



COURTS, PUBLIC SAFETY, AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE REVISED MEETING AGENDA

January 24, 2022, 6:00 p.m.

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

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

<https://us02web.zoom.us/j/3997000062>

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PUBLIC SAFETY & INFRASTRUCTURE & DEVELOPMENT COMMITTEE MEETING MINUTES



December 20, 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: Martin Smith, Carol Sue Reader, Carol S. Griffith
Jay Drick - Zoom Participation due to Medical Absence

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Drick at 5:30 p.m.

2. ROLL CALL

3. APPROVAL OF MINUTES

Minutes of meeting dated: October 18, 2021

Moved by: C. Griffith

Seconded by: C. Reader

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

Motion Carried (4 to 0)

4. APPROVAL OF AGENDA

Moved by: C. Griffith

Seconded by: M. Smith

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

Motion Carried (4 to 0)

5. REPORTS

None.

6. CALL TO THE PUBLIC

None.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Emergency Management

Resolution to Adopt the Livingston County Hazard Mitigation Plan 2022 through 2027

Therese Cremonte presented the Resolution.

Moved by: C. Griffith

Seconded by: C. Reader

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

Motion Carried (4 to 0)

7.2 Sheriff

Resolution Authorizing Purchase of Addition In-Car Cameras

Lt. Eric Sanborn presented the Resolution to the Committee.

Moved by: C. Griffith

Seconded by: C. Reader

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

Motion Carried (4 to 0)

8. CALL TO THE PUBLIC

None.

9. ADJOURNMENT

Meeting Adjourned at 5:50 p.m.

Moved by: C. Reader

Seconded by: C. Griffith

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

Motion Carried (4 to 0)



Carol Sue Jonckheere, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Livingston County to Participate in the 2022 Statewide Tornado Drill - Emergency Management

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

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

WHEREAS, Livingston County is committed and proactive in developing the resiliency of the citizens who live and work in Livingston County to be educated and prepared in the event of an emergency or disaster; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this resolution and proclaims Wednesday, March 23, 2022, as Tornado Drill Day and request that all county employees, agencies and facilities participate, as able, during the Statewide Tornado Drill on the aforementioned date at 1:00 PM.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

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

Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Manager
Date: 1/10/2022
**Re: Livingston County Participation in the Statewide Tornado Drill
on March 23, 2022**

This resolution is to request the support of the Livingston County Board of Commissioners for Livingston County offices and personnel to participate in the Michigan Statewide Tornado Drill on Wednesday, March 23, 2022 at 1:00 PM.

This would be a repeat exercise of the drill that was conducted in April of 2016, 2017, 2018, and March of 2019, and 2021. During this life safety drill, we continue to emphasize communications and warning along with sheltering. There will be a tornado siren test and an initial warning from the Livingston County Public Alerting System (LCPAS) going out to the public and to the county buildings for this drill event. After approximately 20 minutes, an “all clear” message will be sent out on the LCPAS.

It is requested that county offices that are able to participate take the twenty minutes to review safety procedures and sheltering options in their facilities in the event of severe weather or tornado. It is also recommended that they include the public visiting their office at the time of the drill, if the public would like to be included. Participation is voluntary. The Board of Commissioners is being requested to support the tornado / severe weather drill so that if county offices have the ability to perform the drill, they may.

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

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Sheriff's Office and the County of Livingston to Apply for the State of Michigan FY22 First Responder Training and Recruitment Grants Funding - Sheriff

WHEREAS, the Livingston County Sheriff's Office wishes to apply for the First Responder Training and Recruitment Grants Program fiscal year 2022; and

WHEREAS, the County of Livingston will be receiving up to \$100,000 in reimbursement funds from the State of Michigan for participation in the 2022 First Responder Training and Recruitment Grants Program; and

WHEREAS, there is not a required match; and

WHEREAS, if awarded, grant acceptance will come back before the BOC for consideration.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the submission of application with the State of Michigan, First Responder Training and Recruitment Grants Program wherein Livingston County will receive a maximum of \$100,000 in State reimbursement funds.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY SHERIFF DEPARTMENT

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

DATE: January 5, 2022

TO: Livingston County Board of Commissioners

FROM: Sergeant Chad Sell

RE: 2022 State of Michigan Department of Treasury First Responder Training and Recruitment Grant

The Livingston County Sheriff's Office has been invited to participate in the State of Michigan, First Responder Training and Recruitment Grants for State FY22.

