

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

AGENDA

September 24, 2018

7:30 PM

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

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: August 27, 2018

3. APPROVAL OF AGENDA

4. REPORTS

5. CALL TO THE PUBLIC

6. RESOLUTIONS FOR CONSIDERATION

6.1 Sheriff

Resolution Authorizing the State of Michigan, Office of Highway Safety Planning's Traffic Enforcement Grant for Fiscal Year 2019

6.2 Drain Commissioner

Resolution Authorizing the Livingston County Drain Commissioner to Amend a Contract with Hubbell, Roth, and Clark, Inc. for the Purpose of Completing SAW Grant Requirements

6.3 Administration

Resolution to Disapprove the Michigan Indigent Defense Commission Grant Disbursement Contract

7. CALL TO THE PUBLIC

8. ADJOURNMENT

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

MEETING MINUTES

August 27, 2018

7:30 PM

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

Members Present:

Kate Lawrence , Douglas G. Helzerman, Carol S. Griffith

Members Absent:

David J. Domas

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Kate Lawrence at 7:31 pm

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: June 25, 2018

Motion to approve the minutes as presented.

Moved By Carol S. Griffith

Seconded By Douglas G. Helzerman

Yes (3): Kate Lawrence , Douglas G. Helzerman, and Carol S. Griffith

Absent (1): David J. Domas

Motion Carried (3-0-1)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By Carol S. Griffith

Seconded By Douglas G. Helzerman

Yes (3): Kate Lawrence , Douglas G. Helzerman, and Carol S. Griffith

Absent (1): David J. Domas

Motion Carried (3-0-1)

4. REPORTS

None.

5. CALL TO THE PUBLIC

Bob Potocki presented Commissioners with a handout regarding Agreement between Brighton Township and Encore Development negotiating sewer prices. Mr. Potocki feels that this is fraudulent.

6. RESOLUTIONS FOR CONSIDERATION

6.1 Sheriff

Resolution Authorizing the Michigan Office of Highway Safety Planning 2019 Secondary Road Patrol and Traffic Accident Prevention Program Grant

Recommend Motion to the Finance Committee.

Moved By Carol S. Griffith

Seconded By Douglas G. Helzerman

Yes (3): Kate Lawrence , Douglas G. Helzerman, and Carol S. Griffith

Absent (1): David J. Domas

Motion Carried (3-0-1)

6.2 Sheriff

Resolution Amending Resolution 2017-11-202 Authorizing the Sheriff Storage Facility Project

Recommend Motion to the Finance Committee.

Moved By Douglas G. Helzerman

Seconded By Carol S. Griffith

Yes (3): Kate Lawrence , Douglas G. Helzerman, and Carol S. Griffith

Absent (1): David J. Domas

Motion Carried (3-0-1)

6.3 DPW / Solid Waste

Resolution Authorizing Solid Waste Challenge Grant Project Agreement with Brighton Charter Township and Release of Funds

6.4 DPW / Solid Waste

Resolution Authorizing Solid Waste Challenge Grant Project Agreement with Hamburg Township and Release of Funds

6.5 DPW / Solid Waste

Resolution Authorizing Solid Waste Challenge Grant Project Agreement with Hartland Township and Release of Funds

6.6 DPW / Solid Waste

Resolution Authorizing Solid Waste Challenge Grant Project Agreement with Marion Township and Release of Funds

6.7 DPW / Solid Waste

Resolution Authorizing Solid Waste Challenge Grant Project Agreement with Oceola Township and Release of Funds

Motion to move Resolutions 6.3 to 6.7 in mass.

Recommend Motion to the Finance Committee.

Moved By Carol S. Griffith

Seconded By Douglas G. Helzerman

Yes (3): Kate Lawrence , Douglas G. Helzerman, and Carol S. Griffith

Absent (1): David J. Domas

Motion Carried (3-0-1)

7. CALL TO THE PUBLIC

None.

8. ADJOURNMENT

Motion to adjourn the meeting at 7:50 p.m.

