

FINANCE COMMITTEE AGENDA

March 4, 2020

7:30 AM

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

Pages

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** 4
 - a. Meeting Minutes Dated: February 19, 2020
 - b. Closed Session Minutes Dates: February 19, 2020
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **REPORTS**
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10. CLAIMS

Dated: March 4, 2020

11. PREAUTHORIZED

Dated: February 20 through March 4, 2020

12. CALL TO THE PUBLIC

13. ADJOURNMENT

FINANCE COMMITTEE

MEETING MINUTES

February 19, 2020, 7:30 a.m.

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

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

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Meeting minutes dated: February 5, 2020

Motion to approve the minutes as presented.

Moved by: W. Green

Seconded by: G. Childs

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

Motion Carried (8-0-0)

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: R. Bezotte

Seconded by: G. Childs

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

Motion Carried (8-0-0)

6. CALL TO THE PUBLIC

None.

7. REPORTS

7.1 Livingston County 2020-2024 Strategic Plan

Cindy Catanach clarified that this was presented in the past by Ken Hinton, it does not authorize projects or funding, and it is to provide direction. Goals will be presented on four strategic areas by many members of the Committee that assisted in putting the plan together.

Jennifer Palmbos explained membership expressed concern about changing workforce and changing market. A vacancy on the Committee will be filled by Dave Feldpausch to replace Jeff Boyd.

Members presented goals on each Strategic Area: Human Resources; Infrastructure; Finance; and Sustainable Services

Discussion.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Administration

Resolution Adopting in Concept Livingston County's 2020 – 2024 Strategic Plan

Recommend Motion to the Board of Commissioners.

Cindy stated that an edit will be made prior to Full Board to remove any mention of the word "millage".

Moved by: G. Childs

Seconded by: D. Dolan

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Green , R. Bezotte, D. Dolan , and G. Childs

No (1): W. Nakagiri

Motion Carried (7-1-0)

Secondary Motion:

Motion to postpone indefinitely.

Moved by: W. Nakagiri

Seconded by: W. Green

Motion Failed (4-4-0)

Amendment:

Motion to amend the resolution to insert the following statement:

"Whereas nothing in this resolution shall be interpreted as Board approval of a millage."

Moved by: W. Nakagiri

Seconded by: W. Green

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

Amendment Carried (8-0-0)

8.2 Juvenile Court

Resolution Authorizing the County Treasurer to Establish the Federal REDD Grant Fund 218 and Authorization of a Budget Amendment for the Livingston County Trial Courts

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: D. Dolan

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

Motion Carried (8-0-0)

8.3 Fiscal Services

Resolution Authorizing a Budget Amendment to the Fiscal-Year 2020 Budget

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: W. Green

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

Motion Carried (8-0-0)

8.4 Department of Public Works

Resolution Authorizing an Agreement with Battery Solutions, LLC. to Provide Battery Recycling Services

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: G. Childs

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

Motion Carried (8-0-0)

8.5 Central Dispatch

Resolution Authorizing the Purchase and Installation of additional VHF Microwave Equipment for the Fire and EMS Paging System and a supplemental appropriation
Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: G. Childs

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

Motion Carried (8-0-0)

8.6 Central Dispatch

Resolution Authorizing the Realignment of the Overall Project Budget for the New 911 Central Dispatch Facility
Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: D. Helzerman

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

Motion Carried (8-0-0)

8.7 Planning Department

Resolution Authorizing the Honorary Naming of Park Features at Fillmore County Park
Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: D. Helzerman

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

Motion Carried (8-0-0)

8.8 Planning

Resolution Authorizing Lutz County Park UNSP Application for Recognition
Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: G. Childs

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

Motion Carried (8-0-0)

8.9 Planning Department

Resolution to Adopt Fillmore County Park Rules

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: G. Childs

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

Motion Carried (8-0-0)

8.10 Planning Department

Resolution to Adopt Amended Lutz County Park Rules

Recommend Motion to the Board of Commissioners.

Moved by: D. Dolan

Seconded by: W. Green

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

Motion Carried (8-0-0)

9. CLOSED SESSION

Discuss Written Legal Opinion Pursuant to MCL 15.268(h)

Motion to recess to Closed Session at 9:09 a.m.

Moved by: K. Lawrence

Seconded by: D. Helzerman

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

Motion Carried (8-0-0)

Motion to return to Open Session at 9:32 a.m.

Moved by: K. Lawrence

Seconded by: G. Childs

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

Motion Carried (8-0-0)

10. CLAIMS

Dated: February 19, 2020

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: G. Childs

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

Motion Carried (8-0-0)

11. PREAUTHORIZED

Dated: February 6 through February 19, 2020

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: G. Childs

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

Motion Carried (8-0-0)

12. CALL TO THE PUBLIC

None.

13. ADJOURNMENT

Motion to adjourn the meeting at 9:33 a.m.

Moved by: G. Childs

Seconded by: D. Helzerman

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

Motion Carried (8-0-0)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Contract with Key Development Center, Inc. – Specialty Courts and Programs

WHEREAS, Livingston County Specialty Courts have a need for Peer Support Services; and

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

WHEREAS, Key Development Center, Inc. has met and exceeded the minimum requirements to support the Adult Drug Court for Peer Support Services per the itemized Attachment A proposed rates in RFP-LC-19-29 for the period of March 1, 2020 through September 30, 2020, with the option of renewal, at the Courts discretion for up to two (2) additional one-year periods; and

WHEREAS, expenses for Peer Support Services vary depending upon the needs of program participants and will not exceed the approved annual budget; and

WHEREAS, funding for Peer Support Services is available in the Substance Abuse and Mental Health Services Administration (SAMHSA) grant.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into a contract with Key Development Center, Inc. for Peer Support Services per the itemized Attachment A proposed rates in RFP-LC-19-29 beginning March 1, 2020, and continuing until September 30, 2020, with the ability to renew the contract at the Court’s discretion, for up to two (2) additional one-year periods subject to the availability of grant awards and appropriated funds.

BE IT FURTHER RESOLVED that during each year the contract with Key Development Center, Inc. is in effect, the annual expenses for Peer Support Services will not exceed the amount that has been budgeted and approved by the Livingston County Board of Commissioners for the year during which such expenses are incurred.

BE IT FURTHER RESOLVED that the Chairperson of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contract/agreements, renewals and future amendments and contract language realted to the above as prepared by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Sara Applegate, Court Programs Liaison
Date: 2/26/2020
**Re: Resolution Authorizing a Contract with Key Development Center, Inc. to
Provide Peer Support Services – Specialty Courts and Programs**

Specialty Courts and Programs is requesting the Livingston County Board of Commissioners approval to contract with Key Development Center, Inc. to provide Peer Support Services for the Adult Drug Court for the period of March 1, 2020 through September 30, 2020, with the option to renew the contract at the Court's discretion for up to two (2) additional one-year periods. We are requesting to match the grant cycle to the contract terms through September 30, 2020.

The Peer Support Services contract would provide support and advocacy for the Adult Drug Court participants by connecting them to resources, community-based recovery services, act as a coach, facilitate communication between the participant and the Adult Drug Court team and provide transportation services.

Peer Support Services will be provided with one part-time, 20 hour per week position which will be fully funded by the Adult Drug Court Substance Abuse and Mental Health Services Administration (SAMHSA) grant.

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), and the County website. As a result, the solicitation reached a large group of qualified companies and even though only three (3) submissions were received, the evaluation committee believes that the process created a system of free and open competition and should be considered valid.

Based on the recommendation of the Court's Evaluation Committee and review of the proposed pricing, I am requesting the attached resolution be approved to award a contract with Key Development Center, Inc. to provide Peer Support services at the proposed rate of \$13.04 per hour for 20 hours per week totaling \$13,561.60 with travel cost estimated at a minimum of \$2,784 per year.

Thank you for your consideration in this matter. If you have any questions regarding this matter please feel free to contact me.

Sara Applegate
Court Programs Liaison

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: February 25, 2020

Resolution Approving the Restructuring of EMS Office & Administration Staff

WHEREAS, the EMS Director has evaluated the organizational structure of the EMS Office & Administration and wishes to make changes to that structure; and

WHEREAS, the EMS department has two management level positions vacant (Deputy Director & Finance Manager) making this an ideal time to restructure and create some cost savings while improving efficiency and productivity; and

WHEREAS, the proposed restructuring will eliminate two fulltime management positions (Operations Manager & Finance Manager) from the approved FTE & budget while still allowing for adequate oversight of the operation; and

WHEREAS, the proposed reorganization is a cost savings for the department; and,

WHEREAS, the two new classifications allow the EMS Department better oversight and improved interaction by utilizing working positions to assist in the management of the operation; and

WHEREAS, this resolution has been recommended for approval by the personnel committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reorganization of the EMS Department as shown below

Position #	Description	Status	Group	Grade	FTE
65100103	OPERATIONS MANAGER	I	NU	11	(1.00)
65100109	FINANCE MANAGER	I	NU	10	(1.00)
65100114	ADMINISTRATIVE SPECIALIST	I	NU	5	(1.00)
65100111	BILLING SPECIALIST	I	NU	4	(1.00)
65100118	OFFICE MANAGER	P	NU	7	1.00
65100119	BILLING COORDINATOR	P	NU	6	1.00

MOVED:

SECONDED:

CARRIED:



CONTACT INFORMATION

Requester: David Feldpausch Title of Requester: EMS Director
 Dept. Phone Number/Extension: 517/540-7865 Date Requested: 02/18/2020

POSITION INFORMATION

Position Title: Office Manager - EMS Supervisor: David Feldpausch

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: _____

Justification of request / change of position (REQUIRED): I am proposng a restructure of the EMS department eliminating; 1 Administrative Specialist, 1 Finance Manager, 1 Billing Specialist and the Operations Manager positions, and creating; 1 Office Manager, 1 Billing Coordinador positions, and filling the vacant Deputy Director position. Resolution # 2020-02-117-PC

FUNDING INFORMATION

Base Annual Salary: \$47,519 / \$22.8459 hr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 21065100 % 100 Proposed (If changing): Org. _____ % _____

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

REQUIRED APPROVALS

David Feldpausch 02/18/2020 David Feldpausch 02/18/2020
 Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 1084 Job Title: Office Manager EMS Grade/Step: 7, 1
 FTE: 1.0 Employee Group: NU HR Reviewed: Amey Hill Date: 2-24-2020

BUDGET OFFICE ONLY

Position Control # 65100118 Org. _____

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

Comments: requires Board approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: 2020-02-117 PC

LIVINGSTON COUNTY

DATE: February 19, 2020

Resolution Authorizing the Creation of the Office Manager – EMS Position - [Emergency Medical Services]

WHEREAS, the Office Manager – EMS is a new position that will have responsibility for the oversight, supervision and coordination of human and other resources for the EMS Office; and

WHEREAS, the position will also play a key role in the centralization and coordination of technology systems as well as managing the accounts payable and receivables system, The incumbent will provide associated training for both of these functions and will oversee and serve as leader for all technological aspects of the EMS Director's office, including implementing and maintaining software linked to the County's financial system, EMS billing system and credit card processing software as well as EMS webpage update and on-line services management, social media and various other new technologies as they come on-line; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Office Manager – EMS position be classified at Grade 7; and

WHEREAS, the position change is part of a wider restructuring plan at EMS that is expected to reduce expenditures.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Office Manager – EMS position be at Grade 7.

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MOVED: Comm. Helzerman
SECONDED: Comm. Griffith
CARRIED: 3-0-0



CONTACT INFORMATION

Requester: David FeldpauschTitle of Requester: EMS DirectorDept. Phone Number/Extension: 517/540-7865Date Requested: 02/18/2020

POSITION INFORMATION

Position Title: Billing Coordinator - EMSSupervisor: David Feldpausch

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: _____

Justification of request / change of position (REQUIRED): I am proposng a restructure of the EMS department eliminating; 1 Administrative Specialist, 1 Finance Manager, 1 Billing Specialist and the Operations Manager positions, and creating; 1 Office Manager, 1 Billing Coordinador positions, and filling the vacant Deputy Director position.

Resolution # 2020-02-115 PC

FUNDING INFORMATION

Base Annual Salary: \$43,200 / 50.7692 hr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____Allocation (Required): Current: Org. 21065100 % 100 Proposed (If changing): Org. _____ % _____Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

David Feldpausch

02/18/2020

Supervisor (if applicable)

Date

David Feldpausch

Department Head

02/18/2020

Date

HR OFFICE ONLY

Job Class: 10602 Job Title: Billing Coordinator - EMS Grade/Step: 6 / 1FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 2-24-2020

BUDGET OFFICE ONLY

Position Control # 65100119 Org. _____Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐Comments: requires Board approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: 2020-02-115 PC

LIVINGSTON COUNTY

DATE: February 19, 2020

Resolution Authorizing the Creation of a Billing Coordinator position - [Emergency Medical Services]

WHEREAS, the Billing Coordinator – EMS is a new position that will have responsibility for providing administrative leadership for the billing function of the EMS office; and

WHEREAS, the position will be responsible for leading and monitoring workers engaged in billing activities, evaluating charges for service, validating field data, processing invoices/claims, posting payments, performing daily balancing of the accounts receivable, and maximizing the fees for service revenue for the department; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Billing Coordinator – EMS position be classified at Grade 6; and

WHEREAS, the position change is part of a wider restructuring plan at EMS that is expected to reduce expenditures.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Billing Coordinator – EMS at Grade 6.

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MOVED: Comm. Helzerman
SECONDED: Comm. Griffith
CARRIED: 3-0-0

David Feldpausch
Director



Amy Chapman
Operations Manager

1911 Tooley Rd * Howell, MI 48855
Business (517) 546-6220 * Fax (517) 546-6788 * Emergency 911
www.livgov.com

Memorandum

To: Livingston County Board of Commissioners
Fr: David Feldpausch, Ems Director
Date: 02/25/2019
Re: Resolution Authorizing the restructuring of the EMS Department

I came in as your new EMS Director with several key vacancies in the department. I have carefully reviewed the structure of the department and have developed a recommendation for what I believe will be a more efficient and effective staffing model. The two vacant positions are the Deputy Director and the Finance Manager.

It is my recommendation that we fill the Deputy Director position because I feel it is vital to an organization this size to have a second in command that is ready to run the operation on the outside chance that I am unable to any reason. The current Operations Manager has been performing many of the functions of the Deputy Director. That being the case I propose to promote the current Operations Manager to Deputy Director and then eliminate the Operations manager position.

It is also my recommendation that we eliminate the Finance Manager Position. In doing so it will leave us without the structure and support to be as efficient and effective as we need to be. I further recommend that we create two new positions from existing positions to provide that structure.

The first is to create an Office Manager position and eliminate one of the existing Administrative Specialist positions. Second is that we create a Billing Coordinator position and eliminate one of the Billing Specialist positions.

I believe that this combination of the elimination of two positions and the reclassifying of two others will give us adequate staffing to manage the operation while saving the department an estimated \$220,247.00 annually.

I realize that there are a lot of moving pieces in this request so if you have any question I would be happy to answer them before or at any of the upcoming meetings.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with William E. Walter, Inc. to Provide HVAC Services – Facility Services

WHEREAS, there is an on-going need to contract for HVAC maintenance, repair, and replacement services; and

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

WHEREAS, William E. Walter, Inc. submitted a proposal to provide HVAC maintenance, repair and replacement services for various Livingston County locations per the proposed rates in Attachment A: REVISED Pricing Proposal of RFP-LC-20-01 for a (3) three year term beginning March 1, 2020 to March 1, 2023 with an option for one (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 2020 Operating Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with William E. Walter, Inc. located at 1917 Howard Ave., Flint, MI to provide HVAC maintenance, repair and replacement 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 one (1) additional two-year renewal for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that during each year the contract with William E. Walter, Inc. is in effect the annual expenses for HVAC maintenance, repair and replacement services will not exceed the amount that has been budgeted and approved by the Livingston County Board of Commissioners for the year during which such expenses are incurred.

BE IT FURTHER RESOLVED that the Chairperson 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 the renewal option for William E. Walter, Inc. to provide HVAC maintenance, repair and replacement services for Livingston County as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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MOVED:
SECONDED:
CARRIED:



420 S. Highlander Way, Howell, MI 48843
Phone (517) 546-6491 Fax (517) 546-7266

Memorandum

To: Livingston County Board of Commissioners
From: Chris Folts, Facility Services Director
Date: February 24, 2020
Re: Resolution Authorizing an Agreement with William E. Walter, Inc. to Provide HVAC Services – GENERAL GOVERNMENT/ FINANCE / BOARD

The County of Livingston uses an outside contractor to perform HVAC maintenance, repair and replacement services for various HVAC units throughout various County buildings. The current contract for these services have 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), and the County website. As a result, the solicitation reached a large group of qualified companies and even though only three (3) submissions were received, the evaluation committee believes that the process created a system of free and open competition and should be considered valid.

Based on the recommendation of the EC and comparison of our current and proposed rates, I am requesting the attached resolution be approved to award a contract with William E. Walter, Inc. to perform HVAC maintenance, repair and replacement 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 one (1) additional two-year renewal for a total contract period not to exceed five (5) years.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

**Evaluation Matrix for
RFP-LC-20-01: HVAC Services**

RFP-LC-20-01: Evaluation Matrix	Maximum Points	Conti Corp.	Miller Boldt, Inc.	William E. Walter, Inc.
Scope of Services	120	94	84	99
Company Profile	30	26	24	22
References	60	42	41	48
Pricing Proposal	90	61	59	77
Total Points	300	223	208	246

**Bid Tabulation for
RFP-LC-20-01: HVAC Services**

Description of Service	Conti Corporation	Miller Bolt	William E Walter
Service Work: Regular Working Hours Rate Per Hour	\$ 98.00	\$ 103.00	\$ 89.50
Service Work: Regular Working Hours P-card Rate Per Hour	N/A	\$ 106.71	N/A
Service Work: Overtime Working Hours Rate Per Hour	\$ 130.00	\$ 128.00	\$ 114.50
Service Work: Overtime Working Hours P-card Rate Per Hour	N/A	\$ 132.61	N/A
Service Work: Sunday Hours: Rate Per Hour	\$ 160.00	\$ 149.00	\$ 140.00
Service Work: Sunday Hours: P-card Rate Per Hour	N/A	\$ 154.36	N/A
Service Work: Holidays Rate Per Hour	\$ 160.00	\$ 149.00	\$ 140.00
Service Work: Holidays P-card Rate Per Hour	N/A	\$ 154.36	N/A
Emergency Work: Regular Working Hours Rate Per Hour	\$ 98.00	\$ 103.00	\$ 89.50
Emergency Work: Regular Working Hours P-card Rate Per Hour	N/A	\$ 154.36	N/A
Emergency Work: Overtime Hours Rate Per Hour	\$ 130.00	\$ 128.00	\$ 114.50
Emergency Work: Overtime Hours P-card Rate Per Hour	N/A	\$ 132.61	N/A
Emergency Work: Sunday Hours Rate Per Hour	\$ 160.00	\$ 149.00	\$ 140.00
Emergency Work: Sunday Hours P-card Rate Per Hour	N/A	\$ 154.36	N/A
Emergency Work: Holidays Rate Per Hour	\$ 160.00	\$ 149.00	\$ 140.00
Emergency Work: Holidays P-card Rate Per Hour	N/A	\$ 154.36	N/A
What is the material mark-up from wholesale rates? Please detail as a percentage.	Cost + 15%	\$0-\$50 - 25%; \$51-\$150 - 20%; \$151 and above 15%	10%
Are there any other charges ties to a routine service call? If so, please describe.	\$75.00 Truck Charger per trip	N/A	\$60.00 Truck Charge per Service Call
Optional P-card Payment Terms: a. Does your organization accept procurement card (p-card) payments?	Yes	Yes	No
If yes, if the County elects to pay via p-card, is there a difference in the proposed pricing?	No	Yes	N/A
1.10 Statewide Cooperative Contract?	Yes	Yes	Yes
Warranty Exemptions?	No	Warranty 2 year labor 1 year parts and material, parts and material only carry 1 year warranty from manufacturer.	No

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Authorize Surveying of Building Lease Options for the Veterans' Services Department – Veterans' Services

WHEREAS, Under PA 214 of 1899 Livingston County Veterans' Services provides services to Veterans and their dependents.

WHEREAS, Livingston County Veterans' Services has outgrown the current office space; and

WHEREAS, there is adequate funding to relocate and expand the office; and

WHEREAS, the Veterans and their dependents of Livingston County would benefit from a larger, more accessible area with expanded services.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the surveying of building lease options for the purpose of relocating and expanding office.

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MOVED:
SECONDED:
CARRIED:



2300 East Grand River Ave., Suite 109
Howell, MI 48843
(517) 546-6338 | (517) 546-0942
www.LivGov.com/Veterans
Advocacy. Comradery. Compassion.

To: Livingston County Board of Commissioners
From: Mary Durst, Veterans Services Director
Date: 2/24/2020
Subject: Leasing

I am respectfully requesting permission to explore lease options to move and expand our services. Veterans Services currently occupies a 1,200 sq/ft space and there is no room for expansion. Expanded services Veterans Services would like to offer are:

- Veteran “storefront shopping” of donated goods
- Veteran meetings
- Veteran centered classes/seminars
- Flex office for MI WORKS!, SSVF, free tax preparation services, VA hospital HUDVASH social worker appointments, VA telehealth, etc.

Moving would also help with our issue of Visibility. Veterans who know where we are still have difficulties finding us. Moving to an area with better roadside coverage would increase our roadside and foot traffic and make it more convenient for veterans to locate us.

Currently, we have to outsource space if we want to have a veteran event, which defeats the purpose of bring veterans in and introducing them to the office. Moving and expanding our space would allow us to serve more veterans.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Grant Contract, Budget Amendment, and Capital Expenditure for the Purchase of Three (3) Replacement Buses – LETS

WHEREAS, LETS has been awarded \$243,108 in capital grant funding from the FY 2020 federal Congestion Mitigation and Air Quality (CMAQ) program for the purchase of low-emissions replacement buses; and

WHEREAS, the total grant amount is comprised of 80% federal funding with a 20% state match, and the revenues and expenses were included in the LETS 2020 budget; and

WHEREAS, LETS was previously awarded \$287,028 in FY 2019 CMAQ funding for bus replacement and the revenues and expenses were included in the LETS 2019 budget, but funding in the amount \$148,462 remained unspent at year-end so an amendment to the LETS 2020 budget is necessary to carry the funding forward; and

WHEREAS, LETS will use the FY 2020 funding and remaining FY 2019 funding to purchase three (3) propane-fueled replacement buses that have met useful life criteria at a cost not to exceed \$392,480; 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 authorizes FY 2020 CMAQ grant contracts in the amount of Two Hundred Forty-Three Thousand One Hundred Eight dollars (\$243,108).

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the Board chair to sign all documents related to the grant contracts once approved as to form by LETS transit attorney Mark Koerner of Foster, Swift, Collins & Smith PC.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes capital expenditure for three (3) replacement buses at cost not to exceed Three Hundred Ninety-Two Thousand Four Hundred Eighty dollars (\$392,480).

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes an amendment to the FY 2020 LETS budget as follows:

FUND	APPROVED 2020 BUDGET	PROPOSED AMENDMENT	2020 AMENDED BUDGET
588 – Transportation Fund	\$ 5,388,485	\$ 148,462	\$ 5,536,947

BE IT FURTHER RESOLVED that the LETS Director is hereby authorized to dispose of the replaced vehicles per the County Purchasing/Disposal Policy.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 02/25/2020
Re: Resolution Authorizing Grant Contract, Budget Amendment, and Capital Expenditure for the Purchase of Three (3) Replacement Buses – LETS

LETS has been awarded \$243,108 in capital grant funding from the FY 2020 federal Congestion Mitigation and Air Quality (CMAQ) program for the purchase of low-emissions replacement buses. The buses will be propane-fueled and will replace gasoline and diesel buses that have met useful life criteria. The total grant amount is comprised of 80% federal funding with a 20% state match, and the revenues and expenses were included in the LETS 2020 budget.

LETS was previously awarded \$287,028 in FY 2019 CMAQ funding for bus replacement and the revenues and expenses were included in the LETS 2019 budget. However, grant funding in the amount \$148,462 remained unspent at year-end because no additional vehicles were eligible for replacement in 2019. Therefore, an amendment to the LETS 2020 budget is necessary to carry the remaining 2019 funding forward.

LETS will use the FY 2020 funding and remaining FY 2019 funding to purchase three (3) propane-fueled buses to replace gasoline and diesel buses that have met useful life criteria at a cost not to exceed \$392,480.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution of Intent to Apply for State Financial Assistance for Fiscal Year 2021 Under Act 51 of the Public Acts of 1951, as Amended - LETS

WHEREAS, pursuant to Act No. 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the County of Livingston's transportation department (LETS), established under Act 94, to provide a local transportation program for the state fiscal year 2021 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year, and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, the County of Livingston has reviewed and approved the proposed balanced budget and estimated funding sources consisting of the following:

Program	Federal	State	Local/Other	Total
State Formula Operating	\$ -	\$ 2,134,450	\$ 2,260,579	\$ 4,395,029
Federal Urban Operating	\$ 1,371,632	\$ -	\$ -	\$ 1,371,632
Federal Rural Operating	\$ 36,000	\$ -	\$ -	\$ 36,000
Specialized Services	\$ -	\$ 70,080	\$ -	\$ 70,080
Transportation to Work	\$ -	\$ 77,670	\$ 10,000	\$ 87,670
Sec. 5307 Capital	\$ 404,800	\$ 101,200	\$ -	\$ 506,000
Sec. 5310 Capital	\$ 160,000	\$ 40,000	\$ -	\$ 200,000
Sec. 5339 Capital	\$ 176,000	\$ 44,000	\$ -	\$ 220,000
CMAQ Capital	\$ 613,000	\$ 153,250	\$ -	\$ 766,250
New Freedom Capital	\$ 80,000	\$ 20,000	\$ -	\$ 100,000
Total	\$ 2,841,432	\$ 2,640,650	\$ 2,270,579	\$ 7,752,660

THEREFORE, BE IT RESOLVED that the County of Livingston hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby appoint Transportation Director, Greg W. Kellogg as the Transportation Coordinator for all public transportation matters, who is authorized to provide such information as deemed

necessary by the State Transportation Commission or department for its administration of Act 51 for the fiscal year 2021.

BE IT FINALLY RESOLVED that the Livingston County Board of Commissioners authorize the Board chair to sign said application documents and subsequent Project Authorization(s) as approved to form by Mark T. Koerner, L.E.T.S. Legal Counsel.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 02/17/2020
Re: Resolution of intent to apply for state financial assistance for fiscal year 2021 under Act 51 of the Public Acts of 1951, as amended - LETS

Attached for your consideration and approval is a resolution stating the intention of LETS to apply for financial assistance from the State of Michigan for FY 2021 under Act 51 of the Public Act of 1951, as amended. This resolution must accompany the application to be considered for state funding.

The application includes federal funding of \$2,841,432; state funding of \$2,640,650; and local/other funding of \$2,270,579. Please note that, per the state's requirements, the "local/other" category comprises all non-federal/state funding, which includes passenger fares, service contract revenue, contributions from local partnerships, and a continuation of the County's \$65,000 General Fund contribution for local service. This application does not include any additional County funds for FY 2021 or beyond.

State Formula Operating

The State of Michigan Local Bus Operating program provides operating assistance of 36.7916% of eligible expenses for FY 2021. The LETS programs eligible for this assistance include regular countywide dial-a-ride service, the service agreement with People's Express to supplement LETS service in southeast Livingston County, and the Michigan Flyer airport shuttle service.

Federal Section 5307 Urban Operating

Provides 50% reimbursement (after deduction of passenger fares) on eligible operating expenses for countywide dial-a-ride service.

Federal Section 5311 Rural Operating

Provides 18.0% reimbursement on eligible operating expenses for the pass-through funding agreement with People's Express of Whitmore Lake to provide supplemental dial-a-ride service in southeast Livingston County.

Specialized Services Operating

State pass-through funding for five (5) sub-recipients that provide transportation services to seniors and individuals with disabilities. The sub-recipients and amounts allocated to each were approved in Board Resolution 2020-02-029.

Transportation to Work

Provides 100% reimbursement for up to \$77,670 in eligible operating expenses for the Transportation to Work program. As the name implies this program is dedicated to transportation to employment for low income workers.

Section 5307 Capital

Provides 80% federal funding with 20% state match for transit capital projects. For FY '21 this will include \$466,000 in vehicle and facility preventive maintenance costs and \$40,000 for contracted software maintenance costs.

Section 5310 Capital

Provides 80% federal funding with 20% state match for vehicle replacement. This grant will be used to replace two (2) buses that will have met useful life criteria in FY 2021.

Section 5339 Capital

Provides 80% federal funding with 20% state match for vehicle and facility projects. This grant will be used to purchase one (1) expansion van and replace deteriorating sidewalks at the Transportation Complex.

CMAQ Capital

Provides 80% federal funding with 20% state match for projects that reduce congestion and air pollution. This grant will be used to purchased six (6) expansion buses for the proposed Grand River fixed-route service per Board Resolution 2020-02-030. If the proposed route does not materialize the scope of the grant can be revised.

New Freedom Capital

Provides 80% federal funding and 20% state match for projects that improve mobility options for seniors and individuals with disabilities. This grant will be used to hire a Mobility Manager to coordinate rides for passengers who need more assistance that our dispatchers can provide, including coordination with other transportation providers if LETS cannot provide the ride.

Performance indicators from the 2018 fiscal year and budgeted expenses for the 2020 application are attached. As always, thank you for your consideration and support. If you have any questions, please do not hesitate to contact me at your convenience at x7843.

**Michigan Public Transit Facts
Performance Indicators
2019**

Transit Agency Info			Total Passengers	Total Eligible Expense	Total Miles	Total Vehicle Hours	Cost/Pass.	Cost/Mile	Cost/Hour	Pass./Veh.H r.	Pass./Veh.M ile
Urban Medium Regular Service											
Livingston Essential Transportation	2019	Reconciled	141,026	2,831,575	953,930	43,356	20.08	2.97	65.31	3.25	0.15
Nonurban Cnty Job Access											
Livingston Essential Transportation	2019	Reconciled	7,500	77,670	58,905	3,007	10.36	1.32	25.83	2.49	0.13
Grand Total			148,526	2,909,245	1,012,835	46,363	19.59	2.87	62.75	3.20	0.15

1. Data Source: Michigan Department of Transportation - Public Transportation Management System Performance Indicators Report

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Livingston Essential Transportation

**3950 W. Grand River
Howell, MI 48855**

(517) 540-7843

Urban Medium

Regular Service

Annual Budgeted

2021

Operating Revenue: \$1,160,500

Total Eligible Expenses: \$5,601,460

Local Share: \$2,170,161

Comments: - Regular Service includes competitively bid shuttle service between Brighton and Detroit Metro Airport which began operating on October 1, 2019. The shuttle service is reported under Line-Haul on OAR schedules.

**Livingston Essential Transportation
Urban Medium
Regular Service
Annual Budgeted
2021**

Revenue Schedule Report

Code	Description	LH	DR	Total
401 :	Farebox Revenue			
40100	Passenger Fares (-)	\$985,500	\$175,000	\$1,160,500
407 :	Gains from the Sale of Capital Assets (Explain in comment field) 			
40760	Gains from the Sale of Capital Assets (Explain in comment field) (- Sale of replaced transit vehicles)		\$11,557	\$11,557
409 :	Local Revenue			
40910	Local Operating Assistance (-)		\$65,000	\$65,000
40950	Local Service Contract/Local Source (-)		\$326,000	\$326,000
40980	Local Service Contract/Competitive Bid (-)	\$607,104		\$607,104
411 :	State Formula and Contracts			
41101	State Operating Assistance (-)	\$901,453	\$1,159,414	\$2,060,867
41111	Preventive Maintenance (20% State Share) (-)		\$93,200	\$93,200
413 :	Federal Contracts			
41302	Federal Section 5307 Operating (operating funds only) (-)		\$1,371,632	\$1,371,632
41311	Preventive Maintenance (80% Fed. Share) (-)		\$372,800	\$372,800
Total Revenues: \$6,068,660				

**Livingston Essential Transportation
Urban Medium
Regular Service
Annual Budgeted
2021**

Expense Schedule Report

Code	Description	LH	DR	Amount
501 :	Labor			
50101	Operators Salaries & Wages (-)		\$1,350,000	\$1,350,000
50102	Other Salaries & Wages (-)		\$245,000	\$245,000
50103	Dispatchers' Salaries & Wages (-)		\$170,000	\$170,000
502 :	Fringe Benefits			
50200	Fringe Benefits (-)		\$690,000	\$690,000
50210	DC Pensions (-)		\$29,000	\$29,000
50220	DB Pensions (-)		\$209,500	\$209,500
503 :	Services			
50302	Advertising Fees (-)		\$5,000	\$5,000
50399	Other Services (-)		\$426,500	\$426,500
504 :	Materials and Supplies			
50401	Fuel & Lubricants (-)		\$200,000	\$200,000
50402	Tires & Tubes (-)		\$30,000	\$30,000
50499	Other Materials & Supplies (-)		\$35,000	\$35,000
505 :	Utilities			
50500	Utilities (-)		\$60,000	\$60,000
506 :	Insurance			
50603	Liability Insurance (-)		\$43,000	\$43,000
508 :	Purchased Trans Service			

**Livingston Essential Transportation
Urban Medium
Regular Service
Annual Budgeted
2021**

Expense Schedule Report

Code	Description	LH	DR	Amount
50800	Purchased Trans Service (-)	\$2,450,160		\$2,450,160
509 :	Misc Expenses			
50902	Travel, Meetings & Training (-)		\$2,500	\$2,500
50903	Association Dues & Subscriptions (-)		\$6,000	\$6,000
50999	Other Misc Expenses (Explain in comment field) (- Uniforms)		\$6,000	\$6,000
512 :	Operating Leases & Rentals			
51200	Operating Leases & Rentals (-)		\$111,000	\$111,000
550 :	Ineligible Expenses			
55009	Ineligible Percent of Association Dues (-)		\$1,200	\$1,200
55011	Ineligible Preventive Maintenance (-)		\$466,000	\$466,000

Total Expenses: \$6,068,660

Total Ineligible Expenses: \$467,200

Total Eligible Expenses: \$5,601,460

**Livingston Essential Transportation
Urban Medium
Regular Service
Annual Budgeted
2021**

Non Financial Schedule Report

Public Service

Code	Description	Weekday LH	Weekday DR	Saturday LH	Saturday DR	Sunday LH	Sunday DR	Total
610	Vehicle Hours	7,280	44,198	1,456	1,682	1,456	568	56,640
611	Vehicle Miles	318,136	977,148	63,627	31,667	63,627	8,808	1,463,013
615	Unlinked Passenger Trips - Regular	36,000	46,494	7,200	3,915	7,200	476	101,285
616	Unlinked Passenger Trips - Elderly	1,000	9,452	200	291	200	100	11,243
617	Unlinked Passenger Trips - Persons w/Disabilities	1,000	77,994	200	2,808	200	476	82,678
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	1,000	8,581	200	384	200	212	10,577
621	Total Line-Haul Unlinked Passenger Trips	39,000	0	7,800	0	7,800	0	54,600
622	Total Demand-Response Unlinked Passenger Trips	0	142,521	0	7,398	0	1,264	151,183
625	Days Operated	260	252	52	50	52	50	716

Total Passengers: 205,783

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	32
656	Demand-Response Vehicle w/ Lifts	30
658	Total Transit Vehicles	32

Total Vehicles: 32

Miscellaneous Information

Code	Description	Quantity LH	Quantity DR
601	Number of Routes (Line Haul Only)	2	0
602	Total Route Miles (Line Haul Only)	446,614	0
659	LPG (propane) or CNG (compressed natural gas) Gallons Equivalent Consumed	0	57,409
660	Diesel/Gasoline Gallons Consumed	91,980	45,246
661	Total Transit Agency Employees (Full-Time Equivalents)	4	42
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	4	30

Livingston Essential Transportation

**3950 W. Grand River
Howell, MI 48855**

(517) 540-7843

Nonurban County

Job Access

Annual Budgeted

2021

Operating Revenue: \$10,000

Total Eligible Expenses: \$77,670

Local Share: \$10,000

Comments: - FY 2021 Transportation to Work (continuation). Note: We no longer dedicate a particular vehicle to this service and instead rotate vehicle assignments depending on capacity needs on a given day. Therefore, no vehicles are allocated to this service in the non-financial schedule.

**Livingston Essential Transportation
Nonurban County
Job Access
Annual Budgeted
2021**

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$10,000
411 :	State Formula and Contracts	
41199	Other MDOT/OPT Contracts and Reimbursements (Explain in comment field) (- Transportation to Work)	\$77,670

Total Revenues: \$87,670

**Livingston Essential Transportation
Nonurban County
Job Access
Annual Budgeted
2021**

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$69,670
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$7,000
50210	DC Pensions (-)	\$2,000
50220	DB Pensions (-)	\$9,000
550 :	Ineligible Expenses	
55000	Ineligible JARC and NF Fares (-)	\$10,000

Total Expenses: \$87,670

Total Ineligible Expenses: \$10,000

Total Eligible Expenses: \$77,670

**Livingston Essential Transportation
Nonurban County
Job Access
Annual Budgeted
2021**

Non Financial Schedule Report

Public Service

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	3,200	0	0	3,200
611	Vehicle Miles	58,500	0	0	58,500
615	Unlinked Passenger Trips - Regular	3,500	0	0	3,500
616	Unlinked Passenger Trips - Elderly	750	0	0	750
617	Unlinked Passenger Trips - Persons w/Disabilities	4,500	0	0	4,500
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	500	0	0	500
622	Total Demand-Response Unlinked Passenger Trips	9,250	0	0	9,250
625	Days Operated	252	0	0	252

Total Passengers: 9,250

Vehicle Information

Code	Description	Quantity
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Total Vehicles: 0

Miscellaneous Information

Code	Description	Quantity DR
659	LPG (propane) or CNG (compressed natural gas) Gallons Equivalent Consumed	5,000
661	Total Transit Agency Employees (Full-Time Equivalents)	1
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	1

Livingston Essential Transportation

**3950 W. Grand River
Howell, MI 48855**

(517) 540-7843

Nonurban County

Regular Service

Annual Budgeted

2021

Operating Revenue: \$15,000

Total Eligible Expenses: \$200,000

Local Share: \$90,417

Comments: Pass-through funding for People's Express of Whitmore Lake. People's Express provides dial-a-ride service in southeast Livingston County and other rural areas to supplement LETS service in those areas. A subrecipient agreement between Livingston County and People's Express is in effect until 9/30/2020 at which time it can be renewed with the approval of both parties.

**Livingston Essential Transportation
Nonurban County
Regular Service
Annual Budgeted
2021**

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$15,000
409 :	Local Revenue	
40910	Local Operating Assistance (-)	\$75,417
411 :	State Formula and Contracts	
41101	State Operating Assistance (-)	\$73,583
413 :	Federal Contracts	
41301	Section 5311 Operating (-)	\$36,000

Total Revenues: \$200,000

**Livingston Essential Transportation
Nonurban County
Regular Service
Annual Budgeted
2021**

Expense Schedule Report

Code	Description	Amount
508 :	Purchased Trans Service	
50800	Purchased Trans Service (- People's Express Eligible Expenses)	\$200,000

Total Expenses: \$200,000

Total Ineligible Expenses: \$0

Total Eligible Expenses: \$200,000

**Livingston Essential Transportation
Nonurban County
Regular Service
Annual Budgeted
2021**

Non Financial Schedule Report

Public Service

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	5,376	0	0	5,376
611	Vehicle Miles	125,192	0	0	125,192
615	Unlinked Passenger Trips - Regular	4,512	0	0	4,512
616	Unlinked Passenger Trips - Elderly	7,392	0	0	7,392
617	Unlinked Passenger Trips - Persons w/Disabilities	8,088	0	0	8,088
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	4,528	0	0	4,528
622	Total Demand-Response Unlinked Passenger Trips	24,520	0	0	24,520
625	Days Operated	252	0	0	252

Total Passengers: 24,520

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	2
656	Demand-Response Vehicle w/ Lifts	2
658	Total Transit Vehicles	2

Total Vehicles: 2

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	5,000
661	Total Transit Agency Employees (Full-Time Equivalents)	2
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	2

**Livingston Essential Transportation
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2021 SEC 5307								
Requested:0	Facility	Desc: Justn:Preventive Maintenance (Vehicle & Facility)	\$372,800	\$93,200	\$0	\$466,000	REPLACE	REQUESTED
Requested:0	Equipment	Desc: Justn:Trip management software annual maintenance fee per contract.	\$32,000	\$8,000	\$0	\$40,000	REPLACE	REQUESTED
Sub Total By Program Type			\$404,800	\$101,200	\$0	\$506,000		
2021 CMAQ								
Eligible/Pending:6 Requested:6	Vehicle	Desc:Medium Class 1, 29ft. with lift , gas engine (Propane engine, split unit A/C, destination sign) Justn:Purchase six (6) expansion buses for proposed fixed-route service on Grand River Ave. between Brighton and Howell.	\$612,998	\$153,250	\$0	\$766,248	EXPAND	REQUESTED
Sub Total By Program Type			\$612,998	\$153,250	\$0	\$766,248		
2021 SEC 5310								
Eligible/Pending:2 Requested:2	Vehicle	Priority: Desc:Small Bus, 176 in. wheelbase, w/ lift, propane (Graphics and equipment) Justn:Replace buses 1503 and 1504 based on mileage (200,000)	\$160,000	\$40,000	\$0	\$200,000	REPLACE	REQUESTED

**Livingston Essential Transportation
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
Sub Total By Program Type			\$160,000	\$40,000	\$0	\$200,000		
2021SEC 5317-NF								
Requested:0	Mobility Mgt	Desc: Justn:Mobility Manager and program upstart costs	\$80,000	\$20,000	\$0	\$100,000	EXPAND	REQUESTED
Sub Total By Program Type			\$80,000	\$20,000	\$0	\$100,000		
2021SEC 5339 - Bus and Bus Facilities								
Eligible/Pending:1 Requested:1	Vehicle	Desc:12-Passenger Van w/ lift (Class IV Transit van with propane engine) Justn:Purchase one (1) expansion van	\$72,000	\$18,000	\$0	\$90,000	EXPAND	REQUESTED
Requested:0	Facility	Desc: Justn:Facility improvements TBD	\$104,000	\$26,000	\$0	\$130,000	REPLACE	REQUESTED
Sub Total By Program Type			\$176,000	\$44,000	\$0	\$220,000		
Sub Total By Request Year			\$1,433,798	\$358,450	\$0	\$1,792,248		

**Livingston Essential Transportation
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2022 SEC 5307								
Requested:0	Facility	Desc: Justn:Preventive Maintenance (Vehicle & Facility)	\$380,000	\$95,000	\$0	\$475,000	REPLACE	REQUESTED
Sub Total By Program Type			\$380,000	\$95,000	\$0	\$475,000		
2022 SEC 5339 - Bus and Bus Facilities								
Eligible/Pending:1 Requested:1	Vehicle	Desc:Small Bus, 176 in. wheelbase, w/ lift, propane (Graphics and equipment) Justn:Replace bus 1505 based on age and mileage (7yrs/200,000)	\$80,000	\$20,000	\$0	\$100,000	REPLACE	REQUESTED
Requested:0	Facility	Desc: Justn:Facility improvements TBD	\$104,000	\$26,000	\$0	\$130,000	REPLACE	REQUESTED
Sub Total By Program Type			\$184,000	\$46,000	\$0	\$230,000		
Sub Total By Request Year			\$564,000	\$141,000	\$0	\$705,000		

**Livingston Essential Transportation
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2023 SEC 5307								
Requested:0	Facility	Desc: Justn:Preventive Maintenance (Vehicle & Facility)	\$388,000	\$97,000	\$0	\$485,000	REPLACE	REQUESTED
Sub Total By Program Type			\$388,000	\$97,000	\$0	\$485,000		
2023 SEC 5339 - Bus and Bus Facilities								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 176 in. wheelbase, w/ lift, propane (Graphics and Equipment) Justn:Replace vehicles 1506 and 1507 based on age and mileage (7 yrs./200,000 miles)	\$160,000	\$40,000	\$0	\$200,000	REPLACE	REQUESTED
Sub Total By Program Type			\$160,000	\$40,000	\$0	\$200,000		
Sub Total By Request Year			\$548,000	\$137,000	\$0	\$685,000		

**Livingston Essential Transportation
Capital Requests For FY 2021**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2024		SEC 5307						
Requested:0	Facility	Desc: Justn:Preventive Maintenance (vehicle and facility)	\$400,000	\$100,000	\$0	\$500,000	REPLACE	REQUESTED
Sub Total By Program Type			\$400,000	\$100,000	\$0	\$500,000		
2024		SEC 5339 - Bus and Bus Facilities						
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 176 in. wheelbase, w/ lift, propane (Graphics and equipment) Justn:Replace buses 1601 and 1603 based on age and mileage (7yrs/200,000 miles)	\$160,000	\$40,000	\$0	\$200,000	REPLACE	REQUESTED
Sub Total By Program Type			\$160,000	\$40,000	\$0	\$200,000		
Sub Total By Request Year			\$560,000	\$140,000	\$0	\$700,000		
Grand Total			\$3,105,798	\$776,450	\$0	\$3,882,248		

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter into an Easement Agreement with DTE Energy to Provide Electric Service to the Hangar Being Constructed by Csig Storage, LLC - Airport

WHEREAS, CSIG Storage LLC is constructing a new hangar building east of the airport terminal building; and

WHEREAS, DTE has requested an underground easement in order to provide electrical power to the facility from an existing transformer that services the Hawk Hollow Farms LLC hangar; and

WHEREAS, the proposed easement language will comply with all FAA and MDOT requirements, which include language that requires the utility to pay for relocation of their equipment should it be required for the future needs of the airport.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to grant a twelve foot (12') easement to DTE Energy for the installation of electrical service to the CSIG Storage LLC facility.

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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#

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MOVED:
SECONDED:
CARRIED:

DTE Electric Company Underground Easement (Right of Way) No. 55955534-55955536

On _____, 2020, for the consideration of system betterment, Grantor grants to Grantee a permanent, non-exclusive underground easement ("Right of Way") in, on, and across a part of Grantor's Land called the "Right of Way Area".

"Grantor" is: LIVINGSTON COUNTY, 304 E. GRAND RIVER, STE. 201, HOWELL, MI 48843

"Grantee" is: DTE Electric Company, a Michigan corporation, One Energy Plaza Drive, Detroit, Michigan 48226

"Grantor's Land" is in part of sections 20,21,27& 28, T3N, R4E, HOWELL TOWNSHIP, County of LIVINGSTON, and State of Michigan, and is described as follows:

AS SHOWN ON ATTACHED LEGAL DESCRIPTION, EXHIBIT 'A',
WHICH IS ATTACHED HERETO AND MADE A PART HEREOF.

Tax Identification Number(s): 4706-21-300-026
More commonly known as: 3419 COUNTY AIRPORT DR.

The "Right of Way Area" is a twelve (12') foot wide easement on part of Grantor's Land. The centerline of the Right of Way Area shall be established in the as-built location of the centerline of Grantee's facilities, and shall be installed on Grantor's Land in the approximate location described as follows:

AS SHOWN ON ATTACHED DTE ELECTRIC COMPANY DRAWING, EXHIBIT 'B',
WHICH IS ATTACHED HERETO AND MADE A PART HEREOF.

1. **Purpose:** The purpose of this Right of Way is to construct, reconstruct, modify, add to, repair, replace, inspect, operate and maintain the underground utility line facilities, which may consist of poles, guys, anchors, wires, manholes, conduits, pipes, cables, transformers and accessories.
2. **Access:** Grantee has the right of pedestrian and vehicular ingress and egress to and from the Right of Way Area over and across Grantor's Land.
3. **Buildings or other Permanent Structures:** No buildings or other permanent structures or improvements may be constructed or placed in the Right of Way Area without Grantee's prior, written consent. Grantor agrees, at its own expense, to remove any improvement that interferes with the safe and reliable operation, maintenance and repair of Grantee's facilities upon the written demand of Grantee. If Grantor fails to comply with such demand, Grantor agrees that Grantee may remove any such improvement and bill Grantor for the cost thereof, which cost Grantor shall pay within thirty (30) days after demand therefor.
4. **Excavation:** Pursuant to 2013 Public Act 174, MISS DIG (1-800-482-7171 or 811 in some areas) must be called before any excavation in the Right of Way Area may proceed.

5. Trees, Bushes, Branches, Roots, Structures and Fences: Grantee may trim, cut down, remove or otherwise control any trees, bushes, branches and roots growing or that could grow or fall in the Right of Way Area and remove any structures, improvements, fences, buildings or landscaping in the Right of Way Area that Grantee believes could interfere with the safe and reliable construction, operation, maintenance and repair of Grantee's facilities. No landscaping, trees, plant life, structures, improvements or fences may be planted, grown or installed within 8 feet of the front door, or within 2 feet of the other sides, of transformers or switching cabinet enclosures, and Grantee shall not be responsible for any damage to, or removal of, landscaping, trees, plant life, structures, improvements and/or fences located in such areas.

6. Restoration: If Grantee's agents, employees, contractors, subcontractors, vehicles or equipment damage Grantor's Land while entering Grantor's Land for the purposes stated in this Right of Way, then Grantee will restore Grantor's Land as nearly as is reasonably practicable to the condition in which it existed prior to such damage. Restoration with respect to paved surfaces shall consist of asphalt cold patching of the damaged portion of any asphalted surfaces when the weather conditions suggest such use and the cement patching of the damaged portion of any cemented surfaces. Grantee shall have no liability, however, for the restoration or cost of any improvements located within the Right of Way Area, including, but not limited to, parking islands, gutters, fences or landscaping such as trees, bushes, or flowers (but not a simple lawn which, if damaged, will be patched and re-seeded by Grantee) that are damaged by Grantee in the course of constructing, reconstructing, modifying, adding to, repairing, replacing, operating or maintaining its facilities as described in paragraph 1 above.

7. Successors: This Right of Way runs with the land and binds and benefits Grantor's and Grantee's successors and assigns.

8. Exemptions: This Right of Way is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

9. Governing Law: This Right of Way shall be governed by the laws of the State of Michigan.

10. Additional Provisions: The Grantee, its lessees or assigns, prior to entering upon lands of the Grantor for the purpose of maintaining, repairing, cleaning out, widening, deepening or extending the electric lines or appurtenances owned by the Grantee, shall obtain the prior approval of the office of the Manager of the Airport, which approval shall not be unreasonably withheld. The Grantee shall have the right from time to time to clear the easement of all trees, undergrowth and other obstructions that, in its judgment, may injure, endanger or interfere with the exercise by the Grantee of the right, privileges and easements herein granted. The Grantee shall not permit any maintenance or construction equipment which would encroach into restricted airspace of clear zones, approach slopes, runway and taxiway, or safety areas to enter upon lands of the Grantor without such prior approval; provided, however, that such prior approval shall not be necessary when an emergency condition exists and immediate action by the Grantee is necessary to protect the public health. When an emergency situation exists, the ingress and egress of the Grantee, its lessees or assigns, will be coordinated with the Airport Manager. The Grantee shall not construct nor permit to stand above ground level on said easement any building, structure, poles or other objects, manmade or natural, to a height in excess of Federal Aviation Regulation (FAR) Part 77 surfaces, based on current runways or future runways which may be constructed. The Grantee shall file a notice consistent with the requirements in FAR Part 77 (FAA Form No. 7460-1) prior to constructing any maintenance or improvement within the easement. At such time in the future as deemed necessary by the Grantor, the Grantor may enter and construct airport improvements (runways, taxiways, associated lighting, etc.) upon said easement provided notice is given to the Grantee at least 30 days prior to the start of construction. Should such development become necessary, the Grantor agrees to pay all costs associated with the protection or relocation of its facilities to accommodate said airport improvements. This easement shall be binding on all other parties, both public and private, which presently, or at a future date, occupy or utilize the easement area conveyed hereby for the utility lines. The Grantee agrees to maintain and protect at its own expense its electric lines or appurtenance and equipment within the easement area. Should a change in airport operations or standards require the upgrade or additional equipment, the cost shall be paid by the Grantor. The Grantor agrees to pay for any increased cost of maintaining and operating the utility lines resulting from the relocation of such lines, and shall perform all necessary maintenance at its own expense in accordance with specifications approved by the Grantor and Grantee. The Grantee agrees to save and keep Grantor and the State of Michigan harmless from and indemnify it against any penalty, damage or charges imposed for any violation of any laws or ordinances, and at all times to protect, indemnify and save Grantor and the State of Michigan harmless of and from any loss, cost, damage or expense, including attorney's fees, arising out of or from any accident or any other occurrence on or about the premises above described, causing injury to any person or property arising by reason of construction, operation and maintenance, and use of this easement resulting out of Grantee negligence. Grantor reserves the right to full use of said premises subject to rights granted.

Grantor: Livingston County

Kate Lawrence

Title: Chairwoman, County Board of Commissioners
of Livingston County

Acknowledged before me in _____ County, Michigan, on _____, 2019,

By: KATE LAWRENCE, CHAIRWOMAN, COUNTY BOARD OF COMMISSIONERS OF LIVINGSTON COUNTY

Notary's
Stamp _____

Notary's
Signature _____

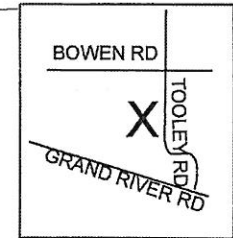
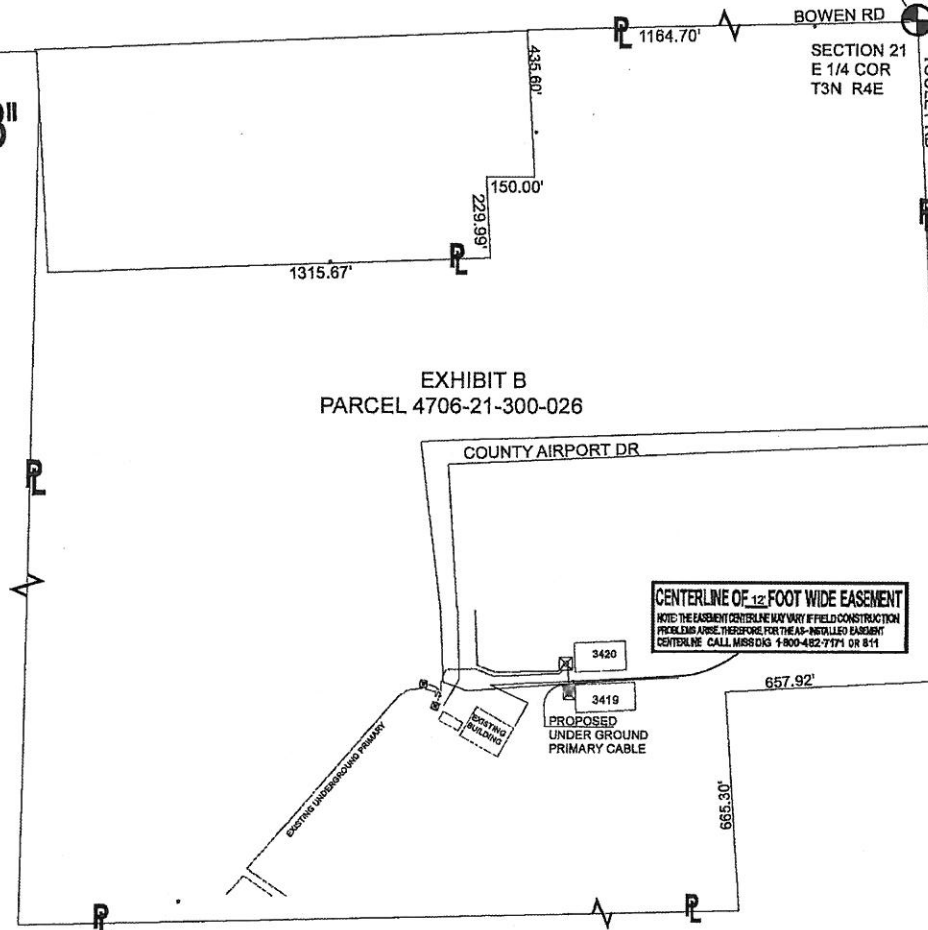
Drafted by and when recorded, return to: DTE Electric Company, Karen Green, 1095 Lawson Dr., Howell, MI 48843

EXHIBIT "A"

LIVINGSTON COUNTY AIRPORT PART OF SECTIONS 20, 21, 27, AND 28 T3N R4E DESC. AS, COM AT THE W1/4 COR OF SEC 21 TH N 842.5 FT TO P.O.B., TH S 89°37'40" E 517.7 FT, TH S 00°04'17" E 842.51 FT, TH E ALG THE C/L OF BOWEN RD. 2118.09 FT, TH S 00°10'30" E 658.89 FT, TH S 89°48'30" E 1315.67 FT, TH N 229.99 FT, TH E 150 FT, TH N 435.6 FT, TH E 1164.7 FT ALG THE C/L OF BOWEN RD TO THE E1/4 COR OF SEC 21, TH S ALG THE C/L OF TOOLEY RD. 1995.18 FT, TH N 89° W 657.92 FT, TH S 665.3 FT, TH S 89° E 658.21 FT TO THE SE COR OF SEC 21, TH S 01°34'11" E 654.21 FT, TH N 88°47'20" E 33 FT, TH S 01°34'11" E 24.95 FT, TH S 236.93 FT ALG AN ARC LEFT HAVING A RADIUS OF 567 FT WITH A DELTA 23°56'30" CHORD BEARING S 13°32'26" E 235.21 FT, TH SE'LY 251.3 FT ON AN ARC LEFT HAVING A RADIUS OF 567 FT DELTA 25°36'25" CHORD BEARING S 38°18'54" E, TH N 8857'14" E 38.87 FT, TH S 01°30'21" E 29.94 FT, TH SW'LY 62.65 FT ON AN ARC LEFT RADIUS 567 FT DELTA 06°19'52" CHORD BEARING S 59°15'44" E 62.62 FT, TH S 62°25'40" E 286.17 FT, TH N 88°57'14" E 749.06 FT, TH S 1081.94 FT, TH N 80°10' W 1350 FT, TH S 150 FT, TH N 78°22' W 39.5 FT, TH N 49°43'30" W 1416.70 FT, TH S 40°16'48" W 326.37 FT, TH S 88°16'59" W 298.89 FT, TH N 49°43'15" W 1250 FT, TH N 00°21'00" W 568 FT, TH N 52°59'27" W 638.63 FT, TH 89°44'22" W 272.99 FT, TH N 52°05'00" W 335.14 FT, TH S 37°50' W 275.84 FT TO THE C/L OF GRAND RIVER, TH N 52°10' W 1880 FT TO A POINT IN THE INTERSECTION OF GRAND RIVER AND BURKHART RD, THE N 308.3 FT ALG C/L OF BURKHART RD, TH N 89°16'30" W 33 FT TO THE SE COR OF LOT 26 OF NEWMAN'S GRANDVIEW ESTATES, TH N 567.55 FT, TH N 89°16'30" W 364.26 FT, TH N 51°30' W 310.17 FT, TH S 89°16'30" E 607.13 FT, TH N 200 FT, TH N 89°16'30" W 862.8 FT, TH N 51°30' W 323.33 FT, TH N 201.3 FT, TH N 89°16'30" W 110.25 FT, TH N 1000 FT, TH S 89°16'30" E 1259.63 FT TO THE C/L OF BURKHART RD, TH S TO P.O.B. EXC SEC 28 T3N R4E BEG NE COR OF SEC 28 TH S01° E 936.16 FT ALG C/L OF TOOLEY RD TH N52° W 1512.51 FT TH N88° E 1180.11 FT TO POB COMBINED AIRPORT PROPERTIES 2.26.14 CONT: 437.88 AC M/L

DTE

EXHIBIT "B"




Work Order # 55955531	Work Order Description 3419 COUNTY AIRPORT DR	GIS-DSN	SRW 55955536	RSD	PH	PLC
Service Center HOWELL SC	Circuit #1	COH	COS	CUG	CUL	CUS
Worksite City	Worksite Twp.	Worksite County	SCMAT			
Town T3N	Range R4E	Section 21	Qtr E1/4	Planner Name LINDA LEE 517-545-9746	CUE Request # DV	Version 12/6/2019
					Plot Date 12/6/2019	Scale NTS



3399 County Airport Drive
Howell, Michigan 48855
517-546-6675
Fax 517-546-6656
Mark D. Johnson - Airport Manager

MEMORANDUM

TO: Livingston County Board of Commissioners

FROM: Mark D. Johnson 
Airport Manager

DATE: February 26, 2020

RE: DTE Easement for new Hangar Construction

This Easement Agreement will provide electrical service to the new hangar being constructed by Common Sail Storage LLC. The proposed power will go from the Hawk Hollow Farms LLC DTE transformer to a new transformer that will be installed for Common Sail Storage LLC.

The easement will be twelve feet in width and will run under the access road to the two hangar facilities.



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter into a Second Partial Release of Property Damage Claims Agreement for the Aircraft Accident N525pz - Airport

WHEREAS, Cessna Citation N525PZ suffered a landing accident at the Livingston County Airport on January 16, 2017; and

WHEREAS, the aircraft went through the fence at the east end of the runway, crossed Tooley Road and caught fire; and

WHEREAS, the fence has been repaired and soil remediation has taken place where jet fuel drained from the wings during the aircraft fire; and

WHEREAS, a Partial Final Release of Property Damage Claims has been submitted in the amount of \$39,406.72, which includes all unreimbursed costs to date; and

WHEREAS, a final release will be issued once all environmental concerns have been satisfied.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into a Second Partial Release of Property Damage Claims for the aircraft accident on January 16, 2017 in the amount of \$39,406.72.

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:

SECOND PARTIAL RELEASE OF PROPERTY DAMAGE CLAIMS

LIVINGSTON COUNTY on behalf of the **LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD**, and the **LIVINGSTON COUNTY SPENCER J. HARDY AIRPORT** in Howell, Michigan, and their agents, representatives, aeronautical board members and assigns (hereinafter referred to as the "**RELEASORS**") for and in consideration of the payment of the sums set forth below, do hereby partially release and discharge **ZELIFF AVIATION, LLC, PETER ZELIFF**, and all persons or parties seeking coverage under that certain Endurance American Insurance Company, Inc., Policy NAB6004181, **SOMPO INTERNATIONAL INSURANCE, ENDURANCE AMERICAN INSURANCE COMPANY**, and **W. BROWN & ASSOCIATES INSURANCE SERVICES**, and each of them, as well as all of their past, present and future officers, directors, stockholders, attorneys, agents, servants, representatives, employees, parent companies, subsidiaries, affiliates, partners, insurance companies, predecessors and successors in interest, assigns and all other persons, firms or corporations with whom any of the former have been, are now or may hereafter be affiliated (hereinafter collectively referred to as the "**RELEASEES**"), of and from liability, claims, damages, causes and rights of action including but not limited to property damage claims, environmental cleanup costs and expenses, and any related claims, on account of or arising out of that certain aircraft accident that occurred on or about January 16, 2017, involving the Cessna Citation CJ4 aircraft, registration N525PZ (hereinafter referred to as the "Accident").

The claims partially released herein include claims that resulted from the environmental contamination caused by the Accident, and are released only to the extent of the payments to be made as stated herein. The parties expressly agree that the State of Michigan has not completed its investigation and has not completed a No Further Action report for the remediation that was required. To the extent that further review, investigation and environmental remediation are required by the State of Michigan, the parties expressly agree that **RELEASEES** will reimburse **RELEASORS** for the costs incurred as a result of the actions specified and required by the State of Michigan. The remediation will be performed by contractors whose costs, estimates and invoices will be approved after mutual review and agreement by **RELEASEES** and **RELEASORS**.

The promises or other consideration made by the **RELEASORS** herein are made in consideration of the single lump sum payment in the amount of Thirty Nine Thousand Four Hundred Six and 72/100 Dollars (\$39,406.72), by check payable to Livingston County and delivered to Mr. Mark Johnson, Airport Manager, 3399 County Airport Drive, Howell, Michigan 48855.

RELEASORS warrant, represent and agree that, in executing this Partial Release of All Claims, they do so with the knowledge of any and all rights they might have had with respect to said **RELEASEES**, and each of them.

RELEASORS further warrant, represent and agree that in making this Partial Release, RELEASORS rely upon their own investigation, judgment and/or that of their own counsel if they so choose, in belief and knowledge of the nature, extent and duration of any disputed claim or claims.

RELEASORS further warrant, represent and agree that they do not rely and have not relied upon any representation or statement made by the RELEASEES, or any of them, or by any person or persons representing RELEASEES, in connection with this Partial Release or any of the matters pertaining to it.

RELEASORS acknowledge that this is a compromise of disputed claims, and that the payment thereof is not, in any manner, to be construed as an admission of liability of the RELEASEES, or any of them, and by each of whom liability is expressly denied and controverted.

IN WITNESS WHEREOF, the undersigned represents and warrants full authority to enter into this Partial Release of Property Damage Claims on behalf of RELEASORS.

Dated: _____

LIVINGSTON COUNTY
By Dennis J. Dolan, Vice-Chair
County Board of Commissioners

WITNESS

APPROVED AS TO FORM FOR
COUNTY OF LIVINGSTON:
COHL, STOKER & TOSKEY, P.C.
By: TIMOTHY M. PERRONE -

N:\Client\Livingston\Airport\Agreements\Zeliff\Zeliff Second Partial Release of Property Damage Claims 2020 v2.doc

BM

University of Michigan Medicare Information

For U-M Retirees, Survivors, Other Qualified Adults (OQA), or LTD Participants

Please print all information in **black ink**.

For Benefits Office Use Only

Event Date _____ Date Processed _____

Date of Retirement/Disability _____

Elections: Plan 10 Opt. _____

Plan 1Y Opt. _____

Ben. Prog. Partic. _____

RET/LTD Medicare Entitlement Date _____

Spouse/OQA Secondary to Medicare Date _____

☐ Service Link ☐ Database ☐ Log

1. U-M Retiree, Survivor, Faculty or Staff Member, or LTD Participant Information

Name (Last, First, Middle Initial) <i>EVANOFF THOMAS E.</i>		UMID <i>3797 5729</i>		U.S. Social Security Number (If UMID is unknown)	
Street Address <i>4850 HOGBACK RD.</i>		City <i>FOWLERVILLE</i>	State <i>MI.</i>	Zip <i>48836</i>	Phone Number <i>517-294-2538</i>
Role with the university: <input type="checkbox"/> U-M Retiree <input type="checkbox"/> Survivor <input type="checkbox"/> Faculty or Staff Member <input checked="" type="checkbox"/> LTD Participant					

2. Medicare Enrollment Information

The Medicare enrollment information below is for: <input checked="" type="checkbox"/> Myself					
Name (Last, First, Middle Initial) <i>EVANOFF THOMAS E.</i>		Date of Birth <i>01-24-57</i>		U.S. Social Security Number <i>375-66-8090</i>	
Medicare Claim Number <i>3TM3-JM3-GP19</i>	Hospital (Part A) Date <i>03-01-2020</i>	Medical (Part B) Date <i>03-01-2020</i>	Prescription Drugs (Part D) <i>N/A</i>		
The Medicare enrollment information below is for: <input type="checkbox"/> My Spouse or OQA <input type="checkbox"/> My Disabled Dependent Child					
Name (Last, First, Middle Initial)		Date of Birth		U.S. Social Security Number	
Medicare Claim Number	Hospital (Part A) Date	Medical (Part B) Date	Prescription Drugs (Part D)		
Signature of Retiree, Survivor, Faculty or Staff Member, or LTD Participant <i>Thomas E. Evanoff</i>				Date Signed <i>2-25-20</i>	

To ensure proper coordination of benefits, please complete this form and return it to a location noted below.



HUMAN RESOURCES
BENEFITS OFFICE
UNIVERSITY OF MICHIGAN

How to Return Your Signed and Completed Form

By FAX

Fax it to (734) 763-0363

Keep a copy of the fax transmission report with your form in your records.

By Mail Only

Make a copy for your records and send the original to:
SSC Benefits Transactions
3003 South State Street
Ann Arbor, MI 48109-1276

Questions?

Call the SSC Contact Center at (734) 615-2000 or 1-866-647-7657 (toll free for long-distance calling within the U.S.), Monday through Friday from 8 a.m. to 5 p.m.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter into an Agreement with C&S Companies of Livonia, Michigan for the Design of Joint Repair for Taxiways Alpha and Bravo and Associated Connectors - Airport

WHEREAS, the Michigan Department of Transportation, Department of Aeronautics, has advised that they expect to provide funding for the repair of pavement joints for Taxiway A, Taxiway B and associated connectors; and

WHEREAS, it is timely to begin the design portion of this project which will be bid in May or June for completion in the fall; and

WHEREAS, C&S Companies of Livonia, Michigan has been selected to provide these design services; and

WHEREAS, the amount of the agreement is \$27,723.78 and the local share (5%) will be \$1,386.19; and

WHEREAS, it is anticipated a grant for these services will be issued after the March meeting of the Michigan Aeronautics Commission.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into an agreement with C&S Companies of Livonia, Michigan for design services for the repair of pavement joints on Taxiway A, Taxiway B and associated connectors in the amount of Twenty Seven Thousand Seven Hundred Twenty Three Dollars and seventy-eight cents (\$27,723.78)

BE IT FURTHER RESOLVED the local share of \$1,386.19 shall be paid from the capital improvement fund upon receipt of an invoice from MDOT.

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:

C&S ENGINEERS, INC.
ARCHITECTURAL/ENGINEERING
WORK SUMMARY

PROJECT: TAXIWAY AND APRON PAVEMENT REPAIRS
 SERVICES: DESIGN
 CLIENT: LIVINGSTON COUNTY
 CLIENT MGR: MARK JOHNSON

Date: 1/22/20
 Service Group Mgr: BOB KOLLER
 Facility Manager: MICHAEL HOLDWICK
 Project Manager: MICHAEL HOLDWICK
 Project Number: N03005001

CONT NO.	PHASE NO.	TASK	DES	ENG	PROJ ENG	MAN/ CHIEF ENG	DIRECT COSTS	SERVICES BY OTHERS	TOTALS	TOTAL HOURS PER TASK
N03005	100	FINAL DESIGN / BID DOCUMENT PHASE								
		PROJECT ADMINISTRATION				10			\$1,718	10
		PRE DESIGN MEETING		4		4			\$1,104	8
		REVIEW RECORD DRAWINGS	4	4					\$762	8
		CONDUCT SITE INVESTIGATION		6					\$626	6
		DEVELOP PAVEMENT DESIGN			4				\$499	4
		PLAN PREPARATION	40	20		4			\$6,233	64
		CONST PHASING & OPERATIONS PLAN		8		4			\$1,521	12
		SPEC PREPARATION AND SUBMIT MOS		16		4			\$2,356	20
		QUANTITIES & ESTIMATES		8	8	2			\$2,173	18
		DESIGN REPORT PREPARATION		8	8	2			\$2,173	18
		SUBMIT CSPP AND 7460			2	1			\$422	3
		QUALITY ASSURANCE/QUALITY CONTROL			8				\$998	8
		FINAL DESIGN SUBMITTAL	16	8					\$2,217	24
		CONDUCT REVIEW MEETING		4		4			\$1,104	8
N03005	300	BID PHASE								
		ADVERTISE PROJECT				4			\$688	4
		RESPOND TO BIDDER QUESTIONS		8		2			\$1,178	10
		CONDUCT PRE-BID MEETING				4			\$688	4
		PREPARE ADDENDA		8		2			\$1,178	10
			60	102	30	47			\$27,639	239



ARCHITECTURAL/ENGINEERING COST SUMMARY SCHEDULE "B" DESIGN PHASE

PROJECT NAME: TAXIWAY AND APRON PAVEMENT REPAIRS
PROJ DESCRIPTION

DATE: 22-Jan-20
A/E: C & S ENGINEERS, INC.
PROJECT NO: N03005001
C&S CONTACT: MICHAEL HOLDWICK

CLIENT: LIVINGSTON COUNTY
CLIENT MANAGER: MARK JOHNSON

I. ESTIMATE OF DIRECT SALARY COSTS:

TITLE		MAXIMUM RATE OF PAY (\$/HR)	AVERAGE RATE OF PAY (\$/HR)	@	ESTIMATED HOURS	ESTIMATED COST
A.	SERVICE GROUP MANAGER	\$100.90	\$96.80	X	0	\$0.00
B.	DEPARTMENT MANAGER	\$79.30	\$67.00	X	0	\$0.00
C.	MANAGING/CHIEF ENGINEER	\$67.80	\$58.20	X	47	\$2,735.00
D.	PRINCIPAL ENGINEER	\$70.60	\$59.90	X	0	\$0.00
E.	SR. PROJECT ENG/ARCH/ENV SCIENTIST	\$69.50	\$44.30	X	0	\$0.00
F.	PROJECT ENG/PLANNER/ENV SCIENTIST	\$47.10	\$42.20	X	30	\$1,266.00
G.	SENIOR PROJECT DESIGNER	\$47.40	\$42.20	X	0	\$0.00
H.	ENGINEER/ARCHITECT	\$42.80	\$35.30	X	102	\$3,601.00
I.	STAFF ENGINEER	\$33.90	\$29.60	X	0	\$0.00
J.	SENIOR DESIGNER	\$45.30	\$41.80	X	0	\$0.00
K.	DESIGNER	\$34.40	\$29.30	X	60	\$1,758.00
L.	CADD OPERATOR/DESIGN TECHNICIAN	\$33.30	\$30.20	X	0	\$0.00
M.	TECHNICAL ADMINISTRATOR	\$29.90	\$26.00	X	0	\$0.00
N.	INTERN	\$20.70	\$17.30	X	0	\$0.00
O.	GRANTS ADMINISTRATOR	\$36.50	\$34.80	X	0	\$0.00
P.	ASSISTANT GRANTS ADMINISTRATOR	\$29.50	\$28.10	X	0	\$0.00
Q.	MANAGING PLANNER	\$62.30	\$59.30	X	0	\$0.00
R.	SENIOR PROJECT PLANNER	\$53.70	\$51.10	X	0	\$0.00
S.	PLANNER	\$35.60	\$33.00	X	0	\$0.00
T.	STAFF PLANNER	\$32.40	\$30.20	X	0	\$0.00
U.	SENIOR/MANAGING ARCHITECT	\$58.90	\$57.80	X	0	\$0.00
V.	SENIOR GIS ANALYST	\$37.40	\$35.60	X	0	\$0.00
W.	GEOLOGIST	\$36.70	\$35.00	X	0	\$0.00
X.	ENVIRONMENTAL SCIENTIST	\$34.40	\$32.10	X	0	\$0.00
Y.	SENIOR CONSTRUCTION SUPERVISOR	\$82.60	\$73.40	X	0	\$0.00
Z.	CONSTRUCTION SUPERVISOR	\$47.10	\$44.80	X	0	\$0.00
AA.	RESIDENT ENGINEER	\$54.00	\$48.40	X	0	\$0.00
BB.	CHIEF INSPECTOR	\$47.80	\$41.10	X	0	\$0.00
CC.	SENIOR INSPECTOR	\$44.10	\$36.60	X	0	\$0.00
DD.	INSPECTOR	\$35.00	\$33.30	X	0	\$0.00
EE.	JUNIOR INSPECTOR	\$22.90	\$21.80	X	0	\$0.00
FF.	SENIOR TECHNICAL ADMINISTRATOR	\$37.90	\$34.10	X	0	\$0.00
GG.	SENIOR PROJECT LANDSCAPE ARCHITECT	\$47.10	\$44.80	X	0	\$0.00

TOTAL ESTIMATED DIRECT SALARY COST: \$9,360.00

II. OVERHEAD EXPENSES & PAYROLL BURDEN PER SCHEDULE "C" -

(AGREED OVERHEAD EXPRESSED AS A PERCENTAGE
OF DIRECT SALARY COST):

166.00%

\$15,538.00

III. SUBTOTAL OF ITEMS I & II:

\$24,898.00

IV. ESTIMATE OF DIRECT EXPENSES:

A.	TRAVEL, BY AUTO:	3	TRIPS @	50	MILES/TRIP @	\$0.580	=	\$87.00
B.	TRAVEL, BY AIR:	0	TRIPS @	0	PERSONS @	\$0.00	=	\$0.00
C.	PER DIEM:	0	DAYS @	0	PERSONS @	\$149.00	=	\$0.00
D.	MISCELLANEOUS:						=	<u>\$0.00</u>

Adjust the "Miscellaneous so the "MAXIMUM TOTAL comes out to a whole dollar amount.

TOTAL ESTIMATE OF DIRECT EXPENSES:

\$87.00

V. FIXED FEE (PROFIT, LUMP SUM):

A.	LABOR PLUS OVERHEAD:	11%	(OF III.)	\$2,738.78
B.	DIRECT EXPENSES:	0%	(OF IV.)	<u>\$0.00</u>

TOTAL FIXED FEE:

\$2,738.78

VI. SUBCONTRACTS:

A.	ESTIMATE OF TOPOGRAPHICAL SURVEYS:			\$0.00
B.	ESTIMATE OF SUBSURFACE INVESTIGATION & TESTS:			
1	MOBILIZATION/DEMOBILIZATION:	LUMP SUM	0	= \$0.00
2	PAVEMENT CORES:	4	EACH @	\$1,000.00 = \$0.00
3	CONTINUOUS SAMPLING:	0	L.F. @	\$18.00 = \$0.00
4	OBSERVATION WELL:	0	L.F. @	\$15.00 = \$0.00
5	TEST PITS:	0	EACH @	\$250.00 = \$0.00
6	FIELD CBR:	0	EACH @	\$250.00 = \$0.00
7	FIELD DENSITY TESTS:	0	EACH @	\$35.00 = \$0.00
8	MECHANICAL ANALYSIS:	0	EACH @	\$35.00 = \$0.00
9	LABORATORY PROCTORS:	0	EACH @	\$100.00 = \$0.00
10	SOAKED LAB CBR (ASTM D1883, PAR 8.1.1):	0	EACH @	\$150.00 = \$0.00
11	SOAKED LAB CBR (ASTM D1883, PAR 8.1.2):	0	EACH @	\$250.00 = \$0.00
12	SOAKED LAB CBR (ASTM D1883, PAR 8.2):	0	EACH @	\$350.00 = \$0.00
13	ATTERBERG LIMITS:	0	EACH @	\$55.00 = \$0.00
14	NATURAL MOISTURE CONTENT:	0	EACH @	\$6.00 = \$0.00
15	HYDROMETER ANALYSIS:	0	EACH @	\$60.00 = \$0.00

TOTAL ESTIMATED SUBSURFACE INVESTIGATION & TESTS:

\$0.00

VII. TOTALS:

A.	MAXIMUM TOTAL COST FOR DESIGN SERVICES, AGREEMENT TOTAL & FAA ELIGIBLE:	\$27,723.78
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**TAXIWAYS AND APRON CRACK SEALING
AND PAVEMENT REPAIRS (2020-2021)**



3399 County Airport Drive
Howell, Michigan 48855
517-546-6675
Fax 517-546-6656
Mark D. Johnson - Airport Manager

MEMORANDUM

TO: Livingston County Board of Commissioners

FROM: Mark D. Johnson 
Airport Manager

DATE: February 26, 2020

RE: Design Engineering Agreement with C&S Companies

This Agreement will provide design services for the repair of pavement joints on Taxiway A, Taxiway B and their associated connecting taxiways.

When the pavement was installed, there were construction joints sawed through the pavement every 100' to control movement and cracking on the asphalt. These joints have been re-sealed several times over the years and have again failed. This project will mill the asphalt on either side of the joint and new asphalt will be placed to provide a smooth surface for aircraft. We will no longer have the large joints to maintain, but we will then have two smaller joints where each large joint had been

I anticipate a grant for these design services to be issued by the Michigan Aeronautics Commission at their March meeting. The project will be bid in May or early June for anticipated construction in the fall.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Granting a Personal Day to Non Union Employees - [Board of Commissioners]

WHEREAS, the Livingston County Board of Commissioners recognizes that since 2007 the non-union employees have consistently been the first group affected when implementing changes to employee benefits and employee contributions to benefits; and

WHEREAS, the Board of Commissioners wants to recognize the non-union employee group for this by granting each full time employee eight (8) hours and part-time employees four (4) hours of Personal Day hours annually.

THEREFORE BE IT RESOLVED that upon approval of this resolution the Livingston County Board of Commissioners hereby authorizes a Personal Day for Regular Permanent non-union employees as follows:

Authorized Hours Per Week	Personal Day
30-40 hours per week	8 Hours
29 hours or less per week	4 hours

BE IT FURTHER RESOLVED that beginning in 2021 Regular Permanent employees will have the appropriate number of hours, as reflected in the above table, deposited into a Personal Day bank on January 1st of each year. Unused Personal Day hours remaining at the end of each year will be forfeited. There will be no payout of unused Personal Leave upon separation of employment with the County.

BE IT FURTHER RESOLVED that requests for a Personal Day may be taken with prior approval of the Department Head, or designee. The Department Head retains the right to approve or disapprove Personal Leave day requests and has the right to reschedule Personal Leave days dependent on the department's operational needs.

BE IT FURTHER RESOLVED that the Personal Leave day will be incorporated into the Non-Union Employee Personnel Manual upon approval of this resolution by the Livingston County Board of Commissioners.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Making Annual County Security Awareness Training Mandatory for All County Employees – Board of Commissioners

- WHEREAS,** local government is a preferred target of cybercriminals due to the diverse and often personally identifiable information maintained in administration of public programs and services provided to residents, and limited resources and budget, and
- WHEREAS,** the majority of cybersecurity related incidents in governments have been caused unintentionally by employees falling victim to phishing attacks.
- WHEREAS,** cybersecurity awareness training and education for employees is an important way to mitigate the malicious attempts to compromise government systems and data, as security technology is not always able to; and
- WHEREAS,** many government agencies mandate employee training on cybersecurity including the State of Texas, who in June of 2019, passed a law making it compulsory for all government employees in Texas to take annual security awareness training to protect itself from cybercriminals; and
- WHEREAS,** it is in the interest of both the public and Livingston County Government to develop an information cybersecurity training program for County employees Departments and Offices; and
- WHEREAS,** certain functions, transactions and/or employees of the County are subject to legal or contractual requirements which mandate or encourage cybersecurity awareness training must be completed by affected employees; and
- WHEREAS,** election security is strengthened by strong employee cybersecurity awareness skills.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes a complete cybersecurity awareness training program be developed for Livingston County Government and carried out by the County's Chief Information Officer and that the Chief Information Officer will provide at-least annual information security training to County employees

BE IT FURTHER RESOLVED every County employee will complete annual County provided cybersecurity awareness training.

BE IT FURTHER RESOLVED that new County employees will be required to complete cybersecurity awareness training to include onboarding and insider threat modules not later than 30 days after beginning County employment; and

BE IT FURTHER RESOLVED that the County cybersecurity awareness training will be made available to employees of the Livingston County Courts and the Board of Commissioners recommend the Courts likewise require employees to engage in such training as a condition of employ.

BE IT FURTHER RESOLVED that all Department Heads, and Elected Officials are encouraged to, complete cybersecurity awareness training designed for executives.

BE IT FURTHER RESOLVED that not later than January 31 of each year, the County Information Officer will report to the County Administrator detailing the cybersecurity awareness program status as established by this resolution and the County Administrator report the status to the Board of Commissioners.

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MOVED:

SECONDED:

CARRIED: