

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

## **AGENDA**

November 26, 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: October 22, 2018

**3. APPROVAL OF AGENDA**

**4. REPORTS**

**5. CALL TO THE PUBLIC**

**6. RESOLUTIONS FOR CONSIDERATION**

**6.1 Planning Department**

Resolution Authorizing an Agreement to Award Bob Myers Excavating, Inc. for Fillmore County Park Phase 1 Improvements

**6.2 Solid Waste Management**

Resolution Authorizing Solid Waste Challenge Grant Project Agreement with City of Howell and Release of Funds

**6.3 Drain Commissioner**

Resolution Authorizing the Creation of a Sanitary Facilities Operator Position

**7. CALL TO THE PUBLIC**

**8. ADJOURNMENT**

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

## **MEETING MINUTES**

October 22, 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 7:30 pm.

#### **2. APPROVAL OF MINUTES**

Minutes of Meeting Dated: September 24, 2018

**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)**

#### **3. APPROVAL OF AGENDA**

**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**

**4.1 Drain Commissioner Update**

Phase II Permitting Requirements & DEQ Directive

Brian Jonckheere updated Committee Members on the Phase II Permitting Requirements and the DEQ Directive. Michelle LaRose, Environmental Coordinator, also present.

**5. CALL TO THE PUBLIC**

None.

**6. RESOLUTIONS FOR CONSIDERATION**

**6.1 Building Inspection**

Resolution Authorizing a Reduction in the Multiplier Used for Building Permit Fee Calculations

Jim Rowell addressed the Committee regarding this fee reduction.

**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 Information Technology**

Resolution Authorizing Expenditures for West Complex Fiber Upgrade

Rich Malewicz, CIO, introduced the Resolution.

**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)**

**7. CALL TO THE PUBLIC**

None.

**8. ADJOURNMENT**

Motion to adjourn the meeting at 7:47 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.](#)

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**Resolution Authorizig an Agreement to Award Bob Myers Excavating, Inc. for Fillmore County Park Phase 1 Improvements – Planning**

**WHEREAS,** Resolution #2017-07-121 was adopted on July 17, 2017, and amended through Resolution #2017-08-144 on August 21, 2017, to authorize a Land and Water Conservation Fund grant agreement with the Michigan Department of Natural Resources for 50% funding of Fillmore County Park Phase 1 Improvements; and

**WHEREAS,** with assistance from Landscape Architects and Planners, Inc., as Project Manager, and in accordance with the County's Procurement Policy, bids were received for this project (see attached bid tabulation); and

**WHEREAS,** resolution #2018-07-122 to award construction services to lowest bidder Heystek Contracting, Inc. of Montrose, MI, was voided due to contractor bankruptcy; and

**WHEREAS,** the recommendation is to award construction services of \$164,275 plus 10% contingency of \$16,427 for an amount not to exceed \$180,702 to Bob Myers Excavating, Inc. of Brighton, MI, who submitted the second lowest bid; and

**WHEREAS,** that includes a total project cost not to exceed \$229,505 which includes 10% contingency.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a total Fillmore County Park Phase 1 Improvement project cost not to exceed \$229,505 which includes 10% contingency.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Bob Myers Excavating, Inc. for construction services of \$164,275 plus 10% contingency of \$16,427 for an amount not to exceed \$180,702 for Fillmore County Park Phase 1 Improvements pending Michigan Department of Natural Resources approval.

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

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**MOVED:  
SECONDED:  
CARRIED:**



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Kathleen Kline-Hudson, Planning Director**  
**Date: 11/20/2018**  
**Re: Authorizing an agreement to award Bob Myers Excavating, Inc. for Fillmore County Park Phase 1 Improvements**

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This resolution seeks authorization of a construction services agreement for Fillmore County Park Phase I Improvements.

The four (4) companies that submitted construction bids on May 9, 2018 varied from \$114,879.00 to \$270,042.00. Heystek Contracting Inc. was the lowest bidder at \$114,879.00. A post bid addendum was issued on May 15, 2018 and Heystek submitted a cost addition of 1,000 and they remained the low bidder. Resolution 2018-07-122 authorized a construction services agreement with Heystek and upon contract signing, Heystek Contracting Inc. informed Livingston County that they could not honor the contract and they were filing for bankruptcy.