Moved By Douglas G. Helzerman

Seconded By Carol S. Griffith

Yes (3): Kate Lawrence , Douglas G. Helzerman, and Carol S. Griffith

Absent (1): David J. Domas

Motion Carried (3-0-1)

Respectfully submitted by:

Carol Sue Jonckheere,
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing the State of Michigan, Office of Highway Safety Planning's Traffic Enforcement Grant for Fiscal Year 2019

WHEREAS, the Livingston County Sheriffs' Department wishes to participate in the State Traffic Enforcement Grant for state fiscal year 2019; and

WHEREAS, the County of Livingston may receive up to \$21,000 in reimbursement funds from the State of Michigan, Office of Highway Safety Planning for participation in this grant.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the submission of the application to enter into a contract with the State of Michigan, Office of Highway Safety Planning for the period October 1, 2018 to September 30, 2019 wherein Livingston County may receive up to \$21,000 of State reimbursement funds.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the Grant Application, subsequent Grant Agreement and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendment necessary to effectuate this \$21,000 grant award.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 517-540-4384 Fax 517-545-9627
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Sergeant Chad Sell
Date: 8/30/2018
Re: Resolution authorizing the Sheriff's Office to apply for and enter into contract with the State of Michigan, Office of Highway Safety Planning's Traffic Enforcement Grant for the period October 1, 2018 through September 30, 2019— SHERIFF / PUBLIC SAFETY / FINANCE / BOARD

The Livingston County Sheriff's Office has been invited to participate in the State of Michigan, Office of Highway Safety Planning Traffic Enforcement Grant for State's fiscal year 2019.

The State of Michigan, Office of Highway Safety Planning has offered the Livingston County Sheriff's Office up to \$21,000 in reimbursement funds for participation in the program.

Participation in this grant opportunity will allow the Sheriff's Office to focus specifically on impaired driving, distracted driving and seat belt enforcement.

The main purpose of the program is to increase traffic enforcement within Livingston County thereby reducing the number of traffic related incidents. I am requesting that the Board of Commissioners support the submission of the application and enter into contract with the State of Michigan, Office of Highway Safety Planning for the period October 1, 2018 through September 30, 2019. Your support will allow the Sheriff's Office to continue a vital service to our County.

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

Sergeant Chad Sell

July 27, 2018

Sheriff Mike Murphy
Livingston County Sheriff's Office
150 South Highlander Way
Howell, Michigan 48843

Subject: Fiscal Year 2019 Traffic Enforcement Grant Site Selection

Dear Sheriff Murphy:

The Office of Highway Safety Planning (OHSP) is pleased to announce that Livingston County Sheriff's Office has been pre-approved to serve as the lead agency of a cooperative grant up to \$21,000 in federal grant funding to conduct impaired driving and seat belt enforcement. Using five years of crash data, your county and the following communities within it were selected because they provide the greatest opportunities to reduce fatalities and injuries during 2019:

Seat Belt Enforcement (up to \$3,520): Green Oak Twp.

Impaired Driving Enforcement (up to \$17,480): Green Oak Twp.

Please note enforcement can only be conducted in the identified cities and townships and only during the dates listed below.

Due to reduced funding, the enforcement periods will be limited to the following:

- October 18 – 31, 2018 (Impaired driving)
- December 12 – 31, 2018 (Impaired driving)
- May 20 – June 2, 2019 (Seat belt)
- July 1 – 14, 2019 (Impaired driving)
- August 14 – September 2, 2019 (Impaired driving)

The enclosed document will provide you with an overview of grant responsibilities to make an informed decision about accepting this opportunity.

Please RSVP by completing the enclosed Traffic Enforcement Grant Acceptance and Designation of Project Director **no later than August 3, 2018.** Replies after this date will not be considered for the 2019 fiscal year.

OHSP looks forward to working with you to reduce deaths and injuries on Michigan roadways.

Sincerely,

Michael L. Prince, Director
Office of Highway Safety Planning

Enclosures (2)
cc: Chad Sell



Traffic Enforcement Grant Project Director Responsibilities

Designating a grant project director is vital. The project director is the contact person having authority and responsibility for overseeing the grant and will also be OHSP's primary contact for grant logistics.

The Project Director will:

- Submit a grant application:
 - Request law enforcement departments in OHSP identified communities participate in the overtime traffic enforcement project (provided by OHSP).
 - If a department declines to participate, written documentation must be provided to OHSP. This may reduce the overall grant budget.
 - Gather overtime wage and fringe benefit information.
 - Work with your organization's financial manager to set up a separate grant fund accounts for grant administration, impaired driving enforcement, and seat belt enforcement.
 - Copy and paste information from a grant application template (provided by OHSP).
 - Enter separate budget items for grant administration, impaired driving enforcement, and seat belt enforcement for each department as applicable (provided by OHSP).
 - Create a strategic plan in cooperation with other grant participating law enforcement departments only in the cities and townships identified by OHSP and only during the time periods indicated below.
- Attend a grant orientation in the fall of 2018.
- Provide information about the grant to local media.
- Schedule hours to conduct impaired driving and seat belt enforcement in accordance with the strategic plan. The only dates of enforcement in FY2019 will be as follows:

Enforcement Periods	Focus
October 18 – 31, 2018	Impaired driving
December 12 – 31, 2018	Impaired driving
May 20 – June 2, 2019	Seat belt
July 1 – July 14, 2019	Impaired driving
August 14 – September 2, 2019	Impaired driving

- Ensure that all partner departments verify officers scheduled on grant time have completed the NHTSA-International Association of Chiefs of Police (IACP) approved Standardized Field Sobriety Testing (SFST) curriculum.
- Ensure all law enforcement partner departments working grant overtime certify they have read and agree to the grant management requirements (form provided by OHSP).
- Collect enforcement activity from all partner departments after overtime shifts (enforcement report form provided by OHSP).
- Ensure all participating departments complete and maintain officer dailies for grant-funded patrols and all other grant documentation for three years.
- Compile results from all participating departments in the grant for each enforcement period and submit to OHSP via a report in MAGIC within 5 days after the completion of the enforcement period.
- Track enforcement hours used by enforcement focus to ensure overspending doesn't occur.
- Work with your financial manager/ treasurer to submit quarterly financial reports in MAGIC.

- Complete and submit a final progress report in MAGIC no later than October 30, 2019.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Livingston County Drain Commissioner to Amend a Contract with Hubbell, Roth, and Clark, Inc. for the Purpose of Completing SAW Grant Requirements

WHEREAS, the Board of Commissioners passed Resolution No. 2013-11-327 authorizing the Drain Commissioner's office to apply on behalf of Livingston County for a Stormwater, Asset Management, and Wastewater (SAW) grant in the aggregate amount of \$1,545,762; and

WHEREAS, the Drain Commissioner entered into contract with Hubbell, Roth, and Clark, Inc (HRC) on September 25, 2013, for preparing and submitting the SAW grant application; and

WHEREAS, the SAW grant was awarded and the grant agreement signed by the Authorized Representative, Brian Jonckheere, in December 2017; and

WHEREAS, the Drain Commissioner received proposals from HRC for implementation of three SAW grant activities, including SAW Grant Administration, Stormwater GIS Data Development, and Stormwater Standards Updates, with a total cost of \$172,500; and

WHEREAS, the Drain Commissioner has prepared amendments to the 2013 HRC contract for the proposed SAW grant implementation services, as provided in Exhibit A; and

WHEREAS, the Drain Commissioner anticipates that approximately \$57,500 of the proposed work will be completed in 2018, which is 100% reimbursable through the grant, while the remaining work will be completed in 2019 and 2020; and

WHEREAS, the 2018 budget does not include the aforementioned SAW grant expenses.

THEREFORE BE IT RESOLVED that the Drain Commissioner's 2018 Budget is amended to include the 2018 SAW grant implementation costs by increasing the expenses (account 801000) by \$57,500 for the cost of services described herein and increasing the revenue (account 539000) by \$57,500 to account for reimbursement by the SAW grant.

FUND	APPROVED 2018 BUDGET	PROPOSED AMENDMENT	2018 AMENDED BUDGET
10127500-801000 (Professional Consultants)	\$22,000	\$57,500	\$79,500
10127500-539000 (State Grants)	\$0	\$57,500	\$57,500

BE IT FURTHER RESOLVED that the Drain Commissioner is authorized to execute amendments to the 2013 HRC contract for implementation of the SAW grant in the amount of \$172,500.

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MOVED:

SECONDED:

CARRIED:

Exhibit A

Draft Amendments to the 2013 HRC Contract for SAW Grant Implementation Services

AMENDMENT NO. 1
TO AGREEMENT FOR SAW SCOPING AND GRANT APPLICATION ASSISTANCE
DATED SEPTEMBER 25, 2013
BETWEEN
LIVINGSTON COUNTY DRAIN COMMISSIONER
AND
HUBBELL, ROTH & CLARK, INC

THIS AMENDMENT, made and entered into this ____ day of _____, 2018, by and between the **LIVINGSTON COUNTY DRAIN COMMISSIONER** (“Owner”), whose principal office is located at 2300 E. Grand River, Suite 105, Howell, MI 48843 and **HUBBELL, ROTH & CLARK, INC.** (“Engineer”), located at 105 W. Grand River, Howell MI 48843, amends an Agreement for the *SAW Scoping and Grant Application Assistance* entered into between the parties on September 25, 2013 (“the Agreement”).

The parties agree to amend the above Agreement as follows:

1. ARTICLE I – SCOPE OF SERVICES

Scope of services shall be amended as described in the attached Engineer’s letter titled, “SAW Grant Administration” dated May 24, 2018.

2. ARTICLE II - COMPENSATION

Engineer shall be compensated in accordance with the terms of the Agreement, in an amount not to exceed \$60,000, based on the scope and budget described in the May 24, 2018 letter from the Engineer.

3. ARTICLE IV – TERM OF AGREEMENT

The Agreement will end upon completion of the approved scope of work.

The persons signing on behalf of the parties hereto certify by said signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed this Amendment on the day and year first above written.

LIVINGSTON COUNTY DRAIN COMMISSIONER

Brian Jonckheere
Livingston County Drain Commissioner

Date: _____

HUBBELL, ROTH & CLARK, INC.

Keith McCormack
Vice-President

Date: _____



HUBBELL, ROTH & CLARK, INC.
CONSULTING ENGINEERS SINCE 1915

PRINCIPALS

Daniel W. Mitchell
Nancy M.D. Faught
Keith D. McCormack
Jesse B. VanDeCreek
Roland N. Alix
Michael C. MacDonald
James F. Burton
Charles E. Hart

CONTROLLER

Donna M. Martin

SENIOR ASSOCIATES

Gary J. Tressel
Randal L. Ford
William R. Davis
Dennis J. Benoit
Robert F. DeFrain
Thomas D. LaCross
Albert P. Mickalich
Timothy H. Sullivan
Thomas G. Maxwell

ASSOCIATES

Marshall J. Grazioli
Colleen L. Hill-Stramsak
Bradley W. Shepler
Karyn M. Stickel
Jane M. Graham
Todd J. Sneathen
Aaron A. Uranga
Salvatore Conigliaro
Melissa A. Coatta
Michael P. Darga
Brian K. Davies
James E. Scholl
Matthew G. Slicker
James J. Surhigh
Trevor S. Wagenmaker

HUBBELL, ROTH & CLARK, INC.

MAILING: PO Box 824
Bloomfield Hills, MI 48303-0824

SHIPPING: 555 Hulet Drive
Bloomfield Hills, MI 48302-0360

PHONE: 248-454-6300

WEBSITE: hrcengr.com

OTHER OFFICE LOCATIONS

Delhi Township
Detroit
Grand Rapids
Howell
Jackson
Kalamazoo
Lansing

May 24, 2018

Livingston County Drain Commissioner's Office
2300 East Grand River
Howell, Michigan 48843

Attn: Ms. Michelle LaRose, Environmental Projects Manager

Re: Proposal for Professional Engineering Services HRC Job No. 20130679
SAW Grant Administration
MDEQ SAW Grant

Dear Ms. LaRose:

We understand that the County has received your Stormwater, Asset Management, and Wastewater (SAW) Grant for the completion of a Project Planning task, a Stormwater Asset Management Plan and a Wastewater Asset Management Plan. The SAW application was submitted in 2013 and there has been work completed and changes in the County's needs since the time of the application. Due to the complexity of the grant, oversight is needed to verify that work is executed on time and within budget. We offer this proposal to provide administrative services for the grant.

HRC completed the SAW grant application for Livingston in 2013, and has held a series of meetings with staff since the County was awarded your grant. To date, HRC has spent approximately \$10,000 on meetings and prep work with the County. The work associated with the application was previously paid. This includes multiple scoping meetings, discussions with MDEQ on eligible and ineligible grant expenses, review of costs to date, preliminary review of GIS information, and stormwater meetings with Livingston County.

Moving forward, we understand that the County is looking for assistance with the administration of the grant. Separate proposals will be provided should the County wish to do additional tasks.

The administrative tasks associated with this contract include:

- Monthly Update Meetings with County Staff, including preparation of agendas
- Assistance with MDEQ Disbursement Requests
- Coordination with other consultants on various tasks as needed
- Continued conversations with MDEQ on eligible and ineligible expenses
- Preparation of final deliverable for MDEQ submittal

This project will be managed by Karyn M. Stickel, P.E., as the head of our Asset Management Department. She will be assisted by the appropriate staff as necessary based on the tasks.

The budget for this task is \$60,000 based on 370 additional manhours and the \$10,000 spent to date.



HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915

Recipient Name
May 24, 2018
HRC Job Number 20130679
Page 2 of 2

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

A handwritten signature in blue ink, reading 'Keith D. McCormack'.

Keith D. McCormack, PE
Vice President
JRM

pc: HRC; M. Darga, J. Miller

A handwritten signature in blue ink, reading 'Karyn M. Stickel'.

Karyn M. Stickel, P.E.
Associate

AMENDMENT NO. 2
TO AGREEMENT FOR SAW SCOPING AND GRANT APPLICATION ASSISTANCE
DATED SEPTEMBER 25, 2013
BETWEEN
LIVINGSTON COUNTY DRAIN COMMISSIONER
AND
HUBBELL, ROTH & CLARK, INC

THIS AMENDMENT, made and entered into this ____ day of _____, 2018, by and between the **LIVINGSTON COUNTY DRAIN COMMISSIONER** (“Owner”), whose principal office is located at 2300 E. Grand River, Suite 105, Howell, MI 48843 and **HUBBELL, ROTH & CLARK, INC.** (“Engineer”), located at 105 W. Grand River, Howell MI 48843, amends an Agreement for the *SAW Scoping and Grant Application Assistance* entered into between the parties on September 25, 2013 (“the Agreement”).

The parties agree to amend the above Agreement as follows:

1. ARTICLE I – SCOPE OF SERVICES

Scope of services shall be amended as described in the attached Engineer’s letter titled, “Stormwater GIS Data Development” dated June 4, 2018.

2. ARTICLE II - COMPENSATION

Engineer shall be compensated in accordance with the terms of the Agreement, in an amount not to exceed \$17,500, based on the scope and budget described in the June 4, 2018 letter from the Engineer.

3. ARTICLE IV – TERM OF AGREEMENT

The Agreement will end upon completion of the approved scope of work.

The persons signing on behalf of the parties hereto certify by said signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed this Amendment on the day and year first above written.

LIVINGSTON COUNTY DRAIN COMMISSIONER

Brian Jonckheere
Livingston County Drain Commissioner

Date: _____

HUBBELL, ROTH & CLARK, INC.

Keith McCormack
Vice-President

Date: _____

PRINCIPALS

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Trevor S. Wagenmaker

HUBBELL, ROTH & CLARK, INC.

MAILING: PO Box 824
Bloomfield Hills, MI 48303-0824

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Bloomfield Hills, MI 48302-0360

PHONE: 248-454-6300
WEBSITE: hrcengr.com

OTHER OFFICE LOCATIONS

Delhi Township
Detroit
Grand Rapids
Howell
Jackson
Kalamazoo
Lansing

June 4, 2018

Livingston County Drain Commissioner's Office
2300 East Grand River
Howell, Michigan 48843

Attn: Ms. Michelle LaRose, Environmental Projects Manager

Re: Proposal for Professional Engineering Services HRC Job No. 20130679
Stormwater GIS Data Development
MDEQ SAW Grant

Dear Ms. LaRose:

HRC is pleased to provide this proposal for the initial GIS data preparation. Based upon our recent meeting discussions, the GIS development will be focusing on the County-owned storm water infrastructure.

Initial Preparation of GIS Data

Based upon our initial review of the GIS data, the existing enclosed drain pipe layer had over 500 unusually long pipe segments. However, upon further review, many of these long pipes are tile drains in farm fields. As a result, there are not standard storm sewer structures associated with them and less effort will be required to prepare this data.

HRC will create a separate drain tile layer, or something more appropriately named, and separate them from the standard storm sewer pipes and manholes. HRC will assign unique ID's to these new and existing assets, following the County's current standard naming convention and coordinate with the Cityworks' open standard design format. HRC will work with the County to develop a detailed database and work flows to determine what software modules will be needed to implement a work order and asset management system.

HRC has done a brief review of the LaserFiche document management system and will need to access plans to verify some of the feature attributes for the drain and pipe layers.

Our fees will be based on a specific, agreed-upon level of effort for assistance with the engineering tasks outlined above. We will bill our services monthly in accordance with our standard 2.90 multiplier rate. No work will be performed without specific direction of LCDC staff.

HRC's estimates for the tasks outline above are as follows:

Initial Preparation of GIS Data - \$17,500

Schedule

The schedule for this task would be to complete the preparation of the database within 60 days of authorization to proceed. If you have any questions or require any additional

Recipient Name
June 4, 2018
HRC Job Number 20130679
Page 2 of 2

information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Keith D. McCormack, PE
Vice President
JRM
pc: HRC; M. Darga, J. Miller



Karyn M. Stickel, P.E.
Associate

AMENDMENT NO. 3

**TO AGREEMENT FOR SAW SCOPING AND GRANT APPLICATION ASSISTANCE
DATED SEPTEMBER 25, 2013**

**BETWEEN
LIVINGSTON COUNTY DRAIN COMMISSIONER
AND
HUBBELL, ROTH & CLARK, INC**

THIS AMENDMENT, made and entered into this ____ day of _____, 2018, by and between the **LIVINGSTON COUNTY DRAIN COMMISSIONER** (“Owner”), whose principal office is located at 2300 E. Grand River, Suite 105, Howell, MI 48843 and **HUBBELL, ROTH & CLARK, INC.** (“Engineer”), located at 105 W. Grand River, Howell MI 48843, amends an Agreement for the *SAW Scoping and Grant Application Assistance* entered into between the parties on September 25, 2013 (“the Agreement”).

The parties agree to amend the above Agreement as follows:

1. ARTICLE I – SCOPE OF SERVICES

Scope of services shall be amended as described in the attached Engineer’s letter titled, “Livingston County Drain Commissioner’s Office Stormwater Standards” dated April 12, 2018.

2. ARTICLE II - COMPENSATION

Engineer shall be compensated in accordance with the terms of the Agreement, in an amount not to exceed \$95,000, based on the scope and budget described in the April 12, 2018 letter from the Engineer.

3. ARTICLE IV – TERM OF AGREEMENT

The Agreement will end upon completion of the approved scope of work.

The persons signing on behalf of the parties hereto certify by said signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed this Amendment on the day and year first above written.

LIVINGSTON COUNTY DRAIN COMMISSIONER

Brian Jonckheere
Livingston County Drain Commissioner

Date: _____

HUBBELL, ROTH & CLARK, INC.

Keith McCormack
Vice-President

Date: _____

April 12, 2018

Livingston County Drain Commissioner
2300 E. Grand River
Suite 105
Howell, Michigan 48843

Attn: Ms. Michelle LaRose, P.E., Environmental Projects Manager

Re: Livingston County Drain Commissioner's Office Stormwater Standards
Proposal for Professional Engineering Services

HRC Job No. 20130679

Dear Ms. LaRose:

It is our understanding the Livingston County is currently working with Michigan Department of Environmental Quality (MDEQ) to update your Stormwater Design Standards in order to meet the new requirements of your Municipal Separate Stormwater Sewer System (MS4) NPDES permit. This update will also include a general update to your standards to ensure that all new construction is completed within the most up to date methods and practices. HRC is pleased to provide this proposal for engineering services to assist with the update of the new standards and facilitation with Livingston County communities and neighboring counties to provide Stormwater Design Standards which meet the MDEQ requirements but also provide a realistic policy for development within the County.

The update of these standards is an important tool County-wide. It is our understanding that many of the communities within Livingston County will be looking to adopt these standards in order to meet their individual permit conditions. Therefore, the process will be more extensive than simply updating the standards, and will need to include policy level discussions with communities and engineers to educate the public on the impacts of these design standards on future development. The new MDEQ requirements include both water quality and channel protection parameters which are a major change from earlier stormwater management strategies. In addition, other Counties throughout the region are also in the process of updating their standards, so partnering with those Counties will assist with negotiations with MDEQ on the new requirements.

Project Scope

Based on the requirements of the MDEQ, and the policy level discussion that HRC feels should be held with regards to this effort, we recommend the following tasks be completed, along with the HRC level of effort, and Livingston County staff tasks:

1. Review Current Standards

HRC will review the County's current standards and identify items that should still be included in the standards and items which will no longer be required.

2. Define MDEQ requirements and potential changes and negotiations

HRC has a good understanding the new MDEQ requirements for stormwater management and will identify changes to the existing standards in order to meet the new state requirements. We will also identify other potential changes to the standards that may be necessary for non-regulatory reasons.

Delhi Township 2101 Aurelius Rd. Suite 2A Holt, MI 48842 517-694-7760	Detroit 535 Griswold St. Buhl Building, Ste 1650 Detroit, MI 48226 313-965-3330	Grand Rapids 801 Broadway NW Suite 215 Grand Rapids, MI 49504 616-454-4286	Howell 105 W. Grand River Howell, MI 48843 517-552-9199	Jackson 401 S. Mechanic St. Suite B Jackson, MI 49201 517-292-1295	Kalamazoo 834 King Highway Suite 107 Kalamazoo, MI 49001 269-665-2005	Lansing 215 S. Washington SQ Suite D Lansing, MI 48933 517-292-1488
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HRC anticipates Livingston County participation with this task once proposed changes and negotiations are identified. At this point, we anticipate meetings with other Counties and MDEQ to discuss proposed changes prior to starting the development of policies and updated standards.

3. Develop policies and strategies for Livingston County

HRC will develop draft strategies for stormwater management in Livingston County. This will include recommendations for water quality standards, channel protection standards, storm sewer design, and detention or retention basin sizing.

The project team anticipates 2 meetings with County staff during this task in order to first identify conceptual policies, and then to finalize these strategies. We understand that the County uses a consultant for assistance with plan reviews. We also recommend the involvement of this Consultant at this phase as this person will support the County to implement the review of these new policies.

4. Evaluate existing County projects to determine impact of the proposed policies on development

During this phase, HRC will assist the County and your plan review consultant on running test case scenarios of the new policy to determine the effects on future development. We recommend that 3-5 developments of varying type and size be selected to determine how the new policies will affect the proposed site plan layout and stormwater management cost comparisons

5. Prepare Draft Standards

HRC will prepare draft standards based on the review steps indicated above. It is anticipated that these standards will be 70-80% complete. These draft standards will be submitted to Livingston County for review and comment. This task will also include the preparation of standard calculations spreadsheets that apply the new requirements.

6. Engage Stakeholders to validate draft

Once the draft standards are complete, HRC will facilitate a series of meetings with communities, engineers, and developers that do a lot of work in Livingston County, in order to get feedback on the draft standards and educate stakeholders on the new requirements.

HRC anticipates assistance from Livingston County and your plan review consultant with identifying key stakeholders and scheduling the stakeholder meetings.

7. MDEQ Approval

HRC will work with Livingston County and MDEQ on addressing comments in order to get an approvable set of standards.

8. Finalize Standards

Based on input from MDEQ and stakeholder, HRC will finalize the standards for County approval.

Project Cost

HRC anticipates a not to exceed fee of \$95,000 to complete this project in accordance with the hours provided on the attached spreadsheet. This amount will not be exceeded without a change in project scope and written authorization from

the County.

Project Schedule

Due to the coordination and steps required we anticipate this project will take up to 12 months to complete. The primary driver for this schedule will be interaction with the MDEQ.

Project Team

This project will be managed by Jim Scholl, P.E., with assistance from his staff. Karyn Stickel, P.E. will manage the project from the perspective of the SAW grant.

We appreciate the opportunity to serve the County on this project. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Keith D. McCormack, P.E.
Vice President

KS
Attachment
pc: HRC; K. Stickel, J. Scholl, File

Accepted By:

Signature: _____

Written Name: _____

Title: _____

Dated: _____

**STAFF HOUR PROJECTIONS
LIVINGSTON COUNTY DRAIN COMMISSIONER
PROFESSIONAL ENGINEERING SERVICES - STORMWATER DESIGN STANDARDS**

HRC JOB #20130679

TASK	STAFF HOURS BY LABOR CATEGORY						TOTAL HOURS	TOTAL ESTIMATED FEES
	PRINCIPAL	PM ASSOCIATE	SAW ASSOCIATE	GRADUATE ENGINEER	ENV ANALYST	ADMIN SUPPORT		
	\$186.00	\$150.00	\$140.00	\$90.00	\$90.00	\$80.00	HOURS	LABOR
1 Livingston County Design Standards								
1. Review Current Standards		8		60			68	\$ 6,600
2. Define MDEQ Requirements and Potential Changes/Negotiations	4	80	8	40			132	\$ 17,460
3. Development of Policies for Livingston County	8	20	8	80	40		156	\$ 16,410
4. Evaluate County Projects for Impact Determination		12		40			52	\$ 5,400
5. Prepare Draft Standards		30		80		20	130	\$ 13,300
6. Engage Stakeholders to Validate Draft	12	60	24	60			156	\$ 19,990
7. MDEQ Approval		40	8	20			68	\$ 8,920
8. Finalize Standards	4	20	4	20		10	58	\$ 6,900
TASK 1 TOTALS								\$ 95,000





LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF DRAIN COMMISSIONER
2300 E. Grand River Ave. Howell, MI 48843
Phone 517-546-0040 Fax 517-545-9658
Web Site: www.livgov.com/drain

Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere
Date: 09/19/2018

**Re: Resolution Authorizing the Livingston County Drain
Commissioner to Amend a Contract with Hubbell, Roth, and
Clark, Inc. for the Purpose of Completing SAW Grant
Requirements**

On November 4, 2013, the Board of Commissioners passed Resolution No. 2013-11-327 authorizing the Drain Commissioner's office to apply on behalf of Livingston County for a Stormwater, Asset Management, and Wastewater (SAW) grant in the aggregate amount of \$1,545,762. Following adoption of the resolution, the Drain Commissioner's office entered into contract with Hubbell, Roth, and Clark, Inc. (HRC) in 2013 to assist with the grant application. The SAW grant was awarded in December 2017, and the agreement was signed by me as the Authorized Representative in accordance with the resolution.

The grant application outlined a general scope of work that relates to asset management for the sanitary sewer system and drains owned and operated by the County. Our staff has worked over the last several months to develop a more detailed scope of work for implementation of the grant. As a result of this effort, the Drain Commissioner's office has obtained three proposals from HRC for various grant implementation activities. These include:

Grant Administration

The proposal for grant administration totals \$60,000 and is spread across the duration of the grant project, which is three years. This includes guidance on detailed scope development and submittal of grant documents including disbursement requests and final reporting to the Michigan Department of Environmental Quality (MDEQ).

Stormwater GIS Data Development

The proposal for stormwater GIS data development includes a total cost of \$17,500. This work involves updating the Geographic Information System data for the Drain Commissioner's stormwater system (developed in-house over the last eight years) in preparation for implementation of the Cityworks asset management software for scheduling and tracking county drain maintenance and repairs. This is the same software currently utilized on our sanitary sewer systems to document inspections and work performed on the system. This work is expected to be completed in 2018.

Stormwater Standards Updates

The proposal for stormwater standards updates includes a total cost of \$95,000. We anticipate this effort will occur over the course of two years. This includes rewriting the County stormwater drainage standards (*Procedures and Design Criteria for Stormwater Management Systems*) in order to comply with the new requirements of the County's Municipal Separate Storm Sewer System (MS4) permit under the National Pollutant Discharge Elimination System (NPDES) program. The stormwater standards updates will involve negotiation with the MDEQ, and will include feedback from affected stakeholders, including local units of government and the Homebuilder's Association of Livingston County.

The total cost of the three proposals from HRC is \$172,500. We anticipate that approximately \$57,500 of the proposed work will be completed in 2018, which is 100% reimbursable through the SAW grant. The remaining work will be completed in 2019 and 2020. These costs were unknown at the time the 2018 budget was prepared, therefore this is not included in the current year's budget. As a result, I respectfully request a budget amendment to account for this effort, along with authorization for the Drain Commissioner's office to execute an amendment to the 2013 HRC contract in the amount of \$172,500 for the effort described above. The table below provides the requested change to the 2018 budget:

FUND	APPROVED [YEAR] BUDGET	PROPOSED AMENDMENT	[YEAR] AMENDED BUDGET
10127500-801000 (Professional Consultants)	\$22,000	\$57,500	\$79,500
10127500-539000 (State Grants)	\$0	\$57,500	\$57,500

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 to Disapprove the Michigan Indigent Defense Commission Grant Disbursement Contract - Administration

WHEREAS, The Michigan Indigent Defense Commission (MIDC) approved a grant contract in which 20% of the state grant will be advanced to the local funding unit with quarterly reimbursements upon receipt of required financial status reports and documentation of expenditures on a quarterly basis by the local funding unit; and

WHEREAS, Livingston County expected the full \$473,484 that has been thoroughly reviewed and approved by the MIDC on January 18, 2018; and

WHEREAS, the expectation of the payment in the full grant amount is caused from language under the MIDC Act that states, “A system's duty of compliance with the terms of the plan as prescribed under subsection (1) is contingent upon receipt of a grant in the amount contained in the plan and cost analysis approved by the MIDC”;

WHEREAS, Livingston County Board of Commissioners is responsible for \$84,699,171 and take our elected duty of being good stewards of our constituents and all taxpayer dollars very seriously; and

WHEREAS, Livingston County has the duty to ensure the MIDC grant funds are spent appropriately and should not be required to spend additional staff time and cost for quarterly expense reports for a plan and cost analysis already approved by the MIDC; and

WHEREAS, additional language was included in Public Act 214 of 2018 to ensure a county, or other funding unit, reconciles with the state at the end of the year if the funding unit does not fully expend the full grant and further, if the MIDC determines money was spent for purposes not approved by the MIDC, the amount must be repaid or deducted from future grant amounts; and

WHEREAS, it is reasonable to require reports of expenditures but not reasonable to require a reimbursement process contrary to statute.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby disapproves of the current MIDC grant terms and suggests the MIDC to reconsider the terms of their grant contracts and ensure the terms abide by the language of the MIDC Act.

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to Governor Snyder, Senator Joe Hune, Representatives Lana Theis and Hank Vaupel, and the Michigan Association of Counties.

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MOVED:
SECONDED:
CARRIED: