



Finance and Asset Management Committee Meeting Agenda

July 8, 2024

6:15 p.m. or immediately following the CPSID Committee meeting, if later.

Hybrid In-Person and Virtual Meeting

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

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

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

A quorum of the Board of Commissioners may be in attendance at this meeting.

| | Pages |
|--|-----------------|
| 1. Call Meeting to Order | |
| 2. Pledge of Allegiance to the Flag | |
| 3. Roll Call | |
| Nick Fiani - Chairman, Jay Gross - Vice Chairman, Douglas Helzerman, Dave Domas, Frank Sample, Wes Nakagiri, Jay Drick, Roger Deaton, and Martin Smith | |
| 4. Approval of Agenda | |
| 5. Approval of Minutes | |
| 5.1 Meeting Minutes dated: June 10, 2024 | 3 |
| 6. Call to the Public | |
| 7. Discussion | |
| 7.1 Revenue and Expense Status | |
| 7.2 Capital Improvement Plan Update | |
| 8. Resolutions for Consideration | |
| 8.1 Treasurer | Jennifer Nash |
| Resolution Approving the 2023 Deficit Elimination Plan | 6 |
| 8.2 Fiscal Services | Cindy Arbanas |
| Resolution to Authorize a Second Quarter Budget Amendment to the Fiscal-Year 2024 Budget | 10 |
| 8.3 Facility Services | Kevin Eggleston |
| Resolution Authorizing an Agreement for Project Management Services | 15 |

for the Renovation of the Health Department

| | | | |
|------------|---|------------------|----|
| 8.4 | Emergency Medical Services | David Feldpausch | 19 |
| | Resolution to Realign Categories within the Fowlerville EMS Base Project | | |
| 8.5 | Emergency Medical Services | David Feldpausch | 24 |
| | Resolution Authorizing a contract with Lindhout & Associates for Engineering and Bidding Coordination Work on Proposed EMS Bases | | |
| 8.6 | Planning Department | Robert Stanford | 32 |
| | Resolution Authorizing Transmission of the Approved 2025-2030 County Capital Improvement Plan to the Livingston County Board of Commissioners | | |
| 9. | Adjournment | | |

Finance and Asset Management Committee

Meeting Minutes



June 10, 2024, Immediately Following the CPSID Committee Meeting.
Hybrid In-Person and Virtual Meeting
304 E. Grand River Ave., Board Chambers, Howell, Michigan
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC
<https://us02web.zoom.us/j/3997000062>

Members Present: Nick Fiani - Chairman, Douglas Helzerman, David Domas, Frank Sample, Wes Nakagiri, Jay Drick, Roger Deaton, Martin Smith, Jay Gross - Vice Chairman

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Commissioner Fiani, at 6:15 p.m.

2. Pledge of Allegiance to the Flag

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

3. Roll Call

Roll call by the recording secretary indicated the presence of a quorum.

4. Approval of Agenda

Motion to approve the Agenda as presented.

It was moved by D. Domas
Seconded by R. Deaton

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9 to 0)

5. Approval of Minutes

5.1 Meeting Minutes dated: May 13, 2024

Motion to approve the Minutes as presented.

It was moved by R. Deaton
Seconded by J. Gross

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9 to 0)

6. Call to the Public

The following persons addressed the Board: Tammy Higgins, Iosco Township, - distributed signatures to the BOC; Ed Alverson, Handy Township; Ella Nikitin, Hartland Township.

7. Discussion

7.1 Revenue and Expense Status

Nathan Burd, County Administrator, the Fiscal Services staff is at the GFOA Conference this week.

Brian Jonckheere, Drain Commissioner, and Ed Alverson, Handy Township Supervisor, answered RBC project questions and discussed the funding request with Commissioners. A resolution on this matter is being considered by the Board of Commissioners on June 24, 2024.

7.2 Capital Improvement Plan Update

Kevin Eggleston, Facility Services Department Director, provided a brief update on various CIP projects around the county.

7.3 2025 Revenue Forecast Presentation

Nathan Burd, County Administrator, began the presentation with a review of the budget process. This presentation is for level one - base projection; reviewed the budget process and forecasting process schedules.

- **Equalization** - Sue Bostwick, Department Director, reviewed taxable value formulas, a 6% increase in taxable value is projected.
- **Treasurer**, Jennifer Nash, County Treasurer, reviewed property tax revenue increase projection of 2.5%, interest income \$1.4M projected, tax delinquency one of the lowest in Michigan, SOM revenue sharing \$145,000 increase.
- **Register of Deeds**, Brandon Denby, Registrar, and Brandon Barefield, Deputy Registrar, reviewed foreclosure rates, revenue projections
- **Livingston County Courts** - Dan Duchene, Court Administrator, Heather Mc-Cray Germain, Courts Finance Officer; Debby Shaw, District Probate & Juvenile Court Administrator, and Marissa Lutz, District Court Administrator, were present to answer questions and review the slide for Combined Court Revenue project to be \$3,086,220, down more than \$300K from 2024. Reviewed "Set Aside" revenue reduction and other legislative actions contributing to the reduction in revenue.
- **County Clerk**, Elizabeth Hundley, and Deputy Clerk, Kristi Cox, presented projections for
 - *Vital Records* – includes new revenue for passports
 - *Elections* – non-election year in 2025 the only elections scheduled are city/village elections in November, and an increase is projected in 2026 for the elections scheduled that year.
 - *Circuit Court Clerk* - dependent on the BOC's support for the tax garnishment program, projected \$483,150 a decrease of approximately \$10,000 from 2024 budget revenue.
- **Sheriff**, Kristen Landis, Financial Analyst,
 - *Field Services* - revenue for Township and School contract services
 - *Jail Services* - based on ADP of 76, increase from 70 used to project the 2024 revenue.
- **Drain Commissioner**, Aaron Everest, Financial Analyst, reviewed SES Revenue & Permits Issued; 66% of Drain Wages & Fringes Payback

Nathan Burd, County Administrator, concluded with Total Revenue Impact to the General Fund of an overall 4.8% increase from the 2024 Budget. To keep a AAA Bond Rating with Moody's, there is a new recommendation to maintain a GF balance of 50% of the operating budget.

8. Resolutions for Consideration

8.1 Facility Services

Resolution Authorizing HVAC Ductwork Modifications to be Paid by General Fund Vision Tour Funds

Motion to recommend the resolution to the Board of Commissioners.

It was moved by: J. Gross

Seconded by: R. Deaton

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9 to 0)

8.2 Facility Services

Resolution Authorizing the Purchase of Animal Shelter HVAC Units

Motion to recommend the resolution to the Board of Commissioners.

It was moved by: D. Domas

Seconded by: D. Helzerman

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9 to 0)

9. Adjournment

Motion to adjourn the meeting at 8:13 p.m.

It was moved by D. Helzerman

Seconded by R. Deaton

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9 to 0)



Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the 2023 Deficit Elimination Plan - Treasurer

- WHEREAS,** the ARPA Fund had a \$312,148 deficit fund balance at December 31, 2023; and
- WHEREAS,** the Federal Grant Fund had a \$54,071 deficit fund balance at December 31, 2023; and
- WHEREAS,** the State and Other Grants Fund had a \$54,940 deficit fund balance at December 31, 2023; and
- WHEREAS,** PA 140 of 1971 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury; and
- WHEREAS,** the deficits in all three funds resulted from timing differences resulting from the required accounting guidelines applicable to expense and revenue recognition;

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes the Deficit Elimination Plan for the ARPA Fund, the Federal Grant Fund and the State and Other Grants Fund:

| ARPA Fund | |
|---|---------------------|
| | 2024 Adopted Budget |
| Unrestricted Net Position (Deficit) Jan. 1 | (312,148) |
| | |
| Revenue | |
| Interest on Investments | 295,000 |
| Federal Grant Revenue | 5,081,118 |
| Total Revenue | 5,376,118 |
| | |
| Expenditures | |
| Supplies | 170,112 |
| Other Services and Charges | 2,174,740 |
| Capital Outlay | 2,717,198 |
| Total Expenditures | 5,062,050 |
| | |
| Unrestricted Net Position Dec. 31 | 1,920 |
| ** Explanation: Accounting timing difference in recognition of expenditures incurred and revenue earned | |

| Federal Grant Fund | |
|--|----------------------------|
| | 2024 Adopted Budget |
| Unrestricted Net Position (Deficit) Jan.1 | (54,071) |
| | |
| Revenue | |
| Federal Grant Revenue | 904,836 |
| Transfer In | 82,389 |
| Total Revenue | 987,225 |
| | |
| Expenditures | |
| Personnel Salaries and Fringes | 382,838 |
| Supplies | 173,935 |
| Other Services and Charges | 323,349 |
| Transfer Out | 53,032 |
| Total Expenditure | 933,154 |
| | |
| Unrestricted Net Position Dec. 31 | 0 |

** Explanation: Accounting timing difference in recognition of expenditures incurred and revenue earned

| State and Other Grants Fund | |
|--|----------------------------|
| | 2024 Adopted Budget |
| Unrestricted Net Position (Deficit) Jan.1 | (54,940) |
| | |
| Revenue | |
| State Grant Revenue | 991,584 |
| Fees | 7,500 |
| Transfer In | 18,433 |
| Total Revenue | 1,017,517 |
| | |
| Expenditures | |
| Personnel Salaries and Fringes | 538,283 |
| Supplies | 2,080 |
| Other Services and Charges | 422,211 |
| Total Expenditure | 962,574 |
| | |
| Unrestricted Net Position Dec. 31 | 3 |

** Explanation: Accounting timing difference in recognition of expenditures incurred and revenue earned

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Jennifer M. Nash, Treasurer
Date: June 27, 2024
Re: RESOLUTION APPROVING THE DEFICIT ELIMINATION PLAN

As was reported in our 2023 financial audit presentation, we ended the 2023 fiscal year with three funds in a deficit as defined by the State of Michigan's guidelines. The ARPA Fund had a \$312,145 deficit fund balance, the Federal Grant Fund had a \$54,071 deficit fund balance, and the State and Other Grants Fund had a \$54,940 deficit fund balance. In each of these cases, the deficit is the result of timing differences. These three funds fall under the State's definition of an unrestricted fund balance deficit thus requiring the filing of a deficit elimination plan with the State of Michigan.

