

# **FINANCE COMMITTEE**

4/10/2008

304 E. Grand River Avenue

7:30 AM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**  
Meeting dated March 27, 2008
- 4. APPROVAL OF AGENDA**
- 5. REPORTS**
  - A. Census Bureau Update - See attachment
- 6. CALL TO THE PUBLIC**
- 7. TREASURER'S OFFICE**
  - A. RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO ESTABLISH 2007 DELINQUENT TAX FUND - Office of the Treasurer / Finance Committee  
(SEE RES #07A)
- 8. BUILDING SERVICES**
  - A. RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL, MAINTENANCE, AND LAWN CARE, WITH COMMUNITY MENTAL HEALTH AUTHORITY - Building Services / General Government Committee / Finance Committee  
  
(SEE RES #08A)
- 9. AIRPORT**
  - A. RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E37) - Airport / General Government Committee / Finance committee  
(SEE RES #09A)
  - B. RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E38) - Airport / General Government Committee / Finance Committee  
  
(SEE RES #09B)
  - C. RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E42) - Airport / General Government Committee / Finance Committee  
(SEE RES #09C)
  - D. RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY

AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH RICHARD HUBERT OF FOWLerville, MICHIGAN TO PROVIDE MOWING SERVICES FOR THE 2008 AND 2009 MOWING SEASONS - Airport / General Government Committee / Finance Committee

(SEE RES #09D)

E. RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND GRANT AN EASEMENT TO DETROIT EDISON FOR AN UNDERGROUND POWER LINE TO SERVICE AIRPORT ELECTRICAL NEEDS - Airport / General Government Committee / Finance Committee

(SEE RES #09E)

F. RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND GRANT AN EASEMENT TO DETROIT EDISON FOR AN UNDERGROUND POWER LINE ALONG BOWEN ROAD TO SERVICE THE MALSR SITE - Airport / General Government Committee / Finance Committee

(SEE RES #09F)

G. RESOLUTION TO ENTER INTO A PURCHASE AGREEMENT FOR A 1989 INTERNATIONAL JET-A REFUELER (VIN #1HTLAZPP3KH665712) WITH EPIC AVIATION, LLC - Airport / General Government Committee / Finance Committee

(SEE RES #09G)

**10. INFORMATION TECHNOLOGY**

A. RESOLUTION AUTHORIZING THE PURCHASE OF EIGHTEEN (18) USER LICENSES FOR COUNTY DEPARTMENTS TO ACCESS AND UTILIZE THE HARRIS FINANCIAL MANAGEMENT SOFTWARE AND BUDGET AMENDMENT - Information Technology / General Government Committee / Finance Committee

(SEE RES #10A)

B. RESOLUTION TO WAIVE FEES FOR GIS DATA TO BE USED BY SEMCOG FOR THE REGIONAL FORECASTING MODEL - Information Technology / GIS Division / General Government Committee / Finance Committee

(SEE RES #10B)

C. RESOLUTION AUTHORIZING PURCHASE OF SOFTWARE MAINTENANCE FOR CENTRAL SERVICES, JUVENILE/PROBATE COURT, AND COUNTY CLERK WEST COMPLEX FOR 2008 WITH THE STATE OF MICHIGAN JUDICIAL INFORMATION SYSTEMS - Information Technology / General Government Committee / Finance Committee

(SEE RES #10C)

**11.**

**DRAIN COMMISSIONER**

A. RESOLUTION TO AUTHORIZE THE ADVANCE OF GENERAL FUND MONIES TO THE SEPTAGE RECEIVING FUND AS A LOAN TO COVER THE MAY 1, 2008 DEBT PAYMENT - Drain Commissioner / Finance

Committee  
(SEE RES #11A)

**12. SHERIFFS DEPARTMENT**

A. RESOLUTION AUTHORIZING CAPITAL PURCHASE OF DOOR PANELS FOR THE JAIL AND AUTHORIZATION OF A TRANSFER FROM CAPITAL IMPROVEMENT FUNDS FOR THE PURCHASE - Sheriff Department-Jail / Finance Committee  
(SEE RES #12A)

B. RESOLUTION AUTHORIZING THE COUNTY OF LIVINGSTON TO ENTER INTO CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANTS, CONTRACTS AND CUSTOMER SYSTEMS (Marine Safety Grant) - Sheriff Department / General Government Committee / Finance Committee  
(SEE RES #12B)

**13. HUMAN RESOURCES**

A. RESOLUTION RECOGNIZING DECEMBER 26, 2008 AS A NON-PRECEDENT SETTING PAID HOLIDAY AND JANUARY 2, 2009 AS AN OPTIONAL WORK DAY, VACATION DAY OR UNPAID HOLIDAY - Personnel Committee / Finance Committee  
(SEE RES # 13A)

B. RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE L.E.T.S. OFFICE ASSISTANT, GRADE E, TO ADMINISTRATIVE AIDE, GRADE F - Personnel Committee / Finance Committee  
(SEE RES # 13B)

C. RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE PURCHASING ASSISTANT, GRADE LEVEL G TO GRADE LEVEL H - Personnel Committee / Finance Committee  
(SEE RES # 13C)

**14. ADMINISTRATION**

A. RESOLUTION TO SUBMIT ESTIMATED 2009 BUDGET TO ALLOCATION BOARD - Administration / Finance Committee  
(SEE RES#14A)

RESOLUTION AUTHORIZING THE CLOSING OF FUND 402 - LIVINGSTON COUNTY MOBILE COMMAND AND FUND 488 - COURTHOUSE IMPROVEMENT FUND - Administration / Finance Committee

(SEE RES#14B)

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**07A** RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO ESTABLISH 2007 DELINQUENT TAX FUND - Office of the Treasurer / Finance Committee

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- 08A** RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL, MAINTENANCE, AND LAWN CARE, WITH COMMUNITY MENTAL HEALTH AUTHORITY - Building Services / General Government Committee / Finance Committee
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- 09A** RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E37) - Airport / General Government Committee / Finance Committee
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- 09B** RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E38) - Airport / General Government Committee / Finance Committee
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- 09C** RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E42) - Airport / General Government Committee / Finance Committee
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- 09D** RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH RICHARD HUBERT OF FOWLerville, MICHIGAN TO PROVIDE MOWING SERVICES FOR THE 2008 AND 2009 MOWING SEASONS - Airport / General Government Committee / Finance Committee
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- 09E** RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND GRANT AN EASEMENT TO DETROIT EDISON FOR AN UNDERGROUND POWER LINE TO SERVICE AIRPORT ELECTRICAL NEEDS - Airport / General Government Committee / Finance Committee
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- 09F** RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND GRANT AN EASEMENT TO DETROIT EDISON FOR AN UNDERGROUND POWER LINE ALONG BOWEN ROAD TO SERVICE THE MALSR SITE - Airport / General Government Committee / Finance Committee
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- 09G** RESOLUTION TO ENTER INTO A PURCHASE AGREEMENT FOR A 1989 INTERNATIONAL JET-A REFUELER (VIN #1HTLAZPP3KH665712) WITH EPIC AVIATION, LLC - Airport / General Government Committee / Finance Committee
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- 10A** RESOLUTION AUTHORIZING THE PURCHASE OF EIGHTEEN (18) USER LICENSES FOR COUNTY DEPARTMENTS TO ACCESS AND UTILIZE THE HARRIS FINANCIAL MANAGEMENT SOFTWARE AND BUDGET AMENDMENT - Information Technology / General Government Committee / Finance Committee
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- 10B** RESOLUTION TO WAIVE FEES FOR GIS DATA TO BE USED BY SEMCOG FOR THE REGIONAL FORECASTING MODEL - Information

- 10C** RESOLUTION AUTHORIZING PURCHASE OF SOFTWARE MAINTENANCE FOR CENTRAL SERVICES, JUVENILE/PROBATE COURT, AND COUNTY CLERK WEST COMPLEX FOR 2008 WITH THE STATE OF MICHIGAN JUDICIAL INFORMATION SYSTEMS - Information Technology / General Government Committee / Finance Committee
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- 11A** RESOLUTION TO AUTHORIZE THE ADVANCE OF GENERAL FUND MONIES TO THE SEPTAGE RECEIVING FUND AS A LOAN TO COVER THE MAY 1, 2008 DEBT PAYMENT - Drain Commissioner / Finance Committee
- 
- 12A** RESOLUTION AUTHORIZING CAPITAL PURCHASE OF DOOR PANELS FOR THE JAIL AND AUTHORIZATION OF A TRANSFER FROM CAPITAL IMPROVEMENT FUNDS FOR THE PURCHASE - Administration /Sheriff Department - Jail / Finance Committee
- 
- 12B** RESOLUTION AUTHORIZING THE COUNTY OF LIVINGSTON TO ENTER INTO CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANTS, CONTRACTS AND CUSTOMER SYSTEMS (Marine Safety Grant) - Sheriff Department / General Government Committee / Finance Committee
- 
- 13A** RESOLUTION RECOGNIZING DECEMBER 26, 2008 AS A NON-PRECEDENT SETTING PAID HOLIDAY AND JANUARY 2, 2009 AS AN OPTIONAL WORK DAY, VACATION DAY OR UNPAID HOLIDAY - Personnel Committee / Finance Committee
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- 13B** RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE L.E.T.S. OFFICE ASSISTANT, GRADE E, TO ADMINISTRATIVE AIDE, GRADE F - Personnel Committee / Finance Committee
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- 13C** RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE PURCHASING ASSISTANT, GRADE LEVEL G TO GRADE LEVEL H - Personnel Committee / Finance Committee
- 
- 14A** RESOLUTION TO SUBMIT ESTIMATED 2009 BUDGET TO ALLOCATION BOARD - Administration / Finance Committee
- 
- 14B** RESOLUTION AUTHORIZING THE CLOSING OF FUND 402 - LIVINGSTON COUNTY MOBILE COMMAND AND FUND 488 - COURTHOUSE IMPROVEMENT FUND - Administration / Finance Committee
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- 15. MISCELLANEOUS CLAIMS**
- 16. COMPUTER PRINTOUT**

**17. ADJOURNMENT**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO ESTABLISH  
2007 DELINQUENT TAX FUND – Office of the Treasurer / Finance Committee**

**WHEREAS,** in recent years, the Livingston County Board of Commissioners has utilized Delinquent Revolving Tax Fund financing to settle delinquent tax accounts with involved governmental entities on a timely basis; and

**WHEREAS,** as a result, the school districts, as well as other local governments have been able to better plan and provide for necessary expenditures, often avoiding the necessity to borrow for operational needs; and

**WHEREAS,** the Livingston County Treasurer has proposed a plan which would permit the County to utilize existing Delinquent Revolving Tax Fund balances to settle 2007 balances with involved units of government; and

**WHEREAS,** implementation of the Livingston County Treasurer’s plan will save Livingston County taxpayers an estimated \$200,000 of related interest and legal costs; and

**WHEREAS,** Public Act 105 of 2003 was enacted July 24, 2003 and amended the General Property Tax Act 206 of 1893 as pertains to homestead property tax exemptions, now referred to as Principal Residence Exemptions; and

**WHEREAS,** Public Act 105 states that...”Taxes levied in a corrected or supplemental tax bill shall be returned as delinquent on the March 1 in the year immediately succeeding the year in which the corrected or supplemental tax bill is issued...”; and

**WHEREAS,** Livingston County has \$19,068.06 of Principal Residence Exemptions that were turned over delinquent as of March 1, 2008; and

**WHEREAS,** the 2007 levied tax delinquency is \$22,191,000.78 and the PREs are \$19,068.06.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to establish the 2007 Delinquent Tax Fund in the amount of \$22,210,068.84 utilizing existing Revolving fund balances from previous years.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: April 15, 2008

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**RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL, MAINTENANCE, AND LAWN CARE, WITH COMMUNITY MENTAL HEALTH AUTHORITY - BUILDING SERVICES / GENERAL GOVERNMENT COMMITTEE / FINANCE COMMITTEE**

**WHEREAS,** the Community Mental Health Authority desires to again enter into a Maintenance contract with the County for janitorial, maintenance, and lawn care of the building and the grounds located at 2280 East Grand River, Howell, Michigan 48843 and also for janitorial, and maintenance of the building and grounds located at CMH-ADS 3760 Cleary Drive Howell, Michigan 48843; and

**WHEREAS,** the County is willing to provide such services through the Building Services Department, and the Mental Health Authority is willing to reimburse the County for such services under the terms and conditions set forth herein, and

**WHEREAS,** the contract term will be January 1, 2008, through December 31, 2008; and

**WHEREAS,** the monthly charge of \$9,529.91 will be invoiced to the Mental Health Authority by the Building Services Department.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a contract for janitorial, maintenance, and lawn care of the building and grounds located at 2280 East Grand River, Howell, Michigan 48843 and for janitorial and maintenance of the building and grounds located at CMH-ADS, 3760 Cleary Drive, Howell, Michigan 48843, to be provided by the Livingston County Building Services Department at a cost of \$9,529.91 per month, including \$51.00 per hour for maintenance technician plus materials, and for a cost of \$35.00 per hour for extra custodial services.

**BE IT FURTHER RESOLVED** that the Chairman is authorized to sign said contract as reviewed by County Administration.

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MOVED:

SECONDED:

CARRIED:



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E37) - Airport / General Government Committee / Finance Committee**

**WHEREAS,** Commonwealth Associates, Incorporated, of Jackson, Michigan has been selected to perform land acquisition services for the Livingston County Airport in accordance with Federal Aviation Administration (FAA) and Michigan Department of Transportation (MDOT) procedures; and

**WHEREAS,** the purchase of Parcel E37 has been determined to be necessary for the protection of the runway approach; and

**WHEREAS,** an appraisal and review appraisal have been performed that consider the value of the property both before and after the purchase of the Avigation Easement that controls the height of any object(s) on the property, in preparation of presenting an offer to the property owner; and

**WHEREAS,** the Livingston County Aeronautical Facilities Board has reviewed the appraisal and recommends an offer be presented to the property owner(s); and

**WHEREAS,** the Michigan Aeronautics Commission has authorized a grant agreement with a local share of 2.5% for the purchase of this parcel.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize

Commonwealth Associates, Incorporated of Jackson, Michigan, to present an offer to the property owner(s) based upon the completed appraisal.

**BE IT FURTHER RESOLVED** the local share of the acquisition costs and grant funding will be 2.5%.

**BE IT FURTHER RESOLVED** the Chair be authorized to sign any necessary documents pertaining to this matter upon review by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E38) - Airport / General Government Committee/ Finance Committee**

**WHEREAS,** Commonwealth Associates, Incorporated, of Jackson, Michigan has been selected to perform land acquisition services for the Livingston County Airport in accordance with Federal Aviation Administration (FAA) and Michigan Department of Transportation (MDOT) procedures; and

**WHEREAS,** the purchase of Parcel E38 has been determined to be necessary for the protection of the runway approach; and

**WHEREAS,** an appraisal and review appraisal have been performed that consider the value of the property both before and after the purchase of the Avigation Easement that controls the height of any object(s) on the property, in preparation of presenting an offer to the property owner; and

**WHEREAS,** the Livingston County Aeronautical Facilities Board has reviewed the appraisal and recommends an offer be presented to the property owner(s); and

**WHEREAS,** the Michigan Aeronautics Commission has authorized a grant agreement with a local share of 2.5% for the purchase of this parcel.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize

Commonwealth Associates, Incorporated of Jackson, Michigan, to present an offer to the property owner(s) based upon the competed appraisal.

**BE IT FURTHER RESOLVED** the local share of the acquisition costs and grant funding will be 2.5%.

**BE IT FURTHER RESOLVED** the Chair be authorized to sign any necessary documents pertaining to this matter upon review by Civil Counsel.

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Moved:

Seconded:

Carried:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO AUTHORIZE COMMONWEALTH ASSOCIATES TO PRESENT AN OFFER TO PURCHASE AN AVIGATION EASEMENT (PARCEL E42) - Airport / General Government Committee**

**WHEREAS,** Commonwealth Associates, Incorporated, of Jackson, Michigan has been selected to perform land acquisition services for the Livingston County Airport in accordance with Federal Aviation Administration (FAA) and Michigan Department of Transportation (MDOT) procedures; and

**WHEREAS,** the purchase of Parcel E42 has been determined to be necessary for the protection of the runway approach; and

**WHEREAS,** an appraisal and review appraisal have been performed that consider the value of the property both before and after the purchase of the Avigation Easement that controls the height of any object(s) on the property, in preparation of presenting an offer to the property owner; and

**WHEREAS,** the Livingston County Aeronautical Facilities Board has reviewed the appraisal and recommends an offer be presented to the property owner(s); and

**WHEREAS,** the Michigan Aeronautics Commission has authorized a grant agreement with a local share of 2.5% for the purchase of this parcel.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize

Commonwealth Associates, Incorporated of Jackson, Michigan, to present an offer to the property owner(s) based upon the competed appraisal.

**BE IT FURTHER RESOLVED** the local share of the acquisition costs and grant funding will be 2.5%.

**BE IT FURTHER RESOLVED** the Chair be authorized to sign any necessary documents pertaining to this matter upon review by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH RICHARD HUBERT OF FOWLerville, MICHIGAN TO PROVIDE MOWING SERVICES FOR THE 2008 AND 2009 MOWING SEASONS - Airport / General Government Committee / Finance Committee**

**WHEREAS,** the Livingston County Purchasing Department has solicited proposals for contract grass mowing services at the Livingston County Airport utilizing specifications developed with the Airport Manager; and

**WHEREAS,** proposals were received from a total of two companies; and

**WHEREAS,** Richard Hubert has provided quality mowing services to the Livingston County Airport for the past several years; and

**WHEREAS,** Richard Hubert has submitted the lowest per hour operating costs for mowing equipment with operator; and

**WHEREAS,** the contract language will include a provision that the agreement can be cancelled by either party upon sixty (60) days notice; and

**WHEREAS,** the Livingston County Aeronautical Facilities Board has reviewed the proposals submitted and recommends Richard Hubert be awarded the contract.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into an agreement with Richard Hubert of Fowlerville, Michigan for grass mowing services at the Livingston County Airport for 2008 and 2009.

**BE IT FURTHER RESOLVED** the Chair be authorized to sign the Agreement as drafted by Civil Counsel

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND GRANT AN EASEMENT TO DETROIT EDISON FOR AN UNDERGROUND POWER LINE TO SERVICE AIRPORT ELECTRICAL NEEDS - Airport / General Government Committee / Finance Committee**

**WHEREAS,** Detroit Edison has installed an underground power line west of the new runway, that runs along Taxiway Alpha to service the electrical vault and T-hangar complex; and

**WHEREAS,** this line will continue south of the electrical vault back to Grand River Avenue in order to loop the system to provide power from two different grids; and

**WHEREAS,** the proposed easement language does comply with all FAA and MDOT requirements for utility easements.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to grant an easement to Detroit Edison for the installation of underground power lines to service electrical needs at the airport.

**BE IT FURTHER RESOLVED** that the Chairman of the Board be authorized to sign any necessary documents pertaining to this matter upon review of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND GRANT AN EASEMENT TO DETROIT EDISON FOR AN UNDERGROUND POWER LINE ALONG BOWEN ROAD TO SERVICE THE MALSR SITE - Airport / General Government Committee / Finance Committee**

**WHEREAS,** Detroit Edison has installed an underground power line on the south side of Bowen Road to supply power to the FAA MALSR site; and

**WHEREAS,** this line will only provide service to the MALSR site; and

**WHEREAS,** the proposed easement language does comply with all FAA and MDOT requirements.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to grant an easement to Detroit Edison for the installation of underground power lines parallel to Bowen Road to service the MALSR site.

**BE IT FURTHER RESOLVED** the Chair be authorized to sign the agreement upon review by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION TO ENTER INTO A PURCHASE AGREEMENT FOR A 1989 INTERNATIONAL JET-A REFUELER (VIN #1HTLAZPP3KH665712) WITH EPIC AVIATION, LLC - Airport / General Government Committee / Finance Committee**

**WHEREAS,** Epic Aviation, LLC has been leasing a 1989 International Jet-A refueler to the Livingston County Airport for delivery of Jet-A fuel to aircraft; and

**WHEREAS,** the Jet-A truck requires a fuel filter upgrade in order to deliver Prist (an anti-icing additive and bacterial growth inhibitor) to aircraft due to a change in the manufacture of fuel filters; and

**WHEREAS,** Epic Aviation, LLC will upgrade the Jet-A truck with a Prist injection system prior to the sale of the truck to Livingston County; and

**WHEREAS,** no further lease payments will be due to Epic Aviation, LLC for the Jet-A truck.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners agrees to the purchase of a 1989 International Jet-A refueler, VIN #1HTLAZPP3KH665712 for \$8,500 from Epic Aviation LLC including the installation of a Prist injection system.

**BE IT FURTHER RESOLVED** the 2008 Airport Operations Budget included \$11,500 for anticipated lease payments for the Jet-A fuel truck.

**BE IT FURTHER RESOLVED** the Chair be authorized to sign the Purchase Agreement upon review by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: April 15, 2008

**RESOLUTION AUTHORIZING THE PURCHASE OF EIGHTEEN (18) USER LICENSES TO ACCESS AND UTILIZE THE HARRIS FINANCIAL MANAGEMENT SOFTWARE AND BUDGET AMENDMENT – Information Technology / General Government Committee / Finance Committee**

**WHEREAS,** Harris is the county’s financial management software system including Accounts Payable, Accounts Receivable, and General Ledger; and

**WHEREAS,** to allow various county departments access to the Harris financial software package, these departments need a workstation license; and

**WHEREAS,** each computer requires two (2) types of licenses, the cost is \$1,200 per computer for a total cost not to exceed Twenty-One Thousand Six Hundred dollars (\$21,600).

**WHEREAS,** during the 2008 budgeting process, the need for the licenses were not anticipated, therefore a budget amendment is necessary to cover the cost of these additional licenses for Fiscal-Year 2008; and

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

**WHEREAS,** the Information Technology department will recover their costs by charging the various county departments for the actual cost of the license.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the issuance of a purchase order for Eighteen (18) Harris financial software package licenses to gain access to various county departments at a cost not to exceed Twenty-One Thousand Six Hundred dollars (\$21,600)

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners approves and adopts the Information Technology Department Fiscal-Year 2008 amended budget as follows:

	<i>2008</i>	<i>Proposed</i>	<i>Proposed</i>
	<i>Amended</i>	<i>Budget</i>	<i>2008 Amended</i>
<u><i>Fund</i></u>	<u><i>Budget</i></u>	<u><i>Amendment</i></u>	<u><i>Budget</i></u>
<i>636</i>	<i>\$3,460,046</i>	<i>\$21,600</i>	<i>\$3,481,646</i>

The budgetary worksheets showing the line-item changes for the proposed 2008 budget amendment will be attached as part of the resolution

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MOVED:  
SECONDED:  
CARRIED:



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION TO WAIVE FEES FOR GIS DATA TO BE USED BY SEMCOG FOR THE REGIONAL FORECASTING MODEL - Information Technology / GIS Division / General Government Committee / Finance Committee**

**WHEREAS,** the Southeast Michigan Council of Governments (SEMCOG) has requested parcel mapping information from the Livingston County Information Technology Department/GIS Division to prepare the Regional Development Forecast; and

**WHEREAS,** in prior years the information necessary for updating the Regional Development Forecast was provided by Livingston County; and

**WHEREAS,** in consideration of the fee waiver, SEMCOG agrees that the information provided by the County shall be used for the sole purpose of updating the Regional Development Forecast; and

**WHEREAS,** this Resolution has been recommended for approval by the Technology Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes the Information Technology Department/GIS Division to waive any and all Enhanced Access fees associated with providing the GIS data requested by SEMCOG.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: April 15, 2008

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**RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE MAINTENANCE FOR CENTRAL SERVICES, JUVENILE/PROBATE COURT, AND COUNTY CLERK WEST COMPLEX FOR 2008 WITH THE STATE OF MICHIGAN JUDICIAL INFORMATION SYSTEMS - Information Technology/General Government Committee / Finance Committee**

**WHEREAS,** the software used by Central Services, Juvenile/Probate Court, and County Clerk West Complex require annual maintenance to ensure technical software support services are received; and

**WHEREAS,** the Information Technology Department is hereby requesting authorization to purchase the software maintenance for Central Services, Juvenile/Probate Court, and County Clerk West Complex for the year 2008 through the State of Michigan Judicial Information Systems; and

**WHEREAS,** the Information Technology department has obtained the costs for technical software services for the year 2008 and recommends that a Blanket Purchase Order with the State of Michigan Judicial Information Systems, be issued for a one (1) year period for January 1, 2008 through December 31, 2008 for an amount not to exceed \$97,500.00; and

**WHEREAS,** funding for same is available through the Information Technology Department budget in the software line item 636-258- 933.020; and

**WHEREAS,** last year's total cost for JIS services totaled \$ 98,812.00; and

**WHEREAS,** this Resolution has been recommended for approval by the General Government Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Blanket Purchase Order be issued to the State of Michigan for the Judicial Information Systems for technical software maintenance for Central Services, Juvenile/Probate Court, and County Clerk West Complex for the year 2008 from January 1, 2008 through December 31, 2008 for the amount not to exceed \$97,500.00.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: April 15, 2008

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**RESOLUTION TO AUTHORIZE THE ADVANCE OF GENERAL FUND MONIES TO THE SEPTAGE RECEIVING FUND AS A LOAN TO COVER THE MAY 1, 2008 DEBT PAYMENT – Board of Public Works / Finance Committee**

**WHEREAS**, the County of Livingston (the "County"), by resolution of its Board of Commissioners, has established a Department of Public Works for the administration of the powers conferred upon the County by Act 185 of the Michigan Public Acts of 1957, as amended ("Act 185"), which Department is administered by the Board of Public Works, under the general control of the Board of Commissioners; and

**WHEREAS**, the County of Livingston County, acting through its Department of Public Works has successfully eliminated the land application of septage in Livingston County through the construction of a septage receiving station in Hartland Township; and

**WHEREAS**, a bond and interest payment for the construction debt in the amount of \$154,911 is due on May 1, 2008; and

**WHEREAS**, the septage receiving enterprise fund contains insufficient funds to cover the debt payment; and

**WHEREAS**, the Department of Public Works requests a loan from the General Fund in the amount of \$100,000 to cover the payment.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the transfer of \$100,000 from the General Fund (101) to the Septage Receiving Debt Retirement Fund (577).

**BE IT FURTHER RESOLVED** that repayment of the borrowed amount shall be repaid in whole, assuming a 5% interest rate per annum.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY

NO:

**RESOLUTION**

**DATE: April 15, 2008**

**RESOLUTION AUTHORIZING CAPITAL PURCHASE OF DOOR PANELS FOR THE JAIL AND AUTHORIZATION OF A TRANSFER FROM CAPITAL IMPROVEMENT FUNDS FOR THIS PURCHASE - Administration /Sheriff / Finance Committee**

**WHEREAS,** the system security panels for the Jail doors and cell speakers require an update from control panels to a computer touch screen operation; and

**WHEREAS,** of the five panels in the jail, two were replaced in 2007, two are proposed to be replaced now in 2008 and the remaining panel will be replaced in 2009; and

**WHEREAS,** the Sheriff's has obtained a quote from Mid-State Security of Grand Rapids, Michigan for the purchase of two security touch panels in the amount of \$12,620 per panel for a total of \$25,240, of which funds are included in the current jail budget; and

**WHEREAS,** the Livingston County Sheriff Department is requesting authorization to transfer funds from the Capital Improvement Fund in the amount of \$25,240 for the purchase and installation of two touch screen panels for the jail door products and installation.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the purchase of two touch screen panels for the jail doors from Mid-state Security in the amount of \$12,620 per panel for a total cost of \$25,240.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the transfer from Capital Improvement Fund to the Sheriff Department-Jail in the amount of \$25,240.

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Moved:  
Seconded:  
Carried:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION AUTHORIZING THE COUNTY OF LIVINGSTON TO ENTER INTO CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANTS, CONTRACTS AND CUSTOMER SYSTEMS (Marine Safety Grant) - Sheriff Department / General Government Committee / Finance Committee**

**WHEREAS,** the Livingston County Sheriff Department has determined a need to continue the operation of the Marine Safety Program which includes boater safety education, waterway patrols, and dive rescue/recovery operations; and

**WHEREAS,** the State of Michigan, Department of Natural Resources Grants, Contracts and Customer Systems has invited Livingston County to enter a grant agreement to financially assist in the operation of the Sheriff's Department Marine Safety Program for FY 2008; and

**WHEREAS,** for participation in the Marine Safety Grant, Livingston County will be reimbursed up to \$50,372.00 of the County's authorized expenditures incurred during the grant period of January 1, 2008 to December 31, 2008; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners

hereby authorizes the Livingston County Sheriff to enter into agreement for financial assistance with the State of Michigan, Department of Natural Resources Grants, Contracts and Customer Systems for the term of January 1, 2008 to December 31, 2008.

**BE IT FURTHER RESOLVED** that the County Board Chairman is hereby authorized to sign this grant agreement upon review of Civil Counsel.

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**MOVED:  
SECONDED:  
CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION RECOGNIZING DECEMBER 26, 2008, AS A NON-PRECEDENT SETTING PAID HOLIDAY AND JANUARY 2, 2009 AS AN OPTIONAL WORK DAY, VACATION DAY OR UNPAID HOLIDAY - *Personnel Subcommittee / Finance Committee***

**WHEREAS,** this year, because Christmas Eve and Christmas Day fall on Wednesday, December 24<sup>th</sup> and Thursday, December 25<sup>th</sup>, it is anticipated that the public demand for County services on Friday, December 26<sup>th</sup>, will be minimal; and

**WHEREAS,** the cost of opening and reheating County offices on Friday, December 26<sup>th</sup> may not justify the activity; and

**WHEREAS,** the same situation will exist the following week with New Years Eve falling on a Wednesday and New Years Day falling on a Thursday.

**THEREFORE BE IT RESOLVED** that the County is authorizing employees to receive a one-time paid holiday on Friday, December 26<sup>th</sup>; and

**THEREFORE BE IT RESOLVED** that the County is allowing Friday, January 2, 2009 to be used as an unpaid holiday, regular work day or vacation day in order to allow employees to also take this day off as long as no overtime or compensation costs are incurred by the County, subject to Letter of Understanding with bargaining unit employees.

**BE IT FURTHER RESOLVED** that, due to the constant need for emergency services, this opportunity applies to all non-emergency personnel.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the non-precedent setting closing of administrative County offices on Friday, December 26, 2008 as an additional paid holiday and the optional day off on Friday, January 2, 2009 (paid, unpaid or worked).

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MOVED:  
SECONDED:  
CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

**RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE L.E.T.S. OFFICE ASSISTANT PAY GRADE E TO AN ADMINISTRATIVE AIDE PAY GRADE F - Personnel Subcommittee / Finance Committee**

**WHEREAS,** The Plante and Moran wage study and resulting Board of Commissioners approval of resolution 305-127 provides for grade level reclassifications; and

**WHEREAS,** Human Resources has reviewed the reclassification request for the L.E.T.S. Department Office Assistant (level E) and recommends the position be changed to an Administrative Aide (level F) based on the job evaluation tool consistent with the Plante Moran study; and

**WHEREAS,** The Personnel Subcommittee and Finance Committee has reviewed and supports the recommendation.

**THEREFORE BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby reclassifies the L.E.T.S. Department Office Assistant level E to Administrative Aide level F.

<u><b>CURRENT</b></u>		<u><b>PROPOSED</b></u>	
Director (Level M)	1	Director (Level M)	1
Operations Mgr. (Level K)	1	Operations Mgr. (Level K)	1
DrTrng/Maint Coordinator (G)	1	DrTrng/Maint Coordinator (G)	1
Dispatcher/Driver (Level F)	3	Dispatcher/Driver (Level F)	3
Drivers (11 FT,8 PT)(Level F)	11 +8 p/t	Drivers (11 FT,8 PT)(Level F)	11 +8p/t
Office Assistant (Level E)	1	<b>Admin. Aide (Level F)</b>	1
Utility/Driver(Level F)	2	Utility/Driver(Level F)	2
<b>Total</b>	20 (+8 PT)		20(+8PT)

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

**RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE PURCHASING ASSISTANT, GRADE G TO GRADE H - Personnel Subcommittee / Finance Committee**

**WHEREAS,** The Plante and Moran wage study and resulting Board of Commissioners approval of resolution 305-127 provides for grade level reclassifications; and

**WHEREAS,** Human Resources has reviewed the reclassification request for the Purchasing Department / Purchasing Assistant (Level G) and recommends the position be changed to a Level H based on the job evaluation tool consistent with the Plante Moran study; and

**WHEREAS,** The Personnel Sub-committee and Finance Committee has reviewed and supports the recommendation.

**THEREFORE BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby reclassifies the Purchasing Assistant from Grade Level G to Grade Level H effective 4/14/08.

<u>CURRENT</u>		<u>PROPOSED</u>	
Purchasing Agent (Level L)	1	Purchasing Agent (Level L)	1
Purchasing Assistant (Level G)	1	Purchasing Assistant (Level H)	1
<b>Total</b>	<b>2</b>		<b>2</b>

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**MOVED:**

**SECONDED:**

**CARRIED:**



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION TO SUBMIT ESTIMATED 2009 BUDGET TO ALLOCATION BOARD -  
Administration / Finance Committee**

**WHEREAS,** the Tax Allocation Board meets yearly to review the proposed budgets of each respective township, school district and the County; and

**WHEREAS,** in compliance with the statutory requirement, the Tax Allocation Board will meet on Monday, April 21, 2008.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the submission of the Estimated 2009 General Fund Revenue and Expenditure budget for Livingston County, by activity, to the Tax Allocation Board in the amount of \$43,817,182.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: April 15, 2008**

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**RESOLUTION AUTHORIZING THE CLOSING OF FUND 402 - LIVINGSTON COUNTY MOBILE COMMAND AND FUND 488 - COURTHOUSE IMPROVEMENT FUND - Administration / Finance Committee**

**WHEREAS,** Fund 402 / Livingston County Mobile Command, was established in 1996 to receive contributions to repair the Sheriff's command unit which the County received from the General Motors Proving Grounds - this account is no longer active; and

**WHEREAS** the residual balance in Fund 402 is \$1,983.95 and should be transferred to the General Fund; and

**WHEREAS,** Fund 488 / Courthouse Improvement Fund, was established for the refurbishment of the Historic Courthouse with proceeds from Building Authority Bonds and now the work is complete - this account is no longer active; and

**WHEREAS,** the residual balance in Fund 488 is \$105.30 and should be transferred to the Debt Retirement fund - Fund 370 - 2000 Building Authority.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to close the following inactive funds:  
Fund 402 and transfer its residual balance of \$1,983.95 to the General Fund;  
Fund 488 and transfer its residual balance of \$105.30 to Fund 370 / 2000 Building Authority LTGO.

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MOVED:  
SECONDED:  
CARRIED: