

GENERAL GOVERNMENT COMMITTEE

12/8/2008

304 E. Grand River Avenue, Howell, MI

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**
Minutes of meeting: November 10, 2008
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **PURCHASING**
 - A. RESOLUTION AUTHORIZING THE PARTICIPATION WITH THE U.S. COMMUNITIES OFFICE SUPPLY PROGRAM WITH OFFICE DEPOT - Purchasing / General Government
7. **ANIMAL CONTROL**
 - A. RESOLUTION TO APPROVE THE CHANGE OF THE FEE SCHEDULE IN THE ANIMAL CONTROL DEPARTMENT-Animal Control Department / General Government Committee
8. **L.E.T.S.**
 - A. RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICES - L.E.T.S. / General Government Committee
 - B. RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER TO RKA PETROLEUM CO. OF ROMULUS, MICHIGAN FOR DIESEL FUEL FOR 2009 -L.E.T.S. / General Government Committee
9. **BUILDING SERVICES**
 - A. RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR HVAC SERVICES AS NECESSARY - Building Services Department / General Government
10. **INFORMATION TECHNOLOGY**
 - A. RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO FIDLAR TECHNOLOGIES FOR SOFTWARE SUPPORT FOR LIVINGSTON COUNTY REGISTER OF DEEDS iDOC SOFTWARE - Information Technology
11. **AIRPORT**
 - A. RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH AIRBP (dba EPIC AVIATION) AS THE FUEL SUPPLIER FOR THE LIVINGSTON COUNTY AIRPORT - Airport / General Government
 - B. RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND AMEND RESOLUTION 199-

018 AUTHORIZING AN AGREEMENT WITH COMMONWEALTH ASSOCIATES, INCORPORATED (Amendment #17) TO INCLUDE AVIGATION EASEMENTS IN THE RUNWAY PROTECTION ZONE (RPZ) WEST OF BURKHART ROAD - Airport / General Government

C. RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND APPROVE CHANGE ORDER #4 (Final) FOR THE RUNWAY CONSTRUCTION PROJECT WITH BERNIE JOHNSON TRUCKING OF LEROY, MICHIGAN - Airport / General Government

D. RESOLUTION TO CONCUR WITH THE RECOMMENDATION OF THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND BEGIN EMINENT DOMAIN PROCEEDINGS FOR PARCEL E38 - Airport / General Government

06A RESOLUTION AUTHORIZING THE PARTICIPATION WITH THE U.S. COMMUNITIES OFFICE SUPPLY PROGRAM WITH OFFICE DEPOT - Purchasing / General Government

07A RESOLUTION TO APPROVE THE CHANGE OF THE FEE SCHEDULE IN THE ANIMAL CONTROL DEPARTMENT-Animal Control Department / General Government

08A RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICES - L.E.T.S. / General Government

08B RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER TO RKA PETROLEUM CO. OF ROMULUS, MICHIGAN FOR DIESEL FUEL FOR 2009 -L.E.T.S. / General Government

09A RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR HVAC SERVICES AS NECESSARY - Building Services Department / General Government

10A RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO FIDLAR TECHNOLOGIES FOR SOFTWARE SUPPORT FOR LIVINGSTON COUNTY REGISTER OF DEEDS iDOC SOFTWARE -Information Technology

11A RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH AIRBP (dba EPIC AVIATION) AS THE FUEL SUPPLIER FOR THE LIVINGSTON COUNTY AIRPORT - Airport / General Government

11B RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND AMEND RESOLUTION 199-018 AUTHORIZING AN AGREEMENT WITH COMMONWEALTH ASSOCIATES, INCORPORATED (Amendment #17) TO INCLUDE

AVIGATION EASEMENTS IN THE RUNWAY PROTECTION ZONE (RPZ)
WEST OF BURKHART ROAD - Airport / General Government

11C RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY
AERONAUTICAL FACILITIES BOARD AND APPROVE CHANGE ORDER
#4 (Final) FOR THE RUNWAY CONSTRUCTION PROJECT WITH BERNIE
JOHNSON TRUCKING OF LEROY, MICHIGAN - Airport / General
Government

11D RESOLUTION TO CONCUR WITH THE RECOMMENDATION OF THE
LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND
BEGIN EMINENT DOMAIN PROCEEDINGS FOR PARCEL E38 - Airport /
General Government

12. ADJOURNMENT

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PARTICIPATION WITH THE U.S. COMMUNITIES OFFICE SUPPLY PROGRAM WITH OFFICE DEPOT - Purchasing / General Government Committee

WHEREAS, currently Livingston County procures office supplies from OfficeMax in which the contract will expire on January 18, 2009; and

WHEREAS, after a price analysis was performed with other extendable contracts, Purchasing recommends piggybacking off of the Los Angeles contract with Office Depot through the participation with the U.S. Communities Program in which we anticipate a savings of 5% over the other contracts available; and

WHEREAS, the contract will expire on January 1, 2010, with an option to renew for an additional two-year period; and

WHEREAS, that the annual departmental expenditure can not exceed the availability of appropriated funds for office supplies.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the participation with the U.S. Communities Program with Office Depot for office supplies until January 1, 2010, with an option to renew for a two-year renewal period.

BE IT FURTHER RESOLVED that the annual departmental expenditure can not exceed the availability of appropriated funds for office supplies.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign any agreements or documents as needed to participate in the Los Angeles contract with Office Depot.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE CHANGE OF THE FEE SCHEDULE IN THE ANIMAL CONTROL DEPARTMENT-Animal Control Department / General Government Committee

WHEREAS, the Animal Control Department has determined a need to change its fee schedule; and

WHEREAS, the Animal Control Department has elected, due to fiscal responsibility, to charge one set fee for animal adoptions and update fees for services; and

WHEREAS, the Animal Control Department will continue to give a discount to approved rescue groups for animals that have fulfilled their fourteen (14) day criteria; and

WHEREAS, the fee schedule changes for adoptions are as follows:

Cats under four (4) months	\$80.00
Cats over four (4) months	\$90.00
Dogs under four (4) months	\$110.00
Dogs over four (4) months	\$120.00

WHEREAS, the fees will include all applicable tests, vaccines, licenses, microchip and the spay/neuter surgery; and

WHEREAS, the fee schedule changes for services are as follows:

Owner request pick-up	\$35.00	Owner surrendering animal	\$20.00
Feral cat euthanasia	\$10.00	Owner request euthanasia	\$50.00
Quarantine bite case	\$250.00		
Additional euthanasia fee for aggressive animals			\$25.00
Owner request euthanasia for bite case with no quarantine			\$100.00

WHEREAS, all other fees charged by Livingston County Animal Control will remain the same.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the above referenced fee schedule changes to reflect one set fee for animal adoptions and change in services fees effective immediately.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICES – L.E.T.S. / General Government

WHEREAS, a need exists for specialized legal services regarding matters directly involved with transportation and services provided by L.E.T.S.; and

WHEREAS, A contract agreement from January 1, 2009 through December 31, 2009 for legal services from James Dunn, P.C., East Lansing, Michigan to perform legal consultations and not-litigation services is required by L.E.T.S.; and

WHEREAS, Professional services for L.E.T.S., such as legal counsel and representation is an eligible operating reimbursable expense from the Michigan Department of Transportation and the Federal Transit Administration; and

WHEREAS, the rate for this contract is \$1,750 per month retainer capped at 18 hours of consultation on any issue facing the transportation system; and

WHEREAS, L.E.T.S. would like to continue the contract for services subject to the terms and conditions of the agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the contract agreement with James Dunn, PLLC of East Lansing, Michigan for legal services for L.E.T.S. for the period January 1, 2009 through December 31, 2009 for a monthly rate of \$1,750. Hours are capped at 18 hours of time per month as further outlined in the contract agreement.

BE IT FURTHER RESOLVED that the Board chair is authorized to sign said contract upon review of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER TO RKA PETROLIUM CO. OF ROMULUS, MICHIGAN FOR DIESEL FUEL FOR 2009 - L.E.T.S. / General Government Committee

WHEREAS, currently L.E.T.S. purchases diesel fuel through the State of Michigan Extended Purchasing Program; and

WHEREAS, the L.E.T.S. 2009 budget for fuel was approved at \$185,000 based on current predictions of operating mileage and number of buses in operation; and

WHEREAS in the past a blanket purchase order for fuel was approved by the Board of Commissioners using the designated vendor approved by the State of Michigan Contract, that being RKA Petroleum of Romulus, Michigan; and

WHEREAS, the cost of fuel is an allowable reimbursable expenses from both the Federal Transit Administration and State of Michigan transportation formula funds.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners

hereby authorizes a blanket purchase order for the purchase of diesel fuel under

the State of Michigan Extended Purchasing Program to RKA Petroleum Co. of

Romulus, Michigan in an amount not to exceed One Hundred Eighty-Five

Thousand (\$185,000.00) Dollars for the period of January 1, 2009 through

December 31, 2009 in accordance with the County Purchasing Policy.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR HVAC SERVICES AS NECESSARY - Building Services / General Government

WHEREAS, The Building Services Department has determined a need for HVAC Services on a as needed basis, as directed by the Building Services Director; and

WHEREAS, Building Services has utilized the purchasing policy and has had ten vendors bid on the project.

WHEREAS, Building Services is recommending that Mechanical Services, LLC, of Fenton, Michigan be awarded a two year blanket purchase order not to exceed \$15,000 in the 2009 Budget year and not to exceed \$15,000 in 2010 based on appropriated funds; and

WHEREAS, This purchase order will lock in labor prices for HVAC maintenance as well as provide a discount for parts necessary for the repairs and will allow us to avoid paying emergency repair rates in the future; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes Mechanical Services, LLC, of Fenton, Michigan be awarded a two year blanket purchase order for HVAC services not to exceed \$15,000 in the 2009 Budget year and not to exceed \$15,000 in 2010 based on appropriated funds.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO FIDLAR TECHNOLOGIES FOR SOFTWARE SUPPORT FOR LIVINGSTON COUNTY REGISTER OF DEEDS FIDLAR SOFTWARE -Information Technology

WHEREAS, due to the need to ensure that the technical support services and software upgrades are received for the Livingston County Register of Deeds Fidlar software through Fidlar Technologies; and

WHEREAS, the Fidlar software is now up for renewal and in order to continue the support as in the past with Fidlar Technologies, of Rock Island, Il, issuance of a new Purchase Order is required; and

WHEREAS, the Register of Deeds had personally chosen Fidlar Technologies because of their ability to improve the efficiency of record processing; and

WHEREAS, in compliance with the Livingston County Purchasing Policy, Fidlar Technologies of Rock Island, Il., is the sole source for the purchase of the annual Fidlar Software support for the Livingston County Register of Deeds department; and

WHEREAS, after the review of the vendor and products, Purchasing recommends that a Purchase Order with Fidlar Technologies of Rock Island, Il., be awarded for a 1 year period from November 1, 2008 through October 31, 2009 for an amount not to exceed \$65,000.00; and

WHEREAS, funding for same is available through the Information Technology Budget; 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 Purchase Order be issued to Fidlar Technologies, for the annual Fidlar software support from November 1, 2008 through October 31, 2009 for an amount not to exceed \$65,000.00.

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MOVED:

SECONDED:

RESOLUTION NO: #

PAGE: 2

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CARRIED:

<http://sharepoint1/sites/Resolutions/Resolution Templates/Purchase Order NEW.doc>

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH AIRBP (dba EPIC AVIATION) AS THE FUEL SUPPLIER FOR THE LIVINGSTON COUNTY AIRPORT -- Airport / General Government Committee

WHEREAS, the Livingston County Purchasing Department has solicited proposals to provide fuel to the Livingston County Airport for resale; and

WHEREAS, four proposals were received by the Purchasing Department; and

WHEREAS, the proposals have been reviewed by the Airport Manager and the Livingston County Aeronautical Facilities Board; and

WHEREAS, AirBP (dba Epic Aviation) will provide competitive fuel pricing and has offered incentives of a 100LL fuel truck and a ground power unit to the airport.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into an Agreement with AirBP (dba Epic Aviation) to provide fuel to the Livingston County Airport for resale to the public.

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:

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND AMEND RESOLUTION 199-018 AUTHORIZING AN AGREEMENT WITH COMMONWEALTH ASSOCIATES, INC. (Amendment #17) TO INCLUDE AVIGATION EASEMENTS IN THE RUNWAY PROTECTION ZONE (RPZ) WEST OF BURKHART ROAD - Airport / General Government Committee

WHEREAS, The services of a Land Consultant are needed for the purchase of property and avigation easements necessary for ongoing airport improvements; and

WHEREAS, Commonwealth Associates, Incorporated, of Jackson, Michigan has been selected to perform these services in accordance with Federal Aviation Administration (FAA) and Michigan Department of Transportation (MDOT) procedures; and

WHEREAS, funding has been made available for the purchase of additional Avigation Easements on the west end of the airport for properties in the Runway Protection Zone; and

WHEREAS, the easements to be purchases will include E40&E41 (one owner), E10, E11, E12, E48, E49, E50, E51 and E 52; and

WHEREAS, this amendment to the agreement with Commonwealth Associates totals \$37,337 and will be funded with a 2.5% local share of \$934.43, which was included in the Airport Loan Agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to amend their agreement with Commonwealth Associates, Incorporated of Jackson, Michigan to include consultant services for the acquisition of Avigation Easements in the Runway Protection Zone (parcels include E40&E41 (one owner), E10, E11, E12, E48, E49, E50, E51 and E 52) west of Burkhart Road.

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

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND APPROVE CHANGE ORDER #4 (Final) FOR THE RUNWAY CONSTRUCTION PROJECT WITH BERNIE JOHNSON TRUCKING OF LEROY, MICHIGAN -- AIRPORT

WHEREAS, Livingston County has entered into an agreement with Bernie Johnson Trucking of Leroy, Michigan for the construction of the new runway as a part of the development of the Airport Master Plan for the Livingston County Airport; and

WHEREAS, this Change Order for \$17,506.40 to the original contract includes items related to site drainage improvements at the ILS glideslope, additional site restoration and drainage work required by the Livingston County Drain Commissioner, including additional permit fees; and

WHEREAS, this is the final change order for the project; and

WHEREAS, funding for this change order will be on a 95/2.5/2.5 basis and monies are available in the contingency fund included in the original grant agreement and first grant amendment.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to amend their agreement with Bernie Johnson Trucking and to approve Change Order #4 to the agreement at a total cost of \$17,506.40 with a local share of \$437.66.

BE IT FURTHER RESOLVED the Chair be authorized to sign the Change Order.

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Moved:

Supported:

Carried:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE RECOMMENDATION OF THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND BEGIN EMINENT DOMAIN PROCEEDINGS FOR PARCEL E38 - Airport / General Government Committee

WHEREAS, Livingston County Board of Commissioners resolution #2008-04-127 authorized Commonwealth Associates, Incorporated, of Jackson, Michigan to purchase an Avigation Easement for Parcel E38; and

WHEREAS, the purchase of this Avigation Easement is necessary for the protection of the runway approach surfaces; and

WHEREAS, Commonwealth Associates has presented an offer to the property owner's based upon an appraisal of the property; and

WHEREAS, the property owner's have rejected the offer that was presented by Commonwealth Associates.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners concur with the Aeronautical Facilities Board to proceed with Eminent Domain proceedings for the acquisition of Parcel E38.

BE IT FURTHER RESOLVED that Gary Strauss of Strauss & Strauss PLLC be retained for these proceedings.

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MOVED:
SECONDED:
CARRIED: