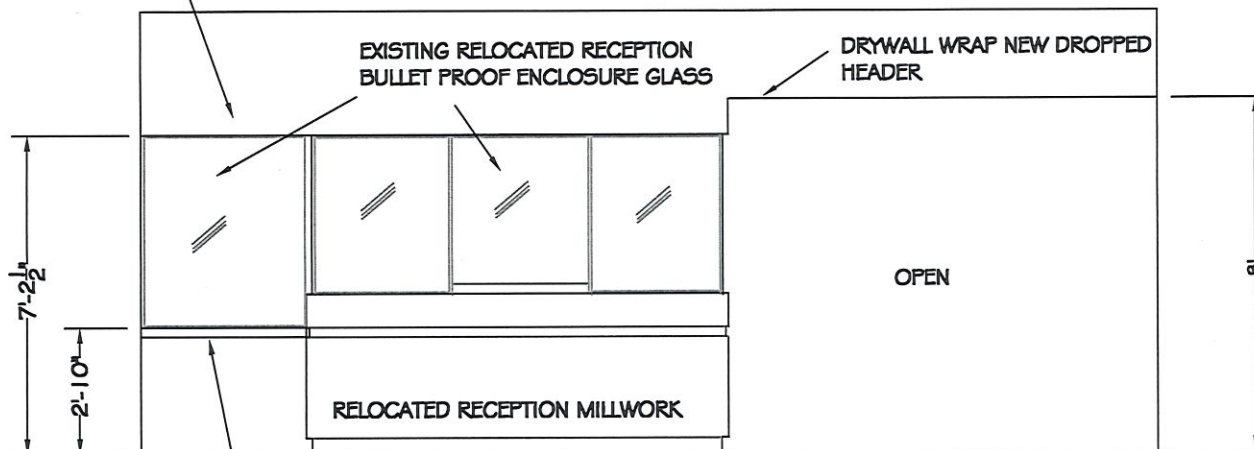


REMOVE WALL TO 8'-0 1/2"
PROVIDE NEW HEADER
DRYWALL WRAP AND REPAINT
ABOVE EXISTING REMOVED DOOR AND SIDELITES

ELEVATION "A" EXISTING

SCALE 1/4" = 1'-0"

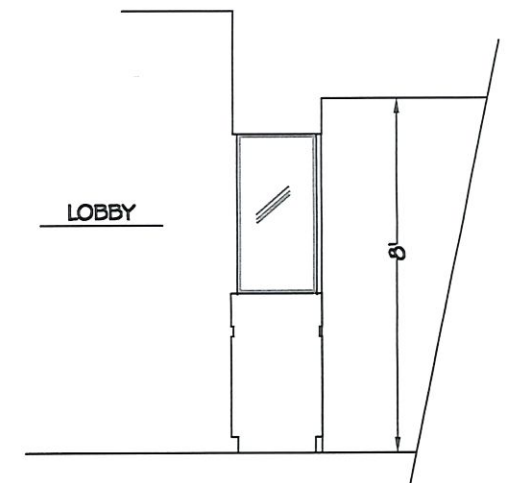
DRYWALL WRAP NEW DROPPED
HEADER



ELEVATION "A" NEW

SCALE 1/4" = 1'-0"

ADA ROLLUP COUNTERTOP



ELEVATION "B" NEW

JOHN STEWART GC
(248) 390-5260
stewartcontractors@gmail.com

REPAINT 12' HIGH WALL

REMOVE EXISTING DOOR AND FRAMES
INFILL OPENING WITH STUDS, SOUND INSULATION
AND DRYWALL. PAINT ENTIRE WALL

REMOVE EXISTING DOOR AND FRAMES
INFILL OPENING WITH STUDS, SOUND INSULATION
AND DRYWALL. PAINT ENTIRE WALL

REPAINT WALLS

CARPET REPAIR ????

REPAINT WALLS

REPAINT WALLS

REMOVE EXISTING WALLS
LEAVE 3" WALL AT CEILING
RE-DRYWALL EXISTING WALL STUB, REPAINT

SCALE 1/4" = 1'-0"

Attachment #1 to CCO #4
for Lease #10440
Page 5 of 5

LIVINGSTON COUNTY
DHHS LEASE #10440 REMODEL

JOHN STEWART GC
(248) 390-5260
stewartcontractors@gmail.com

(REVISED 12-9-19)

Livingston County
Facility Services
420 S. Highlander Way
Howell, Mi. 48843
Attn: Mr. Chris Folts
RE: Remodeling at MHHS

DESCRIPTION OF WORK

A.

1. Installing Vinyl Plank floor and base in Reception and in Observation and Visitation
2. Remove existing fire extinguishers
Install new surface mount fire extinguisher cabinet
3. Patch wall
4. Paint all walls only at reception
5. Remove existing carpet
6. Install new vinyl plank flooring

B.

1. Demolish ex. reception counter and store for relocation
2. Remove existing bullet proof glass and store for reinstall
3. Install new one way glass at observation
4. Build new wall at ex.reception counter location
5. Install new door to visitation
6. Demolish existing drop and light fixtures at ex.reception
7. Cut in new door opening to visitation
8. Supply new door, frame, and hardware at visitation
9. Remove existing door and window at visitation
10. Infill existing door opening, enlarge opening between observation and visitation
11. Construct new stud and drywall wall at visitation
12. Patch wall at new door
13. Patch carpet at new visitation wall
14. Repaint entire wall at south visitation/ work area
15. Remove existing cabinets at new visitation
16. Remove grab bars, toilet accessories at Lactation
17. Remove toilet, and repair tile at Lactation (owners tile)
Grout holes at tile from screws of toilet accessories
18. Remove carpet in existing visitation & observation. Install new Vinyl Plank flooring

C. & D.

1. Remove wall at west reception
2. Remove counters and cabinets
3. Remove existing wall to 7'
4. Rework electrical
5. Rebuild wall
6. Install relocated reception counter
7. Re-install existing stored bullet proof glass
8. Demo existing door and window system
9. Repair walls
10. Demo small portion of south wall in new kiosk area
11. Demo storage area and toilet area
remove all walls and ceilings
12. Tie in new acoustical ceiling at toilet and storage
13. Install new light fixtures
14. Add electrical outlets in new kiosk
15. Demo plumbing and cap existing waste and water lines
16. Patch walls at toilet and storage
17. Paint walls

- E.
1. Demo two walls for new meeting area
 2. Infill work room side walls at door opening
Drywall, steel studs and sound insulation
 3. Patch and repair walls
 4. New drywall drops at demo'd walls
 5. Repaint walls
 6. Paint walls at work area side
 7. Rework lighting circuits
 8. Repair carpet at removed walls (owners carpet)

COST BREAKDOWN

Permit Allowance	2000.00
Painting	6800.00
electrical	8510.00
counter install	1710.00
Glass & glazing	5428.00
HM doors & hardware	1095.00
carpet repair and vinyl plank	15664.00
demolition	9600.00
floor prep	1000.00
construction documents	700.00
Job Superintendent	3000.00
Cleanup	1600.00
Dumpsters	1500.00
Misc. labor	3500.00
Sprinkler system rework allowance	1000.00

A.	Install new fire extinguisher cabinet. Repair wall at existing unit	550
B.	<u>Observation</u>	
	1. steel stud wall 15 lf x 45/lf	675
	2. Drywall 300 sf x 2.20/sf	660
	3. Sound insulation 150 sf x 1.00/sf	150
	<u>Visitation</u>	
	1. Infill door and window opening	1000
	2. Drywall	600
	3. Install door, door frame & hardware	1200
	4. Patch and repair drywall	600
	5. New 12' long x 11' high wall	
	a. steel stud 12lf x 55/ft	660
	b. drywall 540 sf x 2.20/sf	1188
	c. sound insulation 270 sf x 1/sf	270
C.	<u>West Reception</u>	
	1. Rebuild wall to accept relocated counter and bullet proof glass 24 hrs x 70/hr	1680
	2. Drywall install and repair	2800
	3. Build new drop over counter	1700
	4. Install new acoustical ceiling at ex bathroom and storage area, at drywall ceiling removed	1100
D.	<u>Meeting Rooms</u>	
	1. Infill work room side walls at door opening Drywall, steel studs and sound insulation	2800
	2. Repair wall at removed walls and ceiling	2000
	Subtotal	82,740
	Profit and Overhead @ 10 %	8274
	Total cost	91,014.00

Off hours construction estimate extra

1. Electrical 2880
2. Carpentry 4200
3. Painting 1000
4. Carpet and demo quotes already included for some Saturday for Lobby



Livingston County Facility Services
420 S. Highlander Way
Howell, MI 48843
Phone: 517-546-6491

Quote: 1072020

Quote

Customer

Name Department of Health and Human Services
Address 2300 E Grand River
City Howell State MI ZIP 48843
Phone

Date 1/7/2020
Lease No. 10440
CCO No. 4
Rep Folts

	Description	Unit Price	TOTAL
1	Project Management for Lease No. 10440, CCO No. 4.	\$9,101.40	\$9,101.40
Subtotal			\$9,101.40
Shipping & Handling Taxes MI			
TOTAL			\$9,101.40

Please make check payable to Livingston County Facility Services and send to the address above.

RESOLUTION

NO: 2020-02-027

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing Reorganization of the Senior Public Safety Technology Specialist and Public Safety Technology Specialist Positions - Information Technology

WHEREAS, the Senior Public Safety Technology Specialist position has been vacant since December 17, 2019; and

WHEREAS, existing IT support staff have been endeavoring to fulfill the duties of the vacated Senior Technology Specialist position, however, the vacancy has resulted in a large backload of open work orders; and

WHEREAS, the Public Safety Technology Specialist position will shift from the Information Technology Department to the Sheriff's Office the Senior Public Safety Technology Specialist position; and

WHEREAS, the Senior Public Safety Technology Specialist position will shift from the Sheriff's Office to the Information Technology Department and

WHEREAS, the Senior Public Safety Technology Specialist will oversee the Public Safety Technology Specialist, as well as training them in the specialized hardware and software required in our public safety environment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the change in the following positions:

CURRENT:

Position #	Description	Status	FTE	ORG
22800113	PUBLIC SAFETY TECH	A	1.00	10130100 - Sheriff
22800114	SR PUBLIC SAFETY TECH	A	1.00	63622800 - IT

PROPOSED:

Position #	Description	Status	FTE	ORG
22800113	SR PUBLIC SAFETY TECH	A	1.00	10130100 - Sheriff
22800114	PUBLIC SAFETY TECH	A	1.00	63622800 - IT
#	#		#	

MOVED:

SECONDED:

CARRIED:



304 E. Grand River Ave., Suite 101
Phone 517.548.3230 Fax 517.545.9608
Web Site: <https://www.livgov.com/>

Memorandum

To: Livingston County Board of Commissioners
From: Diane Gregor
Date: 1/29/2020
Re: Reclassifying the Senior Public Safety Technology Specialist Position

The Senior Public Safety Technology Specialist position has been vacant since December 17, 2019. This position is currently an IT position.

IT initially worked with a contract services firm, which was unable to locate any viable candidates.

We would like to reclassify the Senior Public Safety Technology Specialist position, moving it to the Sheriff's Office. The Public Safety Technology Specialist position is to be reclassified to the Information Technology Department.

Public Safety environments require specialized technical skill sets. Reclassifying the position ensures the acquired knowledge and skills of the Public Safety Technology Specialist are used in their new role as the supervisor of the Public Safety Technology Specialist.

If you have any questions regarding this matter please contact me.



CONTACT INFORMATION

Requester: Diane Gregor Title of Requester: Acting CIO
Dept. Phone Number/Extension: x8807 Date Requested: 1/24/2020

POSITION INFORMATION

Position Title: Sr. Pub Safety Tech Specialist Supervisor: Ken Langley, Infrastructure Manager

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☒ No ☐

If so, name of person last holding this position: Fred Steuber

2. Is the purpose of this request to **reclassify** a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: _____

Justification of request / change of position **(REQUIRED)**: Sr. Public Safety Specialist

Reclassifying current the Senior Public Safety Technology Specialist position to the Sheriff's Office from the IT Department.

FUNDING INFORMATION

Base Annual Salary: \$71,083 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation **(Required)**: Current: Org. 636-22800 % 100 Proposed (If changing): Org. 101-30100 % 100

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head _____ Date _____

HR OFFICE ONLY

Job Class: _____ Job Title: _____ Grade/Step: _____/_____

FTE: _____ Employee Group: _____ HR Reviewed: _____ Date: _____

BUDGET OFFICE ONLY

Position Control # _____ Org. _____

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐

Comments: _____

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: 2020-02-028

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing Capital Expenditure and Budget Amendment for Replacement Juvenile Court Van – Car Pool

WHEREAS, the Car Pool Department is requesting authorization to replace one (1) vehicle from the Juvenile Court that has met useful life criteria based on age, mileage, and condition; and

WHEREAS, the current van was originally placed on an 84-month lease (replacement) term and has 18 months of payments remaining, but its condition warrants replacement in the current fiscal year; and

WHEREAS, the vehicle being replaced is a model year 2014 Dodge Grand Caravan and will be replaced with a model year 2019 Dodge Grand Caravan that will be leased for a period of five (5) years from Enterprise Fleet Management at a cost not to exceed \$27,500 in lease costs and equipment installation; and

WHEREAS, the Car Pool Department has received \$14,822 in lease (replacement) payments under the internal Car Pool lease program that is being phased-out and will receive an estimated \$2,500 in sale proceeds from the van being replaced; and

WHEREAS, the remaining \$10,178 will be covered by budgeted lease payments for the current van in the amount of \$2,695 and a budget transfer from Juvenile Court in the amount of \$7,483; and

WHEREAS, the vehicle replacement was not included in the current year budget and requires a budget amendment to Car Pool and a line item transfer from within the Juvenile Court budget into the restricted Auto Leasing object code to cover the prepaid lease costs and equipment installation; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the Car Pool Department to replace a 2014 Dodge Grand Caravan leased by the Juvenile Court with a 2019 Dodge Grand Caravan leased from Enterprise Fleet Management for a period of five (5) years at a cost not to exceed \$27,500 in prepaid lease costs and equipment installation.

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby authorize a budget amendment to the Car Pool 2019 Budget as follows:

FUND	APPROVED 2020 BUDGET	PROPOSED AMENDMENT	2020 AMENDED BUDGET
Car Pool	\$ 1,953,029	\$ 27,500	\$ 1,980,529

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby authorize a budget transfer for Juvenile Court in amount of \$7,483 into the Auto Leasing object code.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 01/27/2020
Re: Resolution Authorizing Capital Expenditure and Budget Amendment for Replacement Juvenile Court Van

The Car Pool Department is requesting authorization to replace one (1) vehicle from the Juvenile Court that has met useful life criteria based on age, mileage, and condition.

The current van was originally placed on an 84-month lease (replacement) term and has 18 months of payments remaining, but its condition warrants replacement in the current fiscal year to avoid increasingly costly repairs. The van is 6 years old with over 130,000 miles.

The vehicle being replaced is a model year 2014 Dodge Grand Caravan and will be replaced with a model year 2019 Dodge Grand Caravan that will be leased for a period of five (5) years from Enterprise Fleet Management at a cost not to exceed \$27,500 in lease costs and equipment installation.

Car Pool has received \$14,822 in lease (replacement) payments under the internal Car Pool lease program that is being phased-out and will receive an estimated \$2,500 in sale proceeds from the van being replaced. The remaining \$10,178 will be covered by budgeted lease payments for the current van in the amount of \$2,695 and a budget transfer from Juvenile Court in the amount of \$7,483.

The vehicle replacement was not included in the current year budget and requires a budget amendment to Car Pool and a line item transfer from within the Juvenile Court budget into the restricted Auto Leasing object code to cover the prepaid lease costs and equipment installation.

If you have any questions please contact me directly at x7843.