After further review of the second lowest bid and post bid addendum of Bob Myers Excavating, Inc, and securing additional funding from the Livingston County Foundation, Livingston County Planning/Facility Services/Parks and Open Space Advisory Committee submits this resolution for Board of Commissioner authorization of a construction services agreement with Bob Myers Excavating, Inc. in the amount of \$164,275.00.

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

## BID TABULATION

### Fillmore County Park Phase 1 Improvements

ITEM OF WORK	UNIT	Heystek Contracting, Inc.		Envision		Gibraltar Construction Co.		Bob Myers Excavating	
		BID QTY	COST	BID QTY	COST	BID QTY	COST	BID QTY	COST
Mobilization	LSUM	1	\$11,000.00	1	\$5,800.00	1	\$24,000.00	1	\$2,000.00
SESC Measures	LSUM	1	\$500.00	1	\$2,320.00	1	\$1,200.00	1	\$6,200.00
Topsoil Stripping and Stockpiling	CY	900	\$1,980.00	4,750	\$30,305.00	5,000	\$31,220.00	5,975	\$29,500.00
Tree and shrub clearing for entry drive	LSUM	1	\$1,525.00	1	\$6,380.00	1	\$24,900.00	1	\$1,275.00
Type A Grading (fine grading within areas noted on drawings)	SY	9,150	\$10,065.00	19,552	\$24,948.00	18,500	\$22,230.00	7,600	\$10,750.00
Type B Grading (fill in depressions and minor leveling within areas noted on drawings)	SY	7,000	\$4,200.00	16,693	\$17,426.00	16,000	\$18,850.00	16,200	\$23,000.00
Placement of Topsoil (From Stockpile)	CY	1,000	\$1,500.00	4,000	\$32,480.00	2,830	\$24,000.00	2,550	\$10,500.00
Seeding and Mulch Installed	SY	16,150	\$8,882.50	34,400	\$59,873.00	35,000	\$35,000.00	23,775	\$21,200.00
4" Reinforced Concrete Installed	SF	750	\$5,625.00	754	\$5,655.00	772	\$5,280.00	750	\$4,500.00
Striping and Handicap Symbols - ADA Parking	LSUM	1	\$2,500.00	1	\$1,044.00	1	\$750.00	1	\$775.00
Signage for ADA Parking Space	EA	2	\$1,000.00	2	\$2,088.00	2	\$750.00	2	\$1,100.00
21AA Parking Lot and Drive, Installed	SY	1,835	\$29,176.50	1,835	\$26,606.00	1,484	\$17,155.00	1,835	\$16,250.00
Drive Culvert, Installed	LF	55	\$2,200.00	55	\$1,914.00	55	\$4,000.00	55	\$3,800.00
Precast Concrete Wheel Stops	EA	2	\$500.00	2	\$423.00	2	\$250.00	2	\$450.00
Prefab Restroom Building and Vault, or equivalent, Installed	LSUM	1	\$31,400.00	1	\$44,080.00	1	\$36,818.00	1	\$31,500.00
Wayfinding Sign, Installed	LSUM	1	\$500.00	1	\$580.00	1	\$800.00	1	\$900.00
MDNR Trust Fund Sign, Installed	LSUM	1	\$500.00	1	\$580.00	1	\$800.00	1	\$1,300.00
Installation of Entry Sign (sign manufactured by others – see Div. 2 specs for details)	LSUM	1	\$1,825.00	1	\$7,540.00	1	\$1,500.00	1	\$1,150.00
SESC Permit – By Owner	-	-	-	-	-	-	-	-	-
Building Permit – By Owner	-	-	-	-	-	-	-	-	-
County Road Permit – By Owner	-	-	-	-	-	-	-	-	-
<b>Total (Equal to Base Bid)</b>	<b>LSUM</b>	<b>-</b>	<b>\$114,879.00</b>	<b>-</b>	<b>\$270,042.00</b>	<b>-</b>	<b>\$249,503.00</b>	<b>-</b>	<b>\$166,150.00</b>

#### Additional Work Unit Prices

Class II Sand, Undercut - CY	\$14.00	\$46.40	\$50.00	\$15.75
Silt Fencing	\$1.00	\$2.32		\$1.55
Geogrid - SY	\$1.05	\$6.96	\$6.00	\$2.10

## POST-BID ADDENDUM NUMBER 1

**Designers:**  
**Landscape Architects & Planners, Inc.**  
Oakland Center  
809 Center Street, Suite 1  
Lansing, MI 48906  
(P) (517) 485-5500  
(F) (517) 485-5576

**Owner: Livingston County Planning Department**  
304 E. Grand River Ave. Suite 206  
Howell, MI 48843  
(P) (517) 546-7555

**Project: FILLMORE COUNTY PARK PHASE 1 IMPROVEMENTS**

**Date: 5/15/2018**

### **TO ALL BIDDERS**

The purpose of this Addendum is to clarify and/ or modify the Bidding Documents, including drawings and specifications, for this project. This Post-Bid Addendum shall take precedent over the original bidding documents and any previous addenda issued for this project. This Post-Bid Addendum must be returned to the Livingston County Planning Department 304 E. Grand River Ave. Suite 206 or emailed to [nwallace@lapinc.net](mailto:nwallace@lapinc.net) no later than 3:00 PM, Tuesday, May 22, 2018.



(Signature Acknowledging Receipt of this Addendum)

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### **ITEM 1: Change to culvert pipe size and material**

This Post-Bid Addendum is only addressing the costs associated with changing the 55' length of 12" diameter ADS Dual wall corrugated pipe and ADS flared-end sections as called-out on sheet C4 of the construction drawings and shown in detail 4 of sheet C5 to a 55' length of 15" diameter CMP pipe with metal flared-end sections.

The additional price to the project construction including equipment, installation, bonds and insurance to complete the work is as follows:

ADD: FIVE HUNDRED AND SEVENTY FIVE (dollars) \$ \$575.00

**MAY 21, 2018**

**BOB MYERS EXCAVATING, INC.**  
**8111 HAMMEL ROAD**  
**BRIGHTON, MI 48116**  
**810-231-2044**

**ESTIMATER – KONRD JAGER**  
**EMAIL – KONRD@MYERSEXC.COM**



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

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

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## Resolution Authorizing Solid Waste Challenge Grant Project Agreement with City of Howell and Release of Funds

**WHEREAS,** \$15,000 has been budgeted for 2018 for line item 441-880.001 for the purpose of encouraging new or improved solid waste reduction programs, environmental education programs, or continuing existing programs; and

**WHEREAS,** local units of government were allowed to apply for funding assistance for between 25-40% of eligible expenses depending on the number of partners involved with the project; and

**WHEREAS,** the City of Howell (in partnership with Recycle Livingston) is requesting \$5,131.41 for their project consisting of the construction of a new Volunteer Center & Site Improvements; and

**WHEREAS,** the Public Works Coordinator and the Livingston County Solid Waste Management Committee has reviewed and recommends the City of Howell's application for reimbursement up to \$5,131.41; and

**WHEREAS,** successful grant applicants will be required to enter into an agreement with Livingston County, provide applicable proofs of insurance, and submit receipts to the Department of Public Works prior to being reimbursed for expenses.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the recommendation by the Public Works Coordinator and the Solid Waste Management Committee to approve the application submitted by the City of Howell under the Solid Waste Challenge Grant and to release funding not to exceed \$5,131.41.

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

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

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Robert A. Spaulding, DPW Coordinator**  
**Date: 11/19/2018**  
**Re: 2018 Solid Waste Challenge Grants**

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In 2018, \$15,000 has been budgeted in line item 441-880.001 for the purpose of encouraging new or improved solid waste reduction programs, environmental education programs, or continuing existing programs. The Solid Waste Challenge Grants were offered to local units of government to encourage new or improved programs or the continuation of existing programs that focus on long-term waste reduction and support recycling as required by the Livingston County Solid Waste Management Plan.

Five applicants have previously submitted proposals and have received Livingston County Board of Commissioners authorization, to help with their waste reduction projects. The total eligible amount requested was \$9,868.59. At that time, a sixth applicant, City of Howell/Recycle Livingston applied seeking funds to be applied for the construction of a new Volunteer Center. At that time Recycle Livingston was facing some changes to their costs structure associated with recycling some materials and elected to temporarily place the new building on hold. Currently, the plans of the new volunteer center are back on track and to date, Recycle Livingston has expended approximately \$27,686.03 towards this project in the form of architectural fees, permits and fundraising fees.

Recycle Livingston continues to be the only member based full-service recycling facility open to all the residents of Livingston County and serviced over 20,000 vehicles in 2017 recycling over 453 tons of recyclable materials. The Public Works Coordinator and the Livingston County Solid Waste Management Committee is recommending this eligible amount be granted to the City of Howell/Recycle Livingston.

With your approval, I will notify the successful applicant and they will be provided an agreement prepared by County legal counsel to sign. Also, the applicant will be instructed to provide receipts for acceptable expenses and a report summarizing the project.

Thank you for your consideration.

**Livingston County  
Solid Waste Challenge Grant Program  
Project Year 2018**

**PROJECT APPLICATION FORM**

This form is to be filled out for those **applicants seeking a 25-40% match** in funding for solid waste management projects as described in the project description. Attach additional pages as necessary.

Primary Applicant

Local Unit(s) of Government

CITY OF HOWELL

Applicant Contact Name:

TIMOTHY SCHMITT

Address:

611 E. GRAND RIVER

City:

HOWELL

Zip Code:

48843

Telephone:

(517) 546-3861

Email:

tschmitt@cityofhowell.org

Co-proposer(s) if applicable (Attach additional sheets if necessary) Organization:

Recycle Livingston, Inc

Co- Proposer Contact

Address: 170 Catrell Street

City:

Howell

Zip Code: 48843

Telephone:

(517 ) 548.4439

Email:

recycleliv@sbcglobal.net

**ITEM (Please describe estimated expenses)**

**APPROX. COSTS**

1. New Volunteer Center Construction & Site Improvement Costs

\$ 247,000.00

2.

\$

3.

\$

4.

\$

5.

\$

6.

\$

**TOTAL ESTIMATE OF COSTS:**

\$ 247,000.00

94 % MATCH IN FUNDS BY APPLICANT(s):

\$ 232,000.00

## PROJECT DESCRIPTION

### **Title of Project: Recycle Livingston Volunteer Center**

**Objective of Project:** To make necessary site improvements and replace the existing Recycle Livingston office trailer with a multi-functional, handicap accessible volunteer and office center.

### **Where will the project take place and who will be affected by this project?**

The focus of the project is Recycle Livingstons Collection Center located at 170 Catrell Street, Howell. All Livingston County residents will benefit from the proposed improvements as they will allow Recycle Livingston to:

(1) Attract and retain the volunteers that are the life blood of the organization (2) Increase educational outreach to the greater Livingston County community and (3) Continue to expand recycling services for County residents to further reduce the flow of solid wastes to Michigan landfills.

### **Why is This Project Needed? Describe any previous incidents that may have prompted this project.**

The existing office trailer, donated to Recycle Livingston in used condition in 1990, is rapidly deteriorating. The issues are far too numerous to list, and the repair options are neither cost-effective or likely to meaningfully extend the useful life of the trailer. Further, the trailer is not handicap accessible and is no longer secure due to issues with the door frames.

The project is critical to Recycle Livingston maintaining its' regular operations, as well as to the continued growth of the organization and the important services we provide to County residents. As a long-standing member of the Livingston County community, Recycle Livingston constantly works to identify potential markets for hard to recycle materials such as electronics, latex paint, clothing, and Styrofoam. Materials not accepted by curbside programs. Our goal is to continue to augment and supplement the curbside programs, for those Livingston County communities that provide this service; as well as providing those communities without a curbside program an alternative to landfills. Finally, Recycle Livingston offers a "safety net" should local trash haulers end their curbside programs due to the challenging economics of the marketplace for recyclable materials.

### **Names and titles of those directly involved with the project and their roles as they pertain to the project:**

Recycle Livingston – Julie Cribley, Executive Director

John Boris, President, Board of Directors

Their role, as the lead members of the Board approved Construction Committee, is to manage the Project and directly participate in (a) vetting potential project vendors, (b) reviewing bids and selecting project vendors (c) tracking project progress and costs vs plan and budget to ensure timely and on budget completion and (d) making all project related decisions on behalf of the Board

Kellogg Family Foundation – Dr. Thomas Kellogg and Sarah Tottingham, Board Members – The Foundations' role is solely as the major sponsor of the Project, providing 70% of the funds required through a Grant to be managed by Recycle Livingston.

Lindhout Associates – Piet Lindhout – Architect, CEO - role is to provide the architectural services for the Project, including design, site plan, regulatory approvals, permitting, vendor bidding/selection and general



project oversight to ensure timely and on budget completion of the Project

City of Howell – Nickolas Proctor, Mayor; Shea Charles, City Manager – The role of the City is not only landlord, but as a long-time partner and supporter of Recycle Livingston without whose support, over the past 30 years, the organization would not have been able to provide recycling services to County residents. For the Project, in addition to the lease extension, the City will continue to provide ongoing site maintenance services (i.e. lawn mowing, snow plowing, grading, etc.), all at no cost to Recycle Livingston.

**Has this project been completed in previous years? If so, how many?**

No

**How will this project be implemented? What will be done to ensure that unnecessary costs are avoided?**

The project will be implemented in two phases. Phase 1 – site improvements and construction of the new building, during which time the existing office trailer will continue to be used to support the normal operation of the Collection Center. Phase 2 - initiated immediately following completion of the building and occupancy by Recycle Livingston staff and volunteers. Phase 2 involves the decommissioning, removal and recycling of the existing office trailer.

The Recycle Livingston Construction Committee, together with the architect, will review bids, select vendors, manage and approve all Project expenditures to ensure costs are consistent with the Project budget and required for successful completion of the Project.

**How will you count the number of participants and the volume of material recovered?**

Recycle Livingston will continue to collect and maintain a record of the number of vehicles bringing materials to the site day, as well as, the recyclers community. In addition, records of household and business memberships, including addresses, are maintained in a database. This information can be queried to identify the number of members, by community, across the County as well as the utilization by community.

The volume of material, by type, is also tracked and recorded. This information is reported to the Board of Directors monthly and is available to our members and community partners upon request.

It should be noted that in 2017, over 460 tons of material was collected and recycled; with over 20,000 vehicles visiting the site to drop off those recyclable materials. Eighty percent of the vehicles bringing materials to the site were from County communities other than Howell.

**What items will you collect? What will you exclude?**

The attached brochure lists the materials Recycle Livingston currently accepts. Our recently introduced year-round confidential paper shredding service, along with our VHS/DVD/Cassette recycling, will be further expanded once the new center is completed with an increased secure storage area.

In addition to the collection of recyclable materials the new building will allow us to offer on-site educational classes for all ages. In addition, composting demonstrations along with worm farming will be set up in the area currently occupied by the office trailer. Finally, Recycle Livingston will be able to host other recycling groups, from across the state, to further expand our knowledge of the latest developments in recycling as well as expand our network for the identification of new options for hard-to-recycle materials.



### How will you advertise for your project?

Local media (Livingston Daily, Fowlerville News & Views, WHMI), the Recycle Livingston website and Facebook page, as well as emails, flyers and targeted written communications have, and will continue to be used, to keep our members, partners, donors and the Livingston County community informed and up to date on our Project and progress. In addition, these mediums will continue to be used to solicit community and partner support in the form of cash donations, in-kind donations and services for the Project.

### How will you educate participants of the benefits of waste reduction, reuse, recycling and proper disposal?

Recycle Livingston, in addition to continuing to provide for the recycling needs of County residents as we have for the past 30 years, will use the new facility to expand recycling education programs for County residents. In addition, Recycle Livingston will continue to distribute informational brochures to government offices throughout the county; provide recycling information and education through our recently upgraded website; and provide quarterly email newsletters, and special event flyers to our members and to all County residents through links on the Recycle Livingston website. Finally, Recycle Livingston will continue to announce special events, to all County residents, through WHMI, Fowlerville News & Views, Livingston Daily, and other communication mediums available to us.

Recycle Livingston has and will continue, to speak to school classrooms, church groups, environmental groups, and others. Planned speaking engagements currently include Howell Rotary, Cheryl Stockwell School in Hartland, Cornerstone Charter School in Clawson, and the Howell Senior Center.

Recycle Livingston also will continue to expand its' network of recycling resources across the state and was recently asked to speak at the Fellowship for Today in Lansing. Recycle Livingston is also an active member in the Michigan Recycling Coalition (MRC) with our Executive Director serving on the MRC Policy Committee. The MRC efforts are directed at increasing the amount of recycling throughout Michigan as well as working diligently to educate residents on potential legislation and changes in how we recycle.

Please provide any additional information you feel is necessary to describe your project.

A person who will be authorized to enter into an agreement with Livingston County must sign below to certify that the information provided in the application is accurate.

  
Signature of Authorized Person

8 MAY 2018  
Date

NICKOLAS PROCTOR  
Print Name of Authorized Person

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Authorizing the Creation of a Sanitary Facilities Operator Position - Drain Commissioner

**WHEREAS,** the Drain Commissioner operates several sanitary sewer systems serving approximately 3,000 residents in Livingston County; and

**WHEREAS** the Board of Public Works has reviewed the Drain Commissioner's staffing for our sanitary facilities and requested the creation of an additional position, to be called a Sanitary Facilities Operator; and

**WHEREAS,** Human Resources, with the assistance of the compensation consultant, has recommended the Sanitary Facilities Operator position be placed at Grade 7 on the Non-Union Salary scale; and

**WHEREAS,** the maintenance and emergency response aspects of the Drain Commissioner's office require adequate staffing to meet maintenance needs and provide prompt emergency response to limit the liability associated with the sanitary sewage backups; and

**WHEREAS,** the Sanitary Facilities Operator position is funded from the Drain Commissioners Equipment Revolving Fund and the various sanitary districts served, which fully reimburses the County General Fund for the costs of the position; and

**WHEREAS,** the Personnel Committee has approved the placement of the Sanitary Facilities Operator at a Grade 7 on the Non-Union Salary Schedule; and

**WHEREAS,** this Resolution has been recommended for approval by the Livingston County Department of Public Works at it's November 1, 2018 meeting.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the creation of a Sanitary Facilities Operator position within the Drain Commissioner's Office.

Position #	Description	CY FTE	Stat
27500123	SAN. FACILITY OPERAT	1.000	P

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize a supplemental appropriation to the Fiscal Year 2019 Budget to effectuate the above.

**BE IT FURTHER RESOLVED** that, if the Drain Commissioner elects to fill this position with an existing qualified employee whose costs are currently reimbursed from the Equipment Revolving Fund, that the Drain Commissioner is authorized to advertise to fill said vacancy, providing the costs of the position to be advertised are to be reimbursed to the general fund consistent with historical practice.

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



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

**2300 East Grand River Ave, Ste 105**  
Phone: 517-546-0040 Fax: 517-545-9658  
Web Site: [co.livingston.mi.us/drain](http://co.livingston.mi.us/drain)

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Brian Jonckheere**  
**Date: November 7, 2018**  
**Re: Resolution Authorizing the Creation of a Full-Time Sanitary  
Facilities Operator Position**

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Honorable Commissioners,

The Board of Public Works has discussed staffing needs for the sanitary facilities operated by this office. With increased flows at the septage receiving station, continued operation of the Livingston Regional Sanitary Sewer System, and our various other sanitary drainage districts, workload has required substantial overtime, and ordinary maintenance will be required for the foreseeable future.

The Board of Public Works has recommended the hiring of an additional sanitary facilities operator. This position would be shared between the stormwater and sanitary facilities crews. The County would be fully reimbursed for the costs of this position, which would be funded through special assessments against stormwater drainage districts and charges to our sanitary operating systems.

I have attached a spreadsheet comparing our staffing levels to that of other sewage treatment operations in the county, to fulfill the requirement of providing metrics for the position request. Currently, a full time position is allocated to the Septage Receiving Station for 8 or 9 months of the year. This leaves 3 staff members to manage 10 wastewater systems. We find ourselves severely lacking in emergency response redundancy. As an example, other area utilities employ a staff person to review and manage Miss Dig requests. We utilize operations staff to perform this duty. Despite managing utilities over a much broader land area, and staking for the IT fiber optic network.

This request has as much to do with safety than anything else. We simply have little backup when staff is on vacation or on sick leave. Consequently, staff must be on call at least every



other weekend. While on call, staff must stay close to home and forego alcohol consumption or any other activity which might compromise their ability to respond to emergency situations.

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

Comparison of Staffing Resources at Sewage Systems in Livingston County, MI

By: KER                      Date:        4-Jan-13

Employer	Service REU	Miles of Sewer	# of Grinder Pumps	# of Pump Stations	# of Treatment Systems	Septage Receiving Station	Average Flow (MGD)	Field Staffing (1)	Comments
Brighton Charter Township	1700	(2)	800	10	1	No	0.3	3	treatment is oxidation ditch - surface discharge
Genoa & Oceola Sewer & Water Authority	5616	135	592	56	3	No	1.3	9.5	treatment is oxidation ditch - surface discharge
Green Oak Charter Township	1600	(2)	430	7	1	No	0.325	1-1.5	treatment is sequencing batch reactor, groundwater discharge
Hamburg Township	3200	65	2900	10	1	No	0.29	5 (3)	treatment is sequencing batch reactor, groundwater discharge
Livingston County Drain Commissioner	2600	75	1428 (4)	23	10	Yes	0.67	4	Treatment systems include nine community septic systems and a septage receiving station. Septage receiving station flows are approximately 27 million gallons per year.
Multi-lakes Sewer and Water Authority	1300	(5)	1100	6	1	No	0.18	2.5	treatment is oxidation ditch - Director states plant is understaffed based on operations, planning on adding a third full time position next year

Notes:  
(1) Staffing totals exclude office staff supervising day-to-day operations in the field, and exclude part-time staffing as clarified below.  
(2) Totals for length of collection system not available at time of report  
(3) in addition to the five full time employees, five part time employees are used for emergency on-call and for pump system repairs.  
(4) Grinder pump total includes 265 community septic system step pumps that are part of the Lake Tyrone collection system

# Memorandum

To: Committee  
From: Bob Demyanovich  
Date: 20 November 2018  
Regarding: Request Additional Operator

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The Livingston Regional Sanitary System (LRSS), the Septage Receiving Station (SRS) and 9 community septic systems' workload has outgrown 4 operator staffing. We request an additional operator to manage the following tasks:

- 4168 LRSS hours worked through Oct 30, 2018 (545 were overtime)
- 4995 LRSS hours worked in 2017 (673 were overtime)
- 2098 SRS hours worked through Oct 30, 2018 (122 were overtime)
- 2554 SRS hours worked in 2017 (192 were overtime)
- 290 Community Septic System hours worked through Oct 30, 2018 (74 were overtime)
- 498 Community Septic System hours worked in 2017 (88 were overtime)
- 1213 SRS dewatering hours estimate (4 hours/day for 7 months)

Hours are charged to the account where the work is performed. The distribution of labor is not routine. Ecalls, Inspections and Miss Dig stakings disrupt planned maintenance. SRS loads have increased every year to more than double the design capacity. The operator can no longer leave the SRS to assist at other worksites for 6 months of the year.

- 130 Ecalls through Oct 31, 2018
- 5 construction projects, plan review and inspection
- Miss Dig requests have increased each year

Year	1st qtr	2nd qtr	3 qtr	4 qtr	Total
2011		94	48	36	178
2012	21	82	59	74	236
2013	35	96	88	96	315
2014	64	147	47	67	325
2015	38	88	129	93	348
2016	42	124	129	89	384
2017	85	136	128	81	430
2018	54	143	107		304

The operators are on call every other weekend. Even on the rare weekends where there are no call outs the operator must remain in the area on standby. This and the extra workload to manage sick and vacation leave time has cause a cumulative fatigue.

## Sanitary Sewer Systems and Septage Receiving

PRIMARY GOALS & OBJECTIVES	County Goal:	Safety: Benchmark resources with needs to provide the safest environment possible				
	Department Goal:	Provide timely and courteous service for all members of the communities utilizing County septage and wastewater conveyance and treatment infrastructure				
	Objective 1)	Provide uninterrupted service through asset management practices				
	Objective 2)	Prevent exposure to sewage				
	Objective 3)	Create a safe working environment through proper equipment, practices, and training				
	Objective 4)	Review new development plans for conformity to the County's design standards				
WORKLOAD	ANNUAL MEASURES	TARGET	2016 Actual	2017 Actual	2018 Estimated	2019 Projected
	# of Service Requests issued	-	166	155	180	220
	% Service Requests resulting in Work Orders	-	97.6%	92.3%	95.0%	98.0%
	Grinder Pump Work Orders	-	564	354	400	360
	Total Work Orders completed	-	3,202	2,484	3,000	3,400
EFFICIENCY	% of time a response is made within 4 hours of initial Service Requests	80%	85.8%	87.2%	86.8%	88.0%
OUTCOMES	Sanitary sewer overflow (SSO) events	-	6	0	2	0
CUSTOMER SERVICE	Number of PA 222 claims for sewer backups	0	0	0	0	0
COSTS	Biofilter odor reduction expenses	-	\$994	\$3,602	\$5,500	\$7,000
	Grinder pump expenses	-	\$153,234	\$154,574	\$220,000	\$230,000



### CONTACT INFORMATION

Requester: Bob Demyanovich Title of Requester: Deputy Drain Commissioner  
 Dept. Phone Number/Extension: 546 0040 Date Requested: 11/9/18

### POSITION REQUESTED INFORMATION

Position Title: Sanitary Facilities Operator Supervisor: Steve Hasbrouck

Is the purpose of this request to fill a position as a result of a vacancy? Yes ☐ No ☒

Name of person last holding this position: \_\_\_\_\_

Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: \_\_\_\_\_ To: \_\_\_\_\_

Is the purpose of this request to reclassify a current position? Yes ☐ No ☒

If so, name of current incumbent: \_\_\_\_\_

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐

Number of expected work hours per week: 40+

Justification for change of hours/addition of position (REQUIRED): One of the duties, the Septage Receiving Station is now over double the design capacity.

The operator can no longer leave the SRS to assist other operations for 6 months of the year. Within 24 months an additional septage dewatering facility will be added.

Miss Dig stakings, emergency callouts and construction oversight has increased to the extent that it is nearly impossible to conduct planned maintenance.

### FUNDING INFORMATION

Base Annual Salary: 45899 ✓ (\$22.0669/hr.) This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

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

Funding Source(s) (Check all that apply)	Percent	Funding Source(s)	Percent
<input type="checkbox"/> Increased Fees	_____	<input type="checkbox"/> General Fund Resources	_____
<input checked="" type="checkbox"/> Contract/Charges for Services	100%	<input type="checkbox"/> Reduction of Expenditures	_____

Which expenses were reduced and by how much? reimbursement from Drain Funds

### REQUIRED APPROVALS

Supervisor (if applicable)	Date	Brian Jonckheere	11/9/18
		Department Head	Date

### HR OFFICE ONLY

Job Class: 2021 Job Title: Sanitary Facilities Operator Position Grade: NU 7 H  
 Employee Group: 1.0 HR Reviewed: Stacy Bono Date: 11.14.18

### BUDGET OFFICE ONLY

Position Control # 27500123 Org. 10127500 Object Code: ☒ 704000 ☐ 706000 ☐ 706001 ☐ 705000

Funds Available: Yes ☒ No ☐ 2018 vacancy savings

Comments: requires Board approval & 2019 budget amendment  
Paid from General Fund. Drain Funds = 100% reimbursement  
11.14.18

Budget Reviewed \_\_\_\_\_ Date \_\_\_\_\_

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