



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

August 16, 2021, 5:30 p.m.

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

---

	<b>Pages</b>
1. CALL MEETING TO ORDER	
2. ROLL CALL	
3. APPROVAL OF MINUTES	2
Minutes of Meeting Dated: July 19, 2021	
4. APPROVAL OF AGENDA	
5. REPORTS	
6. CALL TO THE PUBLIC	
7. RESOLUTIONS FOR CONSIDERATION	
7.1. Prosecutor	5
Resolution Authorizing the Addition of an Admin Aide Grade 3 Position	
7.2. Planning Department	9
Resolution Approving the Submission of a SEMCOG Planning Assistance Program Grant for Transportation Equity and Sustainable Infrastructure with a Local Match from American Rescue Plan Act (ARPA) Funds	
7.3. Sheriff	11
Resolution Authorizing the State of Michigan, Office of Highway Safety Planning, Fiscal Year 2022 Secondary Road Patrol and Traffic Accident Prevention Program Grant	
7.4. Drain Commissioner	13
Resolution Authorizing the Reorganization of the Drain Department	
8. CALL TO THE PUBLIC	
9. ADJOURNMENT	

# **PUBLIC SAFETY & INFRASTRUCTURE & DEVELOPMENT COMMITTEE MEETING MINUTES**



**July 19, 2021, 5:30 p.m.**

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

**Members Present:** Jay Drick, Carol S. Griffith, Martin Smith, Carol Sue Reader

---

**1. CALL MEETING TO ORDER**

Meeting called to order by Chairman Drick at 5:30 pm.

The meeting was called to order by Commissioner Drick at 5:32 pm.

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

Minutes of Meeting Dated: June 21, 2021

Moved by: M. Smith

Seconded by: C. Griffith

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**

**4. APPROVAL OF AGENDA**

Agenda approved as Modified by moving the Sheriff Resolutions to the beginning of Resolutions for Consideration and re-numbering of all Items thereunder.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**

**5. REPORTS**

**6. CALL TO THE PUBLIC**

**7. RESOLUTIONS FOR CONSIDERATION**

**7.1 Sheriff**

**Resolution Authorizing Renovations to the Livingston County Sheriff's Office**

Sheriff Murphy presented the Resolution to the Committee, with Chris Folts providing contingency information.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**

**7.2 Sheriff**

**Resolution Authorizing the Replacement of the Sheriff's Office Radios for Their Vehicles**

The Resolution was introduced by the Livingston County Sheriff, Mike Murphy.

Moved by: C. Griffith

Seconded by: M. Smith

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**

**7.3 Sheriff**

**Resolution Authorizing the State of Michigan, Office of Highway Safety Planning, Fiscal Year 2022 Traffic Enforcement Grant**

Mike Murphy, Livingston County Sheriff, informed the Committee about the Resolution.

Moved by: M. Smith

Seconded by: C. Griffith

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**

**7.4 Prosecutor**

**Resolution Authorizing APA 2 Position**

Prosecutor, David Reader, presented the Resolution and advised that this matter would NOT be moving to Finance on Wednesday.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**

**7.5 Emergency Management**

**Resolution to Adopt the Updated 2021-2025 Livingston County Emergency Operations Plan (EOP)**

Therese Cremonte, Emergency Manager, apprised the Committee regarding the Resolution.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**

**7.6 Emergency Management**

**Resolution Authorizing the Acceptance and Signing of the FY 2022 Emergency Management Performance Grant**

Moved by: C. Griffith

Seconded by: M. Smith

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**

**8. CALL TO THE PUBLIC**

Therese Cremonte, Emergency Manager, introduced Emergency Management Planner, Kristy Wahoski.

**9. ADJOURNMENT**

Meeting adjourned at 6:06 pm.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): J. Drick, C. Griffith, M. Smith, and C. Reader

**Motion Carried (4 to 0)**



---

Carol Sue Jonckheere, Recording Secretary

UNAPPROVED

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

---

---

**Resolution Authorizing the Addition of an Admin Aide Grade 3 Position -  
Prosecutor Office**

**WHEREAS,** the processing of digital evidence is critical to the role of the Prosecutors Office to secure public safety within our community; and

**WHEREAS,** the use of body cameras, in car cameras and other forms of digital evidence is on the increase by law enforcement agencies and businesses within Livingston County; and

**WHEREAS,** the digital evidence received by the Prosecutors Office must be timely processed and made available to defense counsel; and

**WHEREAS,** the processing of digital evidence is an extremely labor-intensive process, often done in real time; and

**WHEREAS,** the digital evidence must be available for use in court for the presentation of cases to the court.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the addition of a full-time Admin Aide Grade 3 for the Prosecutor's Office.

Position #	Description	Group	Grade	FTE
26700119	ADMINISTRATIVE AIDE	NU	3	1.00

**BE IT FURTHER RESOLVED** that for the 2021 budget year no additional funds need be allocated to the Prosecutor budget, in that sufficient funds have already been allocated.

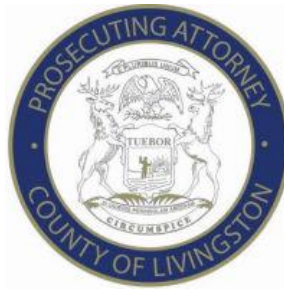
#

#

#

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

DAVID J. READER  
Prosecuting Attorney



CAROLYN J. HENRY  
Chief Assistant Prosecutor

JANICE CARPENTER  
Victim Advocate

*Office of the*  
**LIVINGSTON COUNTY PROSECUTING ATTORNEY**

210 South Highlander Way • Howell, Michigan 48843  
(517) 546-1850 • Fax (517) 546-0728  
<http://www.livgov.com/prosecutor>

To: Board of Commissioners  
From: David Reader, Prosecutor  
Re: Admin Aide Grade 3

August 6, 2021

Office Staff Admin Aide Grade 3 - Request  
Digital Evidence Specialist Prosecutor Office

For the 2022 budget year I planned to request an additional administrative aide grade level 3. This additional staff person would be assigned the responsibility of digital processing, video redaction and subpoena oversight for our office. I am now requesting to create this position at this time in that we have an Admin Aide Grade 3 that is going out FMLA until late fall of 2021. I would use this position to fill in for the FMLA employee (district court assignment) until that employee returns. At that juncture the new Aide Grade 3 would take on the digital evidence role for our office as I originally planned for the 2022 budget.

Finance has done a cost estimate for 2022 of \$60,996.00 for this position, with benefits. Finance cost estimate for the remainder of 2021, assuming a start date of September 13, 2021 is \$13,331.00. No additional funds will be needed for the 2021 budget year for this position, due to the cost savings realized from other staffing changes.

During the current calendar year our office has seen a tremendous increase of digital evidence from our local law enforcement agencies. Given the tremendous focus on policing in our country, more and more of our local agencies and private businesses have turned to in car cameras, body cameras, store surveillance etc. Each agency and business often have a different platform upon which they operate. In turn, each platform has a proprietary player required to “view” the applicable digital evidence. When a case is received, this digital evidence must be processed and be ready to be provided to defense counsel, who uniformly request such evidence at the beginning of the case. Failure to timely provide this evidence can lead to dismissal of charges. This evidence must also be available to our Assistant Prosecuting Attorneys to use in court when the People’s case is presented.

We have explored with IT a software solution to assist with the extensive digital evidence we receive, but to date, we have not been able to find an acceptable application that can be implemented.

At the present time the office staff assigned to an Assistant Prosecuting Attorney (APA) individually will work with the digital evidence for the cases assigned to that particular APA. As the time demand grows for digital evidence review, assigned staff has less time to devote to other critical case processing requirements. The video evidence is often reviewed in “real time.” Meaning that 4 officers with 4 body cameras on a one-hour call would have 4 hours of video. In turn they may also have four separate cars with up to 3 in car cameras each. At the end of the day we are running out of time to process this evidence.

I envision this staff person would be a specialist with the digital evidence, processing digital evidence for all cases within the office. This staff person would interact with the multiple agencies and businesses that provide us digital evidence and see that it is available for use by our APAs and sent out to defense counsel. This staff person would also be in charge of assisting an APA with use of the digital evidence for presentation to the court. There is an absolute need for this position in the office.

# Livingston County, Michigan

## Position Request

### CONTACT INFORMATION

Requester: David J. Reader

Title of Requester: Prosecuting Attorney

Dept. Phone Number/Extension: 517-546-1850

Date Requested: August 2, 2021

### POSITION INFORMATION

Position Title: Administrative Aide

Supervisor: David J. Reader

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: 40

Justification of request / change of position (REQUIRED): To accommodate the growing time constraints

for processing digital evidence as many police agencies go to body cam video. Time is required to make additional copies of video for defense counsel as well as redaction of body cam footage.

### FUNDING INFORMATION

Base Annual Salary: 17.0944/hr 35,550.00 yr.

This position is funded in whole or in part by a grant: Yes ☐ No ☒

% Funded: \_\_\_\_\_

Allocation (Required): Current: Org. 10126700 % 100

Proposed (If changing): Org. \_\_\_\_\_ % \_\_\_\_\_

Position will be funded by: General Fund ☒

Enterprise Fund ☐

Special Revenue Fund ☐

Internal Service Fund ☐

### REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

Department Head [Signature]

Date 8-2-2021

### HR OFFICE ONLY

Job Class: 1070 Job Title: Administrative Aide

Grade/Step: 3, 1

FTE: 1.0 Employee Group: NU

HR Reviewed: [Signature]

Date: 8/2/2021

### BUDGET OFFICE ONLY

Position Control # 26700119

Org. 10126700

Funds Available: Yes ☒ No ☐

Object Code: 704000 ☒

706000 ☐

706001 ☐

Comments: requires BOC approval

Estimated 2021 cost \$13,331 assuming 9/13 start date

Budget Reviewed: [Signature]

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

Resolution #: \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

---

---

**Resolution Approving the Submission of a SEMCOG Planning Assistance Program Grant for Transportation Equity and Sustainable Infrastructure with a Local Match from American Rescue Plan Act (ARPA) Funds – Planning Department / IT Department**

**WHEREAS,** on August 9, 2021, the Southeast Michigan Council of Governments (SEMCOG) announced the Fiscal Year 2022 Planning Assistance Program funding for transportation equity and sustainable infrastructure projects that support and strengthen infrastructure systems throughout Southeast Michigan; and

**WHEREAS,** eligible applicants include counties, cities, villages, townships, intermediate school districts, and community colleges in Southeast Michigan that are encouraged to apply for sustainable infrastructure related planning projects that address one or more of the regions critical infrastructure system needs; and

**WHEREAS,** Livingston County is an eligible applicant and would be submitting a grant request of \$40,000 that includes an 18.15% (\$7,260) local match from American Rescue Plan Act (ARPA) funds, for broadband planning that would include a plan, strategy, or feasibility study for coordinating, expanding, and/or improving broadband availability, access, affordability, and digital literacy; and

**WHEREAS,** eligible applications must be submitted by September 3, 2021 to qualify for the Fiscal Year 2022 SEMCOG Planning Assistance Program Grant funding; and

**WHEREAS,** the Livingston County Planning Department is qualified to submit the grant application with staff that has substantial grant writing and administration expertise necessary to complete documentation for any work and costs that may be eligible under the SEMCOG Planning Assistance Program Grant.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approves the submission of a SEMCOG Planning Assistance Program Grant for broadband planning efforts in the amount of \$40,000 that includes matching funds of \$7,260 from ARPA funds.

**BE IT FURTHER RESOLVED** that, if awarded, the Chair 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.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes any budget amendment to effectuate the above.

#

#

#

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**PLANNING DEPARTMENT**

**304 East Grand River Avenue, Howell, MI**  
**Phone (517) 546-7555 Fax (517) 552-2347**  
**Web Site: <https://www.livgov.com/plan/>**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Kathleen Kline-Hudson & Scott Barb – Planning Department**  
**Date: 8/11/21**  
**Re: SEMCOG Planning Assistance Program Grant for  
Transportation Equity and Sustainable Infrastructure**

---

This resolution authorizes a grant submission to the Southeast Council of Michigan Governments for the purpose of securing available grant funds for broadband planning, feasibility studies, and expansion associated with the Livingston County Merit for Citizen Enabled Broadband Data Collection project.

The grant would allow Livingston County to receive the maximum award of \$40,000, which includes a local match of \$7,260 from ARPA funds, to initiate the necessary broadband studies as part of the county's overall goals and objectives in promoting broadband access countywide.

If you have any questions regarding this matter please contact either of us at your convenience.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

---

---

**Resolution Authorizing the State of Michigan, Office of Highway Safety Planning, Fiscal Year 2022 Secondary Road Patrol and Traffic Accident Prevention Program Grant - Sheriff**

**WHEREAS,** the Livingston County Sheriff's Office wishes to continue the operation of the Secondary Road Patrol and Traffic Accident Prevention Program for state fiscal year 2022; and

**WHEREAS,** the County of Livingston will be receiving up to \$49,536 in reimbursement funds from the State of Michigan, Office of Highway Safety Planning for participation in the 2022 Secondary Road Patrol and Accident Prevention Program.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the submission of application and if awarded, entering into a contract with the State of Michigan, Office of Highway Safety Planning wherein Livingston County will receive a maximum of \$49,536 in State reimbursement funds effective October 1, 2021 through September 30, 2022.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts, agreements, amendments and support documents related to the 2022 Secondary Road Patrol and Accident Prevention Program upon review by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendment necessary to effectuate the grant award.

#

#

#

MOVED:  
SECONDED:  
CARRIED:



## **LIVINGSTON COUNTY SHERIFF DEPARTMENT**

**150 S. Highlander Way  
Howell, Michigan 48843-2323  
(517) 546-2440 ext. 7983  
csell@livgov.com**

**DATE:** August 2, 2021

**TO:** Livingston County Board of Commissioners

**FROM:** Sergeant Chad Sell

**RE:** 2022 Secondary Road Patrol Grant offered by the State of Michigan Office of Highway Safety Planning

The Livingston County Sheriff's Office has been invited to participate in the State of Michigan, Office of Highway Safety Planning Secondary Road Patrol and Accident Prevention Program grant for State fiscal year 2022.

The State of Michigan, Office of Highway Safety Planning has offered Livingston County Sheriff Department up to \$49,536 in state reimbursement funds for participation in the program.

Continued participation in this grant opportunity will allow the Sheriff to maintain officers dedicated specifically to traffic enforcement and accident prevention within Livingston County.

The main purpose of the program is to increase traffic enforcement on secondary roads within Livingston County thereby reducing the number of traffic related incidents. The Livingston County Sheriff's Office has participated in the Secondary Road Patrol and Accident Prevention Program for a number of years in the past. I am requesting that the Board of Commissioners support the submission of the application and enter into contract with the State of Michigan, Office of Highway Safety Planning for fiscal year 2022. Your support will allow the Sheriff's Office to continue a vital service to our County.

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

---

---

**Resolution Authorizing the Reorganization of the Drain Department – Drain Commissioner**

- WHEREAS,** the Drain Commissioner has evaluated the organizational structure of the Drain Department and wishes to make changes to that structure; and
- WHEREAS,** Livingston County, through its Department of Public Works (DPW), owns and operates the Livingston Regional Sanitary Sewer System (LRSS) and the Livingston County Septage Receiving Station (SRS), in addition to nine (9) sanitary sewer drains under the authority of the Drain Commissioner; and
- WHEREAS,** the current sanitary sewer operations structure includes six full time operators consisting of one Wastewater Superintendent, one Wastewater Technical Specialist, and four Wastewater Operators who perform operation and maintenance on the wastewater systems spread throughout Livingston County; and
- WHEREAS,** the SRS was originally intended to receive 12 million gallons of septage annually, and is projected to exceed 35 million gallons this year with roughly the same staffing contingent it had at its opening in 2007; and
- WHEREAS,** an entirely new Sewage Dewatering Facility (SDF) (5,800 sq ft) has been constructed and is currently in operation; and
- WHEREAS,** the SDF is currently operating at full capacity as increasing septage volumes are necessitating the need for yet another expansion; and
- WHEREAS,** a revised asset management plan (AMP) has been prepared for the LRSS that identifies capital improvement projects and preventative maintenance required over the next ten years beginning in 2021; and
- WHEREAS,** the wastewater systems service approximately 2,500 customers throughout Livingston County; and
- WHEREAS,** the current staff structure is not currently adequate to successfully and safely take on both the additional responsibilities of the new press facility and the projects identified in the asset management plan; and
- WHEREAS,** the current workload has resulted in staff having to work an enormous amount of overtime, which we feel is not sustainable in the long term; and
- WHEREAS,** the DPW has assessed the operational needs of the department and determined that the greatest area of need is in the area of operational support and backup of current wastewater operations and;
- WHEREAS,** through resolution, the DPW strongly recommended the addition of a new Assistant Wastewater Operator that will help spread the workload, reduce overtime, and allow us to concentrate on the implementation of the AMP; and

**WHEREAS,** the entirety of the costs of this position incurred by Livingston County are reimbursed in full by the DPW enterprise funds of the SRS and Livingston Regional Sewer System, as well as 9 sanitary sewer drainage districts.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners hereby approves reorganization of the Drain Department authorizing the addition of an Assistant Wastewater Operator as described in the position control chart below.

Position #	Description	Group	Grade	FTE
27500124	ASSISTANT WASTEWATER OPERATOR	NU	6	1.00

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

#

#

#

**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**OFFICE OF THE LIVINGSTON COUNTY DRAIN COMMISSIONER**

2300 E. Grand River Avenue, Suite 105, Howell, MI 48843  
Phone 517-546-0040 Fax 517-545-9658  
Web Site: [www.livgov.com/drain](http://www.livgov.com/drain)

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Michelle LaRose, Deputy Drain Commissioner  
**Date:** 8/11/2021  
**Re:** Reorganization of the Drain Department

Honorable Commissioners:

On behalf of the Livingston County Board of Public Works (BPW), I am requesting a reorganization of the Drain Department that would include the addition of one full time employee to the sanitary sewer operation team in the form of an Assistant Wastewater Operator.

### BACKGROUND

The BPW, in conjunction with the office of the drain commissioner, is responsible for the operation and maintenance of numerous wastewater systems throughout the County. The Drain Commissioner serves on the BPW as the Director of Public Works. The breadth of responsibilities includes operation and maintenance of the following systems:

- **Livingston Regional Sewer System (LRSS)**

The LRSS provides sanitary sewer service to approximately 2,400 customers throughout Tyrone and Hartland Townships, and are served by 23 pump stations which convey waste into Genesee County to their District 3 Wastewater Plant. Approximately 60% of these customers are serviced by a grinder pump or septic tank effluent pump, which require onsite maintenance visits to each one of these properties. Utilizing state grant funding, a comprehensive asset management plan (AMP) was developed and adopted by the BPW. The AMP identifies preventative maintenance and long-term capital improvement needs over the next 10 years and will continue to be updated annually.

- **Issue:** *We cannot fully implement our AMP without additional staff. The SRS (see below) is requiring far more effort than originally anticipated, and it is becoming nearly impossible to rely on contractors for anything other than emergencies, or planned projects with a great deal of lead time. This presents us with few alternative options. In-house operations and increased automation are the main strategies we have available to us at the moment.*

- **Septage Receiving Station (SRS)**

The SRS was constructed in 2007 and was initially projected to accept 12 million gallons of septage. In 2020, the flows are projected to exceed 36 million gallons. This volume has created a number of issues for the Genesee County District 3 Wastewater Plant, and we were issued a corrective action plan to mitigate this issue. Despite the enormous success of the station, which one of our consultants' estimates is one of the busiest septage stations in the United States, we have maintained nearly identical staffing to what we started with when the station initially opened.

- ***Issue:** Since planning began on the expansion, our flows have increased more than 12 million gallons per year, with another 4-5 million anticipated from just one hauler. We will need to begin design of yet another expansion, and with it, discussions of alternate ways of handling biosolids in the future. Among 5 staff members, they have averaged 170 hours of overtime per month since January, with some individuals logging in nearly 100 hours of overtime in a single month. This has stretched our staffing to the breaking point and we urgently need to correct this since we are dealing in some cases with young families among our operators.*

- **Septage Dewatering Station (SDS)**

The SDS is currently in operation but is already overwhelmed due to the substantial increase in volume mentioned above.

- ***Issue:** We have begun looking at expansion of this facility to add an additional press in order to maintain compliance with our discharge permit with Genesee County. The amount of biosolids being generated from this facility is enormous (approximately 10-12 tons per day) and will continue to occupy more of our time, as volume expands.*

- **Community Wastewater Sites**

The Drain Commissioner's office is also responsible for the operation and maintenance of nine community wastewater systems spread throughout Livingston County. These systems are established as drainage districts through the Michigan Drain Code (Act 40 of 1956) and service nearly 200 customers. The systems include a variety of operational components such as grinder pumps, septic fields, and advanced filtration systems.

- ***Issue:** We are beginning to see more and more symptoms of failure on these systems as they continue to age. They are all beyond the average age of onsite wastewater systems and we anticipate some of these systems to fail in the coming years, necessitating their replacement. In the interim, we have devoted additional resources to monitoring and maintaining them in order to extend their lifespan to the extent possible.*

## **NEW POSITION DUTIES**

The job description for the Assistant Wastewater Operator is attached, and our intent is to utilize this position in order to provide critical operations support to our Wastewater Operators as we attempt to fully implement our operation and maintenance needs among our facilities located throughout the county.



**BOARD OF PUBLIC WORKS RECOMMENDATION**

The BPW has extensively evaluated and discussed our operational needs based on our current systems, the addition of the Septage Dewatering Facility, and the implementation of maintenance and capital improvement projects identified in the LRSS asset management plan. The consensus of the board early last year was that more than one position was warranted. With the extent of the manpower needs now known with the new SDF facility, it has become clear that the second position is needed as well, and the BPW has instructed us to move forward with the request in order to meet these needs.

**BUDGET IMPLICATIONS**

The County would be fully reimbursed the cost of this position through the sanitary sewer system operating budgets.

Based on the information presented, we respectfully request passage of the attached resolution for reorganization of the Drain Department.



## CONTACT INFORMATION

Requester: Michelle LaRose Title of Requester: Deputy Drain Commissioner  
 Dept. Phone Number/Extension: 517-375-9611 Date Requested: 8/11/2021

## POSITION INFORMATION

Position Title: Assistant Wastewater Operator Supervisor: Michelle LaRose

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: 40

Justification of request / change of position **(REQUIRED)**: \_\_\_\_\_

Requesting to add one FTE to the Drain Commissioner staff in the form of an Assistant  
 Wastewater Operator.

## FUNDING INFORMATION

Base Annual Salary: 21.2365/hr <sup>44,172/yr.</sup> This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation **(Required)**: Current: Org. 10127500 % 100 Proposed (If changing): Org. \_\_\_\_\_ % \_\_\_\_\_

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

## REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_ Department Head Michelle LaRose Date 8/11/2021

## HR OFFICE ONLY

Job Class: 2043 Job Title: Assistant Wastewater Operator Grade/Step: 6 / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 08/11/2021

## BUDGET OFFICE ONLY

Position Control # 27500124 Org. 10127500

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

Comments: Requires BOC approval. Utilizing vacancy savings for 2021. Will need to be added to the 2022 budget.  
Wages offset by charges to drain system.

Budget Reviewed: tbettate Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_