According to PA 140 of 1971, local units of government who end their fiscal year in a deficit condition are required to formulate a deficit elimination plan and submit that plan in the form of a certified resolution to the State of Michigan for approval.

A projected budget approved by the legislative body showing the projected revenues and expenditures is acceptable evidence supporting the plan.

The attached resolution is in the recommended format provided by the State and the figures provided show the 2024 projected budget in these three funds including the 2nd quarter budget amendment also included in the 7/8/2024 FAM agenda.

I am happy to answer any further questions you may have.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Authorize a Second Quarter Budget Amendment to the Fiscal-Year 2024 Budget – Fiscal Services

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

WHEREAS, the proposed amendment recognizes actual expenditure activity for the second quarter of 2024 and includes:

- Net zero transfer between several County Departments to reflect actual activity
- Increase in overtime and corresponding fringes for Drain storm construction projects – Offset with revenue to reimburse the General Fund for these increased costs
- Increase in Sheriff Animal Control costs due to large ongoing scale investigation , increase in contract revenue realized from new policing contract
- Increase in liability insurance costs to cover invoices to replenish funds on deposit in retention fund
- Increase in attorney costs associated with ongoing litigation
- Increase in Sheriff personnel costs for equipment stipend, personnel costs for large employee leave payout, and actual benefit selection
- Increase in Animal Shelter for new exit door, new refrigerator, and floor repairs
- Decrease in Personnel and Miscellaneous Contingency to offset the increased General Fund expenses
- Decrease in 911 for wages and fringes due to vacancy savings, increase in revenue for interest earned
- Increase in Carpool for increased collision and repair expenses
- Increase in EMS wages and benefits to adjust to actuals and arbitration costs, increase in revenue for charges for service collections
- Increase in US Treasury Equitable share to cover supplies budgeted for in GF
- Increase in Animal Shelter Donation fund for increased medical care costs – use of fund balance in the Donation Fund
- Establishment of Opioid Fund Budget
- Establishment of ARPA Interest Revenue budget

WHEREAS, the proposed amendment includes an overall increase in General Fund revenue and expense of \$75,021; and

WHEREAS, the proposed amendment also includes an increase in revenue budgeted in the following areas:

- EMS revenue of \$25,813
- Sheriff -US Treasury Equitable Share revenue of \$14,304
- 911 Dispatch - Interest earned revenue of \$46,000

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the following budget amendment to the Fiscal-Year 2024 Budget as reflected below:

| Fund/Org | | Approved 2024 Budget | Proposed Amendment | Amended 2024 Budget |
|-------------------------------|-------------------------------------|----------------------|--------------------|---------------------|
| 101 | General Fund | \$ 62,601,617 | \$ 75,021 | \$ 62,676,638 |
| Special Revenue Funds | | | | |
| 21065100 | EMS | \$ 14,227,622 | \$ 56,600 | \$ 14,284,222 |
| 23243000 | Animal Shelter Donations | \$ 25,000 | \$ 15,000 | \$ 40,000 |
| 23530176 | Secondary Road Patrol Traffic Grant | \$ 162,950 | \$ 200 | \$ 163,150 |
| 26132500 | 911 Central Dispatch | \$ 5,356,757 | \$ (243,235) | \$ 5,113,522 |
| 27230100 | US Treasury Equitable | \$ 5,000 | \$ 10,000 | \$ 15,000 |
| 28400001 | Opioid Settlement | \$ - | \$ 100,000 | \$ 100,000 |
| Internal Service Funds | | | | |
| 66126700 | Car Pool | \$ 2,594,035 | \$ 93,771 | \$ 2,687,806 |

BE IT FURTHER RESOLVED that the request forms showing details of the above are available for review in the Fiscal Services office.

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**MOVED:
SECONDED:
CARRIED:**

General Fund

| Org | Description | EXPENSES | | | REVENUE | | |
|----------|-----------------------------|----------------------|--------------------|----------------------|------------------------|--------------------|------------------------|
| | | Total | | | Total | | |
| | | 2024 Amended Budget | Adjustment Request | Proposed Amendment | 2024 Amended Budget | Adjustment Request | Proposed Amendment |
| 10100001 | TAXES | \$ - | \$ - | \$ - | \$ (47,509,786) | \$ - | \$ (47,509,786) |
| 10110100 | BOARD OF COMMISSIONERS | \$ 749,459 | \$ 381 | \$ 749,840 | \$ - | \$ - | \$ - |
| 10117200 | COUNTY ADMINISTRATION | \$ 509,989 | \$ 123 | \$ 510,112 | \$ - | \$ - | \$ - |
| 10121200 | FISCAL SERVICES | \$ 806,657 | \$ 2,000 | \$ 808,657 | \$ (40,000) | \$ - | \$ (40,000) |
| 10121500 | COUNTY CLERK | \$ 526,543 | \$ (40,027) | \$ 486,516 | \$ (218,000) | \$ - | \$ (218,000) |
| 10121599 | COUNTY CLERK CIRCUIT CRT | \$ 1,137,294 | \$ - | \$ 1,137,294 | \$ (472,100) | \$ - | \$ (472,100) |
| 10122300 | INTERNAL/EXTERNAL AUDITS | \$ 172,526 | \$ - | \$ 172,526 | \$ - | \$ - | \$ - |
| 10122800 | INFORMATION TECHNOLOGY | \$ 40,000 | \$ - | \$ 40,000 | \$ - | \$ - | \$ - |
| 10124800 | TAX ALLOCATION BOARD | \$ 1,200 | \$ - | \$ 1,200 | \$ - | \$ - | \$ - |
| 10124900 | PLAT BOARD | \$ 500 | \$ - | \$ 500 | \$ - | \$ - | \$ - |
| 10125300 | COUNTY TREASURER | \$ 1,196,486 | \$ 207 | \$ 1,196,693 | \$ (85,250) | \$ - | \$ (85,250) |
| 10125700 | EQUALIZATION | \$ 749,904 | \$ - | \$ 749,904 | \$ (30,000) | \$ - | \$ (30,000) |
| 10126200 | ELECTIONS | \$ 425,182 | \$ 41,010 | \$ 466,192 | \$ (215,150) | \$ - | \$ (215,150) |
| 10126500 | FACILITIES SERVICE | \$ 206,896 | \$ - | \$ 206,896 | \$ (261,740) | \$ - | \$ (261,740) |
| 10126600 | ATTORNEY/COUNSEL | \$ 216,429 | \$ 100,000 | \$ 316,429 | \$ - | \$ - | \$ - |
| 10127000 | HUMAN RESOURCES | \$ 836,455 | \$ - | \$ 836,455 | \$ - | \$ - | \$ - |
| 10128100 | CENTRAL SERVICE JUDICIAL | \$ 3,095,279 | \$ - | \$ 3,095,279 | \$ (484,636) | \$ (13,817) | \$ (498,453) |
| 10128200 | APPELLATE COURT | \$ 61,000 | \$ - | \$ 61,000 | \$ - | \$ (20,500) | \$ (20,500) |
| 10128300 | CIRCUIT COURT | \$ 1,492,853 | \$ - | \$ 1,492,853 | \$ (234,747) | \$ - | \$ (234,747) |
| 10128400 | JUVENILE COURT | \$ 1,128,729 | \$ - | \$ 1,128,729 | \$ (303,030) | \$ - | \$ (303,030) |
| 10128500 | GUARDIANSHIP | \$ 8,400 | \$ - | \$ 8,400 | \$ (13,140) | \$ - | \$ (13,140) |
| 10128600 | DISTRICT COURT | \$ 2,337,297 | \$ - | \$ 2,337,297 | \$ (2,145,778) | \$ 4,624 | \$ (2,141,154) |
| 10129400 | PROBATE COURT | \$ 984,441 | \$ - | \$ 984,441 | \$ (247,889) | \$ - | \$ (247,889) |
| 10129500 | PROBATION | \$ 86,871 | \$ - | \$ 86,871 | \$ - | \$ - | \$ - |
| 10129600 | PROSECUTING ATTORNEY | \$ 3,072,889 | \$ - | \$ 3,072,889 | \$ (7,800) | \$ - | \$ (7,800) |
| 10129617 | PROS ATTY FAMILY SUPPORT | \$ 82,389 | \$ - | \$ 82,389 | \$ - | \$ - | \$ - |
| 10130100 | SHERIFF | \$ 11,142,745 | \$ 9,000 | \$ 11,151,745 | \$ (1,385,928) | \$ (19,680) | \$ (1,405,608) |
| 10130106 | SHERIFF - TRAFFIC | \$ 18,433 | \$ - | \$ 18,433 | \$ - | \$ - | \$ - |
| 10130143 | SHERIFF - ANIMAL CNTRL | \$ 317,345 | \$ 4,268 | \$ 321,613 | \$ (600) | \$ - | \$ (600) |
| 10130400 | COURT SECURITY | \$ 343,460 | \$ 491 | \$ 343,951 | \$ - | \$ - | \$ - |
| 10135100 | JAIL | \$ 14,056,564 | \$ 64,369 | \$ 14,120,933 | \$ (3,059,090) | \$ - | \$ (3,059,090) |
| 10142600 | EMERGENCY MNGMT | \$ 293,121 | \$ - | \$ 293,121 | \$ (56,744) | \$ - | \$ (56,744) |
| 10143000 | ANIMAL SERVICES | \$ 823,666 | \$ 18,000 | \$ 841,666 | \$ (193,000) | \$ - | \$ (193,000) |
| 10144100 | DEPT OF PUBLIC WORKS | \$ 250,781 | \$ - | \$ 250,781 | \$ (39,650) | \$ - | \$ (39,650) |
| 10144200 | DRAIN COMMISSIONER | \$ 4,642,521 | \$ 25,648 | \$ 4,668,169 | \$ (1,828,179) | \$ (25,648) | \$ (1,853,827) |
| 10144500 | DRAINS PUBLIC BENEFIT | \$ 315,000 | \$ - | \$ 315,000 | \$ - | \$ - | \$ - |
| 10160500 | CONTAGIOUS DISEASE | \$ 5,000 | \$ - | \$ 5,000 | \$ - | \$ - | \$ - |
| 10164800 | MEDICAL EXAMINER | \$ 703,866 | \$ - | \$ 703,866 | \$ (48,000) | \$ - | \$ (48,000) |
| 10164900 | MENTAL HEALTH | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 10167200 | AGENCY ON AGING | \$ 89,012 | \$ - | \$ 89,012 | \$ - | \$ - | \$ - |
| 10169300 | COMMUNITY ACTION PLANS | \$ 684,254 | \$ - | \$ 684,254 | \$ - | \$ - | \$ - |
| 10170100 | PLANNING | \$ 446,031 | \$ - | \$ 446,031 | \$ (2,400) | \$ - | \$ (2,400) |
| 10171000 | COOPERATIVE EXTENSION | \$ 256,387 | \$ - | \$ 256,387 | \$ - | \$ - | \$ - |
| 10171100 | REGISTER OF DEEDS | \$ 829,880 | \$ 1,108 | \$ 830,988 | \$ (2,076,480) | \$ - | \$ (2,076,480) |
| 10172800 | ECONOMIC DEVELOPMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 10185100 | INSURANCE POLICIES | \$ 662,265 | \$ 166,000 | \$ 828,265 | \$ (250,000) | \$ - | \$ (250,000) |
| 10186100 | RETIREMENT COUNTY | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 10187000 | UNEMPLOYMENT INSURANCE | \$ 10,000 | \$ - | \$ 10,000 | \$ - | \$ - | \$ - |
| 10189900 | CHARGEBACKS | \$ 500 | \$ - | \$ 500 | \$ - | \$ - | \$ - |
| 10196600 | APPROPRIATIONS | \$ 2,254,610 | \$ - | \$ 2,254,610 | \$ - | \$ - | \$ - |
| 10196610 | APPROPRIATIONS - Court | \$ 807,000 | \$ - | \$ 807,000 | \$ - | \$ - | \$ - |
| 10196631 | APPROPRIATIONS - Other | \$ 944,190 | \$ - | \$ 944,190 | \$ - | \$ - | \$ - |
| 10196641 | APPROPRIATIONS - Info Tech | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 10196650 | APPROPRIATIONS - Health | \$ 500,000 | \$ - | \$ 500,000 | \$ - | \$ - | \$ - |
| 10196800 | CONTINGENCIES - Vision Tour | \$ 1,400,000 | \$ - | \$ 1,400,000 | \$ - | \$ - | \$ - |
| 10196800 | CONTINGENCIES - Personnel | \$ 200,000 | \$ (80,930) | \$ 119,070 | \$ - | \$ - | \$ - |
| 10196800 | CONTINGENCIES - Courts | \$ 156,000 | \$ - | \$ 156,000 | \$ - | \$ - | \$ - |
| 10196800 | CONTINGENCIES - Misc. | \$ 523,318 | \$ (236,627) | \$ 286,691 | \$ - | \$ - | \$ - |
| | | \$ 62,601,617 | \$ 75,021 | \$ 62,676,638 | \$ (61,209,117) | \$ (75,021) | \$ (61,284,138) |

| Org | Description | EXPENSES | | | REVENUE | | |
|------------------------------|--|---------------------|--------------------|-------------------|---------------------|--------------------|-------------------|
| | | 2024 Amended Budget | Adjustment Request | Proposed Amedment | 2024 Amended Budget | Adjustment Request | Proposed Amedment |
| Special Revenue Funds | | | | | | | |
| 21065100 | EMS | \$ 14,227,622 | \$ 56,600 | \$ 14,284,222 | \$ (14,515,471) | \$ (25,813) | \$ (14,541,284) |
| 21065124 | EMS - Training & Education | \$ 477,896 | \$ - | \$ 477,896 | \$ (220,834) | \$ - | \$ (220,834) |
| 21429800 | FOC Family Counseling | \$ 10,000 | \$ - | \$ 10,000 | \$ (10,000) | \$ - | \$ (10,000) |
| 21528900 | FOC | \$ 3,221,131 | \$ - | \$ 3,221,131 | \$ (3,000,000) | \$ - | \$ (3,000,000) |
| 21828400 | REDD Grant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 21928100 | CESF- Courts | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 21830100 | CESF- Sheriff | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 22028400 | CPLR Grant Fund | \$ 63,240 | \$ - | \$ 63,240 | \$ (63,241) | \$ - | \$ (63,241) |
| 22160100 | Health | \$ 6,146,252 | \$ - | \$ 6,146,252 | \$ (6,207,008) | \$ - | \$ (6,207,008) |
| 23030100 | Sheriff Donation Fund | \$ 2,500 | \$ - | \$ 2,500 | \$ (2,500) | \$ - | \$ (2,500) |
| 23243000 | Animal Shelter Donations | \$ 25,000 | \$ 15,000 | \$ 40,000 | \$ (15,000) | \$ - | \$ (15,000) |
| 23368900 | Veterans Donation Fund | \$ 5,000 | \$ - | \$ 5,000 | \$ - | \$ - | \$ - |
| 23428150 | 4Yr BJA Adult Drug Court Grant | \$ 102,224 | \$ - | \$ 102,224 | \$ (101,640) | \$ (15,859) | \$ (117,499) |
| 23428151 | BJA SCAO Adult Drug Court | \$ 98,000 | \$ - | \$ 98,000 | \$ (98,000) | \$ (3,529) | \$ (101,529) |
| 23428152 | BJA Veterans Treatment Court Grant | \$ 60,817 | \$ - | \$ 60,817 | \$ (60,000) | \$ (1,309) | \$ (61,309) |
| 23429657 | Family Support | \$ 374,668 | \$ - | \$ 374,668 | \$ (339,740) | \$ (34,928) | \$ (374,668) |
| 23430150 | Sheriff JAG Grant | \$ 4,500 | \$ - | \$ 4,500 | \$ (4,500) | \$ (8,250) | \$ (12,750) |
| 23430151 | Sheriff Traffic Enforcement Grant | \$ 39,320 | \$ - | \$ 39,320 | \$ (39,320) | \$ - | \$ (39,320) |
| 23433150 | Sheriff Marine Safety Grant | \$ 6,600 | \$ - | \$ 6,600 | \$ (6,600) | \$ - | \$ (6,600) |
| 23442650 | Emergency Management Performance Grant | \$ 53,032 | \$ - | \$ 53,032 | \$ (53,032) | \$ - | \$ (53,032) |
| 23442651 | Hazardous Materials Emergency Preparedness Grant | \$ 3,000 | \$ - | \$ 3,000 | \$ (3,000) | \$ - | \$ (3,000) |
| 23442652 | Homeland Security Grant | \$ 190,993 | \$ - | \$ 190,993 | \$ (190,993) | \$ (26,525) | \$ (217,518) |
| 23528170 | Courts Adult Drug Court | \$ 121,880 | \$ - | \$ 121,880 | \$ (118,825) | \$ (5,282) | \$ (124,107) |
| 23528171 | Courts Juvenile Drug Court | \$ 43,877 | \$ - | \$ 43,877 | \$ (43,877) | \$ (1,329) | \$ (45,206) |
| 23528172 | Courts Swift Sure | \$ 156,261 | \$ - | \$ 156,261 | \$ (141,496) | \$ (17,985) | \$ (159,481) |
| 23528173 | Courts Veteran Court | \$ 48,291 | \$ - | \$ 48,291 | \$ (46,000) | \$ (4,689) | \$ (50,689) |
| 23528174 | Courts Mental Health | \$ 212,850 | \$ - | \$ 212,850 | \$ (204,450) | \$ (45,102) | \$ (249,552) |
| 23529678 | Crime Victims Rights | \$ 194,465 | \$ - | \$ 194,465 | \$ (178,207) | \$ (18,841) | \$ (197,048) |
| 23530100 | Sheriff - State Training Grant | \$ 12,000 | \$ - | \$ 12,000 | \$ (12,000) | \$ - | \$ (12,000) |
| 23530176 | Secondary Road Patrol Traffic Grant | \$ 162,950 | \$ 200 | \$ 163,150 | \$ (162,950) | \$ (370) | \$ (163,320) |
| 23544170 | STATE DPW State Grants | \$ 10,000 | \$ - | \$ 10,000 | \$ (10,000) | \$ (6,114) | \$ (16,114) |
| 23944100 | STATE DPW State Grants | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 24524500 | ROD Survey & Remon | \$ 108,961 | \$ - | \$ 108,961 | \$ (65,000) | \$ - | \$ (65,000) |
| 25522300 | Princ Res Exemption | \$ 6,100 | \$ - | \$ 6,100 | \$ (4,400) | \$ - | \$ (4,400) |
| 25671101 | ROD Automation | \$ 413,026 | \$ - | \$ 413,026 | \$ (145,000) | \$ - | \$ (145,000) |
| 25830100 | DEPT OF JUSTICE EQUIT | \$ 58,375 | \$ - | \$ 58,375 | \$ (20,000) | \$ - | \$ (20,000) |
| 26028000 | Indigent Defense | \$ 3,323,025 | \$ - | \$ 3,323,025 | \$ (3,285,980) | \$ - | \$ (3,285,980) |
| 26132500 | 911 Central Dispatch | \$ 5,356,757 | \$ (243,235) | \$ 5,113,522 | \$ (4,251,086) | \$ (46,000) | \$ (4,297,086) |
| 26132525 | 911 Enhanced | \$ 378,000 | \$ - | \$ 378,000 | \$ (379,000) | \$ - | \$ (379,000) |
| 26132526 | 911 Training | \$ 35,000 | \$ - | \$ 35,000 | \$ (37,490) | \$ - | \$ (37,490) |
| 26321500 | Concealed Pistol Licensing | \$ 469,587 | \$ - | \$ 469,587 | \$ (128,675) | \$ - | \$ (128,675) |
| 26435100 | Sheriff CO Training | \$ 61,500 | \$ - | \$ 61,500 | \$ (15,000) | \$ - | \$ (15,000) |
| 26530100 | Drug Law Enforcement | \$ 8,000 | \$ - | \$ 8,000 | \$ (3,000) | \$ - | \$ (3,000) |
| 26929200 | Law Library | \$ 6,500 | \$ - | \$ 6,500 | \$ (6,500) | \$ - | \$ (6,500) |
| 27230100 | US Treasury Equitable | \$ 5,000 | \$ 10,000 | \$ 15,000 | \$ (2,000) | \$ (14,304) | \$ (16,304) |
| 27536300 | Community Corrections | \$ 110,019 | \$ - | \$ 110,019 | \$ (110,159) | \$ - | \$ (110,159) |
| 27830100 | Sheriff Victim Svcs Unit | \$ 1,700 | \$ - | \$ 1,700 | \$ (700) | \$ - | \$ (700) |
| 28400001 | Opioid Settlement | \$ - | \$ 100,000 | \$ 100,000 | \$ - | \$ (100,000) | \$ (100,000) |
| 29067000 | Social Welfare | \$ 9,000 | \$ - | \$ 9,000 | \$ (7,000) | \$ - | \$ (7,000) |
| 29266200 | Child Care Juvenile | \$ 1,804,233 | \$ - | \$ 1,804,233 | \$ (1,607,038) | \$ - | \$ (1,607,038) |
| 29266300 | Child Care Social Services | \$ 745,812 | \$ - | \$ 745,812 | \$ (196,680) | \$ - | \$ (196,680) |
| 29568900 | Veteran Services FUN | \$ 1,192,205 | \$ - | \$ 1,192,205 | \$ (960,600) | \$ - | \$ (960,600) |
| 29630100 | Criminal Forfeiture | \$ 3,000 | \$ - | \$ 3,000 | \$ (1,500) | \$ - | \$ (1,500) |
| 29768900 | CO Veterans SVS Fund | \$ 153,931 | \$ - | \$ 153,931 | \$ (244,046) | \$ - | \$ (244,046) |

| Org | Description | EXPENSES | | | REVENUE | | |
|-------------------------------|--|---------------------|--------------------------|------------------|---------------------|--------------------------|------------------|
| | | 2024 Amended Budget | Total Adjustment Request | Proposed Amended | 2024 Amended Budget | Total Adjustment Request | Proposed Amended |
| ARPA | | | | | | | |
| 28600001 | ARPA - General | \$ - | \$ - | \$ - | \$ - | \$ (295,000) | \$ (295,000) |
| 28610100 | ARPA - Board of Commissioners | \$ 146,795 | \$ - | \$ 146,795 | \$ (146,795) | \$ - | \$ (146,795) |
| 28617200 | ARPA - County Administration | \$ 112,519 | \$ - | \$ 112,519 | \$ (112,519) | \$ - | \$ (112,519) |
| 28621500 | ARPA - County Clerk | \$ 36,404 | \$ - | \$ 36,404 | \$ (36,404) | \$ - | \$ (36,404) |
| 28622800 | ARPA - IT | \$ 157,005 | \$ - | \$ 157,005 | \$ (157,005) | \$ - | \$ (157,005) |
| 28626500 | ARPA - Facility Services | \$ 1,490,881 | \$ - | \$ 1,490,881 | \$ (1,490,881) | \$ - | \$ (1,490,881) |
| 28630100 | ARPA - Sheriff | \$ 309,736 | \$ - | \$ 309,736 | \$ (309,736) | \$ - | \$ (309,736) |
| 28632500 | ARPA - 911 | \$ 58,326 | \$ - | \$ 58,326 | \$ (58,326) | \$ - | \$ (58,326) |
| 28635100 | ARPA - Jail | \$ 269,365 | \$ - | \$ 269,365 | \$ (269,365) | \$ - | \$ (269,365) |
| 28644200 | ARPA - Drain Commissioner | \$ 825,000 | \$ - | \$ 825,000 | \$ (825,000) | \$ - | \$ (825,000) |
| 28664800 | ARPA - Medical Examiner | \$ 88,497 | \$ - | \$ 88,497 | \$ (88,497) | \$ - | \$ (88,497) |
| 28664900 | ARPA - Mental Health | \$ 600,470 | \$ - | \$ 600,470 | \$ (600,470) | \$ - | \$ (600,470) |
| 28665100 | ARPA - EMS | \$ 294,317 | \$ - | \$ 294,317 | \$ (313,385) | \$ - | \$ (313,385) |
| 28672800 | ARPA - Economic Development | \$ 175,000 | \$ - | \$ 175,000 | \$ (175,000) | \$ - | \$ (175,000) |
| 28685100 | ARPA - Insurance Policies | \$ 497,735 | \$ - | \$ 497,735 | \$ (497,735) | \$ - | \$ (497,735) |
| Enterprise Funds | | | | | | | |
| 51744100 | Landfill | \$ 118,996 | \$ - | \$ 118,996 | \$ (90,110) | \$ - | \$ (90,110) |
| 54937100 | Building & Safety | \$ 3,396,825 | \$ - | \$ 3,396,825 | \$ (2,885,861) | \$ - | \$ (2,885,861) |
| 57500275 | Regional Wastewater | \$ 19,077 | \$ - | \$ 19,077 | \$ - | \$ - | \$ - |
| 57800275 | Septage Receiving | \$ 3,030,323 | \$ - | \$ 3,030,323 | \$ (3,030,700) | \$ - | \$ (3,030,700) |
| 58159500 | Airport | \$ 2,174,979 | \$ - | \$ 2,174,979 | \$ (2,173,148) | \$ - | \$ (2,173,148) |
| 58859600 | LETS | \$ 7,247,031 | \$ - | \$ 7,247,031 | \$ (7,068,455) | \$ - | \$ (7,068,455) |
| 59535100 | Jail Commissary | \$ 271,946 | \$ - | \$ 271,946 | \$ (246,600) | \$ - | \$ (246,600) |
| Internal Service Funds | | | | | | | |
| 63126500 | Facility Services | \$ 3,235,895 | \$ - | \$ 3,235,895 | \$ (3,154,334) | \$ - | \$ (3,154,334) |
| 63622800 | Information Technology | \$ 6,498,746 | \$ - | \$ 6,498,746 | \$ (6,355,495) | \$ - | \$ (6,355,495) |
| 66126700 | Car Pool | \$ 2,594,035 | \$ 93,771 | \$ 2,687,806 | \$ (2,302,376) | \$ (93,771) | \$ (2,396,147) |
| 67785200 | Benefit Fund | \$ 11,390,200 | \$ - | \$ 11,390,200 | \$ (11,156,730) | \$ - | \$ (11,156,730) |
| 67785201 | Benefit Fund - Pension | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 67885230 | Pension Fund - Non Union | \$ 3,302,737 | \$ - | \$ 3,302,737 | \$ (3,252,385) | \$ - | \$ (3,252,385) |
| 67885232 | Pension Fund - Sergeant | \$ 678,895 | \$ - | \$ 678,895 | \$ (678,895) | \$ - | \$ (678,895) |
| 67885234 | Pension Fund - Sheriff | \$ 2,440,680 | \$ - | \$ 2,440,680 | \$ (2,440,656) | \$ - | \$ (2,440,656) |
| 67885236 | Pension Fund - Lieutenants | \$ 315,407 | \$ - | \$ 315,407 | \$ (315,408) | \$ - | \$ (315,408) |
| 67885238 | Pension Fund - 911 Dispatch | \$ 67,241 | \$ - | \$ 67,241 | \$ (67,228) | \$ - | \$ (67,228) |
| 67885240 | Pension Fund - 911 Non Union | \$ 145,479 | \$ - | \$ 145,479 | \$ (155,868) | \$ - | \$ (155,868) |
| 67885242 | Pension Fund - EMS Union | \$ 209,071 | \$ - | \$ 209,071 | \$ (209,100) | \$ - | \$ (209,100) |
| 67885244 | Pension Fund - EMS Non Union | \$ 220,401 | \$ - | \$ 220,401 | \$ (223,506) | \$ - | \$ (223,506) |
| 67885246 | Pension Fund - Courts Union | \$ 865,921 | \$ - | \$ 865,921 | \$ (865,920) | \$ - | \$ (865,920) |
| 67885248 | Pension Fund - Building Union / Non Union | \$ 177,747 | \$ - | \$ 177,747 | \$ (178,508) | \$ - | \$ (178,508) |
| 67885250 | Pension Fund - LETS Non Union | \$ 240,602 | \$ - | \$ 240,602 | \$ (271,695) | \$ - | \$ (271,695) |
| 67885252 | Pension Fund - Health Non Union | \$ 585,100 | \$ - | \$ 585,100 | \$ (626,193) | \$ - | \$ (626,193) |
| 67885254 | Pension Fund - Airport Non Union | \$ 61,091 | \$ - | \$ 61,091 | \$ (61,092) | \$ - | \$ (61,092) |
| 67885256 | Pension Fund - Public Defender Non Union | \$ 274,910 | \$ - | \$ 274,910 | \$ (274,914) | \$ - | \$ (274,914) |
| 67885258 | Pension Fund - Veterans Services Non Union | \$ 122,182 | \$ - | \$ 122,182 | \$ (122,184) | \$ - | \$ (122,184) |
| | | \$ 95,071,667 | \$ 32,336 | \$ 95,104,003 | \$ (90,608,017) | \$ (765,000) | \$ (91,373,017) |

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement for Project Management Services for the Renovation of the Health Department – Facility Services

WHEREAS, the Livingston County Health Department has identified a need for renovations of client and office spaces; and

WHEREAS, this renovation project was included in the 2024 Capital Improvement Plan; and

WHEREAS, the majority of the funding for this project will be provided through the CDC Public Health Infrastructure Grant (\$704,738); and

WHEREAS, the Health Department, Facility Services, and Lindhout Associates have finalized a floor plan for the project; and

WHEREAS, Lindhout Associates have submitted a proposal for an estimated fee of \$55,103 for project management services.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners authorizes signing an agreement for project management services with Lindhout Associates for an estimated amount of \$55,103 to assist with the renovation of the Health Department.

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.

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

#

**MOVED:
SECONDED:
CARRIED:**



June 3, 2024

Livingston County Health Department
420 S. Highlander Way
Howell, MI 48843

Attn: Matt Bolang, Director/Health Officer

Re: Livingston County Health Department Interior Renovation Project – Architectural Proposal

Dear Matt,

Following our initial feasibility study work, and the Board of Commissioners recent decision to move the project forward into the public bidding phase, we’re pleased to offer you a proposal for the remaining scope of services. The basis of this proposal will be the current feasibility study plans and probable cost statement that have been completed to date.

Given the above stated objective, we are please to offer you the following service proposal to assist you in your efforts:

PROPOSED PROFESSIONAL SERVICES

Schematic Design Phase: Remaining schematic design services will include creation of interior elevations of new millwork and transaction counters throughout. These elevations will be reviewed with you and your staff and will be modified per those discussions. These drawings, along with the feasibility study plan, will be used as background files that will be shared with our MEP consultants for their future work.

Design Development Phase: After completion of the schematic design work, we will continue the design process by further developing the concepts of the mechanical and electrical systems for the project. Field visits to the site with our MEP consultants will be required to fully document the existing conditions, and updates to the background drawings will be made as required. We will also work with County staff to establish future public bidding procedures for this project.

Construction Documents Phase: Following the design development process, we will prepare the necessary documents for competitive contractor bidding as well as permit review. Complete architectural, mechanical, electrical, and plumbing drawings and specifications will be produced. A project manual will be produced which outlines the general conditions of the construction project, gives instructions to the bidders, and assigns responsibilities regarding insurances, scheduling, safety, and quality issues. The construction documents should be reviewed and approved by you prior to the release to the bidders.

Bidding Phase: We will coordinate the bidding process by distributing bid sets through a public bidding process, answer all questions regarding the documents, attend a mandatory on-site walk-thru with interested bidding contractors, issue all required addenda, review of all bids received, and will attend all required interviews. We will also assist you in preparing a contract for construction with the selected general contractor.

Construction Phase: During construction of the project, we will make regular site visits to observe the progress. We will assist the contractors in interpretation of the documents and in unforeseen field conditions. During this phase we will assist Facility Services in the selection of interior finishes. We will also review shop drawings and submittals from the subcontractors. On a monthly basis we will review and process the contractor’s application for payment.

Our Mission

Integrity
in architecture and design
in client relationships
in employee relationships
in community relationships

advancement
in all these efforts

william p. lindhout frank l. pierron piet w. lindhout robert j. king michael j. kennedy david a. richardson michael j. o’leary
bradley m. alvord john w. eckstein d. jason mcintyre holly a. osterhout joshua l. hendershot heather m. teeling

PROFESSIONAL SERVICES (SUMMARY)

We are offering you professional services, which include:

- ARCHITECTURAL DESIGN
- MECHANICAL ENGINEERING
- ELECTRICAL ENGINEERING
- BIDDING COORDINATION
- CONSTRUCTION ADMINISTRATION
- ASSISTANCE WITH INTERIOR MATERIAL AND COLOR SELECTIONS

PROPOSED FEE

Per our established master services agreement, for office renovations projects with estimated construction costs between 500K – 1.0M, a percentage fee of 9.18% would be earned. Based on our most recent probable cost statement, we’re currently estimating the cost of renovation work at \$600,247.40. Using our established **9.18% fee**, this would equate to an overall **estimated fee of \$55,102.71** for the project. Please note that this estimated fee will be adjusted once the project goes through the formal public bid process, and a guaranteed maximum price is established by the selected general contractor.

Our estimated fee breaks down into the following allocation:

| | |
|-----------------------------------|-----|
| Schematic Design Phase | 5% |
| Design Development Phase | 15% |
| Construction Documents Phase | 50% |
| Bidding Administration Phase | 10% |
| Construction Administration Phase | 20% |

Our hourly rates per our master services agreement are as follows:

| | |
|--------------------------|-------------------|
| CEO & President | \$132.60 per hour |
| Principal | \$107.10 per hour |
| Project Manager | \$87.72 per hour |
| Senior Project Architect | \$83.64 per hour |
| Project Architect | \$81.60 per hour |
| Architect | \$76.50 per hour |
| Planner / Designer | \$73.44 per hour |
| Intern Architect III | \$71.40 per hour |
| Intern Architect II | \$66.30 per hour |
| Intern Architect I | \$61.20 per hour |

All work will be performed on our CADD system with complete sheet specifications. Our fees do not include furniture design and/or coordination services, models, print charges for bidding and construction documents, surveys, soil borings, septic design, zoning board variances, application/review fees, site plan amendments, out of town travel expenses beyond 50 miles, or any other service not mentioned as such. Significant changes to previously approved designs will be charged at our standard hourly rates and may affect total costs adversely.

Please note that our practice of architecture does not include any expertise or control over environmentally hazardous materials in your existing building or on your site. Our service proposal does not include any analysis or abatement work of any kind. If we are made aware of any such situation, we will notify you and assist you in seeking professional advice for the given situation.



TERMS AND CONDITIONS

This proposal is subject to the general terms and conditions of our current multi-year contract with the County.

We hope that this is an acceptable proposal for our continued service to Livingston County. We look forward to this opportunity to help with your proposed renovations. Please let us know if there is any clarification we can make on this proposal. If it is acceptable, please sign below, and return it to our office.

Respectfully Submitted,

Approval to Proceed:



Bradley M. Alvord, Architect, Partner
Lindhout Associates architects aia pc

Matt Bolang, Director/Health Officer
Livingston County Health Department

Date



Michael J. Kennedy, AIA, Architect, CEO
Lindhout Associates architects aia pc

Nathan Burd, County Administrator
Livingston County

Date



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution to Realign Categories within the Fowlerville EMS Base Project –
Emergency Medical Services**

WHEREAS, in March of 2023, the Board authorized under resolution 2023-03-045, Livingston County EMS to purchase with ARPA funds, a building from the Fowlerville Area Fire Authority, to be used as a rural ambulance base and environmental costs incurred in assessing the property; and

WHEREAS, over the course of the year the Board authorized three additional resolutions 2023-05-086, 2023-05-087 and 2023-09-171 for technology equipment and upgrades, architectural design and construction bidding, and general renovations which include flooring, HVAC and generator replacement, furniture, and signage; and

WHEREAS, the project total for this project approved under these four resolutions is \$693,126; and

WHEREAS, throughout the course of the project the amounts designated for each category have varied from the original projected budget due to various reasons including needs and price changes but are limited by category authorization designated in each resolution; and

WHEREAS, EMS is recommending flexibility without increasing the cost of the project by removing the category budgeted limits for the needs determined on the project and also moving two of the existing items that, the generator and signage, be moved from ARPA funding to General Fund Vision Tour Contingency.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes completing the Fowlerville EMS base project cost as a whole, not to exceed the previous approved total appropriation of \$693,126.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the generator and signage funding source be moved from ARPA funding to General Fund Vision Tour Committed Fund Balance and the same amount be moved in ARPA from this project to PPLEV.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the purchase of a generator for the base from Michigan Electrical Services LLC in the amount of \$25,653 to be paid from General Fund Vision Tour Committed Fund balance.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the purchase of signage for the new base from Signature Signs in the amount of \$20,185 to be paid from General Fund Vision Tour Committed Fund balance.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes any remaining balances authorized from ARPA for this project be reallocated to ARPA Pre Pandemic Level Staffing (PPLEV) as outlined in Resolution 2024-05-055.

BE IT FURTHER RESOLVED the Board of Commissioners hereby authorizes any budget amendments needed to effectuate the above.

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

#

MOVED:
SECONDED:
CARRIED:

David Feldpausch
Director



Amy Chapman
Deputy Director

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: 6-5-24
Re: Fowlerville EMS Base Housekeeping

I apologize because this is a complex resolution that is attempting to resolve several issues at once.

We are in the wrap up phase of this project and after some conversation with Cindy and Commissioners Fiani we have decided to close out the ARPA Fowlerville EMS base project and to move the balance to Vision Tour. I suspect the balance on this project to be approximately \$65,395.85 as Livingston County, Shaw, and Lindhout completed it under the approved budget.

As a house keeping measure, we are asking that this resolution supersedes all previous resolutions, and we have one approved budget figure rather than many individual project budgets as a few of them were adjusted in the construction process. This will aide us going forward as we satisfy the audit requirement for ARPA and make the process much cleaner and neater.

We do have a couple of items remaining requiring board authorization that could not be easily completed during the ARPA phase. First is a digital sign that was not what we had originally spec'd in the process. The current sign requires the manual changing of letters on a light up back drop. We have changed it numerous times and is a very inefficient process and does not have a modern image. This is also the first time we have had one of our EMS facilities closely embedded in a downtown community. We solicited 3 bids and the cost for a basic digital sign is \$20,185.00 and would allow for the display to be changed remotely with secure access. Second, we had budget \$40,000 to replace the existing diesel generator with a natural gas. The quote under our existing contract through facility services was over \$75,000. I was able to work with Procurement and identify a collaborative contract that we could use and solicited quotes from local vendors. We now have a quote to replace the generator for \$25,652.01. This quote was reviewed and approved by facility services director and will meet the current needs of the building for many years.

I welcome any questions or comments as I know this is a complex resolution.

David Feldpausch
dfeldpausch@livgov.com
517/294-1853



Michigan Electrical Service, LLC

16452 Whispering Meadows Dr.
Stockbridge, Mi. 49285

Phone: 517-899-8726
Email: tom@mielectricalserv.com

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 6/21/2024 | 223217 |

| |
|---|
| Name / Address |
| Livingston County EMS 1911 Tooley Rd. Howell, Mi. 48855 |

| | | | Project |
|---|-----|-------------------------|------------|
| Description | Qty | Rate | Total |
| Quote for: Fowlerville EMS Location 200 N. Grand St. Fowlerville, Mi. 48836 | | | |
| Proposal is quoted through the Generac / Sourcewell Cooperative Agreement | | | |
| XG03245CNAX 32kW Generac Generator | 1 | 13,572.30 | 13,572.30T |
| RTSW200J3 Generac 200Amp Transfer Switch | 1 | 1,810.75 | 1,810.75T |
| 31R Battery | 1 | 199.00 | 199.00T |
| G0099020 Voltage Configuration Cartridge 120/240V 3-Phase | 1 | 69.99 | 69.99T |
| G0099060 100Amp 3-Pole Circuit Breaker | 1 | 189.99 | 189.99T |
| G0079930 Enclosure-Mounted E-Stop Kit | 1 | 96.99 | 96.99T |
| G0079900 Engine Block Heater Kit | 1 | 162.99 | 162.99T |
| G0074110 Transfer Switch 3-Phase Sensing Kit | 1 | 50.00 | 50.00T |
| Electric power cable, control wires, conduit, fittings and all necessary installation materials. | 1 | 1,200.00 | 1,200.00T |
| Hourly Labor - Supply and install: | 48 | 125.00 | 6,000.00 |
| <ul style="list-style-type: none"> - Generac Protector Series 32kW liquid cooled generator at the back of building near gas meter to replace existing generator. - 200Amp 3 phase service rated transfer switch to replace existing transfer switch. - Disconnect and haul away existing diesel generator and transfer switch. - Mount new generator on existing concrete pad. - Route wiring from panel to transfer switch and from transfer switch to generator. - Install cold weather kit. - Program generator, perform startup & test generator and transfer switch for proper operation. | | | |
| Supply and install 1 1/4" gas line outside from meter, run approximately 10' - 15' to generator. | 1 | 900.00 | 900.00 |
| Price firm for acceptance within 30 days. | | Subtotal | |
| <p style="text-align: center;">Acceptance of Proposal</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted. Payments will be made as authorized above.</p> | | Sales Tax (0.0%) | |
| | | Total | |

Signature: _____

Date: _____



Michigan Electrical Service, LLC

16452 Whispering Meadows Dr.
Stockbridge, MI. 49285

Phone: 517-899-8726
Email: tom@mielectricalserv.com

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 6/21/2024 | 223217 |

| |
|---|
| Name / Address |
| Livingston County EMS 1911 Tooley Rd. Howell, Mi. 48855 |

| | | | Project |
|--|-----|----------|-----------|
| Description | Qty | Rate | Total |
| Equip Rental | 1 | 1,200.00 | 1,200.00T |
| Electrical Permit | 1 | 100.00 | 100.00 |
| Mechanical Permit | 1 | 100.00 | 100.00 |
| TERMS: 25% due upon acceptance of proposal. Balance due upon completion of installation. | | | |

| | | |
|---|-------------------------|-------------|
| Price firm for acceptance within 30 days. | Subtotal | \$25,652.01 |
| Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. Payments will be made as authorized above. | Sales Tax (0.0%) | \$0.00 |
| | Total | \$25,652.01 |

Signature: _____

Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a contract with Lindhout & Associates for Engineering and Bidding Coordination Work on Proposed EMS Bases – Emergency Medical Services

WHEREAS, after an extensive study of EMS response times, Livingston County EMS has determined a need to improve rural response times; and

WHEREAS, Livingston County EMS has been researching areas and working on the addition of rural EMS bases over the past two year; and

WHEREAS, the next phase of this project is to complete additional engineering work and coordinate a formal bid process to establish the actual cost to construct EMS bases in Putnam and Cohoctah Townships; and

WHEREAS, Livingston County has an existing contract in place for this type of work with Lindhout Associates; and

WHEREAS, Lindhout has prepared and submitted proposals for engineering and bidding for these projects totaling \$156,707; and

WHEREAS, the recommended funding source is Vision Tour funds for the rural EMS base projects.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into contract for architectural and related services with Lindhout & Associates for two proposed rural EMS bases, Cohactah Township at \$84,244 and Putnam Township at \$72,463, with funding for these services coming from General Fund Vision Tour Committed Fund Balance.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes any budget amendments needed to effectuate the above projects.

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

#

**MOVED:
SECONDED:
CARRIED:**

David Feldpausch
Director



Amy Chapman
Deputy Director

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: 6-5-24
Re: Rural EMS Base Engineering and Bids

This resolution is a follow up to our FAM closed session last month where we discussed the status of the Rural EMS base project. Unfortunately, we were not selected by Slotkin's office for Community Project funding this round.

This resolution authorizes the use of an existing contract with Lindhout to perform the remaining engineering work and send both (Putnam & Cohoctah) base plans out for bid. This is the last phase of development and will result in us bringing forward a construction proposal to complete the work.

The recommended funding source for this work is vision tour fund balance. If approved, these costs will be rolled in to the total cost of the project. All the design, engineering, and soil work to this point have been paid for out of the EMS budget which is not able to absorb this cost.

My hope is that we can bring you back a proposal that you all can support to complete both needed EMS bases later this fall and begin construction in early 2025.

As always if you have questions or comments, I welcome them!

David Feldpausch
dfeldpausch@livgov.com
517/294-1853



May 24, 2024

Livingston County EMS
1911 Tooley Rd.
Howell, MI 48855

Attn: Dave Feldpausch, EMS Director

Re: Livingston County EMS: Putnam Township Substation – Architectural Proposal

Dear Dave,

Following our initial feasibility study work, and the Board of Commissioners recent decision to move the project forward into the public bidding phase, we are pleased to offer you a full service proposal for the remaining scope of work. The basis of this proposal will be the current feasibility study plans and exterior imagery that have been completed to date.

Given the above stated objective, we are please to offer you the following service proposal to assist you in your efforts:

PROPOSED PROFESSIONAL SERVICES

Schematic Design Phase: Remaining schematic design services will include modifying our previous design to accommodate the new Putnam Township site. These drawings, along with the previously approved plan, will be used as background files that will be shared with our structural and MEP consultants.

Design Development Phase: After completion of the schematic design work, we will continue the design process by further developing the concepts for the structural, mechanical and electrical systems for the project. The site will also be engineered at this time by Boss Engineering for submission to the local municipality for their review and approval. The site plan submission package includes an engineered site plan and a landscape plan (by others), and building floor plans, building elevations, and completed application forms as completed by Lindhout Associates and Boss Engineering. We will present your project to the Planning Commission, attend all meetings, and represent you at those meetings. At the completion of this work phase, the probable cost statement will be updated if any significant changes occurred to the plans.

Construction Documents Phase: Following the design development process, we will modify the previously prepared construction documents to create the necessary documentation for competitive contractor bidding as well as permit review. Complete structural, mechanical, electrical, and architectural drawings and specifications will be produced. We will coordinate with Boss Engineering and integrate their work into the bids sets. A project manual will be produced which outlines the general conditions of the construction project, gives instructions to the bidders, and assigns responsibilities regarding insurances, scheduling, safety, and quality issues. The construction documents should be reviewed and approved by you prior to the release to the bidders. If any significant changes occurred in the design, the probable cost statement will be updated during this phase of work.

Bidding Phase: We will coordinate the bidding process by distributing bid sets, answer all questions regarding the documents, issue all required addenda, review of all bids received, and will attend all interviews. We will also assist you in preparing a contract for construction with the selected general contractor.

Construction Phase: During construction of the project, we will make regular site visits to observe the progress. We will assist the contractors in interpretation of the documents and in unforeseen field conditions. During this phase we will assist Facility Services in the selection of interior finishes. We will also review shop drawings and

Our Mission

Integrity
in architecture and design
in client relationships
in employee relationships
in community relationships

advancement
in all these efforts

submittals from the subcontractors. On a monthly basis we will review and process the contractor’s application for payment.

PROFESSIONAL SERVICES (SUMMARY)

We are offering you professional services, which include:

- SITE DESIGN / CIVIL ENGINEERING SERVICES
- BUILDING DESIGN
- MECHANICAL ENGINEERING
- ELECTRICAL ENGINEERING
- BIDDING COORDINATION
- CONSTRUCTION ADMINISTRATION
- ASSISTANCE WITH INTERIOR MATERIAL AND COLOR SELECTIONS

PROPOSED FEE

Per our established master services agreement, for projects with estimated construction costs between 1.0M – 3.0M, a percentage fee of 7.14% would be earned. Based on our most recent probable cost statement, we are estimating the cost of building construction at \$1,014,876.50. Using our established **7.14% fee**, this would equate to an overall **estimated fee of \$72,462.18** for the project. Please note that this estimated fee will be adjusted once the project goes through the formal public bid process, and a guaranteed maximum price is established by the selected general contractor.

Our estimated fee breaks down into the following allocation:

| | |
|-----------------------------------|-----|
| Schematic Design Phase | 5% |
| Design Development Phase | 25% |
| Construction Documents Phase | 40% |
| Bidding Administration Phase | 10% |
| Construction Administration Phase | 20% |

Our hourly rates per our master services agreement are as follows:

| | |
|--------------------------|-------------------|
| CEO & President | \$132.60 per hour |
| Principal | \$107.10 per hour |
| Project Manager | \$87.72 per hour |
| Senior Project Architect | \$83.64 per hour |
| Project Architect | \$81.60 per hour |
| Architect | \$76.50 per hour |
| Planner / Designer | \$73.44 per hour |
| Intern Architect III | \$71.40 per hour |
| Intern Architect II | \$66.30 per hour |
| Intern Architect I | \$61.20 per hour |

All work will be performed on our CADD system with complete sheet specifications. Our fees do not include furniture design and/or coordination services, models, print charges for bidding and construction documents, surveys, soil borings, septic design, zoning board variances, application/review fees, site plan amendments, out of town travel expenses beyond 50 miles, or any other service not mentioned as such. Significant changes to previously approved designs will be charged at our standard hourly rates and may affect total costs adversely.

Please note that our practice of architecture does not include any expertise or control over environmentally hazardous materials in your existing building or on your site. Our service proposal does not include any analysis or abatement work of any kind. If we are made aware of any such situation, we will notify you and assist you in seeking professional advice for the given situation.





May 24, 2024

Livingston County EMS
1911 Tooley Rd.
Howell, MI 48855

Attn: Dave Feldpausch, EMS Director

Re: Livingston County EMS: Cohoctah Township Substation – Architectural Proposal

Dear Dave,

Following our initial feasibility study work, and the Board of Commissioners recent decision to move the project forward into the public bidding phase, we are pleased to offer you a full service proposal for the remaining scope of work. The basis of this proposal will be the current feasibility study plans and exterior imagery that have been completed to date.

Given the above stated objective, we are please to offer you the following service proposal to assist you in your efforts:

PROPOSED PROFESSIONAL SERVICES

Schematic Design Phase: Remaining schematic design services will include creating formal exterior elevations from our rendered exterior views, and development of overall schematic building sections for the proposed facility. These drawings, along with the approved plan, will be used as background files that will be shared with our structural and MEP consultants.

Design Development Phase: After completion of the schematic design work, we will continue the design process by further developing the concepts for the structural, mechanical and electrical systems for the project. The site will also be engineered at this time by Boss Engineering for submission to the local municipality for their review and approval. The site plan submission package includes an engineered site plan and a landscape plan (by others), and building floor plans, building elevations, and completed application forms as completed by Lindhout Associates and Boss Engineering. We will present your project to the Planning Commission, attend all meetings, and represent you at those meetings. At the completion of this work phase, the probable cost statement will be updated if any significant changes occurred to the plans.

Construction Documents Phase: Following the design development process, we will prepare the necessary documents for competitive contractor bidding as well as permit review. Complete structural, mechanical, electrical, and architectural drawings and specifications will be produced. We will coordinate with Boss Engineering and integrate their work into the bids sets. A project manual will be produced which outlines the general conditions of the construction project, gives instructions to the bidders, and assigns responsibilities regarding insurances, scheduling, safety, and quality issues. The construction documents should be reviewed and approved by you prior to the release to the bidders. If any significant changes occurred in the design, the probable cost statement will be updated during this phase of work.

Bidding Phase: We will coordinate the bidding process by distributing bid sets, answer all questions regarding the documents, issue all required addenda, review of all bids received, and will attend all interviews. We will also assist you in preparing a contract for construction with the selected general contractor.

Construction Phase: During construction of the project, we will make regular site visits to observe the progress. We will assist the contractors in interpretation of the documents and in unforeseen field conditions. During this phase we will assist Facility Services in the selection of interior finishes. We will also review shop drawings and

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We are offering you professional services, which include:

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- BUILDING DESIGN
- MECHANICAL ENGINEERING
- ELECTRICAL ENGINEERING
- BIDDING COORDINATION
- CONSTRUCTION ADMINISTRATION
- ASSISTANCE WITH INTERIOR MATERIAL AND COLOR SELECTIONS

PROPOSED FEE

Per our established master services agreement, for projects with estimated construction costs between 1.0M – 3.0M, a percentage fee of 7.14% would be earned. Based on our most recent probable cost statement, we are estimating the cost of building construction at \$1,179,876.50. Using our established **7.14% fee**, this would equate to an overall **estimated fee of \$84,243.18** for the project. Please note that this estimated fee will be adjusted once the project goes through the formal public bid process, and a guaranteed maximum price is established by the selected general contractor.

Our estimated fee breaks down into the following allocation:

| | |
|-----------------------------------|-----|
| Schematic Design Phase | 5% |
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| Intern Architect III | \$71.40 per hour |
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All work will be performed on our CADD system with complete sheet specifications. Our fees do not include furniture design and/or coordination services, models, print charges for bidding and construction documents, surveys, soil borings, septic design, zoning board variances, application/review fees, site plan amendments, out of town travel expenses beyond 50 miles, or any other service not mentioned as such. Significant changes to previously approved designs will be charged at our standard hourly rates and may affect total costs adversely.

Please note that our practice of architecture does not include any expertise or control over environmentally hazardous materials in your existing building or on your site. Our service proposal does not include any analysis or abatement work of any kind. If we are made aware of any such situation, we will notify you and assist you in seeking professional advice for the given situation.



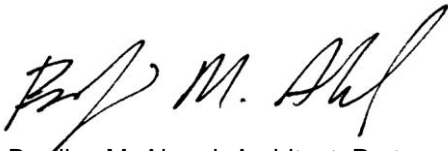
TERMS AND CONDITIONS

This proposal is subject to the general terms and conditions of our current multi-year contract with the County.

We hope that this is an acceptable proposal for our continued service to Livingston County. We look forward to this opportunity to help with your proposed renovations. Please let us know if there is any clarification we can make on this proposal. If it is acceptable, please sign below, and return it to our office.

Respectfully Submitted,

Approval to Proceed:



Bradley M. Alvord, Architect, Partner
Lindhout Associates architects aia pc

Dave Feldpausch, EMS Director
Livingston County

Date



Michael J. Kennedy, AIA, Architect, CEO
Lindhout Associates architects aia pc

Nathan Burd, County Administrator
Livingston County

Date



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Transmission of the Approved 2025-2030 County Capital Improvement Plan to the Livingston County Board of Commissioners – Planning Department

- WHEREAS,** a Capital Improvement Plan allows for the planning of projects over a certain period of time; and
- WHEREAS,** County Departments are requesting to be financed with County funds to build, renovate, or buy equipment, infrastructure, or property to be used as a public asset or to benefit the public; and
- WHEREAS,** a “Capital Project” is defined as a project large in size, having a cost in excess of \$50,000, and a useful life greater than 3 years; and
- WHEREAS,** the Capital Improvement Plan is prepared per a policy laid out in the Debt Management Policy, which states that the County Planning Commission, in collaboration with the County Department of Planning, will annually prepare a multi-year inventory identifying projects approved or anticipated by various County departments, which is supported by **Board Resolution #702-288**; and
- WHEREAS,** inasmuch as the County Planning Commission has an adopted County Master Plan, the County Planning Commission must be included in the formal review process of proposed County Department Capital Improvement Plan projects (**Michigan Planning Enabling Act, Act 33 of 2008 - MCLA 125:3831 and 125:3865-3867**); and
- WHEREAS,** to make informed decisions, prioritize needs, and plan for fiscal requirements it is beneficial to include Department capital project requests for the upcoming year(s) in both the Capital Improvement Plan and the annual budget process; and
- WHEREAS,** it is the recommendation of the County’s Planning Department and County Administration that the Capital Improvement Plan process be incorporated into the annual County Budget Process and that all County Departments with requests for projects with estimated costs in excess of \$50,000 participate in providing the information requested to be included in the Capital Improvement Plan; and
- WHEREAS,** that the Livingston County Board of Commissioners has approved that the annual Capital Improvement Planning (CIP) process be incorporated with the annual Operating Budget Process and County Departments with projects in excess of \$50,000 participate in completion of the CIP.

THEREFORE, BE IT RESOLVED that the Planning Commission will continue to review and transmit the Livingston County Capital Improvement Plan annually to the Livingston County Board of Commissioners.

BE IT FURTHER RESOLVED that the Livingston County Planning Commission herein transmits the 2025-2030 Livingston County Capital Improvement Plan to the Livingston County Board of Commissioners and requests that the Board formally receive, file and utilize the report as appropriate.

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MOVED:
SECONDED:
CARRIED:

APPROVED

Resolution

Livingston County Planning Commission

TRANSMISSION OF THE

APPROVED 2025-2030 COUNTY CAPITAL IMPROVEMENT PLAN

TO THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS

WHEREAS, a Capital Improvement Plan allows for the planning of projects over a certain period of time; and

WHEREAS, County Departments are requesting to be financed with County funds to build, renovate, or buy equipment, infrastructure or property to be used as a public asset or to benefit the public; and

WHEREAS, a capital project is defined as a project large in size, having a cost in excess of \$50,000, and a useful life greater than 3 years; and

WHEREAS, the Capital Improvement Plan is prepared per a policy laid out in the Debt Management Policy, which states that the County Planning Commission, in collaboration with the County Department of Planning, will annually prepare a multi-year inventory identifying projects approved or anticipated by various County departments, which is supported by **Board Resolution #702-288**; and

WHEREAS, inasmuch as the County Planning Commission has an adopted County Master Plan, the County Planning Commission must be included in the formal review process of proposed County Department Capital Improvement Plan projects (**Michigan Planning Enabling Act, Act 33 of 2008 - MCLA 125:3831 and 125:3865-3867**); and

WHEREAS, to make informed decisions, prioritize needs, and plan for fiscal requirements it is beneficial to include Department capital project requests for the upcoming year(s) in both the Capital Improvement Plan and the annual budget process; and

WHEREAS, it is the recommendation of the County's Planning Department and County Administration that the Capital Improvement Plan process be incorporated into the annual County Budget Process and that all County Departments with requests for projects with estimated costs in excess of \$50,000 participate in providing the information requested to be included in the Capital Improvement Plan; and

WHEREAS, that the Livingston County Board of Commissioners has approved that the annual Capital Improvement Planning (CIP) process be incorporated with the annual Operating Budget Process and County Departments with projects in excess of \$50,000 participate in completion of the CIP.

THEREFORE BE IT RESOLVED that the Planning Commission will continue to review and transmit the Livingston County Capital Improvement Plan annually to the Livingston County Board of Commissioners; and

BE IT FURTHER RESOLVED that the Livingston County Planning Commission herein transmits the 2025-2030 Livingston County Capital Improvement Plan to the Livingston County Board of Commissioners and requests that the Board formally receive, file, and utilize the report as appropriate.

Approved: 

Bill Anderson, Chair

Attest: 

Scott Barb, Planning Department Director

On This Date: Wednesday, June 19, 2024

LIVINGSTON COUNTY PLANNING COMMISSION

Bill Anderson, Chair
Matt Ikle, Vice Chair
William Call, Secretary
Dennis Bowdoin
Margaret Burkholder
Paul Funk
Jason Schrock



Livingston County Department of Planning

MEMORANDUM

TO: Livingston County Board of Commissioners and members of the Finance and Asset Management Subcommittee

FROM: Robert Stanford, Principal Planner, AICP
Livingston County Planning Department

DATE: June 21, 2024

SUBJECT: 2025-2030 Approved Livingston County Capital Improvement Plan

Scott Barb
AICP, PEM
Director

Robert A. Stanford
AICP
Principal Planner

Martha Haglund
AICP Candidate
Principal Planner

Greetings Commissioners:

On behalf of the Livingston County Planning Department and Planning Commission, I present to you the 2025-2030 Livingston County Capital Improvement Plan (CIP). Unfortunately, due to the size of the document, it precludes the normal inclusion within your packet of information for this meeting. Therefore, one (1) permanent hard copy of the document will be supplied to the Board of Commissioner's office and one hard copy will be permanently maintained by the Planning Department. You may access the full document for your own personal use online at the following URL:

<https://milivcounty.gov/wp-content/uploads/2025-2030-CIP-APPROVED-BY-COUNTY-PLANNING-COMMISSION-FINAL.pdf>

The Plan has undergone a rigorous eight-week development and review process by the County Planning Department and CIP Review Subcommittee. Members of the CIP Review Subcommittee are:

- Nathan Burd: County Administrator
- Cindy Arbanas: Deputy County Administrator/ Financial Officer
- Hilery Spicer: Deputy Financial Officer
- Barton Maas: Financial Analyst
- Kristoffer Tobbe: Chief Information Officer
- Kevin Eggleston: Director, Facility Services
- Jason Pless: Undersheriff
- Matt Ikle: Vice-Chair, County Planning Commission
- Robert Stanford: Principal Planner, Planning

As granted through the State of Michigan Enabling Authority under Michigan Public Act 33 of 2008, as amended (MCL 125.3801-3885), the County Planning Commission is required to "annually prepare a six-year capital improvements program." This Plan represents the culmination of that endeavor. As the Plan has now been formally approved by the Livingston County Planning Commission, the Plan is now being forwarded to the County Board of Commissioners via the Finance and Asset Management Subcommittee to formally, accept, review, and permanently file for the 2025-2030 CIP Planning Period.

Along with a Resolution presented for your consideration, I would like to request to present a brief summary of the findings of the CIP Plan at the July 8, 2024, County Finance and Asset Management Subcommittee meeting.

Thank you for your continued support and cooperation through this annual process.

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347

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Web Site
<https://milivcounty.gov/planning/>