



BOARD OF COMMISSIONERS

AGENDA

December 3, 2018

7:30 PM

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

"The mission of Livingston County is to be an effective and efficient steward in delivering services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County."

Pages

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE 3
 - a. Montmorency County Resolution 18-09 Opposing Senate Bill 396
5. CALL TO THE PUBLIC
6. APPROVAL OF MINUTES 6
 - a. Minutes of meeting dated: November 19, 2018
 - b. Minutes of meeting dated: November 28, 2018
7. TABLED ITEMS FROM PREVIOUS MEETINGS
8. APPROVAL OF AGENDA
9. REPORTS
10. PUBLIC HEARING
 - Adoption of the 2019 Livingston County Budget
 - a. Call Public Hearing to Order (motion required)
 - b. Public Comments
 - c. Adjourn Public Hearing (motion required)

11. APPROVAL OF CONSENT AGENDA ITEMS

Resolutions 2018-12-196 through 2018-12-198

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| a. | 2018-12-196 | 12 |
| | Resolution Approving the Reorganization of the Livingston County Courts | |
| b. | 2018-12-197 | 16 |
| | Resolution Authorizing Solid Waste Challenge Grant Project Agreement with City of Howell and Release of Funds | |
| c. | 2018-12-198 | 22 |
| | Resolution Authorizing an Agreement to Award Bob Myers Excavating, Inc. for Fillmore County Park Phase 1 Improvements – Planning | |

12. RESOLUTIONS FOR CONSIDERATION

Resolutions 2018-12-199 through 2018-12-201

- | | | |
|-----------|---|-----------|
| a. | Rescission of Resolution 2018-11-190 and Consideration of the Corrected Resolution 2018-12-199 | 26 |
| | Resolution Correcting Rescinded Resolution 2018-11-190 Authorizing a Transfer from F519 to General Fund and an Additional Contribution to MERS - Administration | |
| b. | 2018-12-200 (Roll Call) | 28 |
| | Resolution Adopting the 2019 Livingston County Budget – Board of Commissioners | |
| c. | 2018-12-201 | 35 |
| | Resolution Authorizing the Creation of a Sanitary Facilities Operator Position - Drain Commissioner | |

13. CALL TO THE PUBLIC

14. ADJOURNMENT

Dave Wagner
Albert LaFleche
Stacy Carroll
Don Edwards
Daryl Peterson
luchwal@montcountymt.org



12265 M-32
P.O. Box 789
Atlanta, MI 49709
Phone (989) 785-8002
FAX (989) 785-8001

Montmorency County Board of Commissioners

RESOLUTION 18-09

RESOLUTION OPPOSING SENATE BILL 396

WHEREAS, roads are the backbone to the social, cultural, and economic stability of Montmorency County and our region; and

WHEREAS, Senate Bill (SB) 396 (S-5) passed and reported out of the Senate Transportation Committee on September 6, 2018, allows exemptions from seasonal weight restrictions (also known as "frost laws") to the forest product industry during the spring thaw when roads are the most vulnerable to damage from heavy loads; and

WHEREAS, it is a fact that in Montmorency County and throughout all Northern states that roads become soft in the spring as frost melts, and applying unrestricted 164,000-pound truck loads and traffic on soft roads, whether paved or unpaved, is poor public policy that defies common sense when it comes to road preservation, and will lead to significant damage to the road system, economic damage in Montmorency County, and an increased risk to drivers in our region; and

WHEREAS, SB 396 also grants exemptions to the forest industry that will allow hauling of forest products and transport of equipment on the public road system without obtaining proper permits from road authorities at all times of the year; and

WHEREAS, the provisions of SB 396 **will result in costly damage to the public road system which is the opposite of what the Michigan Legislature and the people of Michigan called for in the 2015 Michigan Transportation Package**; and

WHEREAS, the provisions of SB 396 **will negatively impact the traveling public** accessing the road system, resulting in burdening road authorities with expensive reactive maintenance repairs and significantly increased taxpayer costs and township contributions to maintain the public road system; and

WHEREAS, the provisions of SB 396 and subsequent impacts to the local road system will negatively impact the health, safety, and welfare of the Montmorency County residents and the traveling public; and

WHEREAS, the Montmorency County Board of Commissioners and the Montmorency County Road Commissioners work closely with the logging industry to accommodate this valuable contributor to the Michigan economy, while also continuously monitoring road conditions and

permitting the logging industry to move equipment and material on roads when roads can structurally support such loading without negatively impacting the road system and the traveling public; now

THEREFORE, BE IT RESOLVED that the Montmorency County Board of Commissioners hereby strongly opposes SB 396 (S-5); and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan counties, Representative Cole, Senator Stamas, Governor Snyder, and Michigan Association of Counties.

RESOLUTION approved this 28th day of November 2018, by the Board of Commissioners of the County of Montmorency.

MONTMORENCY COUNTY BOARD OF COMMISSIONERS

By: Daryl Peterson
Daryl Peterson, Chairman

PRESENT

Commissioner Dave Wagner
Commissioner Albert La Fleche
Commissioner Daryl Peterson
Commissioner Stacy Carroll
Commissioner Don Edwards

ABSENT

On a motion by Commissioner Peterson
and seconded by Commissioner LaFleche

Yeas 4

Nays 1

I, Cheryl Neilsen, County Clerk, hereby certify that this is a true and accurate copy of the resolution adopted by the Montmorency County Board of Commissioners at their regular meeting held on [November 28, 2018](#).

Signed : _____

LIVINGSTON COUNTY BOARD OF COMMISSIONERS MEETING MINUTES

November 19, 2018, 7:30 p.m.
304 E. Grand River, Board Chambers, Howell MI 48843

Members Present: D. Parker, D. Dolan, K. Lawrence, W. Green, D. Domas, D. Helzerman, C. Griffith,
and G. Childs
Members Absent: R. Bezotte

1. CALL MEETING TO ORDER

The meeting was called to order by the Chairperson, Donald Parker at 7:31 p.m.

2. PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

3. ROLL CALL

Roll call by the Clerk indicated the presence of a quorum.

4. CORRESPONDENCE

1. Huron County Resolution 18-131C Opposing Senate Bill 396 (S-5)
Motion to receive and place on file the correspondence.

It was moved by C. Griffith
Seconded by G. Childs

MOTION Carried (8-0-1)

5. CALL TO THE PUBLIC

Ron Long, President of First National Bank and Chair of the Livingston County EDC provided a handout to the Board regarding EDC and SPARK.

John Conley, Brighton Township, spoke regarding an email that he had sent to the Commissioners.

Wes Nakagri, Hartland Township, addressed the Board regarding EDC and SPARK.

Jerry Bell, Village of Fowlerville, addressed the Board regarding EDC and SPARK.

Pam McConeghy, President/CEO of Brighton Chamber of Commerce, addressed the Board regarding EDC and SPARK.

Katherine Burkholder, Consumer Energy, addressed the Board regarding EDC and SPARK.

Rebecca Foster, Village of Pinckney, addressed the Board regarding EDC and SPARK.

6. APPROVAL OF MINUTES

1. Minutes of meeting dated: November 5, 2018 – AMENDED
 2. Minutes of meeting dated: November 14, 2018
- Motion to approve the minutes as amended.

It was moved by K. Lawrence
Seconded by D. Dolan

MOTION Carried (8-0-1)

7. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

8. APPROVAL OF AGENDA

Request by Commissioner Helzerman to remove Resolution 2018-11-190, Resolution Authorizing a Transfer from F519 to General Fund and an Additional Contribution to MERS, from the Consent Agenda.

Chairman Parker indicated that Resolution 2018-11-190, Resolution Authorizing a Transfer from F519 to General Fund and an Additional Contribution to MERS, be moved from the Consent Agenda to an individual Resolution for Consideration as item 11.e.

Motion to approve the Agenda as amended.

It was moved by C. Griffith

Seconded by W. Green

MOTION Carried (8-0-1)

9. REPORTS

9.a Environmental Health Update

Matt Bolang, Director of Environmental Health

Matt Bolang, Director of Environmental Health, updated the Board regarding the PFAS contamination. He also requested to report on an as needed basis. His report will be added to the agenda when he has new information to share. The Board agreed to this request. In his professional opinion, there is no additional action the Board should take at this time in regards to the PFAS contamination matter.

10. APPROVAL OF CONSENT AGENDA ITEMS

Resolutions 2018-11-181 through 2018-11-189

Motion to approve the resolutions on the Consent Agenda.

10.a 2018-11-181

Resolution Authorizing an Additional Law Clerk/Magistrate Position – District Court

10.b 2018-11-182

Resolution Approving the Appointment of Jonah Sjoquist as Back-up Magistrate for the 53rd District Court – District Court

10.c 2018-11-183

Resolution Amending Resolution 2017-11-190 Authorizing an Agreement with the U of M Child & Adolescent Data Lab to Provide Data Analysis Services – Juvenile Court

10.d 2018-11-184

Resolution Authorizing Final Payment for the Extension of the Public Safety Fiber Optic Network to Putnam Twp. Fire Department- Emergency Management

10.e 2018-11-185

Resolution Authorizing an Agreement with the Michigan Department of Environmental Quality to Conduct Environmental Health Services - Health Department

10.f 2018-11-186

Resolution Authorizing an Addition to Programs and Funding to the 2019 Comprehensive Health Services Contract - Health Department

10.g 2018-11-187

Resolution Authorizing an Agreement with Huron Valley Ambulance/Emergent Health Partners to Provide a Paramedic Education Program in Cooperation with Livingston County EMS - Emergency Medical Services

10.h 2018-11-188

Resolution Authorizing an Agreement with the Regents of the University of Michigan for Participation in an EMS Fellowship Program - Emergency Medical Services

10.i 2018-11-189

Resolution to Amend the Livingston County Procurement Policy – Fiscal Services

It was moved by D. Helzerman
Seconded by G. Childs

Roll Call Vote: Yes (8): D. Helzerman, C. Griffith, G. Childs D. Parker, D. Dolan, K. Lawrence, W. Green, and D. Domas; No (0): None; Absent (1): R. Bezotte

MOTION Carried (8-0-1)

11. RESOLUTIONS FOR CONSIDERATION

Resolutions 2018-11-191 through 2018-11-194 and Resolution 2018-11-190

11.a 2018-11-191

Resolution Approving Appointments to the Livingston County Community Corrections Advisory Board - Board of Commissioners

Motion to adopt the Resolution.

It was moved by K. Lawrence
Seconded by C. Griffith

MOTION Carried (8-0-1)

11.b 2018-11-192

Resolution Authorizing a Correction to the 2018 Annual Apportionment Report - Equalization

Motion to adopt the Resolution.

It was moved by D. Domas
Seconded by G. Childs
Discussion

MOTION Carried (8-0-1)

11.c 2018-11-193

Resolution in Support of House Bill 4986 – Equalization Department

Motion to adopt the Resolution.

It was moved by D. Domas
Seconded by D. Helzerman
Discussion

MOTION Carried (8-0-1)

11.d 2018-11-194

Resolution Authorizing an Agreement with the Economic Development Council to Provide Support for County-wide Assistance from 2019-2021 – Administration

Motion to adopt the Resolution.

It was moved by G. Childs
Seconded by D. Helzerman
Discussion

Roll Call Vote: Yes (7): G. Childs, D. Parker, D. Dolan, K. Lawrence, W. Green, D. Helzerman, and C. Griffith; No: (1): D. Domas; Absent: (1): R. Bezotte

MOTION Carried (7-1-1)

11.e 2018-11-190

Resolution Authorizing a Transfer from F519 to General Fund and an Additional Contribution to MERS - Administration

Motion to table the Resolution

It was moved by D. Helzerman
Seconded by NONE
Discussion

MOTION FAILED FOR LACK OF SECOND

Motion to adopt the Resolution

It was moved by K. Lawrence
Seconded by W. Green
Discussion

Roll Call Vote: Yes (8): K. Lawrence, W. Green, D. Domas, D. Helzerman, C. Griffith, G. Childs, D. Parker, and D. Dolan; No (0): None; Absent (1): R. Bezotte

MOTION Carried (8-0-1)

12. CALL TO THE PUBLIC

Jeff Warder, Undersheriff, updated the Board on the Cram the Cruiser event.

John Conely, Brighton, spoke regarding additional funding for the Sheriff's Office to prevent deaths due to drugs in the county.

13. ADJOURNMENT

Motion to adjourn the meeting at 8:19 p.m.

It was moved by D. Helzerman
Seconded by C. Griffith

MOTION Carried (8-0-1)

Elizabeth Hundley, Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS MEETING MINUTES

November 28, 2018
IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE
304 E. Grand River, Board Chambers, Howell MI 48843

Members Present D. Dolan, K. Lawrence, D. Domas, D. Helzerman, and G. Childs
Absent D. Parker, W. Green, R. Bezotte, and C. Griffith

1. CALL MEETING TO ORDER

The meeting was call to order by Commissioner Dolan at 8:19 a.m.

2. PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

3. ROLL CALL

Indicated the presence of a quorum.

4. CALL TO THE PUBLIC

None.

5. APPROVAL OF AGENDA

Motion made by Commissioner Dolan to amend the agenda to include Finance Resolution 2018-11-195, Resolution Requesting a Correction to the Apportionment Report as item 6.1 and to add Counsel's recommendation regarding Livingston County Case #18-299219-CD as item 7.

Moved By G. Childs

Seconded By D. Helzerman

Motion Carried (5-0-4)

6. RESOLUTION FOR CONSIDERATION

6.1 2018-11-195

Resolution Requesting a Correction to the Apportionment Report – Equalization

Moved By D. Helzerman

Seconded By G. Childs

Motion Carried (5-0-4)

7. CIVIL COUNSEL'S RECOMMENDATION

Motion to approve Counsel's recommendation regarding Livingston County Case #18-299219-CD

Moved By K. Lawrence

Seconded By G. Childs

Motion Carried (5-0-4)

8. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS

Dated: November 28, 2018

Motion to approve the Claims.

Moved By D. Helzerman

Seconded By G. Childs

Motion Carried (5-0-4)

9. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES

Dated: November 15 through November 28, 2018

Motion to approve the Payables.

Moved By G. Childs

Seconded By D. Helzerman

Motion Carried (5-0-4)

10. CALL TO THE PUBLIC

None.

11. ADJOURNMENT

Motion to adjourn the meeting at 8:24 a.m.

Moved By K. Lawrence

Seconded By D. Helzerman

Motion Carried (5-0-4)

Elizabeth Hundley, Livingston County Clerk

RESOLUTION

NO: 2018-12-196

LIVINGSTON COUNTY

DATE: December 3, 2018

Resolution Approving the Reorganization of the Livingston County Courts

- WHEREAS,** the Chief Judge of the Livingston County Courts has evaluated the leadership structure of the courts and wishes to make changes to that structure; and
- WHEREAS,** Livingston County Courts currently has an administrative structure with three director-level positions managing operations for the District, Circuit, Juvenile and Probate Courts; as well as Friend of the Court. As a result of retirement or separation, two of these three positions were recently vacated. One of the two has been filled by the former Probate Register. This latter position is also now vacant; and
- WHEREAS,** the new full-time position title of Trial Court Administrator will responsible for the overall supervision of all administrative and operational activities of the unified trial courts; and
- WHEREAS,** the position of Juvenile and Probate Administrator is responsible for managing and coordinating the administrative functions of the Circuit and Probate Courts and the Juvenile Division of the Circuit Court, including fiscal and personnel management; and
- WHEREAS,** the position of District Court Administrator is responsible for managing and coordinating the administrative functions of the District Court, including fiscal and personnel management; and
- WHEREAS,** the position of Probate Register is responsible for supervising and assisting in the daily operations of the Probate Court; and
- WHEREAS,** these positions have been evaluated by Municipal Consulting Services, LLC., who is recommending the Trial Court Administrator be classified at Grade 15, the Juvenile and Probate Administrator be classified at Grade 12, the District Court Administrator be classified at Grade 12, and the Probate Register be classified at Grade 8; and
- WHEREAS,** funding for these position reclassifications requires a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the reorganization of the Livingston County Courts through the creation of the Trial Court Administrator at Grade 15, the classification of the Juvenile and Probate Administrator at Grade 12, the classification of the District Court Administrator at Grade 12, and the classification of the Probate Register at Grade 8.

CURRENT:					PROPOSED:				
Position #	Description	Stat	Grade	FTE	Position #	Description	Stat	Grade	FTE
13100101	Cc/Probate Admin	A	14	1.000	14900105	Juvenile/Probate Admin	A	12	1.000
13600101	District Court Admin	A	13	1.000	13600101	District Court Admin	A	12	1.000
14800101	Prob Regstr/Hearofcr	A	11	1.000	14800101	Prob Regstr	A	8	1.000
13600102	Chief Deputy Clerk	A	7	1.000	13600102	Chief Deputy Clerk	I	7	1.000
					16800118	Trial Court Admin	P	15	1.000

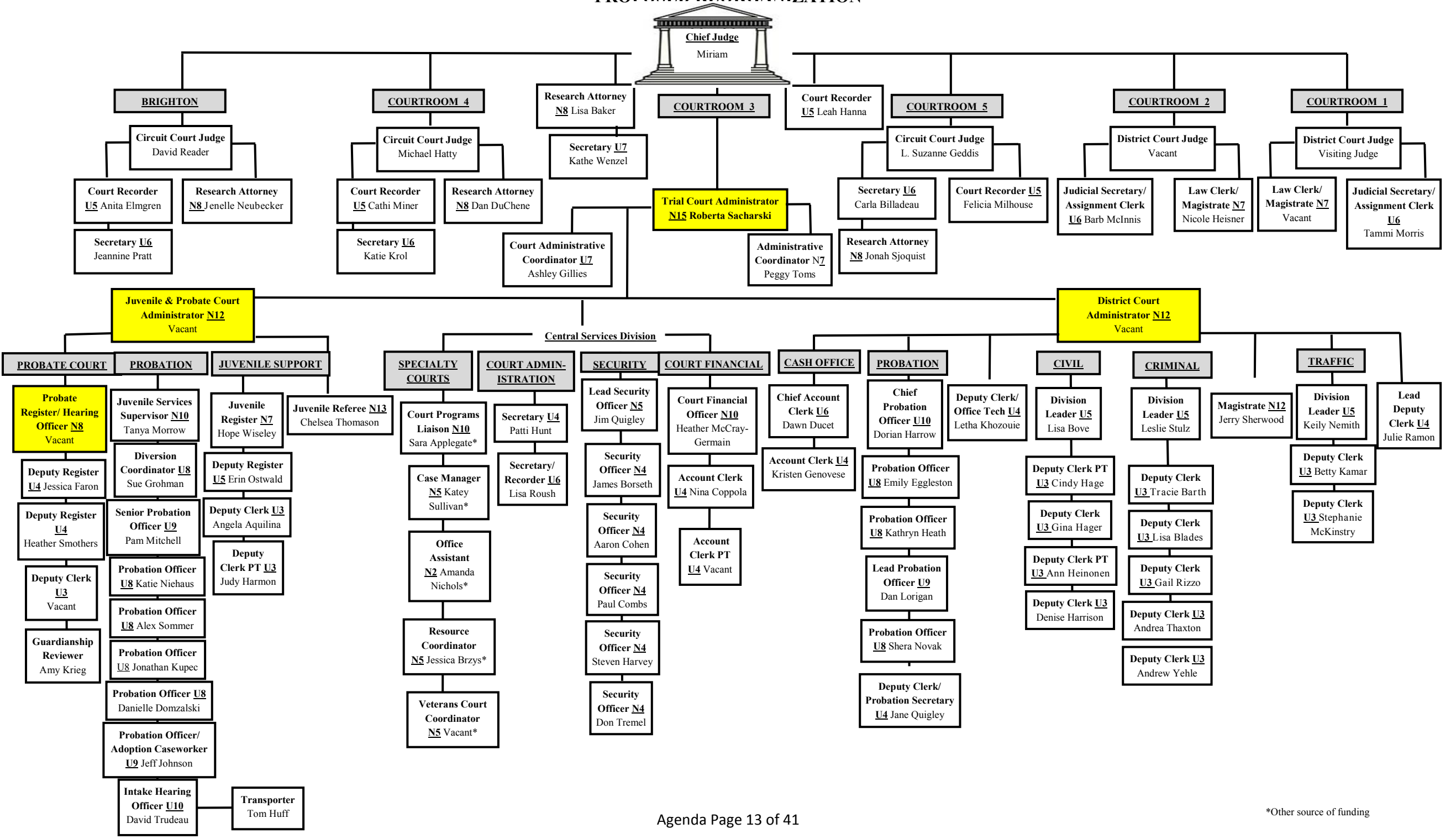
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MOVED:
SECONDED:
CARRIED:

PROPOSED REORGANIZATION



*Other source of funding

Court Administrators Reorganization

2019 Rates

Current

	N/A	DC Admin	CC/PC Admin	Probate Reg	Deputy DC	
Grade/Step		13/1	14/1	11/1	7/9	Totals
Salary	Includes 2% COLA	\$ 77,413	\$ 85,154	\$ 66,987	\$ 59,669	
FICA	\$ -	\$ 5,922	\$ 6,514	\$ 5,125	\$ 4,565	
Pension	\$ -	\$ 11,705	\$ 12,875	\$ 10,129	\$ 9,022	
Health	\$ -	\$ 12,441	\$ 12,441	\$ 12,441	\$ 12,441	
Workers Comp	\$ -	\$ 217	\$ 239	\$ 188	\$ 167	
Life	\$ -	\$ 186	\$ 204	\$ 161	\$ 143	
LTD	\$ -	\$ 218	\$ 240	\$ 189	\$ 168	
STD	\$ -	\$ 596	\$ 655	\$ 515	\$ 459	
					\$ 1,900	
TOTAL COST	\$ -	\$ 108,697	\$ 118,323	\$ 95,734	\$ 88,534	\$ 411,289

Proposed

	New					
	Trial Court Admin	Dep DC	Dep CC/PC	Probate Reg	N/A	
Grade/Step	15/1	12/1	12/1	8/1	0-Jan	
Salary	Includes 2% COLA \$ 89,411	\$ 72,012	\$ 72,012	\$ 51,500	\$ -	
FICA	\$ 6,840	\$ 5,509	\$ 5,509	\$ 3,940	\$ -	
Pension	\$ 13,519	\$ 10,888	\$ 10,888	\$ 7,787	\$ -	
Health	\$ 12,441	\$ 12,441	\$ 12,441	\$ 12,441	\$ -	
Workers Comp	\$ 251	\$ 202	\$ 202	\$ 144	\$ -	
Life	\$ 215	\$ 173	\$ 173	\$ 124	\$ -	
LTD	\$ 252	\$ 203	\$ 203	\$ 145	\$ -	
STD	\$ 688	\$ 554	\$ 554	\$ 396	\$ -	
TOTAL COST	\$ 123,616	\$ 101,982	\$ 101,982	\$ 76,477	\$ -	\$ 404,057

Increase

\$ (7,232)



LIVINGSTON COUNTY, MICHIGAN
44TH CIRCUIT COURT

Judicial Center, 204 S. Highlander Way
Phone 517-546-1500 Fax 517-546-3731

Memorandum

To: Livingston County Board of Commissioners
From: Roberta Sacharski, Circuit & Probate Court Administrator
Date: 11/20/2018
Re: Resolution Approving the Reorganization of the Livingston County Courts

Chief Judge Miriam Cavanaugh of the Livingston County Juvenile Courts has evaluated the leadership structure of the courts and wishes to make changes to that structure. These changes would include the creation of a Trial Court Administrator, who is responsible for overall supervision of all administrative and operational activities of the unified Courts. Municipal Consulting Services, LLC recommended classification of this position at Grade 15.

The Juvenile and Probate Court and District Court would still maintain administrator positions, but both would be classified at Grade 12 as recommended by Municipal Consulting Services. These positions would be responsible for managing and coordinating the administrative functions of the court(s) they administer. Similarly, the Probate Register position, responsible for supervising and assisting the daily operation of the Probate Court, was recommended to be classified as a Grade 8.

Thank you for your consideration in this matter.

RESOLUTION

NO: 2018-12-197

LIVINGSTON COUNTY

DATE: December 3, 2018

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

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: 2018-12-198

LIVINGSTON COUNTY

DATE: December 3, 2018

Resolution Authorizing 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

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	-	-	-	-	-	-	-	-	-
Total (Equal to Base Bid)	LSUM	-	\$114,879.00	-	\$270,042.00	-	\$249,503.00	-	\$166,150.00

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 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: 2018-12-199

LIVINGSTON COUNTY

DATE: December 3, 2018

Resolution Correcting Rescinded Resolution 2018-11-190 Authorizing a Transfer from F519 to General Fund and an Additional Contribution to MERS - Administration

- WHEREAS,** on November 19, 2018 the Livingston County Board of Commissioners approved Resolution 2018-11-190 Authorizing a Transfer from F519 to General Fund and an Additional Contribution to MERS; and
- WHEREAS,** the resolution document that was included in the agenda packet and approved by the Board of Commissioners was not the same resolution document that was referred to the Board of Commissioners for approval by the Finance Committee on November 14, 2018, this resolution is to correct that error; and
- WHEREAS,** a fundamental objective of the Livingston County Board of Commissioners is to fund the long term cost of pension benefits promised to our employees; and
- WHEREAS,** reducing our long term liabilities by making additional payments to MERS is a priority of the Board of Commissioners as it affects both the financial health and sustainability of Livingston County; and
- WHEREAS,** in August of 2018 County Administration asked PFM Financial Advisors to review the current and historical financial position of the County's General Fund and Delinquent Tax Revolving Fund and provide a recommendation on the minimum fund balance needed to maintain the County outstanding credit rating; and
- WHEREAS,** the recommendation of PFM was to keep a fund balance of not less than 50% of the General Fund annual revenues, with a reserve of \$17 million as a minimum assigned fund balance for cash flow purposes, in the General Fund and to keep a minimum balance equal to 100% of the annual average of the immediate preceding five years delinquent real property taxes plus the annual expense obligation for debt service payment on the Jail expansion in the Delinquent Tax Revolving Fund (DTRF); and
- WHEREAS,** based on those recommendations of minimum fund balance, there is approximately \$6.5 million of excess funds available in the General Fund and approximately \$825,000 of excess funds in the DTRF available to use; and
- WHEREAS,** the County Treasurer, as agent of the DTRF, concurs with the analysis performed by PFM and declares the \$825,000 as surplus funds available for discretionary use; and
- WHEREAS,** PFM recommended that if the Board is agreeable on using the available fund balances as noted above the recommendation would be to use the excess balance to reduce the unfunded pension liability which would be beneficial county wide by reducing the County's future annual required contribution and knowing that those funds could be invested with assets that have the ability to create greater returns that expected from a traditional municipal operating investment; and
- WHEREAS,** County Administration agrees with PFM's recommendation to dedicate the excess funds to reduce the County's unfunded pension liability and would recommend focusing on the employee groups that are currently below 75% funded. Those groups currently include the Non Union (70.8%), Deputies Union (70.6%), Sergeants Union (71.1%) and Lieutenants Union (58.0%); and
- WHEREAS,** there is a sufficient balance in the General Fund Contingency in 2018 to dedicate \$175,000 along with the \$6.5 million excess of General Fund balance and the \$825,000 excess DTFR funds to make an additional \$7.5 million payment to MERS to fund the County's pension liability focusing on those employee groups that are currently under 75% funded.

THEREFORE, BE IT RESOLVED the Board of Commissioners authorizes an additional payment of \$7.5 million be made to MERS to reduce the unfunded liability of the employee groups that are currently under 75% funded of which \$825,000 will be from F519 Delinquent Tax Revolving Fund, \$175,000 from General Fund Contingency and \$6.5 million from the General Fund's fund balance, to accelerate the funding of MERS pension and reduce Livingston County's unfunded pension liability

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Treasurer to transfer \$825,000 from Fund 519 DTRF to Fund 101 General Fund for the purpose of making an additional payment to MERS.

THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes any budget amendments needed to effectuate the transfer and the additional payment to MERS.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2018-12-200

LIVINGSTON COUNTY

DATE: December 3, 2018

Resolution Adopting the 2019 Livingston County Budget – Board of Commissioners

WHEREAS, in accordance with the provisions of Public Act 2 of 1968, Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, the County Administrator has submitted a proposed budget as required by statute which implements board policies; Elected Officials, Judges and Department Directors were requested to submit a line-item budget; and,

WHEREAS, the Finance Committee has requested and reviewed the proposed budget for the County departments, including the courts, under the scope of its policy, and recommends adoption of the Proposed 2019 Budget to the Board of Commissioners; and

WHEREAS, the County of Livingston was allocated 5.0 mills by the County Tax Allocation Board and on the 4th of June, 2018, the Livingston County Board of Commissioners approved the Headlee rolled back millage rate of 3.3283 to support the 2019 General Fund Operations; .2944 to support Ambulance and; .1127 to support Veterans Services; and

WHEREAS, it is recommended that the 2019 General Fund Budget be approved for the total of \$50,006,867 and Special Revenue and Enterprise Funds approved as shown in the Proposed 2019 Budget Plan, as well as the informational summary of projected revenues and expenditures for Internal Service Funds; and

WHEREAS, the recommended 2019 Budget was filed with the Livingston County Clerk for public viewing on the 15th day of November, 2018; pursuant to state statute.

THEREFORE BE IT RESOLVED that the 2019 General Fund Budget is approved in the amount of \$50,006,867 and revenues shall be appropriated and expenditures budgeted for the 2019 General Fund Budget, Special Revenue Funds, and Enterprise Funds on a fund and cost center basis in the amounts set forth below.

SHERIFF		
Sheriff – Admin & Field Svcs.	101-30100	\$8,385,698
Animal Control	101-30143	\$197,714
Jail	101-35100	\$10,890,321
Federal Marine Grant	238-33100	\$6,600
State Grant	239-30100	\$12,000
State Secondary Road	239-30106 <i>General Fund Appropriation</i>	\$269,175 \$191,775
Correction Officer Training	263-35100	\$20,000
Drug Law Enforcement Fund	265-30100	\$4,500
Federal Equitable Sharing	266-30100	\$35,000
Victim Services Fund	278-30100	\$1,075
Criminal Forfeiture Fund	296-30100	\$3,500
Jail Commissary Fund	595-35100	\$120,926

EMERGENCY MANAGEMENT		
GF-Emergency Mgmt.	101-42600	\$145,471
Federal Grant-Emergency Mgmt.	238-42600	\$279,527

PROSECUTING ATTORNEY		
Prosecuting Attorney	101-26700	\$2,348,162
Federal Grants – Family Support	238-26717 <i>General Fund Appropriation</i>	\$312,774 \$105,306
State Grants—Crime Victims' Rights	239-26718	\$143,006

CENTRAL DISPATCH / 911		
911 Services Operations	261-32500	\$4,095,263
911 Enhanced Services	261-32525	\$403,750
911 Personal Training	261-32526	\$26,646

BUILDING & SAFETY INSPECTIONS		
Building Safety	542-37100	\$3,029,916

DRAIN COMMISSIONER		
Drain Commission	101-27500	\$2,364,225
DPW	101-44100	\$198,974
Drains Public Benefit	101-44500	\$250,000
Landfill Fund	517-44100 <i>General Fund Appropriation</i>	\$96,632 \$73,000
Regional Wastewater	575-96400	\$8,088
Septage Receiving Station	578-0275	\$1,290,989

COMMUNITY & ECONOMIC DEVELOPMENT		
Economic Development	101-72800	\$175,000
Community Action Programs	101-74700	\$592,080
Planning	101-72100	\$411,812
Planning Federal Grant	238-72100	\$238,000

EQUALIZATION		
Equalization	101-25700	\$529,658

BOARD OF COMMISSIONERS/COUNTY ADMINISTRATION		
Board of Commissioners	101-10100	\$582,741
Administration	101-17200	\$345,151
ERP Project	101-19200	\$8,500
Fiscal Services	101-21200	\$466,176
Professional Services	101-22300	\$112,970
Facilities Services	101-26500	\$165,606
Civil Counsel	101-26900	\$186,012

BOARD OF COMMISSIONERS/COUNTY ADMINISTRATION		
Human Resources	101-27000	\$688,243
Insurance Policies & Bonds	101-85100	\$950,000
Ins – Unemployment	101-87000	\$25,000
Appropriations – Capital Replace	101-96600	\$850,000
Contingencies	101-96800	\$359,241
Indigent Defense	260-17200 <i>General Fund Appropriation</i>	\$1,386,132 \$912,648

MSU EXTENSION		
MSU Cooperative Extension	101-26100	\$241,147

TREASURER		
Treasurer	101-25300	\$1,038,779
Chargebacks	101-89900	\$500
Homestead Property Exemption	255-22300	\$4,323

VETERANS SERVICES		
Veterans Operation & Services	295-68900	\$980,775

AMBULANCE		
Medical Examiner	101-64800	\$436,184
Ambulance Fund	210-65100	\$10,538,075

HEALTH & WELFARE		
Animal Services	101-43000	\$598,105
Mental Health	101-64900	\$600,470
Senior Services	101-67200	\$155,326
Social Welfare	290-67000 <i>General Fund Appropriation</i>	\$9,000 \$9,000
Child Care – Social Services	292-66300 <i>General Fund Appropriation</i>	\$1,080,000 \$1,080,000

COUNTY CLERK		
County Clerk	101-21500	\$409,261
Co. Clerk Circuit Court Div.	101-21599	\$855,963
Tax Allocation	101-24800	\$1,125
Elections	101-26200	\$183,719
Concealed Pistol Licensing	268-21500	\$73,070

REGISTER OF DEEDS		
Plat Board	101-24900	\$331
Register of Deeds	101-26800	\$751,071
Co. Survey Remonumentation	245-27800	\$166,192

REGISTER OF DEEDS		
Register of Deeds Automation	256-26801	\$277,729

HEALTH DEPARTMENT		
Communicable Diseases	101-60500	\$4,091
Health Department	221-60100	\$3,989,044
	<i>General Fund Appropriation</i>	<i>\$714,675</i>

AIRPORT		
Airport Fund	581-05400	\$1,481,354

LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE		
L.E.T.S.	588-53800	\$4,071,839
	<i>General Fund Appropriation</i>	<i>\$50,000</i>

BE IT FURTHER RESOLVED that the Board of Commissioners requested and the Courts presented line-item budget requests and those are authorized in the amounts set forth below:

COURTS		
Circuit Court	101-13100	\$1,028,744
District Court	101-13600	\$2,468,890
Probate Court	101-14800	\$769,781
Juvenile Court	101-14900	\$810,646
Guardianship Services	101-15000	\$8,712
Circuit Court Probation	101-15100	\$73,112
Appellate Court	101-16700	\$78,000
Central Services	101-16800	\$3,060,504
Court Security Officers	101-30500	\$281,033
Family Counseling Services	214-14100	\$14,000
Friend of Court	215-14100	\$2,731,143
	<i>General Fund Appropriation</i>	<i>\$886,777</i>
Federal Grants	238-16800	\$354,991
State Grants	239-16800	\$827,427
Law Library Fund	269-14500	\$1,000
Child Care - Juvenile	292-66200	\$2,669,346
	<i>General Fund Appropriation</i>	<i>\$899,437</i>

BE IT FURTHER RESOLVED that the projected revenues and expenditures for Internal Service Funds is also approved; but not as part of the Livingston County Budget for 2019, pursuant to Public Act 2 of 1968, as amended, in the amounts set forth below:

FACILITY SERVICE		
Facility Services	631-26500	\$3,396,759

CAR POOL		
Car Pool Fund	661-26300	\$1,432,461

INFORMATION TECHNOLOGY		
Information Technology	636-22800	\$4,447,192

BENEFIT FUND		
Employee Benefits	677-85200	\$10,932,500

BE IT FURTHER RESOLVED that Board of Commissioners authorizes \$17 million of General Fund fund balance to be assigned for cash flow purposes.

BE IT FURTHER RESOLVED, that County revenues and expenditures may vary from those which are currently projected and accordingly may be amended from time to time by the Board of Commissioners during the 2019 fiscal year as deemed necessary. It is the responsibility of the Chief Judges, County Elected Officials and County Department Heads to monitor their respective budget quarterly. If projected expenditures exceed the authorized budget or projected revenues are less than budgeted, then they shall come before the Board of Commissioners and present a corrective plan of action to the Finance Committee.

BE IT FURTHER RESOLVED, items under \$100,000 that are approved with the adoption of the 2019 Budget, and include department line item detail deemed sufficient by the County Administrator or Deputy County Administrator/Financial Officer will receive authorization to purchase or enter into contract as of January 1, 2019. Variances of the amount listed in the detail for that item, that are greater than 10 percent or \$25,000, whichever is lower, will require Board authorization prior to purchase or entering into contract. Variances less than 10 percent or \$25,000 of the line item detail may be approved by the County Administrator.

BE IT FURTHER RESOLVED, that the County Administrator is authorized to execute transfers among line items and cost centers within funds in amounts not to exceed \$25,000 per transfer. The County Administrator will notify the Finance Committee of any such transfers.

BE IT FURTHER RESOLVED, that any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health and safety of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.

BE IT FURTHER RESOLVED, that any services that lose funding (either charges-for-services, fees, or contractual, etcetera) or which costs exceed the revenue generated and which services are not basic to the health and safety of the residents of Livingston County and/or the services are provided by others; shall be reduced to commensurate with funding levels.

BE IT FURTHER RESOLVED that all Judges, County Elected Officials and County Department Heads shall abide by the Purchasing Policy, as adopted and amended from time to time by this Board, for all purchases made with funds appropriated by the Board of Commissioners and these budgeted funds shall be appropriated contingent upon compliance with the Purchasing Policy.

BE IT FURTHER RESOLVED that all Judges, County Elected Officials and County Department Heads shall abide by the County Cash Policy, as adopted and amended by this Board from time to time.

BE IT FURTHER RESOLVED that all Judges, County Elected Officials and County Department Heads shall abide by the County Claims & Payable Policy and Budget Transfer Policy, as adopted and amended by this Board from time to time.

BE IT FURTHER RESOLVED that the mileage reimbursement rate for employees and elected officials for use of their personal vehicles to travel/perform county business be established at \$.40 per mile.

BE IT FURTHER RESOLVED that all County Elected Officials and County Department Heads shall review departmental fees and make a recommendation, with justification, for fee adjustments to the Board of Commissioners to cover the costs of providing services.

BE IT FURTHER RESOLVED that the approved Authorized & Funded Employee List contained in the attached budget reflects the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorized & Funded Employee List.

BE IT FURTHER RESOLVED that the positions and position changes below be authorized as of January 1, 2019 and reflected in MUNIS Position Control:

PROSECUTOR

- Addition of One (1) full time Assistant Prosecutor I, or 1.0 FTE

REGISTER OF DEEDS

- Addition of One (1) full time Sr. Deputy Register of Deeds, or 1.0 FTE

EMS

- Elimination of Seven (7) Paramedics, or 7.0 FTE

BUILDING INSPECTION

- Addition of One (1) full time Building Inspector/Plan Reviewer, or 1.0 FTE

EQUALIZATION

- Reduction of hours for Sr. Appraiser reflecting authorization of .50 FTE

SHERIFF

- Increase of hours for Data Analyst reflecting authorization of .70 FTE
- Elimination of One (1) full time Deputy, or 1.0 FTE
- Addition of One (1) full time Sergeant, or 1.0 FTE

EMERGENCY MANAGEMENT

- Reduction of hours for Regional Planner reflecting authorization of .60 FTE

HEALTH

- Reclassification of Two (2) Environmental Sanitarian I positions to Environmental Sanitarian II positions, no change to FTE

JUDICIAL

- Elimination of One (1) District Court Judge, or 1.0 FTE
- Elimination of One (1) District Court Secretary, or 1.0 FTE
- Elimination of One (1) part time Account Clerk, or .50 FTE
- Addition of One (1) Circuit Court Judge, or 1.0 FTE
- Addition of One (1) Circuit Court Secretary, or 1.0 FTE

IRREGULAR STAFF

- Reduction of hours for Public Health Nurses reflecting authorization of .50 FTE

BE IT FURTHER RESOLVED that the County utilizes Position Control in the County's ERP system to maintain all Board authorized positions. Creation of new positions should be presented during the budget process. Resolutions for new positions or department reorganizations being presented to the Board of Commissioners for approval will clearly state the funding source and amount requested for that position on the resolution, as well as the position control number with position description and FTE. Positions being funded by grants or other stated sources of funding will not be made active in the County Position Control module until an approved categorized budget from the awarding agency is received by County Administration Finance as the position will be tied to this funding source in Position Control.

BE IT FURTHER RESOLVED that prior to filling vacant positions, all Judges, County Elected Officials and County Department Heads will hold the position open during the 2019 fiscal year for the appropriate duration of time to properly compensate for vacation and/or sick pay-offs and/or any separation payments to insure personnel expenditures don't exceed the 2019 authorized budget provided that mandated functions can be performed at serviceable levels. Positions that will become vacant where the department head deems it necessary to temporarily double fill for greater than 14 calendar days for either transition or succession planning purposes will need to bring this request to the Board for approval and authorization of funding.

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MOVED:
SECONDED:
ROLL CALL VOTE:

RESOLUTION

NO: 2018-12-201

LIVINGSTON COUNTY

DATE: December 3, 2018

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 its 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

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**

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: 29 November 2018

Regarding: Request Additional Operator

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: _____