

Finance Committee

6/23/2010

304 E. Grand River Ave., Howell, MI

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A. Minutes dated June 9, 2010
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
 - None
5. **APPROVAL OF AGENDA**
6. **REPORTS**
7. **CALL TO THE PUBLIC**
8. **2009 AUDIT PRESENTATION**
 - A. Audit Presentation by Plante & Moran (see attachments)
9. **RESOLUTIONS FOR CONSIDERATION:**

10. **Airport**
RESOLUTION TO APPROVE A LEASE AGREEMENT WITH KEES, LLC FOR PROPERTY FOR AN EXISTING HANGAR BUILDING AT THE LIVINGSTON COUNTY AIRPORT – Airport / Finance Committee

11. **Airport**
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO FUND AN UPDATE TO THE AIRPORT LAYOUT PLAN (ALP) - Airport / General Government Committee / Finance Committee

12. **Airport**
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES TO ENTER INTO AN AGREEMENT WITH R.W. ARMSTRONG OF LANSING, MICHIGAN FOR DESIGN ENGINEERING OF THE TERMINAL APRON AND TAXIWAY - Airport / General Government Committee / Finance Committee

13. **Airport**
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO FUND THE DESIGN ENGINEERING OF THE

TERMINAL APRON AND TAXIWAY - Airport / General Government
Committee / Finance Committee

14 County Clerk
RESOLUTION APPROVING THE FILLING OF A VACANT FULL-TIME
ACCOUNT ASSISTANT - County Clerk / General Government Committee /
Finance Committee

15 District Court
RESOLUTION TO APPROVE THE FILLING OF ONE FULL-TIME
POSITION VACANCY AND ONE PART-TIME POSITION VACANCY -
District Court / Public Safety Committee / Finance Committee

16 Circuit Court
RESOLUTION APPROVING THE FILLING OF A VACANT CLERICAL
POSITION IN THE CIRCUIT COURT, COMMUNITY CORRECTIONS
DEPARTMENT - Circuit Court / Public Safety Committee / Finance Committee

17 Central Dispatch
RESOLUTION AUTHORIZING THE 9-1-1 CENTRAL
DISPATCH/EMERGENCY MANAGEMENT DEPARTMENT TO TRANSFER
\$470,000 FROM FUND BALANCE TO LINE 346-977.000 OF ITS 2010
BUDGET, LIVINGSTON COUNTY TO ENTER INTO AN
INTERGOVERNMENTAL AGREEMENT, TO PURCHASE AND INSTALL
E9-1-1 EQUIPMENT, AND COMPLETE THE BROADBAND NETWORK
CONNECTION BETWEEN LIVINGSTON AND INGHAM COUNTIES – 911
Central Dispatch / Emergency Management / Public Safety Committee / Finance
Committee

18 Emergency Management
RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE
IN THE 2009 HOMELAND SECURITY GRANT PROGRAM (HSGP), AND
TO SUBMIT FY-2009 HSGP APPLICATIONS PURSUANT TO DECISIONS
OF THE LIVINGSTON COUNTY HOMELAND SECURITY LOCAL
PLANNING TEAM – 911 Central Dispatch / Emergency Management / Public
Safety Committee / Finance Committee

19 Information Technology
RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE
MAINTENANCE SUPPORT FOR THE COUNTY OWNED PUBLIC SAFETY
SOLUTION FOR ALL PUBLIC RELATED DEPARTMENTS: SHERIFF
DEPARTMENT, POLICE, FIRE, EMS, CENTRAL DISPATCH, AND
INFORMATION TECHNOLOGY WITH SUNGARD PUBLIC SAFETY-
Information Technology / General Government Committee / Finance Committee

20 Administration
RESOLUTION APPOINTING BELINDA PETERS TO THE POSITION OF
COUNTY ADMINISTRATOR - Personnel Committee / Finance Committee /

Full Board

- 21. MISCELLANEOUS CLAIMS**
- 22. COMPUTER PRINTOUT**
- 23. CLOSED SESSION**
 - Pending Litigation:
 - Ash vs. Livingston County
 - Klein vs. Livingston County
- 24. ADJOURNMENT**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE A LEASE AGREEMENT WITH KEES, LLC FOR PROPERTY FOR AN EXISTING HANGAR BUILDING AT THE LIVINGSTON COUNTY AIRPORT – Airport / Finance Committee

WHEREAS, Haigh Industries has been leasing property at the airport since 1976 when they constructed a hangar, which is currently for sale; and

WHEREAS, KEES, LLC has entered into an agreement with Haigh Industries for the purchase of their hangar building at the Livingston County Airport; and

WHEREAS, KEES, LLC will continue to utilize the hangar for the storage of aircraft and intends to lease space in the hangar in the future for aircraft maintenance, a flight school and aircraft charter; and

WHEREAS, the standard airport lease will be utilized with an initial lease rate of \$0.30 / sq ft/yr with an annual CPI adjustment and a land area of 40.000 square feet.

THEREFORE BE IT RESOLVED the Livingston Board of Commissioners approves a land lease agreement with KEES, LLC of Howell, Michigan for an existing hangar facility on property located along Grand River Ave. at the Livingston County Airport.

BE IT FURTHER RESOLVED KEES, LLC lease shall be effective at property closing with Haigh Industries.

BE IT FURTHER RESOLVED the Chair be authorized to sign the agreement as prepared 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 TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO FUND AN UPDATE TO THE AIRPORT LAYOUT PLAN (ALP) - Airport / General Government Committee / Finance Committee

WHEREAS, the Livingston County Board of Commissioners have entered into an agreement with R.W. Armstrong of Lansing, Michigan for an update to the Airport Layout Plan (ALP) to include the terminal ramp and taxiway; and

WHEREAS, R.W. Armstrong will complete this project in the near future in preparation for construction during the 2011 construction season; and

WHEREAS, the Michigan Aeronautics Commission has authorized a grant agreement to provide funding for these services; and

WHEREAS, The total amount of the grant agreement is \$7,050 and the local share (2.5%) will be \$177.00.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into a grant agreement with the Michigan Department of Transportation to fund the Airport Layout Plan (ALP) update in the amount of \$7,050 with a 2.5% local share of \$177.00.

BE IT FURTHER RESOLVED the local share of \$177.00 shall be advanced from the Airport Loan Agreement upon receipt of an invoice from MDOT.

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 TO ENTER INTO AN AGREEMENT WITH R.W. ARMSTRONG OF LANSING, MICHIGAN FOR DESIGN ENGINEERING OF THE TERMINAL APRON AND TAXIWAY -- AIRPORT / General Government Committee/ Finance Committee

WHEREAS, a contract has been prepared for design engineering services for the terminal apron and taxiway to be prepared by R.W. Armstrong of Lansing, Michigan; and

WHEREAS, these design engineering services are in preparation for anticipated construction during the 2011 construction season; and

WHEREAS, the Michigan Aeronautics Commission has authorized a grant agreement to provide funding for these services; and

WHEREAS, The total amount of the Agreement is \$131,660 and the local share (5%) will be \$6,583.00.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into an agreement with R.W. Armstrong of Lansing, Michigan for design engineering for the terminal ramp and taxiway.

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 TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO FUND THE DESIGN ENGINEERING OF THE TERMINAL APRON AND TAXIWAY - Airport / General Government Committee/ Finance Committee

WHEREAS, in preparation for the 2011 construction season a contract has been prepared for design engineering for the terminal apron and taxiway to be prepared by R.W. Armstrong of Lansing, Michigan; and

WHEREAS, this design engineering will provide construction ready documents in preparation for bids through the MDOT bid process; and

WHEREAS, a grant agreement has been authorized by the Michigan Aeronautics Commission to provide funding for these services; and

WHEREAS, The total amount of the grant agreement is \$137,000 and the local share (5%) will be \$6,850.00.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into a grant agreement with the Michigan Department of Transportation to fund the design engineering for the terminal ramp and taxiway in the amount of \$137,000 with a 5% local share of \$6,850.00.

BE IT FURTHER RESOLVED the local share of \$6,850.00 shall be advanced from the Airport Loan Agreement upon receipt of an invoice from MDOT.

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 APPROVING THE FILLING OF A VACANT FULL-TIME ACCOUNTING ASSISTANT –County Clerk / General Government Committee / Finance Committee

WHEREAS, The Livingston County Clerk’s office is going to experience the resignation of the accounting assistant; and

WHEREAS, to maintain efficiency and perform the required functions of the Accounting division for accounts payable and all other related accounting functions; and

WHEREAS, the funding of this position is available in the County Clerk’s budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioner hereby approves filling the vacancy in the Accounts Payable Division of the County Clerk’s office.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE FILLING OF A FULL- TIME DEPUTY CLERK POSITION IN THE 53RD DISTRICT AND THE SUBSEQUENT FILLING OF A VACANT PART-TIME POSITION - District Court / Public Safety Committee / Finance Committee

WHEREAS, the 53rd District Court has a need to fill a vacant full-time deputy clerk position and the subsequent filling of a vacant part-time deputy clerk position; and

WHEREAS, for purposes of continuity, the 53rd District Court would function more efficiently if the positions were granted; and

WHEREAS, funding for same is available in the 53rd District Court Budget; and,

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establishes the filling of a full-time and subsequent filling of a part-time deputy clerk positions within the 53rd District Court.

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Judges	3	
Court Administrator	1	
Magistrate	1	
Chief Deputy Clerk	1	
Chief Probation Officer	1	
Chief Account Clerk	1	
Account Clerk	1	
Law Clerk	1	
Court Recorder/Jud Secry	3	
Division Leader - Clerical	3	
Probation Officers	4	
Deputy Clerks	11	4
TOTALS:	31	4

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Judges	3	
Court Administrator	1	
Magistrate	1	
Chief Deputy Clerk	1	
Chief Probation Officer	1	
Chief Account Clerk	1	
Account Clerk	1	
Law Clerk	1	
Court Recorder/Jud Secry	3	
Division Leader - Clerical	3	
Probation Officers	4	
Deputy Clerks	11	4
TOTALS:	31	4

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE FILLING OF A VACANT PART-TIME CLERICAL POSITION IN THE CIRCUIT COURT, COMMUNITY CORRECTIONS DEPARTMENT - Circuit Court / Public Safety Committee / Finance Committee

WHEREAS, The Community Corrections Department of the Circuit Court has a need to fill a vacant part time clerical position; and,

WHEREAS, the position has been vacant for an extended period of time, resulting in lapses in data collection, which is critical to grant funding for the department; and

WHEREAS, funding for the position will be paid for fully by the grant from the Office of Community Corrections; and

WHEREAS, the position will be active based on entirely on the availability of grant funding;

WHEREAS, this Resolution has been recommended for approval by the Public Safety Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution to fill a vacant part time clerical position in the Circuit Court, Community Corrections Department.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE 9-1-1 CENTRAL DISPATCH/EMERGENCY MANAGEMENT DEPARTMENT TO TRANSFER \$470,000 FROM FUND BALANCE TO LINE 346-977.000 OF ITS 2010 BUDGET, LIVINGSTON COUNTY TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT, TO PURCHASE AND INSTALL E9-1-1 EQUIPMENT, AND COMPLETE THE BROADBAND NETWORK CONNECTION BETWEEN LIVINGSTON AND INGHAM COUNTIES – 9-1-1 Central Dispatch / Emergency Management / Public Safety Committee/ Finance Committee

WHEREAS, the Counties of Clinton, Eaton, Ingham and Livingston require upgrading of their respective E9-1-1 systems and have previously determined the most cost effective means of achieving that upgrade is to share costs; and

WHEREAS, the most efficient manner of sharing those costs is entering into an Intergovernmental Agreement with the aforementioned counties forming a cooperative group which has taken the name of Mid-Michigan 9-1-1 Consortium; and

WHEREAS, a draft Intergovernmental Agreement has been reviewed and approved by county civil counsel; and

WHEREAS, the PlantCML Sentinel Patroit® system has been selected as the only system meeting the needs of the aforementioned counties; and

WHEREAS, the broadband network connection between Livingston and Ingham Counties must be completed for the planned system to operate; and

WHEREAS, E9-1-1 equipment upgrade and network expansion costs are 9-1-1 surcharge eligible; and

WHEREAS, the 9-1-1 Central Dispatch/Emergency Management Department has sufficient fund balance reserves to pay for this upgrade and network expansion.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes the transfer of \$470,000 from the fund balance of the 9-1-1 Central Dispatch/Emergency Management Department to line 346-977.000 of its 2010 budget.

BE IT FURTHER RESOLVED upon final review and approval of civil counsel, Livingston County Board of Commissioners hereby further authorizes the Chair of the Board of Commissioners to sign the Intergovernmental Agreement with the Counties of Eaton, Clinton and Ingham on behalf of Livingston County to upgrade and share E9-1-1 equipment.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners authorizes the 9-1-1 Central Dispatch/Emergency Management Department to complete the broadband network connection between Livingston and Ingham Counties for a sum not to exceed \$150,000.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners authorizes the 9-1-1 Central Dispatch/Emergency Management Department to pay Livingston County’s fair-share of a new multi-county E9-1-1 system under terms of the aforementioned Intergovernmental Agreement for a sum not to exceed \$320,000.

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MOVED:
SECONDED:

RESOLUTION NO:

PAGE: 2

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2009 HOMELAND SECURITY GRANT PROGRAM (HSGP), AND TO SUBMIT FY-2009 HSGP APPLICATIONS PURSUANT TO DECISIONS OF THE LIVINGSTON COUNTY HOMELAND SECURITY LOCAL PLANNING TEAM– 911 Central Dispatch / Emergency Management / Public Safety Committee/ Finance Committee

- WHEREAS,** the FY-2009 HSGP is a primary funding mechanism operated by the United States Department of Homeland Security for building and sustaining national preparedness capabilities providing pass-through funds to states, regions and counties for preventing, deterring, responding to and recovering from incidents of national significance; and
- WHEREAS,** Livingston County’s FY-2009 HSGP allocation by the Region One Homeland Security Planning Board’s Executive Committee is \$265,726.00, of which \$199,294.50 is discretionary; and
- WHEREAS,** the state of Michigan administers the HSGP on behalf of the United States Department of Homeland Security; and
- WHEREAS,** the city of Lansing is the Region One Homeland Security Planning Board’s fiduciary for FY-2009 HSGP funds; and
- WHEREAS,** both the state of Michigan and the city of Lansing require various officials of participating counties to sign annual grant agreements and supporting documents; and
- WHEREAS,** Livingston County maintains a Homeland Security Local Planning Team representing all public safety disciplines to determine the most worthwhile use of HSGP funding; and
- WHEREAS,** capture of FY-2009 HSGP funds necessitates submission of written applications to the Region One Homeland Security Planning Board and state of Michigan on forms prescribed by the state of Michigan.

THEREFORE BE IT RESOLVED after review by civil counsel to their form and substance, the Chair of the Livingston County Board of Commissioners, the County Administrator, the County Emergency Management Coordinator, the County Emergency Program Manager, and other Livingston County officials as may be necessary are authorized to sign the State of Michigan 2009 Homeland Security Grant Program Agreement, the 2009 HSGP Region One Board Equipment/Exercising/Planning Agreement and other supporting documents necessary to participate in the FY-2009 Homeland Security Grant Program.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby authorizes the submission of FY-2009 HSGP application(s) and other required documents to support the application pursuant to the determination of the Livingston County Homeland Security Local Planning Team.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby designates the 9-1-1 Central Dispatch/Emergency Management Department Director as the primary applicant agent and the County EMS Director as the secondary agent.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PURCHASE ORDER FOR SOFTWARE MAINTENANCE FOR THE COUNTY OWNED PUBLIC SAFETY SOLUTION FOR ALL PUBLIC RELATED DEPARTMENTS: SHERIFF DEPARTMENT, POLICE, FIRE, EMS, CENTRAL DISPATCH, AND INFORMATION TECHNOLOGY WITH SUNGARD PUBLIC SAFETY - Information Technology / General Government Committee/ Finance Committee

WHEREAS, Public safety is about making the right connections with emergency responders, law enforcement personnel, dispatch telecommunicators, and citizens, therefore to make those connections, Livingston County needs a Software maintenance system that is accurate, reliable and meets agency-specific requirements; and

WHEREAS, the Information Technology Department along with all the other public safety departments/agencies is hereby requesting authorization for a purchase order to purchase the software maintenance support for the County Owned OSSI Public Safety Solution; and

WHEREAS, Information Technology is hereby requesting the Board of Commissioners authorize a Purchase Order to the Vendor SunGard Public Safety Solution of High Point, North Carolina for yearly Software Maintenance starting April 1, 2010 and running through March 31, 2011 for the cost not to exceed \$230,439.37; and

WHEREAS, funding for same is available through the 911 Central Dispatch Surcharge Budget, the Livingston County Sheriff's budget, Jail Budget, EMS Budget and also from the local police and fire departments.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to SunGard Public Sector for Software Maintenance from April 1, 2010 through March 31, 2011 for a total amount not to exceed \$230,439.37.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: July 6, 2010

RESOLUTION APPOINTING BELINDA PETERS TO THE POSITION OF COUNTY ADMINISTRATOR - County Administration - Personnel Committee 6/16/10 – Finance Committee 6/23/10 – Full Board 7/6/10

WHEREAS, Belinda Peters began her career with Livingston County in 2000; and

WHEREAS, Ms. Peters has served as Deputy County Administrator / Finance Director from February, 2008, until the County Administrator position became vacant in January of 2010, at which time she was appointed Acting County Administrator; and

WHEREAS, the position of County Administrator is essential to insure the coordination of department operations and administration; preparation and supervision of departmental budgets; compliance with State and Federal statutes; risk management; development of critical policies and procedures; and, has demonstrated the value of this position well beyond its costs; and

WHEREAS, based upon Ms. Peters' commitment to Livingston County, her proven expertise and skills, it is appropriate that she be appointed to the position of County Administrator of Livingston County.

WHEREAS, the Personnel Committee has reviewed this matter and recommends the appointment of the current Acting County Administrator, Belinda Peters, as County Administrator.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners joins the Personnel Committee in recognizing the abilities, expertise, and organizational knowledge of Belinda M. Peters and hereby approves her appointment to the position of Livingston County Administrator at the six (6) month step of the County Administrator scale.

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MOVED:

SECONDED:

CARRIED: