

# GENERAL GOVERNMENT COMMITTEE

5/10/2010

304 E. Grand River Ave., Howell, MI

7:30 PM

## AGENDA

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

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**07A Information Technology**  
RESOLUTION AUTHORIZING ESRI CONFERENCE EXPENSES -  
Information Technology / General Government

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**08A LETS**  
RESOLUTION AUTHORIZING L.E.T.S. AS A PUBLIC ACT 51 AGENCY TO  
SPONSOR PEOPLE'S EXPRESS OF NORTHFIELD TOWNSHIP TO APPLY  
FOR CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FEDERAL  
GRANT FOR FISCAL YEAR 2011 - L.E.T.S. / General Government

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**09A Animal Control**  
RESOLUTION APPROVING THE FILLING OF A VACANT PART-TIME  
ANIMAL CONTROL ASSISTANT - Animal Control / General Government

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**09B Animal Control**  
RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR THE  
DEPARTMENT HEAD - Animal Control / General Government

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**09C Animal Control**  
RESOLUTION AUTHORIZING ATTENDANCE TO AN OUT-OF-STATE  
TRAINING SUMMIT FOR THE DEPARTMENT HEAD - Animal Control /  
General Government

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**10A Airport**  
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY  
AERONAUTICAL FACILITIES BOARD TO ENTER INTO AN AGREEMENT  
WITH J.R. HOWELL AIRPORT LIGHTING COMPANY LLC OF LUTHER,  
MICHIGAN FOR THE REHABILITATION OF THE ROTATING BEACON,  
TESTING OF BEACON TOWER PAINT, AND POSSIBLE TOWER

PAINTING -- Airport / General Government

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- 11A**      **Register of Deeds**  
RESOLUTION AMENDING RESOLUTION 2010-01-032 AUTHORIZING  
CONTRACTS FOR 2010 FOR THE REMONUMENTATION AND STATE  
PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND  
SURVEY CORNERS IN LIVINGSTON COUNTY - Register of Deeds / General  
Government Committee
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- 12A**      **Drain Commissioner**  
RESOLUTION AUTHORIZING OUT OF STATE TRAINING FOR  
CITYWORKS SOFTWARE - Drain Commissioner / General Government
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- 13.**      **ADJOURNMENT**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING ESRI CONFERENCE EXPENSES - Information Technology / General Government**

**WHEREAS,** the annual Environmental Systems Research Institute (ESRI) International User Conference is being held in San Diego, California, from July 12<sup>th</sup> through July 16<sup>th</sup>, 2010; and

**WHEREAS,** the ESRI Annual Conference and Training is a conference bench marking the best marking practices in Information Technology and will provide an opportunity to attend training workshops, educational sessions, and seminars pertaining to G.I.S. solutions for improvement of projects, procedures, and knowledge sharing at local, regional, national and international levels; and

**WHEREAS,** the estimated expenses to cover the GIS Technician's attendance at this conference, including lodging, airline tickets, food, registration and transportation are \$1,628.96.

**WHEREAS,** funding for same is available through the Information Technology 2010 Budget; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes expenses to cover the GIS Technician's attendance and all appropriate expenses related to the conference currently estimated at \$1,628.96 at the 2010 Environmental Systems Research Institute (ESRI) International User Conference in San Diego, California July 12<sup>th</sup> through July July 16<sup>th</sup>, 2010.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING L.E.T.S. AS A PUBLIC ACT 51 AGENCY TO SPONSOR PEOPLE'S EXPRESS OF NORTHFIELD TOWNSHIP TO APPLY FOR CONGESTION MITIGATION AND AIR QUALITY (CMAQ) GRANT FOR FISCAL YEAR 2011 - L.E.T.S. / General Government**

**WHEREAS,** People's Express of Northfield Township is not an agency of Michigan Act 51, of the Public Acts of 1951, as amended; and

**WHEREAS,** People's Express helps L.E.T.S. with additional (and in-kind) transportation service in the South-Eastern portion of the county where otherwise there would be unmet needs for transportation; and

**WHEREAS,** People's Express is experiencing a larger demand for transportation services that would also take a number of vehicles off the Livingston County road thereby mitigating congestion and pollution; and

**WHEREAS,** People's Express has asked L.E.T.S. to act as fiduciary and sponsor and sign appropriate documents authorizing People's Express to apply for a Federal program grant specifically, Congestion Mitigation and Air Quality (CMAQ) grant; and

**WHEREAS,** this Federal grant will provide People's Express with \$67,000 in capital for one (1) new small transit bus and \$100,000 in operating funds; and

**WHEREAS,** L.E.T.S. will also be responsible to provide grant over site as an Act 51 agency.

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

hereby authorizes the L.E.T.S. director to act as fiduciary of an Act 51, of the Michigan Public Acts of 1951, as amended agency on behalf of People's Express to apply for Congestion Mitigation and Air Quality (CMAQ) Federal grant.

**BE IT FURTHER RESOLVED** that neither the Livingston County Board of Commissioners

nor L.E.T.S. is responsible for any financial match or commitment.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION APPROVING THE FILLING OF A VACANT PART-TIME ANIMAL CONTROL ASSISTANT – Animal Control / General Government**

**WHEREAS,** the Animal Control Department recently received notice of resignation of a part-time Animal Control Assistant; and

**WHEREAS,** for purposes of continuity, the Animal Control Department would function more efficiently if the filling of the vacancy were granted; and

**WHEREAS,** funding for same is available in the 2010 Animal Control Budget; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the filling a vacant part time Animal Control Assistant in the Animal Control Department.

<b>CURRENT ACTUAL POSITIONS</b>		
<b>POSITION TITLE</b>	<b>FULL-TIME #</b>	<b>PART-TIME #</b>
Director	1	
Animal Control Officer	2	2
Animal Control Assistant	1	0
Veterinarian		1
<b>TOTALS:</b>	<b>4</b>	<b>3</b>

<b>REQUESTED POSITIONS</b>		
<b>POSITION TITLE</b>	<b>FULL-TIME #</b>	<b>PART-TIME #</b>
Director	1	
Animal Control Officer	2	2
Animal Control Assistant	1	1
Veterinarian		1
<b>TOTALS:</b>	<b>4</b>	<b>4</b>

**Note: 2010 Budgeted Headcount: FT: 5 / PT: 4 = 9**

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**MOVED:**

**SECONDED:**

**CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR THE DEPARTMENT HEAD - Animal Control / General Government**

**WHEREAS,** the Animal Control Department has determined the need to appropriately train and prepare management for the responsibilities of the job description; and

**WHEREAS,** the Animal Control Department is recommending that the Department Head attend the National Animal Control Association Training Academy Level I in Bloomington, MN September 20-24, 2010 and Level II training in Chicago, IL November 1-5, 2010; and

**WHEREAS,** the training is a two part certification program that is nationally recognized; and

**WHEREAS,** the cost of the training, lodging and transportation shall not exceed \$4000.00; and

**WHEREAS,** money is in the budget but a line item transfer from 101.430-704 to 101.431-957 will be necessary; and

**WHEREAS,** this resolution is consistent with the guidelines of the conference and training policy; 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 authorizes the Department Head to attend the National Animal Control Association Training Academy Level I training in Bloomington, MN September 20-24, 2010 and to not exceed \$2000.00.

**THEREFORE BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Department Head to attend the National Animal Control Association Training Academy Level II training in Chicago, IL November 1-5, 2010 and to not exceed \$2000.00.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING ATTENDANCE TO AN OUT-OF-STATE TRAINING SUMMIT FOR THE DEPARTMENT HEAD – Animal Control / General Government**

**WHEREAS,** the Animal Control Department recently received a scholarship to the National Animal Control Association Training Summit held in Columbus Ohio on May21-22, 2010; and

**WHEREAS,** the scholarship covers the tuition but does not cover transportation or lodging; and

**WHEREAS,** the Animal Control Department is recommending that we accept the scholarship and cover the costs for lodging and transportation; and

**WHEREAS,** the cost of lodging and transportation shall not exceed \$700.00; and

**WHEREAS,** funding has been approved and is included in the 2010 operating budget

**WHEREAS,** this resolution is consistent with the guidelines of the conference and training policy; 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 the Department Head to attend the National Animal Control Association Training Summit in Columbus Ohio on May 21-22, 2010. The cost shall not exceed \$700.00.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO AN AGREEMENT WITH J.R. HOWELL AIRPORT LIGHTING COMPANY LLC OF LUTHER, MICHIGAN FOR THE REHABILITATION OF THE ROTATING BEACON, TESTING OF BEACON TOWER PAINT, AND POSSIBLE TOWER PAINTING - Airport / General Government**

**WHEREAS,** the Livingston County Purchasing Department has solicited proposals for the rehabilitation of the rotating beacon and painting of the beacon tower at the Livingston County Airport utilizing specifications developed with the Airport Manager; and

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

**WHEREAS,** J.R. Howell Airport Lighting Company LLC has provided the lowest bid for this work for a not to exceed price of \$10,550 for beacon rehabilitation; and

**WHEREAS,** J. R. Howell Airport Lighting Company LLC has experience working at the Livingston County Airport; and

**WHEREAS,** the tower painting portion of the bid was beyond the funds available in the grant agreement provided for this contract and the vendor will present a proposal to reduce the painting costs.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into an agreement with J.R. Howell Airport Lighting LLC of Luther, Michigan for the rehabilitation of the rotating beacon and testing of beacon tower paint at a cost not to exceed \$10,550.

**B E IT FURTHER RESOLVED** painting of the tower will only be performed by the contractor if the cost will not exceed \$4,000.

**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 AMENDING RESOLUTION 2010-01-032 AUTHORIZING CONTRACTS FOR 2010 FOR THE REMONUMENTATION AND STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY - Register of Deeds / General Government Committee**

**WHEREAS,** the Livingston County Survey Plan has determined a need for the Monumentation or Remonumentation of all the public land survey corners in Livingston County, in accordance with P.A. 345, 1990; and

**WHEREAS,** partial funding for the monumentation or Remonumentation of all the public land survey corners in Livingston County has been provided by P.A. 346, 1990.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Grant Administrator to contract for the Remonumentation ~~and Coordinate determination~~ of approximately 60 corners as proposed in the 2010 Grant Agreement for a total amount not to exceed \$85,000 (surveyor contracts).

**BE IT FURTHER RESOLVED** that no more than \$85,000 shall be taken from the Livingston County Survey Remonumentation Fund 245-245 as the County's contribution to the Grant Agreement and the Grant from the State of Michigan for its share totals \$71,324 for a total program not to exceed \$156,324 (total program budget).

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners and the Grant Administrator are hereby authorized to sign said State Grant and consultant surveyor contracts upon review and approval of Civil Counsel.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR CITYWORKS SOFTWARE TRAINING FOR ONE STAFF MEMBER – Drain Commission / General Government Committee**

**WHEREAS,** the office of the Drain Commissioner recently purchased and installed Cityworks software for the purpose of managing its utility infrastructure throughout the County; and

**WHEREAS,** the software utilizes the County’s GIS system as the engine for managing the geospatial data associated with the utilities and requires trained personnel in order to maintain the day to day integrity and housekeeping for the software; and

**WHEREAS,** the Drain Commissioner has appointed Aaron Everest as the designee to receive training on the Cityworks management system; and

**WHEREAS,** The Office of the Drain Commissioner is proposing to send Aaron Everest to three days of training beginning on June 8, 2010 and ending June 10<sup>th</sup> in Naperville, Illinois; a three-day training course for all Cityworks Administrators within an organization and covers the entire implementation process for configuring, and administering Cityworks; and

**WHEREAS,** the training requires a total of 2 nights lodging at a per room charge, 3 days of parking fees and 3 days of meal stipend; and

**WHEREAS,** the Office of the Drain Commissioner has sufficient funds for Aaron Everest to attend this training course with the knowledge that \$1,050 plus lodging, parking fees and meal stipend will be paid from training and travel line items within the Office of the Drain Commissioner’s 2010 budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize Aaron Everest of the Office of the Drain Commissioner out of state travel to attend the Cityworks training at a cost of \$1,050 plus lodging, parking fees and meal stipend, which expenses will be paid from travel and training line items within the Office of the Drain Commissioner..

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**MOVED:**

**SECONDED:**

**CARRIED:**