The State of Michigan, First Responder Training and Recruitment Grant has offered the Livingston County Sheriff's Office up to \$100,000 in state reimbursement funds for participation in the program.

The main purpose of the program is to provide funding to assist eligible agencies in training and recruitment efforts. I am requesting that the Board of Commissioners support the submission of the application and enter into contract with the State of Michigan Department of Treasury, First Responder Training and Recruitment Grants program for FY22. Your support will allow the Sheriff's Office to continue a vital service to our County.

Agreement to Electronically Sign State of Michigan Documents

Some State of Michigan agencies have decided to offer you the ability to view and sign documents electronically, giving you the option to immediately view and save important documentation. The electronic documents are largely identical to the hard copy documents that you may receive from the agency (you may notice some slight formatting differences, but the content should be the same). You do not have to electronically sign documents to do business with any State of Michigan agency that offers you this opportunity – however, if you choose to, you can still do business with the State of Michigan and its agencies via paper documents, but it may take longer to do so.

If you do elect to sign documents electronically, to the extent permitted by applicable law, it will be treated just like a signature on a hard copy document. This signature and consent will only be applicable to this specific transaction.

Please read this notice carefully and thoroughly, ensuring you have the capability to download and print any documents that you may need. If you agree to these terms and can access this information electronically to your satisfaction, then please click on the “I Accept” button below. **Please note that you can change your mind at any time by notifying the State of Michigan as outlined below.**

State of Michigan Agency Specific Disclosures

Because some State of Michigan agencies have offered you this ability, the agency may provide you with some notices and disclosures. Any notices and disclosures provided could be supplemented by certain agencies if the information in the documents requiring your signature necessitates additional disclosures.

Getting Paper Copies

You may obtain a copy of the electronic documents by downloading them within 60 days of the transaction being complete. You may also request a paper copy from the State of Michigan agency of which you are doing business with. If you elect to receive a paper copy directly from the State of Michigan agency, you may be charged based on the agency policy and fees. You may request delivery of such paper copies by following the State of Michigan contact procedure outlined below.

Withdrawing Your Consent

You may withdraw your consent to providing electronic signatures and future disclosures at any time. If you decide to withdraw your consent, it may take longer to do business with the State of Michigan or any of its agencies because that will require mailing paper copies of necessary forms, returning hard copies of signed

copies to us via US mail, and processing documents when they are return to the agency that you are doing business with. To withdraw your consent, please follow the State of Michigan contact procedure outlined below.

How to Contact the State of Michigan

You may contact us to let us know of any changes regarding how to contact you electronically, requesting paper copies of certain information, and to withdraw from your prior consent as follows:

Contact the State of Michigan by sending an email to: dtmb-imagingservices@michigan.gov

Required Hardware and Software

Operating Systems:	Microsoft Windows 7, 8, 8.1, 10 (except touch-screen devices; Mac OS X
Browsers:	Internet Explorer 11; Edge; Chrome; Firefox; Safari
PDF Reader:	Adobe Acrobat Pro or similar software may be required to view and print PDF files

By clicking the “Accept” button, I confirm that I can access and read this **Agreement to Electronically Sign Certain State of Michigan Documents**. I also confirm that I can print this document if I elect to do so, and that I have the necessary hardware and software to electronically sign documents.

First Responder Training and Recruitment Grants Application (FY 2022)

Issued under authority of 2021 Public Act 87

The purpose of the grant program is to support efforts to expand recruitment, improve training, and provide additional professional development and support to first responders in local governments.

Please provide the following information.

Entity Type:

Entity Name:

Address:

City:

State:

Zip:

Contact Name:

Phone Number:

Email Address:

Support Documentation

Please upload documentation in support of this application such as a program purpose and description, request for proposals for services, proposed service contracts, and budget for services. Please click on the upload icon



on the left navigation to provide supporting documentation. There is no limit on the number of files that can be uploaded. There is a 15MB per file upload limit.

By clicking sign on this form, you are certifying that you are the authorized agent and that the eligibility requirements have been met in accordance with the grant requirements. Applications must be complete and received by February 15, 2022.

First Responder Training and Recruitment Grants Application (FY 2022)

Issued under authority of 2021 Public Act 87

GENERAL INFORMATION

Program Purpose:

The purpose of the grant program is to support efforts to expand recruitment, improve training, and provide additional professional development and support to first responders in local governments.

Eligibility:

All Michigan cities, villages, townships, counties, or fire authorities are eligible to apply. "First responder" means law enforcement officers, firefighters, emergency medical technicians (EMT), paramedics, and local unit of government corrections officers.

Criteria:

- A completed application with detailed information
- The governmental unit must demonstrate how budgeted costs directly relate to recruitment or training of first responders
- Priority will be given to projects that will be completed by September 30, 2022
- Projects are funded on a reimbursement basis
- Of the \$5 million available, \$2 million will be designated for communities with a per capita property taxable value of less than \$15,000 (see list on webpage) with the remaining funds awarded based on a review of applications and the determination of the effective use of and need for the grant funds.

Application Process:

An application process will be used to solicit proposals for these grants. Applications must be complete and received via electronic submission as noted in the application by the February 15, 2022 deadline to be considered for funding. The application may include supporting documentation such as a program purpose and description, request for proposals for services, proposed service contracts, and a budget for services. The submission of an application does not guarantee a grant award. Additional information about the grant program is available on the Michigan Department of Treasury's website at: (insert website address.)

Project Clarification:

During the application review process, applicants may be contacted for clarification. The Michigan Department of Treasury reserves the right to award funds for an amount other than requested.

Selection Procedures:

Applications will be selected for funding by the Michigan Department of Treasury based on program purpose, eligibility, and criteria.

Notification Process:

Applications selected for a grant award will receive a Notification of Intent to Award from the Michigan Department of Treasury within 60 days of the grant deadline. However, additional time may be required depending on the number of applications received. Final Award letters will be sent to approved grantees once the Michigan Department of Treasury has received all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

First Responder Training and Recruitment Grants Application(FY 2022)

Issued under authority of 2021 Public Act 87

GENERAL INFORMATION CONTINUED

Application Deadline:

February 15, 2022.

Completed applications must be received by the Michigan Department of Treasury no later than 11:59 p.m. on February 15, 2022. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted only through the electronic submission link below:

[First Responder Grant Application](#)

Timelines:

A project should not be started before a grant is awarded. No expenses prior to the award date will be paid.

Grant Period:

February 15, 2022-September 30, 2022

FY 2022 Appropriation Amount Available (Min./Max.):

Approximately \$5 million in funding will be available for the Michigan Department of Treasury to award with a maximum award of \$100,000 per applicant. Please note that Treasury criteria will prioritize \$2 million of the \$5 million for communities with taxable value per capita below \$15,000.

Source of Funds:

The grant is financed through a general fund appropriation in Public Act 87 of 2021.

Confidentiality:

Application information is public information under the Freedom of Information Act, Public Act 442 of 1976, as amended (MCL 15.231 to 15.246).

Contact:

For questions regarding the First Responder Recruitment and Training Grants, please contact the Michigan Department of Treasury, Community Services Division by e-mail at TreasLocalGov@michigan.gov or refer to Michigan.gov/FRG for more information.

First Responder Training and Recruitment Grants Application(FY 2022)

Issued under authority of 2021 Public Act 87

CONDITIONS

Implementation of Project:

Following award notification, the grantee agrees to submit Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) for all jurisdictions participating in the project, indicating approval of the project and Competitive Grant Assistance Program grant funding, within sixty (60) days following the Michigan Department of Treasury's Notification of Intent to Award or be subject to automatic cancellation of the grant. No grant funding will be released until all required resolutions, minutes or agreements have been received.

Project Clarification:

The Michigan Department of Treasury reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all applications received.

Prior to executing any changes to the scope of the project, the selected grantee(s) must inform (in writing) the Michigan Department of Treasury of the proposed changes. The department will notify the grantee(s) within thirty (30) days, whether or not the project changes fall under the original grant award.

Eligible Expenditures:

Grant funds should be focused on training and recruitment efforts. Any ancillary costs may or may not be approved at the discretion of the Michigan Department of Treasury.

Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
 - Be used to ensure efficient administration of the project.
 - Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
 - Be adequately supported by source documentation, including invoices, cancelled checks and electronic payment confirmations.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Primary Applicant" for expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.
4. The grantee agrees to maintain all documentation for costs incurred for a seven-year period following the final Michigan Department of Treasury payment for the project.

First Responder Training and Recruitment Grants Application(FY 2022)

Issued under authority of 2021 Public Act 87

CONDITIONS CONTINUED

Release of Funds:

Payments to the "Primary Applicant" will be made on a monthly reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant, and dependent upon state appropriations.

For a payment reimbursement, a completed *First Responder Training and Recruitment Reimbursement Request Form* must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the *First Responder Training and Recruitment Reimbursement Request Form*. At a minimum, the source documentation should include copies of the original invoices, cancelled checks, and any other report that would support the request.

The "Primary Applicant's" Chief Financial Officer or Chief Administrative Officer must sign and date the *First Responder Training and Recruitment Reimbursement Request Form*.

Funds may not be released to the "Primary Applicant" if any of the participants in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55), or
2. Have not filed their financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act, 1971 Public Act 140, as amended (MCL 141.921), or
3. Are delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act, 1980 Public Act 243, as amended (MCL 141.931 to 141.942), or
4. Have a payment due and owing to the state.

Reporting Requirements:

1. *Final Narrative and Financial Status Reports* – As the end of the funded project, the awarded grantee(s) shall submit to the Michigan Department of Treasury final, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the end of the project.
 - a. *Narrative Report (NR)* (Form 4971) – should present the following information:
 - i. Name of Primary Applicant and Grant Number.
 - ii. The percentage (%) completed of the project work plan.
 - iii. The actual project completion date.
 - iv. A brief outline of the work accomplished.
 - b. *Financial Status Report (FSR)* (Form 4972) – should present the following information:
 - i. Name of Primary Applicant and Grant Number.
 - ii. The actual project completion date.
 - iii. Total projected expenditures for the project.

First Responder Training and Recruitment Grants Application(FY 2022)

Issued under authority of 2021 Public Act 87

CONDITIONS CONTINUED

2. *Final Narrative Report* (Form 4971) and *Final Financial Status Report* (Form 4972) - The selected grantee(s) shall submit to the Michigan Department of Treasury final, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the completion of the project.
 - a. The reports shall include the information as indicated under *Quarterly Narrative and Financial Status Reports* (above).
 - b. Indicate "Final Report" on the top of the Final Narrative and Financial Status Reports.
 - c. In addition to the items listed above, the final narrative report must include a description of the project accomplishments and any unanticipated benefits/difficulties experienced while completing the project. Additionally, attach a copy of the project deliverables, if applicable (i.e., feasibility study, pictures of completed construction, etc...).

Audit and Review:

The grantee agrees to allow the Michigan Department of Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.

The Michigan Department of Treasury may conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives.

The grantee agrees to submit quarterly and final progress reports, along with a final follow-up report to the Michigan Department of Treasury. The grantee understands that failure to submit any required reports may result in the termination of the grant.

Grant Termination:

The grantee understands that this grant may be terminated if the Michigan Department of Treasury concludes that the grantee is not in compliance with the conditions and provisions of this grant or has falsified any information. The Michigan Department of Treasury will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

Grantee acknowledges that continuation of this grant is subject to appropriation or availability of funds for this grant. If appropriations to enable the Michigan Department of Treasury to effect continued payment under this grant are reduced, the Michigan Department of Treasury shall have the right to terminate this grant. The Michigan Department of Treasury shall give grantee at least thirty (30) days advance written notice of termination for non-appropriation.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Creation of a Full Time Public Defender II Position in the Public Defender's Department

WHEREAS, the Public Defender has evaluated the number of attorney's needed to cover the indigent defense needs of Livingston County and wishes to add an Assistant Public Defender II position; and

WHEREAS, Livingston County Public Defender's Office requires contracts with private attorneys to serve as Public Defenders for indigent criminal defendants; and

WHEREAS, the Public Defender's Office intended to contract with the following attorneys to provide services as Public Defenders to indigent felony defendants for the 2022 budget year:

ATTORNEY	NUMBER OF CASES PER YEAR	PER MONTH COST	PER YEAR COST
James Buttrey	300	\$30,000	\$360,000
Mark Scharrer	100	\$10,000	\$120,000
Steven Dodge	50	\$5,000	\$60,000
Mitchell Perrault, PLC.	50	\$5,000	\$60,000
Sizemore Law Office	75	\$7,500	\$90,000
Mark Wilcox	50	\$5,000	\$60,000

WHEREAS, due to the attrition of attorneys Sizemore and Wilcox it is anticipated that there will be 125 felony cases that the Public Defender's Office must cover annually; and

WHEREAS, the needs of the office require the addition of an Assistant Public Defender II position; and

WHEREAS, the Assistant Public Defender II position has previously been evaluated by Municipal Consulting Services, LLC who classified the positions at Grade 13; and

WHEREAS, the intent of the Public Defender is to consider hiring the position in the 2022 budget year; and

WHEREAS, the funds for the proposed changes to the Public Defender's Office will be through a budget amendment with the Michigan Indigent Defense Commission's Grant moving the funds from contracts to personnel.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the hiring of a full time Assistant Public Defender II position in the Public Defender Office:

Position #	Description	Group	Grade	FTE
17290113	ASSISTANT PUBLIC DEFENDER II	NU	13	1.00

BE IT FURTHER RESOLVED that the addition of this position will not require an increase in the County share of the grant or additional County funds.

BE IT FURTHER the Board of Commissioners authorizes any budget amendments required to effectuate the addition of this position.

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MOVED:
SECONDED:
CARRIED:



1221 Byron Rd., Suite 1, Howell, MI 48843
Phone (517) 540-8745

Memorandum

To: Livingston County Board of Commissioners
From: Karen Groenhout, Livingston County Public Defender
Date: January 14, 2022
Re: Resolution Authorizing the Creation of a Public Defender II Position.

Historically, the Livingston County Public Defender's Office has used outside contract attorneys to cover 625 felony cases annually. Because of attrition, in the year 2022 outside counsel will cover 500 felony cases. Therefore, the Public Defender's Office needs to provide coverage for an additional 125 felony cases annually. Currently, the staff attorneys in the Public Defender's Office have the maximum number of cases allowed by the Michigan Indigent Defense Commission annually (150 felony and/or 400 misdemeanor cases). Therefore, the Public Defender's Office is unable to absorb the additional 125 cases without adding an attorney position.

If the Public Defender's Office has an additional attorney, it will be able to provide defense counsel services to the Livingston County's Specialty Courts. Thereby saving the General Fund dollars that the County pays outside counsel for these defense services. It costs the Public Defender's Office \$150,000 to contract with outside counsel for 120 felony cases. Hiring a Public Defender II position will cost approximately \$120,000 (including benefits) and the funding for this change will be through an amendment in the MIDC grant moving the funds from contracts to personnel. Therefore, if the Public Defender's Office hires a new Public Defender II position it will be 100% grant funded and will save Livingston County general fund dollars.

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



CONTACT INFORMATION

Requester: Karen E. Groenhout Title of Requester: Public Defender
 Dept. Phone Number/Extension: 517-540-8929 Date Requested: 12/6/21

POSITION INFORMATION

Position Title: Assistant Public Defender II Supervisor: Karen E. Groenhout

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): We have had two attorneys leave their contracts and have approximately 125 felony cases to cover. The attorney in turn can work on the Specialty Court teams and thereby save the County General Fund dollars.

FUNDING INFORMATION

Base Annual Salary: \$80,342 yr./38.6259 hr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation (Required): Current: Org. 26017200 % 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 Karen E. Groenhout Date 12/06/21

HR OFFICE ONLY

Job Class: 6095 Job Title: Assistant Public Defender II Grade/Step: 13 S / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 12/06/2021

BUDGET OFFICE ONLY

Position Control # _____ Org. _____

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

Comments: NOT CURRENTLY IN BUDGET. REQUIRES BOARD AUTHORIZATION.

Budget Reviewed: tdettate Date: 12/7/21

Resolution #: _____ Board Authorized on Date: _____

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 challenges for the future, anticipated workload, and the current organizational structure of the office and wishes to make changes to that structure; and
- WHEREAS,** the Livingston County Drain Commissioner (LCDC), through its Department of Public Works (DPW), manages the county’s Solid Waste program, maintains post-closure operations for the Livingston County landfill in Howell Township, operates and maintains the Livingston Regional Sanitary Sewer System (LRSS), as well as the Livingston County Septage Receiving Station (SRS); and
- WHEREAS,** the LCDC also operates and maintains (9) sanitary sewer drains under the authority of the Drain Commissioner, with the combined systems of the LCDC and DPW serving more than 2500 businesses and households; and
- WHEREAS,** the LCDC, as the delegated authority under Parts 307, 309 of P.A. 451 of 1995, oversees the operation and maintenance of 10 dams throughout the county, lake improvement projects (weed control, fish stocking, aeration) on several lakes, in addition to State mandated programs such as soil erosion and watershed management; and
- WHEREAS,** the LCDC, operating under its authority under Public Act 40 of 1956 maintains 399 miles of surface drains, 133 miles of enclosed drains, and 232 stormwater basins throughout Livingston County; and
- WHEREAS,** the combination of growth, increasing operational complexity, new project workload, increasing regulation, and aging infrastructure are driving the need for more technical support; and
- WHEREAS,** the LCDC has long embraced inter-departmental cooperation, broad use of private consultants and contractors, and the proactive use of new and emerging technologies as a means of limiting manpower needs, and
- WHEREAS,** the combined pressures of an extended pandemic and the associated shortage of materials and manpower, along with new and extensive regulatory pressures, have created the need for additional supervisory support within the office in order to manage expanded roles now being occupied by this office, and
- WHEREAS,** the entirety of the costs of this additional engineering surveyor position incurred by Livingston County will be reimbursed in full by stormwater and sanitary drainage districts, lake level and lake improvement projects, as well as the DPW enterprise funds of the SRS and Livingston Regional Sewer System.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves reorganization of the Drain Department authorizing the addition of an Engineering Surveyor as described in the position control chart below with the understanding that the costs of the position will be fully reimbursed to the County General Fund.

Position #	Description	Group	Grade	FTE
27500126	ENGINEERING SURVEYOR	NU	9	1.00

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

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere
Date: January 18, 2022
Re: Resolution Authorizing the Creation of an Engineering Surveyor Position

Honorable Commissioners,

The office of the Drain Commissioner has only recently achieved some level of stability in its personnel needs after nearly seven years of attrition through retirement, internal promotion, leaving for another job, etc. As we continue to train a relatively stable yet new field staff, we have become more efficient with our work in the field. This is allowing us to transition to longer-term planning items such as training, strategic planning, regulatory trends, etc.

In light of the above changes, my supervisory staff are still heavily involved in direct support operations to field staff, and significant overtime responsibilities. We are under no illusions that this will change anytime soon, and in many respects value that interaction in the field. However, I see a significant support need for my administrative staff that I initially began working on several years ago. The uncertainties of COVID and related changes in society and the economy have delayed that initiative. However, in order to avoid burnout and best prepare the office for expanding roles, and the likelihood of continued acceleration of project requests, support for our supervisory staff is all the more critical.

What is being proposed: We are requesting the addition of the position of Engineering Surveyor. We currently have one Engineering Surveyor position filled, which is primarily focused on assessing for stormwater drains, plan design for drain construction projects, stormwater GIS data collection and data management. The new position would share some of those responsibilities while also dedicating time to update and manage GIS for the wastewater infrastructure and supporting supervisory staff. Drafting reports, collecting data for analysis as well as for populating our GIS are tasks which have not been appropriately staffed in the past.

Why it is being proposed:

1. **Drain petitions:** Aging drain infrastructure (often well in excess of 100 years old), coupled with more intense rain events, is driving an increase in drainage repair and petition projects. With numerous new petitions hitting our office every year, and a single person to handle all project oversight, easement acquisition, development plan review, and a supervisory role for the majority of the office, this is probably the greatest area of need.
2. **Wastewater Duties:** The increase in development is prompting the need to evaluate, rehabilitate, and move pump stations to account for differing conditions and needs within the system.
3. **Regulatory obstacles:** Whether complying with internal policies such as finance, IT, the BOC, and personnel, or with state regulations on wastewater, lakes, dams, etc., the result commonly includes more complex rules, enhanced justification, and additional checks and balances. The impact to our office is substantial. In addition, the array of penalties, reporting requirements, and the seemingly unending changes in process and policy create significant headwinds, even in the face of technological enhancements. As an example, virtually every action which involves activities on drains, lakes, streams, or wetlands invariably requires documentation of the work in accordance with the statutes or permits to

operate. The formalities involved with acquiring these “permissions” now often account for much or, in some cases, most of the time and expense involved in the project.

4. **Dams and lakes:** The failure of dams in Midland County in 2020 is already having an impact on our operations in the form of new regulations, enhanced reporting, and inquiries regarding new dams. While somewhat minimal at this time, we already know what is on the horizon in terms of comprehensive reforms to state statutes and regulatory oversight.
5. **ARPA Funding:** We anticipate these funds to drive a significant number of new projects, even if only 25% or 50% of the request funds are made available. The compressed timeline for project initiation and completion will necessarily result in the simultaneous management of numerous construction contracts. This position will be critical in aiding our oversight of these projects.

How the position will be funded: Many of the operational costs incurred by our office are assessed to the drainage districts we maintain to reimburse the county for personnel costs (including benefits). For example, our office reimbursed the county \$1,239,123 in the 2020 budget year for personnel related costs incurred by many of the projects supervised by this office. Currently, we are proposing the following:

1. Make both Engineering Surveyor positions 50% billable (e.g. 50% of the cost of these positions would be assessed to our various enterprise funds and reimbursed to the county general fund). The current Engineering Surveyor position is not reimbursed to the county general fund. However, we have reviewed the job responsibilities of this position which, combined with some past changes in state statute, will allow us to reimburse the county for certain personnel costs related to our drain projects. This change would compensate the county for the cost of the wages, fringes, and benefits of the new position.

We respectfully request approval of this position, with the caveat that both engineering surveyor positions will be structured to reimburse the county for 50% of their respective costs for both wages and fringes. Given the constantly changing landscape of work in our office, we will evaluate the duties of both positions over the coming year to determine whether that reimbursement percentage can be increased.

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

Related: *You may recall from my 2020 annual report that I voiced significant concern with the massive amount of money being unleashed by the federal government. This, along with supply chain and other COVID related impacts has the potential to drive significant and unprecedented growth in government. Specific concerns we are seeing are:*

1. *Lack of contractor and skilled tradesmen driving DPW/Drain to undertake projects in-house.*
2. *Government regulation forcibly encouraging the consolidation of private assets under government control as we are beginning to see with dams.*
3. *A general trend away from the old rural and agrarian concept of self-reliance to one of government oversight.*
4. *Public aversion to objective land use decision making and coordinated planning. Every project is now attacked and opposed without compromise or willingness to review facts. This trend necessitates more staff time, cost, and political acumen simply to defend against the litany of accusations, threats, and scrutiny that projects now encounter.*

I am repeating my request for the Livingston County Board of Commissioners to consider discussions within its subcommittee structure or other ad hoc committees to work comprehensively on a plan to anticipate and plan for these issues. Without such preparation and education. I am convinced that one of the few responses my office and others in the county will have to these factors is to continue to request more staff. Planning for these eventualities would help the county respond to approaching trends, mandates, and needs with more than simply the addition of personnel. Whether that comes through consultants, new technology, collaboration with other units of government, or other pathways, I feel it is imperative that we work toward that eventuality.



CONTACT INFORMATION

Requester: Michelle LaRoseTitle of Requester: Deputy Drain CommissionerDept. Phone Number/Extension: 517-375-9611Date Requested: 1/10/2022

POSITION INFORMATION

Position Title: Engineering SurveyorSupervisor: Ken Recker1. 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: 40Justification of request / change of position (REQUIRED): Creating new position (adding FTE) - pending approval by the County Board of Commissioners

FUNDING INFORMATION

29.3963 hr./61,144 yr. ~~28.2056 hr./56,561 yr.~~Base Annual Salary: 28,205.60This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____Allocation (Required): Current: Org. 10127500 % 50 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 _____

Date 1/10/2022

HR OFFICE ONLY

Job Class: 3007 Job Title: Engineering Surveyor Grade/Step: 9 H / 1FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 01/12/2022

BUDGET OFFICE ONLY

Position Control # _____ Org. 10127500Funds Available: Yes ☐ No ☒ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: REQUIRES BOC APPROVAL. NOT INCLUDED IN 2022 BUDGETBudget Reviewed: tbettateDate: 1/12/22

Resolution #: _____

Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing APA On-Call Pay - Prosecutor Office

WHEREAS, on-call duty is an essential responsibility of the position of an Assistant Prosecutor Attorney (APA); and

WHEREAS, on-call duty is essential for maintaining public safety in Livingston County; and

WHEREAS, on-call duty for an APA is an additional uncompensated responsibility when compared to other similarly situated county employees.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve on-call pay for APAs at the rate of \$250 per week, for one APA per week, in addition to the ordinary salary of an APA when an APA is performing such service on behalf of the county.

BE IT FURTHER RESOLVED that for the 2022 budget year no additional funds need be allocated to the Prosecutor budget, in that sufficient funds have already been allocated.

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MOVED:
SECONDED:
CARRIED:

ON CALL ASSISTANT PROSECUTOR PAY
RESOLUTION MEMO

For the calendar year 2022, \$13,000.00 was included in the prosecutor budget to compensate our Assistant Prosecuting Attorneys (APAs) for on call pay duty at the rate of \$250.00 per week. This supplement would be in addition to their annual salary. At this time I am requesting the ability to use this portion of our budget for that purpose.

Currently APAs rotate on call assignments. Assignments are for a one week time period and require an APA to be immediately available 24/7 outside of their base 40 hours per week. On an hourly basis, this would pay out to an APA approximately \$1.95 per hour for their required immediate availability. On average an APA will spend a minimum of four or more hours per week performing on call duties, in addition to their normally assigned work. This would not include their time at weekend arraignments, which is additional time spent during their on call assignment.

In past years our office took the position that on call time was included in the base salary received by an APA, however this position has now become inequitable with the establishment of our Public Defenders Office. Public Defenders are on the same salary level as APAs, however, Defenders are not subject to on call assignment. In essence an APA is penalized financially for being a Prosecutor, rather than a Defender.

Many Prosecutor Offices around the state pay a supplement for on call duty. The \$250.00 weekly rate would be at the low end of this scale. I am requesting the authority to implement this portion of the approved budget.

January 12, 2022

David J. Reader (P27877)
Prosecutor
Livingston County, MI