

# **PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT**

11/25/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

## **AGENDA**

**1. CALL MEETING TO ORDER**

**2. APPROVAL OF MINUTES**

Meeting minutes dated: October 28, 2013

**3. APPROVAL OF AGENDA**

**4. REPORTS**

**5. CALL TO THE PUBLIC**

**6. RESOLUTIONS FOR CONSIDERATION:**

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**07 Drain Commissioner**

RESOLUTION APPROVING A CONTRACT BETWEEN LIVINGSTON COUNTY AND THE HURON RIVER WATERSHED COUNCIL PURSUANT TO THEIR PROPOSAL FOR THE PERFORMANCE OF WATERSHED PLANNING SERVICES ASSOCIATED WITH PHASE II STORM WATER PERMIT REGULATIONS - DRAIN COMMISSIONER'S OFFICE

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**08 Drain Commissioner**

RESOLUTION AUTHORIZING INTERGOVERNMENTAL AGREEMENTS ALLOWING FOR THE ALLOCATION AND BILLING OF COSTS ASSOCIATED WITH PLANNING AND COORDINATION OF THE PHASE II STORM WATER REGULATIONS - Drain Commissioner

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**09 Sheriff**

RESOLUTION TO AMEND RESOLUTION 2013-07-180 TO AMEND BLANKET PURCHASE ORDER WITH NORTH EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS AND UNIFORM EQUIPMENT AND A BUDGET AMENDMENT – Sheriff's Department / EMS / Public Safety Committee / Finance Committee

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**10. DISCUSSION**

2014 Budget Discussion

**11. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 28, 2013 – 7:30 P.M.

ADMINISTRATION BUILDING – BOARD CHAMBERS  
304 E. Grand River Avenue, Howell, MI 48843

## PUBLIC SAFETY

RON VAN HOUTEN     DAVID DOMAS     KATE LAWRENCE     DON PARKER

ROBERT SPAULDING

BILL VAILLIENCOURT

RICH MALEWICZ

KEN RECKER

BELINDA PETERS

DON ARBIC

OTHERS: ROBERTA BENNETT

ERIC SANBORN

DARREN SPEER

JIM ROWELL

MIKE MURPHY

CINDY CATANACH

COMM. GARY CHILDS

COMM. STEVEN WILLIAMS

1. **CALL TO ORDER:** Meeting called to order by: **COMM. RON VAN HOUTEN** at 7:32 p.m.

2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED AUGUST 26, 2013:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**

**MOVED BY: DOMAS / SECONDED BY: PARKER**

**ALL IN FAVOR - MOTION PASSED**

3. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS PRESENTED.**

**MOVED BY: PARKER / SECONDED BY: DOMAS**

**ALL IN FAVOR - MOTION PASSED**

4. **REPORTS: None.**

5. **CALL TO THE PUBLIC: None.**

6. **RESOLUTIONS FOR CONSIDERATION:**

7. **CENTRAL DISPATCH - RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF THREE VHF REPEATERS TO BACK UP THE SIMULCAST AND WARNING SIREN ACTIVATION SYSTEMS**

**RECOMMEND MOTION TO THE: FINANCE**  
**MOVED BY: DOMAS / SECONDED BY: PARKER**  
**ALL IN FAVOR - MOTION PASSED**

Don Arbic to provide more detailed breakdown in the costs for Comm. Parker for the Finance meeting.

8. **DRAIN COMMISSIONER - RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY DRAIN COMMISSIONER TO APPLY FOR A MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY STORMWATER, ASSET MANAGEMENT AND WASTEWATER (SAW) GRANT FOR LIVINGSTON COUNTY UTILITY INFRASTRUCTURE AND THE SEPTAGE RECEIVING STATION**

**RECOMMEND MOTION TO THE: FINANCE**  
**MOVED BY: DOMAS / SECONDED BY: PARKER**  
**ALL IN FAVOR - MOTION PASSED**

9. **DRAIN COMMISSIONER - RESOLUTION TO CREATE AN ENVIRONMENTAL PROJECTS MANAGER POSITION**

**RECOMMEND MOTION TO THE: FINANCE**  
**MOVED BY: DOMAS / SECONDED BY: PARKER**  
**ALL IN FAVOR - MOTION PASSED**

Comm. Parker has some reservations regarding this position.

10. **2014 BUDGET DISCUSSION:** Cindy Catanach briefed Members on this year's budget process.

➤ **SPECIAL REVENUE FUNDS:**

➤ **911/Central Dispatch: DON ARBIC**

- Personnel requests – additional staff.
- Simulcast fees
- Labor Contract
- ComSource

➤ **ENTERPRISE FUND:**

➤ **Building Department: JIM ROWELL**

- IT Items: Permitting software, IVR software upgrade, work station equipment

➤ **GENERAL FUND:**

➤ **Prosecutor's Office: BILL VAILLIENCOURT**

- Funds to cover intern – minimal request

➤ **Sheriff Department: MIKE MURPHY AND ERIC SANBORN**

- In car cameras/In car videos – funds put into contingency until consulted with IT
- Refurbish Crime Scene Vehicle
- Overtime issues
- Jail electronics project – started in 2013 will finish in 2014
- Inmate medical increase
- Personnel request; three corrections officers – table until actuarial is reviewed

➤ **Drain Commissioner: KEN RECKER**

- Personnel request

**11. MOTION TO RE-OPEN AGENDA TO ADD ADDITIONAL CALL TO THE PUBLIC:**

**MOVED BY: PARKER / SECONDED BY: DOMAS  
ALL IN FAVOR - MOTION PASSED**

**12. CALL TO THE PUBLIC: Comm. William commended the Commissioners on the Public Safety Committee in addressing all the budget requests very thoroughly.**

**13. ADJOURNMENT:**

**MOTION TO ADJOURN AT \_\_\_\_\_ 9:05 \_\_\_\_\_ P.M.  
MOVED BY: DOMAS / SECONDED BY: PARKER  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**KELLI HAWORTH**  
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPROVING A CONTRACT BETWEEN LIVINGSTON COUNTY AND THE HURON RIVER WATERSHED COUNCIL PURSUANT TO THEIR PROPOSAL FOR THE PERFORMANCE OF WATERSHED PLANNING SERVICES ASSOCIATED WITH PHASE II STORM WATER PERMIT REGULATIONS - DRAIN COMMISSIONER’S OFFICE**

- WHEREAS, the Clean Water Act of 1972 established the National Pollution Discharge Elimination System (NPDES); and
- WHEREAS, 1987 amendments to the Clean Water Act require the US Environmental Protection Agency to develop a phased approach to regulating storm water under NPDES; and
- WHEREAS, Phase II Rules were signed in 1997 to address storm water discharges from construction activities, light industrial activities, and small municipal separate storm sewer systems (MS4s) in urbanized areas; and
- WHEREAS, 2000 Census has determined that significant areas of Livingston County meet the definition of an Urbanized Area; and
- WHEREAS, the designated communities have completed the permit application stage in compliance with the April 1, 2013 deadline for all collaborating Livingston County Phase II watershed participants; and
- WHEREAS, affected communities have expressed the continued desire to work collaboratively with the County to reduce implementation costs; and
- WHEREAS, the Livingston County Drain Commissioner has obtained a proposal from the Huron River Watershed Council to assist in watershed planning services associated with Phase II Storm Water Regulations for the years 2013-2019; and
- WHEREAS, the last contract expired April 1, 2013, and the new contract will cover the remainder of the current permit term and the following permit cycle to September 30, 2019; and
- WHEREAS, participating communities will pay a pro-rata share of the proposed contract.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby agrees to enter into an agreement with the Huron River Watershed Council, pursuant to their proposal dated November 15, 2013, in the amount estimated not to exceed \$35,450 annually for Phase II Storm Water Permit Assistance.

**BE IT FURTHER RESOLVED** that work associated with the individual communities will commence only after an agreement is executed between the County and local units, designating the apportionment of costs among communities.

**BE IT FURTHER RESOLVED** that the Livingston County Drain Commissioner shall initiate the steps necessary to meet the Phase II Permit Regulations for communities participating in the joint Phase II Initiative.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign all forms, assurances, contracts, agreements, amendments and supporting documents related to the services associated with Phase II Storm Water Permit Regulations upon review and approval of Civil Counsel.

# # #

MOVED:  
SECONDED:  
CARRIED:



Protecting the river since 1965

1100 N. Main Street Suite 210  
Ann Arbor, MI 48104  
(734) 769-5123  
www.hrwc.org

TO: Livingston Watershed Advisory Group  
FROM: Ric Lawson, Watershed Planner  
RE: Six-year Work Plan and Budget  
DATE: November 15, 2013

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The proposed work plan below is a revision of the work plan developed for a combined effort to develop and execute joint watershed initiatives and services for six years for both Livingston and Washtenaw watershed groups. This current work plan is designed for the Livingston WAG members only and presents support services that will be provided by HRWC at the group's request. The timeframe includes the 2013-14 stormwater permit application year and the five-year permit cycle.

**Timeline:** This proposed work plan begins October 1, 2013 and ends September 30, 2019.

*Note: all listed costs are **average** spread over 6 years. Depending on task, some individual year costs would be higher and some would be zero.*

## Work Plan Tasks:

### **Task 1: Meeting facilitation**

**Description:** The WAG previously met on a quarterly basis. Propose to meet on annual basis at minimum. During the permit application process, the WAG may need to meet more frequently. HRWC can provide standard facilitation service, or minimal meeting support and participation. HRWC will prepare communications for all meetings including agenda, agenda item materials, and follow-up items; facilitate meetings; and coordinate with guest speakers.

**Rationale:** Public meetings are required for the stormwater permits and are necessary for planning and coordination.

**Annual Cost:** \$1,980

### **Task 2: Prepare program reports**

**Description:** Progress reports are required for permitting twice during the permit cycle. For standard support, HRWC will develop a reporting template, and compile and summarize relevant information as needed for individual member stormwater reports and keep the information updated annually. All reports will be published and distributed through the HRWC website.

**Rationale:** Two progress reports are required for stormwater permits. The reports also provide the basis for measuring and reporting progress.

**Annual Cost:** \$1,280

### **Task 3: Conduct water quality and flow monitoring**

**Description:** HRWC will work with the WAG to plan and execute water quality and flow monitoring and stormwater investigation for two field seasons (April to September) during the permit cycle. Water quality and flow monitoring provide an overall assessment of the health of the watershed, identifying areas of success and in need of greater attention. Monitoring can rotate among sites to minimize cost and maintain continuity of data. HRWC will

work with watershed group members to integrate monitoring with Illicit Discharge Elimination Programs (IDEP). Work will include the following steps: measure stream discharge (Q) at long-term monitoring sites (6 in Livingston) during dry and wet weather conditions; monitor key water quality indicators at long-term sites and additional stormwater investigative sites during dry and wet weather conditions; obtain and maintain equipment; train field crew; deliver water samples to lab; obtain lab results and enter into database; analyze and synthesize data; communicate monitoring results in report form for a general audience; present results at semi-annual meetings; and disseminate monitoring reports to members and post on HRWC website.

Rationale: Monitoring for TMDL areas is required by the stormwater permits. It is also necessary to help determine pollutant hot spots and assess progress.

Annual Cost: \$8,250

**Task 4: Update and revise Watershed Management Plans (WMPs)**

Description: The Chain of Lakes WMP covers the Huron River Watershed in Livingston County. The plan needs to be revised once during the permit period to update information and re-evaluate project priorities. HRWC will work with all necessary stakeholders to revise the WMP to meet requirements, and will finalize and submit a revised plan to MDEQ, as necessary.

Rationale: WMP revision is not required by stormwater permits, but is necessary to facilitate coordinated management, establish priorities and provides the basis for securing external project funding.

Annual Cost: Major update with minor annual revisions: \$1,490

**Task 5: Develop priority implementation projects**

Description: HRWC will work with the WAG to secure funding for priority projects that are consistent with WMP and SWMP priorities. Funds for this task may also be used to participate in relevant implementation projects per WAG guidance. This may include advising or participating, upon request, in projects initiated by individual member organizations.

Rationale: Successful proposals will leverage the budget and keep overall costs down. Projects will help to achieve group goals and address commitments in permit applications.

Annual Cost: \$2,200

**Task 6: Provide technical assistance on permit compliance**

Description: HRWC will facilitate discussion and development of shared permit application materials and assist in permit negotiation with MDEQ. HRWC will consult with watershed group members on an as-needed basis to provide advice, information and assistance with all aspects of the stormwater permit. If audited, HRWC staff will meet with state auditors regarding permit-related watershed activities. HRWC will also represent watershed group members at statewide MS4 meetings or relevant stormwater management discussions.

Rationale: Stormwater permit applications allow for submission of watershed-wide materials. Joint planning can be more efficient, reduce costs, and meet overall goals more effectively. HRWC is periodically asked to provide individual permittee support.

Annual Cost: \$1,550

**Task 7: Continue to implement the Public Participation and Public Education Plans (PEP)**

Description: HRWC will develop and execute tasks to meet the permit's public education requirements. Major items will include educational advertising, regular development and production of an annual educational calendar (priced separately), representation at regional public outreach events and development of stormwater management informational content for local distribution and use with the public. Details will be included in the PEP, which is included in task 6. Calendars will be ordered separately by each participating municipality or agency.

Rationale: PEP implementation is required by the stormwater permit and permittees agreed to submit a joint plan to MDEQ. Joint watershed education is more consistent and effective at a lower overall cost.

Annual Cost: \$18,700 (not including calendar)  
Calendars would be priced at \$0.90 - \$1.25 per calendar, depending on inclusion of evaluation or mailing costs.

**Total Annual Average Cost**  
(assumes selection of all tasks, not including calendars)

**\$35,450**

*For comparison, the previous contract average annual cost was \$41,761, though much of that budget was unexpended.*





**LIVINGSTON COUNTY, MICHIGAN**  
**DRAIN COMMISSIONER'S OFFICE**

2300 E. Grand River Avenue, Suite 105  
Phone 517.546.0040 Fax 517.545.9658

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Brian Jonckheere, Drain Commissioner**  
**Date: 11/20/13**  
**Re: Renewal of Intergovernmental Agreements and HRWC contract**

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The following two resolutions are offered to allow for the continued work and collaboration by communities in Livingston County affected by the Federal Phase II stormwater regulations. Per the provisions under the Clean Water Act, all affected communities must implement the actions defined in their stormwater management plans submitted for permit approval by MDEQ and, in part, developed by the Livingston County Watershed Advisory Group (WAG).

Execution of the following resolutions will allow Livingston County to act as a clearinghouse for implementation expenses and facilitator contracts. The result is a collaborative unit that can purchase necessary items and services in bulk, thus reducing the overall expense to the various communities. This collaborative approach will ultimately prevent duplication of effort among communities and save money in the process. Furthermore, this unprecedented extent of intergovernmental cooperation in Livingston County represents a unique opportunity to demonstrate the effectiveness of collaborative partnerships among governments.

**Resolution 1:** Authorizes a contract with the Huron River Watershed Council, pursuant to their proposal (attached, dated November 15, 2013), to facilitate the implementation of the Phase II requirements. This would include meeting facilitation, aiding with the DEQ permitting process and support of grant writing initiatives.

**Resolution 2:** Authorizes the execution of a contract with the Livingston County Watershed Advisory Group. This contract allows Livingston County to act as a pass through for costs associated with the management of the contract with HRWC. These costs will be billed to each of the WAG participants based on the allocation schedule stated in the contract.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING INTERGOVERNMENTAL AGREEMENTS ALLOWING FOR THE ALLOCATION AND BILLING OF COSTS ASSOCIATED WITH PLANNING AND COORDINATION OF THE PHASE II STORM WATER REGULATIONS - DRAIN COMMISSIONER**

**WHEREAS,** the units of government partnering to comply with NPDES Phase II Regulations have become known as the Livingston County Watershed Advisory Group (WAG); and

**WHEREAS,** it is the intent of the partnering communities to take a collaborative approach to Phase II compliance in order to reduce cost and duplication of effort; and

**WHEREAS,** the Livingston County Drain Commissioner was authorized by the Livingston County Board of Commissioners to assist the Phase II partnering communities to comply with the Phase II permit application process; and

**WHEREAS,** all Livingston County Phase II partners have complied with the April 1, 2013 application deadline; and

**WHEREAS,** all Livingston County Phase II partners shall receive a Certificate of Coverage (COC) from the Michigan Department of Environmental Quality (MDEQ) based on approval of permit application by MDEQ; and

**WHEREAS,** upon issuance of the Certificate of Coverage by the Michigan Department of Environmental Quality planning must commence for Phase II Storm Water Regulation requirements; and

**WHEREAS,** the Livingston County Drain Commissioner has proposed an intergovernmental agreement with the WAG members to authorize activities necessary to comply with the Phase II requirements; and

**WHEREAS,** the proposed agreements contains cost allocations for each participating unit of government, adopted by the group through a voting process; and

**WHEREAS,** the amount of \$12,000 to cover the County's allocation of cost for fiscal year 2014 has already been budgeted with the office of the Drain Commissioner.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby agrees to enter into an Intergovernmental Agreement with participating communities for the purpose of fulfilling NPDES Phase II storm water permit requirements;

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes the Livingston County Drain Commissioner to proceed to cooperate and assist affected communities.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign all forms, assurances, contracts, agreements, amendments and supporting documents related to the Intergovernmental Agreements upon review and approval of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DRAIN COMMISSIONER'S OFFICE**

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2300 E. Grand River Avenue, Suite 105  
Phone 517.546.0040 Fax 517.545.9658

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RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AMEND RESOLUTION 2013-07-180 TO AMEND BLANKET PURCHASE ORDER WITH NORTH EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS AND UNIFORM EQUIPMENT AND A BUDGET AMENDMENT – Sheriff’s Department / EMS / Public Safety Committee / Finance Committee**

**WHEREAS,** the Sheriff’s Department has a need to provide uniforms and necessary uniform equipment for their personnel; and

**WHEREAS,** because of personnel turnovers, the need to increase our Blanket Purchase Order with North Eastern Uniforms is required; and

**WHEREAS,** below outlines our additional fund allocations for the remainder of 2013:

Amount	Division	ORG	OBJ	Description
\$3,500	Sheriff Road Patrol	10130104	743000	Uniforms
\$3,500				

Total:

**WHEREAS,** expenditures for uniforms and uniform equipment have been planned and budgeted in their 2013 budgets; and

**WHEREAS,** we are requesting a budget amendment to move funds from 747000 (Operating Supplies) for the amount of \$3,500 to 743000 as outlined above table to cover the additional expense for the remainder of 2013 budget year.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves to amend Blanket Purchase Order issued to North Eastern Uniform & Equipment, Inc, 1400 E. Michigan Ave. Suite F, Saline, MI 48176 for uniforms and uniform equipment for the amount of \$8,500 for the remainder of 2013 expenses.

**BE IT FURTHER RESOLVED** Livingston County Board of Commissioners authorizes the Budget Amendment to move funds from 747000 (Operating Supplies) for the amount of \$3,500 to 743000 as outlined in the above table.

**BE IT FURTHER RESOLVED** Livingston County Board of Commissioners authorizes the Blanket Purchase Order for a two (2) year period for an amount not to exceed \$30,000 annually, for the Sheriff’s Department.

# # #

MOVED:

SECONDED:

CARRIED:



## LIVINGSTON COUNTY SHERIFF DEPARTMENT

150 S. Highlander Way  
Howell, Michigan 48843-2323

(517) 546-2400

### MEMORANDUM

**DATE:** 11-20-13  
**TO:** Board of Commissioners  
**FROM:** Lt. Eric J. Sanborn  
**RE:** Amending Resolution # 2013-07-180

When the initial resolution was constructed we were asked to project and prorate what we would need from North Eastern Uniform. Initially, it was project we would only need \$8,000 for the remainder of 2013. Since then we have encounter some events and expenses that is going to require an amendment to the resolution so that purchasing can increase the amount of the blanket PO for the rest of 2013 and amend the budget.

We have approximately \$3,500 in outstanding charges from the road patrol. We are requesting the authorization to increase the amount of the blanket purchase order for 2013 by \$3,500 to \$11,500 in order to be able to pay our bills to this vendor in 2013.

In addition, we are requesting the budget be amended to move the \$3,500 from 747000 (Operating Supplies) to 743000 (Uniforms)

If you have any further questions, feel free to document to contact me.

Lt. Eric J. Sanborn, Assistant Jail Administrator