RESOLUTION

NO: 2020-02-029

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing FY 2021 Specialized Services Contract Between the Michigan Department of Transportation and the County of Livingston - LETS

WHEREAS, LETS is the eligible governmental agency representing SPECIALIZED SERVICES providers receiving funds under this contract for Livingston County; and

WHEREAS, SPECIALIZED SERVICES are public transportation services primarily designed for persons who are disabled or who are sixty (60) years of age or older; and

WHEREAS, This contract is to provide operating assistance funds from the Michigan Department of Transportation to SPECIALIZED SERVICES providers in Livingston County, as follows:

Specialized Services Providers

Brighton Community Education	\$17,560
Hartland Senior Center	\$17,560
Livingston County Community Mental Health	\$17,560
Livingston County Catholic Charities	\$10,375
Special Ministries of Livingston County	\$ 7,025

TOTAL: \$70,080

WHEREAS, Upon execution, this Contract shall cover the period commencing October 1, 2020, and extending through September 30, 2021.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorize the SPECIALIZED SERVICES Contract between the Michigan Department of Transportation and the County of Livingston, together with the above-stated provider contracts, for services from October 1, 2020, through September 30, 2021.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign said contracts and subsequent Project Authorization(s) upon review and recommendation of Mark T. Koerner, LETS Transit Attorney.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 1/24/20
**Re: Resolution Authorizing FY 2021 Specialized Services
Contract Between the Michigan Department of
Transportation and the County of Livingston - LETS**

Attached for your review and consideration is a resolution authorizing a contract between MDOT and Livingston County (LETS) for the FY 2021 Specialized Services grant in the amount of \$70,080. These funds are “passed through” LETS and distributed to the sub-recipients (service providers) named in the resolution based on passenger trip mileage.

LETS has the fiduciary responsibility to apply for funding and to report activity to MDOT including the distribution of funds to qualified Specialized Services providers. The distribution is set annually by the Livingston Local Advisory Council, which is a state-mandated body in all communities that receive Specialized Services funds. The LLAC is comprised of senior citizen stakeholders, a representative from AAA-1B, and human service agencies representing seniors.

LETS receives the pass through funds from MDOT quarterly based on passenger trip mileage reported by the Specialized Services providers. Upon receipt of the funds LETS distributes the quarterly apportionment to the service providers via the County Treasurer’s Office. The funds reimburse the agencies for 100% of mileage costs up to their maximum amount – there is no local match required.

As always, if you have any questions, please do not hesitate to contact me at x7843.

RESOLUTION

NO: 2020-02-030

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution of Intent to Apply for FY 2021 Congestion Mitigation and Air Quality (CMAQ) Grant for Six Expansion Buses for Proposed Grand River Service - LETS

- WHEREAS,** the 2019 Transit Master Plan study determined that 29% of existing LETS dial-a-ride trips (~43,000 in 2019) start and end within a half-mile of Grand River Avenue, and about 19% of those trips are recurring for purposes such as employment and education; and
- WHEREAS,** nearly all of the County's top employers and its highest concentration of jobs are found along the Grand River Avenue corridor, and residential housing density is increasing; and
- WHEREAS,** in response to these findings the Plan recommends establishing scheduled, fixed-route service along the Grand River corridor to provide more reliable and efficient service than is possible with dial-a-ride transit, and to shift capacity for dial-a-ride service to areas of the County with lower population density where the need is greater for such service; and
- WHEREAS,** in January 2020 LETS completed an in-depth analysis of the proposed service through its vendor contracted for the Transit Master Plan, AECOM, which culminated in a detailed service plan that includes proposed stop locations, schedules, and cost estimates for operations and capital; and
- WHEREAS,** the proposed route will require (6) additional medium-duty buses, including four (4) that will operate during peak service hours and two (2) spares; and
- WHEREAS,** LETS has confirmed with SEMCOG that capital funding is available for the bus purchase through the federal Congestion Mitigation and Air Quality (CMAQ) program which provides 80% funding with a 20% state match; and
- WHEREAS,** LETS is requesting authorization to apply for \$613,000 in federal FY 2021 CMAQ funding and \$153,250 in state capital match funds for a total of \$766,250 to purchase the buses if the service plan is implemented; and
- WHEREAS,** LETS is not obligated to use the funds for expansion vehicles if the proposed service does not materialize and will seek approval from the Board if it becomes necessary to revise the scope of the grant.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize LETS to apply for federal Congestion Mitigation and Air Quality (CMAQ) funding to purchase six (6) expansion buses for the proposed Grand River Avenue fixed-route service in the total amount of Seven Hundred Sixty-six Thousand Two Hundred Fifty dollars (\$766,250) including state matching funds.

BE IT FURTHER RESOLVED that LETS is not obligated to use the funds for expansion vehicles if the Grand River fixed-route service does not materialize and will seek approval from the Board if it becomes necessary to revise the scope of the grant.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize the Board chair to sign all documents related to the grant application and subsequent award upon approval as to form by LETS transit attorney Mark Koerner of Foster, Swift, Collins & Smith PC.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 01/27/2020
Re: Resolution of Intent to Apply for FY 2021 Congestion Mitigation and Air Quality (CMAQ) Grant for Six Expansion Buses for Proposed Grand River Service

The 2019 Transit Master Plan study determined that 29% of existing LETS dial-a-ride trips (roughly 43,000 in 2019) start and end within a half-mile of Grand River Avenue, and about 19% of those trips are recurring for purposes such as employment and school. Nearly all of the County's top employers and its highest concentration of jobs are found along the Grand River corridor. Moreover, the density of residential development has increased substantially over the last two decades.

With these statistics in mind, the Transit Master Plan recommends establishing scheduled, fixed-route service along Grand River Avenue between Brighton and Howell with connecting shuttles between Fowlerville and the LETS office, which will serve as the westernmost stop on the route.

In developed areas such as the Grand River corridor scheduled bus routes are more efficient with a much lower operating cost per passenger than dial-a-ride transit. It is also a more reliable mode of transportation for those passengers commuting to work and school and does not require advance reservations. This would also allow LETS to shift capacity for dial-a-ride service to areas of the County with lower population density where the need for such service is greater.

In January 2020 LETS completed an in-depth analysis of the proposed service through its vendor contracted for the Transit Master Plan (AECOM) which culminated in a detailed service plan that includes proposed stop locations, schedules, and cost estimates for operations and capital. A draft of the service plan overview is attached for your review.

The proposed route will require (6) additional medium-duty buses, including four (4) that will operate during peak service hours and two (2) spares. LETS has confirmed with SEMCOG that capital funding is available for the bus purchase through the federal Congestion Mitigation and Air Quality (CMAQ) program which provides 80% funding with a 20% state match.

LETS is requesting authorization to apply for \$613,000 in federal FY 2021 CMAQ funding and \$153,250 in state capital match funds for a total of \$766,250 to purchase the buses if the service plan is implemented.

Please note that LETS is not obligated to use the funds for expansion vehicles if the proposed service does not materialize and will seek approval from the Board if it becomes necessary to revise the scope of the grant.

Please contact me directly if you have any questions at x7843.

RESOLUTION

NO: 2020-02-031

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Approving the Creation of a Part-Time Driver Position in the Veterans Services' Department

WHEREAS, the Veterans' services Department has a need for an additional Part-Time Driver; and

WHEREAS, for purposes of continuity, the Veterans' Services Department would function more efficiently if the Part-Time Driver position were granted; and

WHEREAS, this Resolution has been recommended for approval by the Veterans' Services Committee.

WHEREAS, funding for additional driver was not budgeted for and will need a budget amendment.

WHEREAS, Veterans' Services does have the funds for needed budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establish Part-Time Driver position creations in the Veterans' Services Department.

Position #	Description	Group/BU	FTE	Status
68200109	VETERANS SRVS DRIVER	NU	0.48	P

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary budget amendments to effectuate the above.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY JOB DESCRIPTION

DRIVER

Supervised By: Director, Livingston County Veterans Services

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Director, Livingston County Veterans Services, is responsible for providing safe, efficient, customer friendly transportation via bus, van or County vehicle to Veterans in the County to/from any location in surrounding counties.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Drives Veterans Services vehicle to transport passengers to various destinations. Passengers may have special needs or require additional assistance. Some transports require transportation out of the county and ~~some~~ door to door service.
2. Maintains a log of trips and number of passengers.
3. Operates chairlift to assist passengers in boarding the vehicle and ensures passengers are properly secured based on standards and guidelines.
4. Performs a Michigan Department of Transportation pre-inspection and required post-inspection of vehicle, records any deficiencies and reports all maintenance needs to proper personnel.
5. Fuels and cleans vehicle throughout the day or at end of shift or day.
6. Records and report any incidents, injuries, or vehicle damage to proper personnel before end of shift.
7. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications

necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Must obtain a Michigan Department of Transportation Chauffeur License within ten days of employment and CPR training within six months of employment. Certifications must be maintained throughout employment.
- Knowledge of the principles and practices of safe driving techniques and providing customer service and assistance for transporting citizens.
- Considerable knowledge of County roads, reading maps, providing customer service while transporting passengers, working with a variety of people including providing service to passengers with special needs and assistance, performing basic math skills, preparing daily log reports, and driving safely in all weather conditions.
- Skill in assembling data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and the ability to master data entry on department-specific software.
- Skill in the use of specialized vehicle transportation equipment such as chair lifts and securing passengers prior to transport.
- Skill in the use of electronic equipment on County vehicles.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in the field. While in the office, the employee is regularly required to communicate in person and radio, read regular and small print, view and produce written documents and enter data. The employee must be mobile with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job the employee works in outdoor weather conditions while driving and is exposed to fumes or airborne particles, noxious odors, vibrations from driving a bus and traffic. The noise level in the work environment is usually moderate, but can be loud.

LIVINGSTON COUNTY VETERANS' COMMITTEE

MEETING MINUTES

Livingston County East Complex, Conference Room B

2300 E. Grand River | Howell, MI | 48843

January 15, 2020

6:00 p.m.

Members Present Bruce Hundley
 Joe Riker
 James Wallace
 Robert J. Bezotte

Members Absent Kevin Nagle

Staff Present Mary Durst

1. **CALL TO ORDER**

Chairman Joe Riker Called Meeting to order at 6:00 p.m.

2. **ROLL CALL**

Roll call by Chairman indicates presence of a quorum.

3. **APPROVAL OF AGENDA**

Motion to approve agenda as presented.

Moved By Robert J. Bezotte

Seconded By James Wallace

Motion Carried (4 to 0)

4. **APPROVAL OF MINUTES**

4.1 **December 18, 2019 Minutes**

Motion to approve minutes with stated corrections.

Moved By Robert J. Bezotte

Seconded By Bruce Hundley

Motion Carried (4 to 0)

5. CALL TO THE PUBLIC

None.

6. APPLICATIONS FOR RELIEF

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

8.1 Contingent Driver

Motion to hire part time driver for less than 20 hours a week.

Moved By Bruce Hundley

Seconded By James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

Motion Carried (4 to 0)

8.2 Authorization to apply for County Service Fund Grant

Motion to authorize Director to apply for County Service Fund Grant.

Moved By Robert J. Bezotte

Seconded By James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

Motion Carried (4 to 0)

9. REPORTS

9.1 Office

Director presented office report to Committee. Discussed status of AAMC CBOC in Livingston County.

9.2 County Service Fund Grant

Director presented Committee with criteria, start and end dates for grant. Discussed how grant money will be spent. General consensus that grant money will be spent on a new office build out, first year's rent, new office furnishings and supplies. Director to write grant and call special meeting to review before submitting.

9.3 2019 Year End Financial Summary

Director provided 2019 year end summary to committee. Stated that office is still drawing funds out of the budget and there will be a hard close in March, 2020.

9.4 2020 YTD Report

Director provided Committee 2020 YTD report.

10. GOOD OF THE ORDER

Bob Bezotte informed the Committee that Yvonne from Bountiful Harvest will be guest speaking at February's meeting.

11. ADJOURNMENT

Motion to adjourn at 7:28 p.m.

Moved By Bruce Hundley

Seconded By James Wallace

Motion Carried (4 to 0)

Mary Durst, Director

Recorder

Joseph Riker, Chair



LIVINGSTON COUNTY VETERANS SERVICES

2300 East Grand River Avenue, Suite 109, Howell, Michigan 48843

517-546-6338

Memorandum

To: Livingston County Board of Commissioners
From: Mary Durst
Date: 1/24/2020
Re: Resolution Approving the creation of a Part-Time Driver Position in the Veterans' Services Department

Dear Commissioners,

I am respectfully requesting the addition of a third part-time driver. The demand for door to door medical transports has steadily increased and is predicted to continue to grow. Our current part-time drivers are at their maximum allowable hourly limit and have expressed they do not wish to move into a full-time position. An additional part-time position will allow the office to continue meeting demand while keeping costs low by reducing the instances of over-time pay and utilizing outside resources.

If you have any questions, please feel free to contact me.

Mary Durst
(517)552-6902



CONTACT INFORMATION

Requester: Mary DurstTitle of Requester: Veterans Services DirectorDept. Phone Number/Extension: 517-552-6902Date Requested: 1/21/2020

POSITION INFORMATION

Position Title: Part-time DriverSupervisor: Mary Durst

1. Is the purpose of this request to fill a position as a result of a vacancy?

Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position?

Yes ☐ No ☒3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: 19Justification of request / change of position (REQUIRED): Increased demand for transports. Current drivers at maximum allowable hours

FUNDING INFORMATION

Base Annual Salary: 16.7182/hr 16,691.4508 year This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____Allocation (Required): Current: Org. 29568900 % 100 Proposed (If changing): Org. _____ % _____Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable)

Date

Mary Durst
Department Head1/21/2020
Date

HR OFFICE ONLY

Job Class: 2015 Job Title: Driver Grade/Step: 3 / 1FTE: .48 Employee Group: NU HR Reviewed: Amy Hill Date: 1-21-2020

BUDGET OFFICE ONLY

Position Control #: 68200109 Org. 29568900Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☒Comments: requires Board approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: 2020-02-032

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing an Agreement with the Michigan Veterans Affairs Agency to Support the Livingston County Veterans Services Office to Enhance and Improve Operations – Veterans Services

WHEREAS, Under PA 192 of 1953, The Michigan Veterans Affairs Agency (MVAA) shall make the County Veterans Services grant available to each county that meets grant conditions; and

WHEREAS, The County Veterans Service Grant available to Livingston County for FY 2020 is \$108,015.00; and

WHEREAS, The grant is to be utilized solely for the goal of enhancing and improving county veteran service operations to connect veterans with their benefits and;

WHEREAS, Veterans' Services meets all MVAA criteria and would utilize 2020 grant funds to expand office space and services; and

THEREFOR BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Veteran Services to apply for and if awarded accept the County Veterans Services Grant through the Michigan Veterans Affairs Agency in the amount of \$108,015 to support expanding Veterans' services in Livingston County.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary budget amendments to effectuate the above.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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**MOVED:
SECONDED:
CARRIED:**



FY20 COUNTY VETERAN SERVICE FUND – GRANT GUIDANCE

COUNTY SERVICE VETERAN FUND

January 2020

SUMMARY AND BACKGROUND

The Michigan Veterans Affairs Agency (MVAA) is accepting applications for fiscal year (FY) 2020 County Veteran Service Fund grants (PA 210 of 2018). Public Act 210 of 2018 amends PA 192 of 1953, entitled "An act to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldiers' relief commission in such counties," (MCL 35.621 to 35.624) by amending the title and by adding section 3a. This Act creates a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; to create the county veteran service fund and to provide for contributions to and expenditures from that fund; and to transfer the powers and duties of the soldiers' relief commission in those counties.

AWARD INFORMATION

Funding Mechanism: Grant

Total Available Funding: \$6,364,119

Anticipated Number of Awards: 83

Purpose: Grant dollars are intended to enhance and improve county veteran service operations in an effort to connect veterans to their benefits and provide consistent access to services throughout the state.

Length of Project: Up to 1 fiscal year, depending on fund availability

Cost Sharing / Match Required: No

Continuation Funds: Contingent upon appropriation funding

AVAILABLE FUNDING

The total disbursement for each grant shall be determined by combining the following amounts:

(a) A base amount of \$50,000.00

(b) A per capita amount according to the number of veterans residing in each county. The amount in this subdivision shall be determined by dividing the amount remaining in the fund after accounting for all disbursements under subdivision (a) by the total number of veterans residing in this state and multiplying the resulting dollar amount by the number of veterans residing in the county receiving the grant. Population figures for veterans residing in this state and in each county of this state shall be obtained from the most recent (2018) Geographic Distribution of VA Expenditures (GDX) Report published by the United States Department of Veterans Affairs.

(c) If the amount remaining in the fund after accounting for all disbursements under subsection (a) is less than the amount obtained by multiplying \$1,000.00 by the number of

counties receiving grants, the MVAA shall not perform a calculation under subsection (b) and shall not disburse the portion of grant funds described under that subsection.

There is no cost sharing or match required.

TIMELINE

A completed and signed application (including any attachments) must be received by the MVAA, via email to MVAAGrants@michigan.gov no later than 12 p.m. (noon) EST on February 21, 2020. The time of receipt by the MVAA is determined by the timestamp provided by the State of Michigan email system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MVAA beginning at 12:01 p.m. EST on February 21, 2020, and thereafter, may not be considered for funding.

It is recommended you do not wait until the last minute to submit your grant application. This is a State of Michigan email address and you run the risk of a server overload.

Event	Deadline
Letter of Intent Re-opens	January 8, 2020
Letter of Intent amended Deadline	January 17, 2020 by 12:00 pm*
Grant Application Period Opens	January 21, 2020
Grant Application Informational Webinar	January 28, 2020 at 10:00 am*
Q & A Webinar	February 4, 2020 at 10:00 am*
Q & A Webinar	February 11, 2020 at 2:00 pm*
Grant Application Period Closes	February 21, 2020 at 12:00 pm*
MVAA Grant Application Review	February 21 – 28, 2020
Notification of Approval/Denial/Resubmission Requests**	March 2, 2020
Award Letters and Grant Agreement Packets sent for approved applications	March 2, 2020
**Individual conferences with counties to review denials and resubmission requests	TBD
**Grant resubmission Deadline (if applicable)	March 10, 2020 by 12:00 pm*
**Notification of Approval/Denial for Resubmissions & Grant Agreement Packets sent	March 16, 2020
County signed Grant Agreement returned to MVAA	MVAA must receive signed copy of Grant Agreement from County within 60 days of receipt of the Award packet. Grant Agreements received after the 60 days may be forfeited.
Fully executed Grant Agreement returned to County and payment request submitted	To be processed as received

*Denotes EST

CONTACT INFORMATION

The same person shall not serve as The Project Director, the Authorized Official and the Financial Officer.

Project Director* – The person from the applicant’s County Department of Veterans Affairs with overall responsibility for project management and ensuring that all grant guidelines and requirements are met.

* County must ask for permission and be granted an exception by the MVAA for someone other than Director of CDVA to be the Project Director.

Financial Officer – The person from the applicant’s organization responsible for the financial accounting of project related expenditures (must be different than the Authorized Official).

Authorized Official – The person from the applicant’s organization authorized to enter into an agreement with the DMVA/MVAA in order to accept grant funds (must be different than the Financial Officer).

ELIGIBILITY

Eligibility is limited to Michigan counties that meet the eligibility criteria.

ELIGIBILITY CRITERIA

To be eligible to receive a grant, a county department of veterans’ affairs must satisfy the following;

- (a) Maintain a minimum level of county funding for veteran service operations equal to the level of county funding for veteran service operations for the preceding fiscal year.
- (b) Establish remote access to the United States Department of Veterans Affairs computing systems and require county veteran service officers to obtain a PIV card.
- (c) Submit quarterly reports to the MVAA in accordance with the reporting requirements detailed in this document.
- (d) Provide no less than 20 hours per week toward veteran service operations.
- (e) Submit financial reports, in the requested format, to the MVAA on a quarterly basis, demonstrating that the county department of veterans’ affairs expended the grant funds received directly and solely on veteran service operations during the period of the report.

EXPECTATIONS

It is the expectation of the MVAA that these services will be initiated/ implemented as soon as possible after the award. At the latest, grant recipients are expected to provide services no later than the third month post grant being awarded.

Priority will be given to applications that seek to establish a County Department of Veterans Affairs or enhance existing current veteran service operations. Other requests may be considered acceptable

unless it deviates too far from veteran service operations as defined. You will be notified if your application falls in this category and will be afforded the opportunity to reapply.

All submissions must support NEW initiatives or an increase in existing veteran service operations. Project personnel hired with FY19 grant funds may continue to be funded with FY20 grant funds.

Supplanting is not allowed.

DEFINITIONS

For this funding opportunity, below is a list of commonly used terms as defined by Public Act 210 of 2018.

1. "Accredited veteran service officer": an individual who has met the qualifications for accreditation under 38 USC 5904 and 38 CFR 14.629.
2. "County veteran service fund" or "fund": the county veteran service fund created within the state treasury.
3. "PIV card": a personal identity verification card issued by the United States Department of Veterans Affairs
4. "Veteran service operations": assistance and programming to meet the needs of veterans in this state. Veteran service operations include, but are not limited to, providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.

PROJECT NARRATIVE

Grant applications must be submitted on the supplied forms and in the required format to be accepted. Applications submitted that do not follow the guidelines may be rejected. Each proposed program/initiative and expenditure must be described in detail and include how each tie to one or both of the following goals:

Goal #1: Enhance or increase veteran service provision over past service provisions.

Goal #2: Connect eligible veterans, servicemembers, dependents or survivors to benefits by an accredited service officer to obtain United States Department of Veteran Affairs to health, financial, or memorial benefits. This includes applying for emergency grants from the Michigan Veterans Trust Fund to address a short-term unforeseen financial crisis.

In addition, the narrative must include how the county will measure the success of each implemented program/initiative.

EXPENDITURES

Consistent with the best practices of the United States Department of Veterans Affairs and Michigan Veterans Affairs Agency, all proposed expenditures must facilitate, enhance, and improve county

veteran service operations to connect veterans to their benefits. Failure to obtain prior written approval from DMVA/MVAA may result in an expense not being authorized or reimbursed.

SUGGESTED EXPENDITURES

Please refer to the FAQ handout or contact the MVAA for further guidance.

DISALLOWABLE EXPENDITURES

Funds expended without prior MVAA approval will not be reimbursed. Please refer to the FAQ handout or contact the MVAA for further guidance.

BUDGET JUSTIFICATION AND NARRATIVE

All applications must have a detailed budget justification and narrative that supports the requested funding. The Budget Justification and Narrative explains how the costs were calculated and must tie directly back to the Project Narrative.

The Budget Narrative is the justification of 'how' and/or 'why' a line item helps to meet the program deliverables. All costs must be utilized to support the provision of assistance and programming to meet the needs of veterans residing in the county. The proposed costs must be reasonable, allowable, allocable and necessary for the supported activity.

All Budget calculations must follow a prescribed format. Please refer to the FAQ handout or contact the MVAA for guidance.

If operational/programmatic changes are needed during the award period, you will need to complete a project amendment form and contact the MVAA Program Manager for PRIOR approval. If the change also requires moving funds from one-line item to another, you will need to complete a budget amendment form and contact the MVAA Program Manager for PRIOR approval. All forms will be accompany the grant award agreement.

If you are not sure if a cost is allowable, you will need prior approval from the MVAA Program Manager. If a cost is deemed disallowable after it has been expended, and there was not a PRIOR authorization, the grant WILL NOT reimburse the County.

Supplanting and administrative (in-direct) costs are not permitted.

Charges to the project for items such as salaries must conform to the written policies and established practices of the applicant organization.

POST AWARD

All grantees will need to be registered to do business with the State of Michigan. Registration is available at the following website: www.michigan.gov/SIGMAVSS.

The State of Michigan will not accept Signature Pages without the entire Grant Agreement. A complete signed copy of the Grant Agreement must be returned to the MVAA no later than 60 days after the Award Letter is received.

When communicating with the MVAA regarding your Grant Award, the Grant Award Number must be included in the Subject line of the e-mail. E-mails received without the Grant Award Number in the Subject line may be returned.

There will be a mandatory one-day training for Project Directors and Financial Officers to learn correct reporting formats. If one or more parties fails to attend, the grant award may be rescinded. Dates and locations will be provided with the Grant Award letter. Grant funds may be used to support travel to and from the mandatory training. Additional personnel assigned to the Project may attend at the expense of the county.

REPORTING REQUIREMENTS

Funding is provided on a reimbursement basis. Grant recipients will submit an updated county department of veterans' affairs budget and invoice for those expenses approved for payment by the grant no later than the 10th day of the month following the end of the quarter.

Submitting budget reports for reimbursement start with an approved budget. Reimbursements will be made on a quarterly basis. All reimbursable expenses must be incurred during the grant award cycle. Requests for reimbursement for activities/services prior to the award or after the close of the award WILL NOT be reimbursed.

Reimbursement for salaries/fringes will need to be supported by submitting certified signed time sheets by both the employee and the employee's supervisor

Quarterly Financial Reports demonstrating the expenditure and division of grant funds and county funds, must be signed by the Chief Financial Officer.

Quarterly Progress Reports that identify the major tasks completed during the reporting period, any issues or difficulties during the quarter, project milestones, and performance standards and metrics must be submitted to the MVAA by the 30th of the month following the end of the quarter.

Reporting templates will be provided to grant recipients with the Notice of Award.

REPORTING SCHEDULE

Reporting Period	October 1 -December 31, 2019	January 1 – March 31, 2020	April 1 – June 30, 2020	July 1 – September 30, 2020
Report Due	April 10, 2020	April 10, 2020	July 10, 2020	October 10, 2020

MONITORING

All grant recipients will be subject to grant monitoring of performance, including data collection. Standardized templates will be provided with the Grant Award Letter. Budget and progress and activity reports will be required quarterly. Grant and performance monitoring will be conducted by the Michigan Veterans Affairs Agency. If the Michigan Veterans Affairs Agency determines, by audit or otherwise, that a county department of veterans' affairs expended the grant funds received for purposes other than veteran service operations, the Michigan Veterans Affairs Agency shall reduce the grant disbursement provided to the county department of veterans' affairs in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended.

CONTACT INFORMATION

For questions regarding this funding opportunity, please e-mail MVAAGrants@michigan.gov.

RESOURCES

The following sites may be of assistance in researching and developing your grant application.

The most recent (2018) Geographic Distribution of VA Expenditures (GDX) Report

<https://www.va.gov/vetdata/Expenditures.asp>

Michigan Veterans Trust Fund

<https://www.michiganveterans.com/a/Michigan-Veterans-Trust-Fund>

<https://www.michiganveterans.com/p/Emergency-Assistance>

State of Michigan Travel Rates

https://www.michigan.gov/documents/dtmb/Travel_Rates_FY20_January_2020_675062_7.pdf

LIVINGSTON COUNTY VETERANS' COMMITTEE

MEETING MINUTES

Livingston County East Complex, Conference Room B

2300 E. Grand River | Howell, MI | 48843

January 15, 2020

6:00 p.m.

Members Present Bruce Hundley
 Joe Riker
 James Wallace
 Robert J. Bezotte

Members Absent Kevin Nagle

Staff Present Mary Durst

1. **CALL TO ORDER**

Chairman Joe Riker Called Meeting to order at 6:00 p.m.

2. **ROLL CALL**

Roll call by Chairman indicates presence of a quorum.

3. **APPROVAL OF AGENDA**

Motion to approve agenda as presented.

Moved By Robert J. Bezotte

Seconded By James Wallace

Motion Carried (4 to 0)

4. **APPROVAL OF MINUTES**

4.1 **December 18, 2019 Minutes**

Motion to approve minutes with stated corrections.

Moved By Robert J. Bezotte

Seconded By Bruce Hundley

Motion Carried (4 to 0)

5. CALL TO THE PUBLIC

None.

6. APPLICATIONS FOR RELIEF

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

8.1 Contingent Driver

Motion to hire part time driver for less than 20 hours a week.

Moved By Bruce Hundley

Seconded By James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

Motion Carried (4 to 0)

8.2 Authorization to apply for County Service Fund Grant

Motion to authorize Director to apply for County Service Fund Grant.

Moved By Robert J. Bezotte

Seconded By James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

Motion Carried (4 to 0)

9. REPORTS

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Director provided 2019 year end summary to committee. Stated that office is still drawing funds out of the budget and there will be a hard close in March, 2020.

9.4 2020 YTD Report

Director provided Committee 2020 YTD report.

10. GOOD OF THE ORDER

Bob Bezotte informed the Committee that Yvonne from Bountiful Harvest will be guest speaking at February's meeting.

11. ADJOURNMENT

Motion to adjourn at 7:28 p.m.

Moved By Bruce Hundley

Seconded By James Wallace

Motion Carried (4 to 0)

Mary Durst, Director

Recorder

Joseph Riker, Chair



LIVINGSTON COUNTY VETERANS SERVICES

2300 East Grand River Avenue, Suite 109, Howell, Michigan 48843

517-546-6338

Memorandum

To: Livingston County Board of Commissioners
From: Mary Durst
Date: 1/17/2020
Re: RESOLUTION AUTHORIZING AN AGREEMENT WITH THE MICHIGAN VETERANS AFFAIRS AGENCY TO SUPPORT THE LIVINGSTON COUNTY VETERANS SERVICES OFFICE TO ENHANCE AND IMPROVE OPERATIONS.

Dear Commissioners,

Livingston County Veterans' Services respectfully requests a grant of \$108,015.00. The grant money will be utilized for the goal of enhancing and improving county veteran service operations and to connect more veterans to their benefits and provide consistent access to services.

Specifically, the funding will be used to assist Veterans Services in moving to a larger location; allowing the office to expand to meet the needs of the veterans and to provide better visibility and awareness to the community. The funding will be utilized for supporting a build out, first year's rent, and assist in furnishing the new office.

If you have any questions regarding this matter, please contact me.

Mary Durst
(517) 552-6902

RESOLUTION

NO: 2020-02-033

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution to Accept Recommendation of the Broadcast Committee to Record Full Board Meetings – Board of Commissioners / Broadcast Committee

WHEREAS, At it's January 22, 2020 meeting the Broadcast Committee met to discuss the feasibility and interest in resuming the recording of Livingston County Board of Commissioners Full Board meetings; and

WHEREAS, among the topics discussed by the committee were topics such as what equipment was needed to record the meetings, current staff's ability to operate the recording equipment, where the recorded videos would be posted, and which meetings would be recorded; and

WHEREAS, the Committee determined that there was sufficient interest and benefit to the public to resume recording the full board meetings once proper equipment is put into place; and

WHEREAS, the Committee also recognized that a Broadcast Policy and/or procedures should be created to detail the purpose, expectations, and responsibilities of staff, Commissioners, and those in the Public that wish to address the Board; and

WHEREAS, it is the recommendation of the Broadcast Committee to resume recording of Full Board meetings.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners agree with the recommendation of the Broadcast Committee to resume recording the Livingston County Board of Commissioners Full Board evening meetings.

BE IT FURTHER RESOLVED that the Board of Commissioners authorization to record the meetings is contingent on a Broadcast Policy being created through the Broadcast Committee, to detail the purpose, expectations and responsibilities of those involved with the recordings, being brought back to the Board of Commissioners for review and approval.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2020-02-034

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Restating and Revising the Urban Cooperation (1967 Public Act 7) Agreement Creating The Southeast Michigan Consortium – Board of Commissioners

WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a Michigan Urban Cooperation (1967 Public Act 7) Agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Department of Labor and Economic Opportunity- Workforce Development, to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two (2) elected officials from each of the five (5) counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, in August of 2015, the counties of Washtenaw, Jackson, Livingston, Lenawee and Hillsdale agreed to sign a Michigan Urban Cooperation (1967 Public Act 7) Agreement to jointly implement workforce development services; and

WHEREAS, the partnership went into effect programmatically on July 1, 2016; and

WHEREAS, at a recent Consortium Board meeting, the Board expressed desire to change the name from “The Southeast Michigan Consortium” to “The Michigan Works! Southeast Consortium;” and

WHEREAS, the name change will require an amendment to the original a Michigan Urban Cooperation (1967 Public Act 7) Agreement; and

WHEREAS, each of the Partner counties must approve the Restated and Revised Urban Cooperation (1967 Public Act 7) Agreement for it to take effect.

IT IS THEREFORE RESOLVED the _____ County Board of Commissioners hereby approves the attached Restated and Revised Agreement and Charter of the Michigan Works! Southeast Consortium to reflect the Consortium’s name change to “The Michigan Works! Southeast Consortium.”

BE IT FURTHER RESOLVED that the Chair (or their designee) may sign any necessary modifications or agreements to put this change into effect.

BE IT FURTHER RESOLVED, that a copy of this Resolution, and the Restated and Revised Agreement and Charter of the Michigan Works! Southeast Consortium, shall be filed with the County Clerk's office and the Michigan Secretary of State's office.

BE IT FURTHER RESOLVED, that a copy of this Resolution, and Restated and Revised Agreement and Charter of the Michigan Works! Southeast Consortium, shall be sent to the Michigan Governor's office and the and the Michigan Workforce Development Agency, pursuant to the Urban Cooperation Act, 1967 PA 7, as amended, being , being MCL 124.501, *et seq.*

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MOVED:
SECONDED:
CARRIED:

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of the resolution adopted at a regular meeting of the Board of Commissioners of the County of Livingston State of Michigan, held on the 10th day of February, 2020, the original of which is on file in my office. I further certify that notice of said meeting was given in accordance with the Michigan Open Meetings Act.

IN WITNESS WHEREOF, I have affixed my official signature and the seal of said County of _____ this ____ day of _____, 2020.

BY: _____,

Elizabeth Hundley , County Clerk



304 E. Grand River Avenue, Suite 201, Howell, MI 48843
Phone (517) 546-3520 Fax (517) 546-7266

Memorandum

To: Livingston County Board of Commissioners
From: SE MI Consortium Board – Commissioner Dolan & Commissioner Green
Date: February 3, 2020
Re: Southeast Michigan Consortium name change

Board Action Requested

It is requested that the Livingston County Board of Commissioners approve a modification to the Public Act 7 Agreement creating the "Southeast Michigan Consortium" reflecting a name change to the "Michigan Works! Southeast Consortium."

Background

In August of 2015, the counties of Washtenaw, Jackson, Livingston, Lenawee and Hillsdale signed a Public Act 7 Agreement reflecting joint implementation of workforce development services. The governing board for this agreement was named "The Southeast Michigan Consortium." The Consortium, DBA "Michigan Works! Southeast," programmatically went into operation on July 1, 2016.

Discussion

At a recent Southeast Michigan Consortium meeting, the Board voted to change the Consortium's name to properly reflect the focus on workforce development. The proposed new name for the Consortium will be "The Michigan Works! Southeast Consortium," to better align with the Workforce Development Board's official name, "The Michigan Works! Southeast Workforce Development Board."

An official name change of the Consortium will require all five partner counties to agree to an amendment of the original Public Act 7 Agreement. Additionally, various organizations including the Department of Labor and Economic Opportunity and the Internal Revenue Service will need to be informed of this change.

Approval of the modification to the Public Act 7 Agreement is contingent on approval of all five partner counties in the Consortium. A Resolution is attached for your consideration.

RESOLUTION

NO: 2020-02-035

LIVINGSTON COUNTY

DATE: February 10, 2020

**Resolution Authorizing Hiring and Promotion Discretion Between Two Positions
In The Health Department -Environmental Health Division – Health Department**

WHEREAS, the Livingston County Health Department (LCHD) currently employs Environmental Sanitarian I and Environmental Sanitarian II positions; and

WHEREAS, the Sanitarian I positions are considered an entry level professional position and the Sanitarian II positions are senior level positions with a prerequisite of work experience and specific credentials; and

WHEREAS, historically LCHD has used the progression between these two positions as a career advancement incentive and to retain and recruit an experienced and talented workforce; and

WHEREAS, the current county process requires board approval for any deviation from the authorized positions as approved by the Board of Commissioners in the annual operating budget document for either hiring or internal promotion; and

WHEREAS, LCHD desires the flexibility to hire a person in either position depending on Department needs and candidate qualifications and the ability to promote existing employees in the Sanitarian I positions to Sanitarian II as they meet the qualifications and performance measures; and

WHEREAS, this resolution shall also apply to any future Sanitarian positions or vacancies in LCHD.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Health Department Director to have the authority to hire a person as either a Sanitarian I or a Sanitarian II depending on the needs of the department and the qualifications of the candidate.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize LCHD Director to have the authority to promote existing employees in the Sanitarian I position to a Sanitarian II position as that person meets the experience and credentials required to meet the qualifications of that position.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102
Howell, Michigan 48843-7578

www.lchd.org

PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850

F: (517) 546-6995

ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

F: (517) 546-9853

January 28, 2020

To: Livingston County Board of Commissioners

From: Matt Bolang, Deputy Health Officer/Director of Environmental Health

Re: Resolution authorizing hiring and promotion discretion for Environmental Sanitarian Positions

The attached resolution is requesting authorization for the Director of the Health Department to hire and promote between two Environmental Sanitarian positions within the Environmental Health Division.

Historically, LCHD has employed Environmental Sanitarian I (entry level) and Sanitarian II (senior level) professional positions. The main difference between the two is a matter of experience, meeting performance measures set during annual performance evaluations and achieving the Registered Sanitarian/Registered Environmental Health Specialist (RS/REHS) credential. LCHD has used the Sanitarian II position as a goal for Sanitarian I employees to achieve. This career ladder allows for the ability for employees to transition from one position to the other as they continue their career with LCHD, and has helped with employee retention and overall job satisfaction having this ability for upward mobility.

The current county process requires board approval for deviations to the positions approved in the current budget year. This process has the potential to create a burden for hiring and internal promotions. Based on the current budget, if we had a vacancy due to an employee leaving the county, we would need to hire the vacated position, whether it was at the entry level or senior level. This would not allow us the flexibility to offer the position based on need and applicant qualifications. Additionally, for every Sanitarian I position that has met the requirements for the Sanitarian II position, we would need to go through the board approval process for each instance that would cause a delay in the employee receiving the promotion. This resolution would allow for greater efficiencies in our department in this regard.

Both the hiring and promoting of positions would require that the Director submit a Personnel Action Request (PAR) that would need to demonstrate how the position would be funded within our approved budget. The PAR is reviewed by the Financial Officer and Human Resources Director. Therefore, if granted the authority to make these discretionary changes in personnel, there are existing checks and balances in place to ensure proper budgetary considerations are made prior to a final decision being rendered.

I should also note that this resolution request mirrors action items in both the County's and LCHD's Strategic Plans by supporting efforts to implement successional planning and providing support for professional development and certifications. Overall this resolution would create an environment to foster continued professional growth and allow flexibility to the Health Department when making hiring and promotion decisions. I recommend approving this resolution.

If you have any questions regarding this matter please contact me at (517) 552-6870.

RESOLUTION

NO: 2020-02-036

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Approving Appointment(s) to the Livingston County Local Emergency Planning Committee 2020-2021 – Emergency Management / Personnel / Board of Commissioners

WHEREAS, the term(s) of representative(s) on the Livingston County Local Emergency Planning Committee (LEPC) have expired and/or seats have been vacated; and

WHEREAS, the following appointment(s) have been recommended:

Livingston County Local Emergency Planning Team (LEPC)

The term for the LEPC will be from January 1, 2020 through December 31, 2021

Adam Carroll	Hartland Deerfield Fire Department, Chief
Amy Chapman	Livingston County EMS, Operations Director
Ann Rennie	Livingston County Community Mental Health
Andy Pless	Howell Area Fire Department, Chief
Brian Chambers	Red Cross
Brian Jonckheere	Livingston County Drain Commissioner
Bruce Pollock	C.E.R.T. Leader
Chris Conley	DTE Energy
Curt Ruf	Putnam Township Fire Department, Chief
Dariusz Nisenbaum	Hamburg Police
Denise Bechard	St. Joseph Hospital Emergency Preparedness
Diane McCormick	Livingston County Health Department, Director
David Feldpausch	Livingston County EMS/ME/EM, Director
Greg Kellogg	Livingston Essential Transportation, Director
Fred Steuber	Livingston County IT
George Basar	Howell Police Department, Chief
Greg Tatara	M-HOG Public Works
Jamil Czubenko	Howell Area Fire Department, Hazardous Material Specialist
Jason Pless	Green oak Police Department, Chief
Jason Street	Private Security
Jeff Warder	Livingston County Undersheriff
Jeffrey Yonker	Michigan State Police EMHSD, Lieutenant
Jennifer Tate	Michigan Department of Health and Human Services
Joel Allen	Michigan State Police, Brighton Post Commander
Jon King	WHMI Radio
Joni Harvey	Livingston County Central Dispatch, Deputy Director
Kathleen Kline-Hudson	Livingston County Planning Department, Director
Ken Recker	Livingston County drain Commission
Kevin Gentry	Green Oak Fire Department, Chief
Kristi Wahoski	Livingston County Emergency Management, Planner
Leane Lowe	Livingston County Central Dispatch Operations Manager
Lindsay Gestro	Livingston County Health Department, EPC
Marv Ballast	Gordon Foods, Private Industry
Matt Bolang	Livingston County Environmental Health, Director
Michael O'Brian	Brighton Area Fire Department, Chief

Mike Benjamin	Private Security
Michael Hubert	Livingston County Educational Services Agency, Superintendent
Michael Murphy	Livingston County Sheriff
Michael Sura	Michigan State Police, Brighton Post, Lieutenant
Nathaniel Schmidt	Department of Homeland Security, Federal Agent
Prezza Morrison	Salvation Army
Rebecca Lybrink	Michigan Department of Human Services, Administrative Supervisor
Rob Bradford	Brighton City Police, Chief
Robert Stanford	LEPC Vice Chair, Livingston County Planning Department
Robert Spaulding	Livingston County Drain Commission
Roger Hays	Corrigan Oil – Private Sector
Roy Seifired	D.A.R.T.
Sandon Letierri	Livingston County GIS
Scott Mannor	Howell City Police Deputy Chief
Steve Wasylk	Livingston County Road Commission, Director
Terri Hillier-Romankewiz	United Way
Therese Cremonte	LEPC Chair, Livingston County Emergency Manager
Tim Crane	ARES Emergency Coordinator, District One
Wes Nakagiri	Livingston County Commissioner

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the above referenced appointments and expiration dates contingent upon each member fulfilling to the sole satisfaction of all County background-check requirements and verifications..

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

1911 Tooley Rd, Howell, MI 48855
Phone 517-540-7926 Fax 517-546-6788
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Livingston County Emergency Manager
Date: 12/10/2019
**Re: Appointees to the Livingston County Local Emergency Planning
Committee (LEPC) Term 2020-2021 – Emergency Management/ Public
Safety / Finance / Board of Commissioners**

This is to request an amendment to the current appointees of the Livingston County Local Emergency Planning Committee (LEPC).

The current LEPC memberships expire December 31, 2019. LEPC membership is a two year term. Appointees are required to attend at least two of the four quarterly meetings held each year.

The LEPC was born from the Emergency Planning and Community Right-to-know Act of 1986 and was designed to help communities plan for chemical emergencies. The LEPC has become a committee to assist with planning for all hazards and keeping the community informed through its membership.

It is for the benefit of Livingston County that those named in the resolution represent the community and their disciplines as members of the Livingston County LEPC. Those named and approved by the Livingston County Board of Commissioners will be appointed for the two year term starting January 1, 2020 and expiring December 31, 2021.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO: 2020-02-037

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Authorizing Livingston County to Participate in the 2020 Statewide Tornado Drill - Emergency Management

WHEREAS, Livingston County may experience severe weather in the form of thunderstorms, wind storms, floods, and tornadoes, which threatens the health and safety of residents; and

WHEREAS, each year, more than 1,000 tornadoes strike the United States, including an average of 15 in Michigan and there is a chance, based on past incidents, that tornados can occur in Livingston County; and

WHEREAS, that on March 15, 2012 Dexter, Michigan experienced an F-3 tornado whose path crossed Livingston County prior to striking Dexter, and tornadoes have the potential to result in substantial loss of life and property; and

WHEREAS, all individuals are encouraged to be aware of the warning signs of severe weather and follow proper safety and emergency procedures before and during severe weather to include emergency drills; and;

WHEREAS, Livingston County Emergency Management joins together with the Michigan State Police and other emergency management partners to educate the public about the dangers of tornadoes and other severe weather events and the precautions that can be taken to save lives and protect families; and

WHEREAS, Livingston County is committed and proactive in developing the resiliency of the citizens who live and work in Livingston County in the event of an emergency or disaster.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve this resolution and proclaims Wednesday, March 25, 2020, as Tornado Drill Day and request that all county employees, agencies and facilities participate, as able, during this drill on the aforementioned date at 1:00 PM

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

1911 Tooley Rd Howell, MI 48855

Phone 517-540-7926 Fax 517-546-6788

Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Therese CremonTE, Emergency Manager
Date: 12/23/2019
Re: Livingston County Participation in the Statewide Tornado Drill
on March 25, 2020

This resolution is to request the support of the Livingston County Board of Commissioners for Livingston County offices and personnel to participate in the Michigan Statewide Tornado Drill on Wednesday, March 25, 2020 at 1:00 PM.

This would be a repeat exercise of the drill that was conducted in April of 2016, 2017, 2018, and March 2019. During this life safety drill, we continue to emphasize communications and warning along with sheltering. There will be an initial warning from the Livingston County Public Alerting System (LCPAS) going out to the public and to the county buildings for this drill event. After approximately 20 minutes, an "all clear" message will be sent out on the LCPAS.

This drill has been a success for Livingston County in the past. It is a proactive effort to support preparation and planning for the community. This drill is designed to make our citizens and employees more resilient during severe weather or a tornado emergency by practicing communication, and emergency sheltering capabilities.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO: 2020-02-038

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Amending Resolution 2020-01-016 Authorizing Approval for the Revised Tentative Livingston County E911 Service Plan – Central Dispatch

WHEREAS, Livingston County Central Dispatch, as a county-governed department operating as a 911 emergency dispatch center, is required per Michigan Public Act 32 of 1986 MCL §484.11101 et seq, as amended (the “Act”), to establish an Enhanced 911 (E911) Service Plan with the purpose of managing 911 technologies and facilitating the needs for the E911 system as technology evolves; and

WHEREAS, the current E911 Service Plan is in need of revising to accommodate several changes in the technology of E911, operations, as well as updating current phone service providers, incorporation of applicable existing amendments and establishing appendices where appropriate; and

WHEREAS, the revised Tentative E911 Service Plan has been approved by the County Administrator as well as the county legal consultants Cohl, Stoker & Toskey, P.C.; and

WHEREAS, as part of the required process for establishing the revised E911 Service Plan per the Act, it is necessary for the Livingston County Board of Commissioners to approve and adopt the revised Tentative E911 Service Plan creating a Service District to proceed with the county plan adoption; and

WHEREAS, the Act requires the resolution to include a date, time and place for a public hearing to be held on a final Plan not less than 90 days after the date of adoption of the resolution, and such hearing will be held on **April 27, 2020 at 7:30 PM at 304 E Grand River, Howell MI 48843**; and

WHEREAS, Livingston County 911 Central Dispatch (“Central Dispatch”) will be the primary PSAP for the County, unless another public agency submits a Notice of Intent to function as a PSAP (see Appendix #1 of Tentative E911 Service Plan); and

WHEREAS, the Act requires the County Board to adopt the Tentative Plan as the Final Plan by resolution after the public hearing has been held, except as modified by exclusions and notices, as identified in the E911 Service Plan, and the Final Plan will be adopted at a Livingston County Board of Commissioners meeting at a later date to be determined.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves and adopts the revised Tentative E911 Service Plan as presented, establishing that Livingston County 911 Central Dispatch (“Central Dispatch”) will be the primary PSAP for the County, and authorizes the process to move forward to a public hearing for approval to be held on **April 27, 2020 at 7:30 PM at 304 E. Grand River, Howell, MI 48843**, and posted per the established requirements listed in the E911 Service Plan.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign any and all documents required for this project after review by legal counsel.

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MOVED:

SECONDED:

CARRIED: