

# General Government Committee

3/8/2010

304 E. Grand River Ave., Howell, MI

7:30 PM

## AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**  
Minutes dated February 8, 2010
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**

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**07-A Administration**  
RESOLUTION TO SUBMIT ESTIMATED 2011 BUDGET TO ALLOCATION BOARD - Administration

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**08-A County Clerk**  
RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES-County Clerk

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**09-A Equalization**  
RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BS&A SOFTWARE FOR MIGRATION TO THE BS&A .NET VERSION FOR THE EQUALIZATION, TREASURERS, AND DRAIN DEPARTMENTS - Equalization / General Government / Finance Committee

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**09-B Equalization**  
RESOLUTION EXTENDING CONTRACT FOR COMMERCIAL APPRAISALS AND INCORPORATING THE INDUSTRIAL APPRAISALS. Equalization / General Government Committee / Finance

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**10-A Airport**  
RESOLUTION TO CONCUR WITH THE AGREEMENT NEGOTIATED BY COMMONWEALTH ASSOCIATES FOR THE ACQUISITION OF PARCELS E40 AND E41 -- AIRPORT

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**10-B Airport**  
RESOLUTION TO CONCUR WITH THE RECOMMENDATION OF THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND BEGIN EMINENT DOMAIN PROCEEDINGS FOR PARCEL E59 -- AIRPORT

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**10-C**      **Airport**  
RESOLUTION TO CONCUR WITH THE RECOMMENDATION OF THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND BEGIN EMINENT DOMAIN PROCEEDINGS FOR PARCEL E52 -- AIRPORT

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**10-D**      **Airport**  
RESOLUTION TO CONCUR WITH THE LIVINGSTON AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 199-018 AND TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH COMMONWEALTH ASSOCIATES, INCORPORATED (Amendment #20) TO INCLUDE A PHASE I ENVIRONMENTAL ASSESSMENT FOR PARCEL E40 -- AIRPORT

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**11-B**      **Animal Control**  
RESOLUTION APPROVING THE FILLING OF A VACANT FULL-TIME ANIMAL CONTROL OFFICER AND BACK FILLING A PART-TIME KENNEL ASSISTANT-Animal Control/General Government

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**11-C**      **Animal Control**  
RESOLUTION TO AMEND RESOLUTION #2008-05-156, WHICH CREATED A POLICY PROHIBITING THE ADOPTION OR PLACEMENT OF CERTAIN MIXES, BREEDS, OR ANY KNOWN AGGRESSIVE ANIMALS, TO ESTABLISH AN "AGGRESSIVE ANIMAL" POLICY - Animal Control Department

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**11.      ANIMAL CONTROL - A. Presentation**

**12.      ADJOURNMENT**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO SUBMIT ESTIMATED 2011 BUDGET TO ALLOCATION BOARD -  
Administration**

**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 19, 2010.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the submission of the attached Estimated 2011 General Fund Budget for Livingston County, by activity, to the Tax Allocation Board.

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**MOVED:**

**SECONDED:**

**CARRIED:**

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**RESOLUTION**

**NO.**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES-County Clerk/ General Government 3.8.10/ Finance**

**WHEREAS,** the County Clerk requires digital imaging and microfilming services; and

**WHEREAS,** the current provider, DSS Corporation of Southfield, Michigan, has agreed to a 20% reduction from the current pricing; and

**WHEREAS,** expenditures for digital imaging and microfilming services have been budgeted and approved in the 2010 County Clerk's budget and pricing is per the attached pricing schedule; and

**WHEREAS,** the annual requirements for digital imaging and microfilming services for the 2011 and 2012 fiscal years will be subject to the availability of appropriated funds.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes amending the contract with DSS Corporation, 18311 West 10 Mile Road, Southfield, Michigan, for digital imaging and microfilming services, per the attached pricing schedule for a one (1) year period with an option to extend the contract, at the County discretion, for two (2) additional one (1) year periods, upon written notice, for a total contract period not to exceed three (3) years subject to the availability of appropriated funds.

**BE IT FURTEHR RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the amended agreement upon preparation of Civil Counsel.

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RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BS&A SOFTWARE FOR MIGRATION TO THE BS&A .NET VERSION FOR THE EQUALIZATION, TREASURERS, AND DRAIN DEPARTMENTS - Equalization /General Government / Finance Committee**

**WHEREAS,** BS&A is our current equalization and tax software and they have updated their program to a more universally accepted database structure; and

**WHEREAS,** multiple townships within Livingston County have already migrated or plan to migrate in the very near future to the .Net version of the software; and

**WHEREAS,** staying on the current version of software could create potential for corruption of files and information with the local units that have already moved to the .Net software; and

**WHEREAS,** the integrity of the information is critical because it is the basis for all assessments, taxable values, and drain assessments in Livingston County which are used to calculate all tax bills, rolls, and delinquencies; and

**WHEREAS,** BS&A of 14965 Abbey LN., Bath, Michigan has submitted a proposal for \$95,984.00 which includes software, implementation, and training for the Equalization Department, Treasurer's Office and Drain Commissioner; and

**WHEREAS,** the Livingston County IT Department supports the migration to the .Net version of the BS&A software and it will not require additions to the current IT infrastructure; and

**WHEREAS,** the funds for the purchase of the BS&A .Net software are included in the Equalization Department, Treasurer's Office and Drain Commissioners respective budgets.

**THEREFORE BE IT RESOLVED** that the Livingston County board of Commissioners hereby authorizes the purchase of BS&A Software for the Equalization Department, Treasurer's Office and Drain Commissioner, at a cost not to exceed \$95,984.00.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the above referenced contract upon review and approval of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION EXTENDING CONTRACT FOR COMMERCIAL APPRAISALS AND  
INCORPORATING THE INDUSTRIAL APPRAISALS.**

Equalization / General Government Committee / Finance

**WHEREAS,** the Livingston County Board of Commissioners have entered into one year Contracts with Landmark Appraisal Company, G-3247 Beecher Rd., Flint, MI 48523 since 1996 for commercial appraisals: and

**WHEREAS,** The work performed by Landmark Appraisal Company is satisfactory to the Equalization Department; and

**WHEREAS,** Landmark Appraisal Company has built a data base of the Livingston County Commercial activity including sales of vacant and improved properties, income information and appraisals; and

**WHEREAS,** Landmark Appraisal Company has the ability to continue the work on the Industrial data base which include sales data, income information and appraisals.

**THEREFORE BE IT RESOLVED THAT THE** Livingston County Board of Commissioners hereby approve the contract for the 2010 Commercial appraisals with Landmark Appraisal Company for 160 commercial appraisals not to exceed \$36,050.00 for the total contract commencing on April 1, 2010 and to be completed by November 1, 2010.

**BE IT FURTHER RESOLVED THAT** the Industrial contract with Landmark Appraisal Company for 110 industrial appraisals not exceed \$27,500, of which half (\$13,750) is for measuring, listing, photos of the buildings along with owner interviews and gathering income information. By July 1, 2010 the County Equalization Department may terminate the remainder of the contract. Should the contract continue, the second half (\$13,750) is for the valuation of the properties. This contract will commence April 1, 2010 and be completed by November 1, 2010.

**BE IT FURTHER RESOLVED THAT** Civil Counsel be requested to prepare said contract.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon preparation by Civil Counsel.

**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO CONCUR WITH THE AGREEMENT NEGOTIATED BY  
COMMONWEALTH ASSOCIATES FOR THE ACQUISITION OF PARCELS E40 AND  
E41 -- AIRPORT**

**WHEREAS,** Livingston County resolution #2009-08-254 authorized Commonwealth Associates to present an offer to purchase Parcels E40 and E41, both being an Avigation Easement; and

**WHEREAS,** Commonwealth Associates, Incorporated, of Jackson, Michigan has negotiated with the property owner(s) for the purchase Parcel E40 in fee and the purchase of Parcel E41 as an Avigation Easement for the appraised value of the parcels; and

**WHEREAS,** the Michigan Bureau of Aeronautics has approved the purchase of these parcels with the local share of the purchase at a 2.5% local share, which was included as a part of the Airport Loan Agreement.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners concurs with the agreement negotiated by Commonwealth Associates for the acquisition of Parcel E40 in fee and Parcel E41 as an Avigation Easement at their appraised value.

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

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Moved:

Supported:

Carried:

**RESOLUTION**

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO CONCUR WITH THE RECOMMENDATION OF THE LIVINGSTON COUNTY AEROAUTICAL FACILITIES BOARD AND BEGIN EMINENT DOMAIN PROCEEDINGS FOR PARCEL E59 -- AIRPORT**

**WHEREAS,** Livingston County Board of Commissioners resolution #2008-08-251 authorized Commonwealth Associates, Incorporated, of Jackson, Michigan to purchase an Avigation Easement for Parcel E59; 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 E59.

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

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Moved:

Supported:

Carried:



**RESOLUTION**

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO CONCUR WITH THE RECOMMENDATION OF THE LIVINGSTON COUNTY AEROAUTICAL FACILITIES BOARD AND BEGIN EMINENT DOMAIN PROCEEDINGS FOR PARCEL E52 -- AIRPORT**

**WHEREAS,** Livingston County Board of Commissioners resolution #2008-08-255 authorized Commonwealth Associates, Incorporated, of Jackson, Michigan to purchase an Avigation Easement for Parcel E52; 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 E52.

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

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Moved:

Supported:

Carried:

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**RESOLUTION**

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 199-018 AND TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH COMMONWEALTH ASSOCIATES, INCORPORATED (Amendment #20) TO INCLUDE A PHASE I ENVIRONMENTAL ASSESSMENT FOR PARCEL E41 -- AIRPORT**

**WHEREAS,** Livingston County authorized Commonwealth Associates to present an offer to purchase Parcel E41, an Avigation Easement; and

**WHEREAS,** Commonwealth Associates, Incorporated, of Jackson, Michigan has negotiated with the property owner to purchase the property in fee, which was authorized by the Livingston County Board of Commissioners; and

**WHEREAS,** a Phase I Environmental Assessment is required for all property that is acquired in fee; and

**WHEREAS,** this amendment to the agreement with Commonwealth Associates totals \$2,796 and will be funded with a 2.5% local share of \$69.90, which was included as a part of 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 resolution 199-018 and their agreement with Commonwealth Associates, Incorporated of Jackson, Michigan to include consultant services for a Phase I Environmental Assessment on Parcel E41.

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

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Moved:

Supported:

Carried:

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE FILLING OF A VACANT FULL-TIME ANIMAL CONTROL OFFICER AND BACK FILLING A PART-TIME KENNEL ASSISTANT - ANIMAL CONTROL/GENERAL GOVERNMENT**

**WHEREAS,** the Animal Control Department has determined a need for a full time Animal Control Officer; and

**WHEREAS,** the position is vacant due to the early retirement of Linda Duke on February 26, 2010; and

**WHEREAS,** the position is essential to providing public safety by performing Animal Control duties; and

**WHEREAS,** the department proposes to promote kennel assistant Michelle Drette to the full-time Animal Control Officer position and back fill the kennel assistant position with a part-time (20 hours or less) employee; and

**WHEREAS,** funding for the position is available in the Animal Control Department budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the filling of the full-time Animal Control Officer position and backfilling the Kennel Assistant position with a part-time employee in the Animal Control Department.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO AMEND RESOLUTION #2008-05-156, WHICH CREATED A POLICY PROHIBITING THE ADOPTION OR PLACEMENT OF CERTAIN MIXES, BREEDS, OR ANY KNOWN AGGRESSIVE ANIMALS, TO ESTABLISH AN “AGGRESSIVE ANIMAL” POLICY - ANIMAL CONTROL - GENERAL GOVERNMENT 3/8/10**

**WHEREAS,** the Animal Control Department has established a need to implement a policy to ensure the health and safety of its citizens; and

**WHEREAS,** the term aggression refers to observed or historical behavior that makes an animal a danger to the health and safety of people or other animal; and

**WHEREAS,** no aggressive animal will be made available for adoption or placement from Livingston County Animal Control; and

**WHEREAS,** any stray aggressive animal that is brought to the animal shelter as a stray will be held for the State mandated holding period; and

**WHEREAS,** the State mandated holding period is four days with no collar, license, MDA tattoo or other evidence of ownership; or seven days with evidence of ownership; and

**WHEREAS,** after the State mandated holding period the animal will be humanely euthanized; and

**WHEREAS,** any aggressive animal that is claimed by its owner will be returned after reasonable proof of ownership is shown and fees are collected; and

**WHEREAS,** the Livingston County Animal Control staff will administer a temperament test to determine if an animal is aggressive.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the following policy changes effective immediately:

- No aggressive animal will be adopted or placed from Livingston County Animal Control
- Stray and aggressive animals will be held for the State mandated holding period (pending owner claim). If not claimed the animal will be humanely euthanized
- Owners may claim their aggressive animal after they show reasonable proof of ownership and pay fees. Further, Animal Control Department will refer matter(s) to Prosecutor’s Office for a determination regarding potential prosecution for violation of law.
- The Livingston County Animal Control staff will administer a temperament test to determine if an animal is aggressive.

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MOVED:

SECONDED:

CARRIED: