

# BOARD OF COMMISSIONERS

4/12/2011

304 E. Grand River Avenue, Howell, MI

7:30 PM

## AGENDA

1. **CALL STATUTORY EQUALIZATION MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**
  - A. Meeting Minutes of: March 21, 2011
  - B. Meeting Minutes of: March 23, 2011
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
  - A. Consent Agenda - Res. 2011-04-102 thru 2011-04-111
  - B. Regular Agenda - Res. 2011-03-093 and 2011-04-112 thru 2011-04-121
9. **REPORTS**
10. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**
  - A. Consent Agenda - Res. 2011-04-102 thru 2011-04-111
11. **RESOLUTIONS FOR CONSIDERATION:**
  - A. Regular Agenda - Res. 2011-03-093 and 2011-04-112 thru 2011-04-121

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**2011-03-093**      **Central Dispatch**  
RESOLUTION RECOGNIZING THE OBSERVANCE OF NATIONAL  
PUBLIC SAFETY TELECOMMUNICATORS WEEK, APRIL 10-16, 2011, – 9-  
1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT

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**2011-04-102**      **Michigan Works**  
RESOLUTION APPROVING THE WORKFORCE INVESTMENT ACT  
INCENTIVE GRANT PLAN

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**2011-04-103**      **Planning**  
RESOLUTION TO EXPEND A PORTION OF THE LIVINGSTON COUNTY  
ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT AWARD -  
Building Services/Planning

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**2011-04-104**      **Administration**  
RESOLUTION IN SUPPORT OF HOUSE BILLS 4148, 4149 & 4150 - BOARD  
OF COMMISSIONERS

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- 2011-04-105**      **LETS**  
RESOLUTION RECOGNIZING THE OBSERVANCE OF NATIONAL  
TRANSPORTATION WEEK - MAY 15 - 21, 2011 - L.E.T.S./General  
Government
- 
- 2011-04-106**      **LETS**  
RESOLUTION AMENDING RESOLUTION #2006-11-365 TO THE FIVE (5)  
YEAR MASTER AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT  
OF TRANSPORTATION AND LIVINGSTON COUNTY REGARDING NEW  
THIRD-PARTY CONTRACT PROCEDURES - LETS/General Government
- 
- 2011-04-107**      **District Court**  
RESOLUTION AMENDING RESOLUTION 2010-12-356 AUTHORIZING AN  
AGREEMENT WITH SECOND CHANCE DRUG AND ALCOHOL TESTING,  
LLC TO RENT SPACE AT THE ASSET BUILDING AND PROVIDE  
DRUG/ALCOHOL TESTING WHEN NEEDED BY THE LIVINGSTON  
COUNTY COURTS
- 
- 2011-04-108**      **Sheriff**  
RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO  
PURCHASE SIXTY (60) CONCEALABLE BALLISTIC VESTS; AUTHORIZE  
THE USE OF FUNDS REQUIRED FOR THE PURCHASE FROM THE 2011  
FEDERAL EQUITABLE SHARING (DEA) SPECIAL REVENUE  
FUND/SHERIFF'S DEPARTMENT
- 
- 2011-04-109**      **Sheriff**  
RESOLUTION TO APPROVE A CAPITAL EXPENDITURE FOR THE  
PURCHASE OF EXTENDED MAINTENANCE AGREEMENT FOR DIGITAL  
IN-CAR VIDEO RECORDING EQUIPMENT - Sheriff's Department / Public  
Safety Committe
- 
- 2011-04-110**      **Building Services**  
RESOLUTION AUTHORIZING JAIL KITCHEN FLOOR REPLACEMENT -  
Building Services/ General Government
- 
- 2011-04-111**      **Emergency Medical Services**  
RESOLUTION AUTHORIZING THE PURCHASE OF EMS EMERGENCY  
EQUIPMENT AND GRAPHICS FOR EMS EMERGENCY RESPONSE  
VEHICLE - EMS / Health & Human Services Committee / Finance Committee
- 
- 2011-04-112**      **Equalization**  
RESOLUTION TO ADOPT THE 2011 COUNTY EQUALIZATION REPORT  
AS SUBMITTED WITH THE ACCOMPANYING STATEMENTS -  
Equalization
- 
- 2011-04-113**      **Public Health**  
RESOLUTION AUTHORIZING USE OF THE NATIONAL ASSOCIATION  
OF COUNTIES (NACo) PRESCRIPTION DISCOUNT CARD FOR

LIVINGSTON COUNTY RESIDENTS - Health Dept.

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**2011-04-114**      **Human Resources**  
RESOLUTION TO AUTHORIZE THE FILLING OF THE VACANT FULL-TIME BENEFITS SPECIALIST POSITION

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**2011-04-115**      **Building Services**  
RESOLUTION AUTHORIZING THE EXCEPTION TO THE HIRING FREEZE POLICY- Building Services/General Government

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**2011-04-116**      **Emergency Medical Services**  
RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR THE ADMINISTRATIVE MANAGER – EMS/HEALTH & HUMAN SERVICES/FINANCE COMMITTEE

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**2011-04-117**      **Information Technology**  
RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR IT DEPUTY DIRECTOR AND THE OSSI PUBLIC SAFETY SYSTEM ADMINISTRATION TEAM TO ATTEND THE 2011 ANNUAL SUGA EDUCATION CONFERENCE MAY 16-20, 2011 - Information Technology / 911 Central Dispatch / Sheriff

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**2011-04-118**      **Information Technology**  
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

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**2011-04-119**      **Drain Commissioner**  
RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A WINTER LAKE LEVEL FOR PORTAGE AND BASELINE LAKES

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**2011-04-120**      **Animal Control**  
RESOLUTION AUTHORIZING ANIMAL CONTROL TO CONDUCT LOW COST SPAY/NEUTER CLINICS AND REVISE THE ANIMAL CONTROL FEE SCHEDULE - ANIMAL CONTROL/GENERAL GOVT/FINANCE/BOARD

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**2011-04-121**      **Administration**  
RESOLUTION AUTHORIZING THE CREATION OF A DEBT SERVICE SINKING FUND - BOARD OF COMMISSIONERS

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**12.      CALL TO THE PUBLIC**

**13.      ADJOURNMENT**

**NOTE:** The Call to the Public appears twice on the Agenda:  
once at the beginning and once at the end. Anyone wishing to address the Board may do so at these times.

LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING, March 21, 2011  
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI

The meeting was called to order by the Chairperson, Maggie Jones, at 7:30 p.m.

All rose for the Pledge of Allegiance.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Maggie Jones (1), Jim Mantey (2), David Domas (3), Ronald VanHouten (4),  
Jay Drick (5), Carol Griffith (7), Dennis Dolan (8), John LaBelle (9)

Absent: Steven Williams (6)

Also present: Peter Cohl (Counsel), Ted Westmeier (Health Dept.), Doug Britz (L.E.T.S.),  
Randy Wilt, Chris Folts, Kelli Prokuda (Building Services), Don Arbic (911),  
Belinda Peters (Administration), Margaret Dunleavy, Debbie Warden

Correspondence. It was moved by Commissioner Mantey to accept the correspondence from Jackson County and place on file. Seconded by Commissioner VanHouten. MOTION CARRIED, 8-0-1 absent.

Call To The Public. No response.

Minutes. It was moved by Commissioner Domas to accept the minutes of the regularly scheduled meetings of March 7 and March 9, as printed. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Tabled Items. None.

Agenda. It was moved by Commissioner VanHouten to accept the consent and regular agenda as printed. Seconded by Commissioner Dolan. It was moved by Commissioner Domas to amend the consent agenda with the removal of Resolution No. 2011-03-093, Resolution Recognizing The Observance Of National Public Safety Telecommunicators Week April 10-16, 2011-911. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Reports. Commissioner Jones informed the Board that Governor Snyder's speech on government reform can be found on the state's website at [www. Michigan.gov/Snyder](http://www.Michigan.gov/Snyder). This will be discussed further at a worksession.

Consent Agenda Items. Commissioner Drick presented the consent agenda as adopted each as follows: Resolution No. 2011-03-085, Resolution To Approve Appointment To Michigan State University Extension Council, Livingston County-Board of Commissioners; Resolution No. 2011-03-086, Resolution Authorizing Fiber Project Easement Agreements-Information Technology; Resolution No. 2011-03-087, Resolution To Approve The Revised Step/Merit Pay Policy And Performance Evaluation Form-Administration; Resolution No. 2011-03-088,

Resolution Approving Addenda To Felony Public Defender Contracts In The Circuit Court-Circuit Court; Resolution No. 2011-03-089, Resolution Authorizing The Sheriff's Department And The County Of Livingston To Renew The Contract With The Township Of Putnam For Law Enforcement Services From August 1, 2010 Through June 30, 2013-Sheriff and Resolution No. 2011-03-090, Resolution Authorizing An Agreement With Public Employee Benefits Solutions For Employee Benefits Consulting Services-Human Resources. Seconded by Commissioner Griffith. Roll call vote: Ayes: Drick, Griffith, Dolan, LaBelle, Jones, Mantey, Domas, VanHouten; Nays: None; Absent: Williams. MOTION CARRIED, 8-0-1 absent.

Resolutions. Commissioner Domas presented Resolution No. 2011-03-091, Resolution In Recognition Of Randy Wilt-Board of Commissioners. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent. Commissioner Domas read aloud and presented the resolution to Randy. Randy thanked the Board and stated it was a privilege to work for Livingston County.

Commissioner LaBelle presented Resolution No. 2011-03-092, Resolution To Approve Appointment To 2011 Tax Allocation Board-Board of Commissioners, and moved its adoption. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Resolution No. 2011-03-093 was deleted from agenda.

Commissioner LaBelle presented Resolution No. 2011-03-094, Resolution Authorizing Out Of State Travel For L.E.T.S. Operations Manager And Driver Trainer To Attend The F.T.A. Drug And Alcohol Certification Class And Conference in St. Louis, MO-L.E.T.S., and moved its adoption. Seconded by Commissioner Drick. MOTION CARRIED, 8-0-1 absent.

Commissioner Domas presented Resolution No. 2011-03-095, Resolution Authorizing Exception To Hiring Freeze To Replace One (1) Part Time Office Assistant-Sheriff. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner VanHouten presented Resolution No. 2011-03-096, Resolution Approving The 2011 Plan Of Organization For The Department Of Public Health-Public Health, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2011-03-097, Resolution To Accept The Annual Report Of The Livingston County Clerk For 2010-County Clerk, and moved its adoption. Seconded by Commisisoner Dolan. MOTION CARRIED, 8-0-1 absent.

Commissioner Griffith presented Resolution No. 2011-03-098, Resolution Authorizing The Prosecutor's Office And East Complex Departments To Upgrade To Laserfiche Avante-Information Technology, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2011-03-099, Resolution To Submit Estimated 2012 Budget To Tax Allocation Board-Administration, and moved its adoption. Seconded by Commissioner VanHouten. Roll call vote: Ayes: LaBelle, Jones, Mantey, Domas, VanHouten, Drick, Griffith, Dolan; Nays: None; Absent: Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2011-03-100, Resolution In Support Of 2008 Funding Level Of Federal Community Service Block Grant-Board of Commissioners, and moved its adoption. Seconded by Commissioner Domas. MOTION CARRIED, 8-0-1 absent.

Call To The Public. No response.

Adjournment. It was moved by Commissioner Drick that the meeting be adjourned. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

The meeting was adjourned at 7:55 p.m.

Margaret M. Dunleavy  
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING, March 23, 2011  
COMMISSIONER CHAMBERS, 304 E. Grand River, Howell MI

The meeting was called to order by the Chairperson, Maggie Jones, at 8:22 a.m.

All rose for the Pledge of Allegiance.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Maggie Jones (1), Jim Mantey (2), David Domas (3), Ronald VanHouten (4),  
Jay Drick (5), Carol Griffith (7), Dennis Dolan (8), John LaBelle (9)

Absent: Steven Williams (6)

Also present: Katrina Maxwell, Doug Britz (L.E.T.S.), Lt. Kinaschuk (Sheriff), Don Arbic  
(Emergency Management), Belinda Peters (Administration), Margaret Dunleavy,  
Debbie Warden

Call To The Public. None.

Commissioner LaBelle asked to suspend the rules and add Resolution Amending Resolution  
2011-02-046 Authorizing Purchase Of Replacement 800 MHZ Public Safety Radios- 911 to  
the agenda. Seconded by Commissioner Domas. MOTION CARRIED, 8-0-1 absent.  
Resolution to be numbered 2011-03-101.

Agenda. It was moved by Commissioner LaBelle to accept the agenda, as amended.  
Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

Finance. It was moved by Commissioner VanHouten to accept the Finance Committees  
recommendation for payment of claims dated March 23, 2011. Seconded by Commissioner  
Drick. MOTION CARRIED, 8-0-1 absent.

Call To The Public. No response.

Adjournment. It was moved by Commissioner Mantey that the meeting be adjourned.  
Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

The meeting was adjourned at 8:24 a.m.

Margaret M. Dunleavy  
Livingston County Clerk



RESOLUTION

NO:

2011-03-093

LIVINGSTON COUNTY

DATE:

April 12, 2011

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**RESOLUTION RECOGNIZING THE OBSERVANCE OF NATIONAL PUBLIC SAFETY  
TELECOMMUNICATORS WEEK, APRIL 10-16, 2011, – 9-1-1 CENTRAL DISPATCH /  
EMERGENCY MANAGEMENT**

**WHEREAS,** annually, the second full week of April has been designated as *National Public Safety Telecommunicators Week* in recognition of the estimated 200,000 men and women dedicated to the country's 9-1-1 service; and

**WHEREAS,** public safety answering points are the first and single point of contact for persons seeking immediate and effective relief during an emergency, as well as those reporting crimes, suspicious persons, unusual incidents or matters of homeland safety and security; and

**WHEREAS,** the number 9-1-1 is universally recognizes as dedicated to summon police, fire or medical assistance whenever and wherever needed; and

**WHEREAS,** the 9-1-1 telecommunicators of Livingston County provide the first-line, 24-hour, seven-days-a-week link between our citizens and public safety's first responders; and

**WHEREAS,** public safety telecommunicators exhibit compassion, understanding and expertise during the performance of their demanding jobs; and

**WHEREAS,** the public safety telecommunicators of Livingston County 9-1-1 Central Dispatch contributed to saving lives, apprehending criminals and preventing property loss this past year.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners joins with the Unites States Congress to declare the week of April 10<sup>th</sup> through April 16<sup>th</sup>, 2011, *National Public Safety Telecommunicators Week* in honor of the men and women whose unswerving diligence keep our citizens safe.

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

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**300 S. Highlander Way, Howell, Michigan 48843**  
**Phone 517.546.4620 Fax 517.546.5008**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To:** Public Safety Committee  
Board of Commissioners

**From:** Donald T. Arbic, Director

**Date:** March 15, 2011

**Re:** National Public Safety Telecommunicators Week  
April 10–16, 2011

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The Livingston County Board of Commissioners historically joins with the United States Congress to annually recognize the second full week of April as National Public Safety Telecommunicators Week. I respectfully request the Board of Commissioners continue this observance for the men and women of the 9-1-1 Central Dispatch/Emergency Management Department by resolution.

**RESOLUTION**

**NO.: 2011-04-102**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION APPROVING THE WORKFORCE INVESTMENT ACT INCENTIVE GRANT PLAN**

**WHEREAS,** Workforce Investment Act authorizes programs and services targeted to unemployed and economically disadvantaged youth and adults, and

**WHEREAS,** The Michigan Department of Energy, Labor and Economic Growth has awarded an incentive grant of \$7,858 to Livingston County Michigan Works!, and

**WHEREAS,** It is the recommendation of staff that the funds be used for general operating costs of the Michigan Works! Service Center, and

**WHEREAS,** This plan requires approval of both the Board of Commissioners and the Livingston County Workforce Development Council.

**WHEREAS,** The Livingston County Workforce Development Council Executive Committee approved this plan at their April 14, 2011 meeting.

**IT IS THEREFORE RESOLVED** that the Livingston County Workforce Development Council hereby approves the Incentive Grant Plan in the amount of \$7,858 for the period of July 1, 2010 to June 30, 2011.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign said plan for submission to the Michigan Department of Energy, Labor and Economic Growth.

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**MOVED:**

**SUPPORTED:**

**CARRIED:**

**TO:** Board of Commissioners  
**FROM:** Bill Sleight  
**RE:** Workforce Investment Act (WIA) Incentive Grant Plan  
**DATE:** March 24, 2011

The Workforce Investment Act requires the distribution of incentive grants to local areas based on exemplary program performance. Incentive grants are awarded to local areas as a positive reward for successful efforts to improve the provisions of workforce investment activities. Incentive grants are additional funds beyond program funds distributed by formula to local areas.

The DELEG is awarding a total of \$300,000 in PY 2010 WIA Statewide Activities funding to the 13 MWAs that have met their planned PY 2009 performance goals. An MWA's share of the incentive funds available for distribution is based on its relative size, as measured by its WIA formula allocation, and the number of PY 2009 performance indicators achieved. The methodology for the distribution of incentive grants is given as follows:

- The total funds available for incentive awards will be divided equally between the 17 included performance indicators.
- The MWAs must achieve at least 90 percent of their planned performance level for each of the 17 included performance indicators in order to be eligible to receive an incentive award.
- The MWAs that exceed their planned performance level for one indicator may share in the incentive award for that indicator.
- The incentive award for each indicator will be divided among all the MWAs that are eligible, and that exceeded their planned performance level for that indicator, with the distribution based on WIA allocation size.

Incentive award funding has a ten percent administration limitation and can be utilized for any activity authorized under WIA Title IB.

As a result, the incentive grant award for our area is \$7,858. Our incentive award last year was \$14,330. The reduction occurred because the state reduced the total distributed from \$800,000 last year to \$300,000 this year. The plan for the use of these funds is to off-set general operating costs of the Michigan Works! Livingston Service Center. This will free up other funds for direct participant services.

The Incentive Grant Plan must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners. The Livingston County Workforce Development Council Executive Committee will approve this grant at its April 14 meeting. A resolution approving the incentive grant plan is attached for your consideration.

**RESOLUTION**

**NO.: 2011-04-103**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION TO EXPEND A PORTION OF THE LIVINGSTON COUNTY ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT AWARD – BUILDING SERVICES / PLANNING – GENERAL GOVERNMENT**

**WHEREAS,** the Livingston County Board of Commissioners at their May 17, 2010 meeting, accepted a grant award by the U.S. Department of Energy for an Energy Efficiency and Conservation Block Grant (EECBG) in the amount of \$740,400; and

**WHEREAS,** at this meeting Commissioners also accepted the U.S. Department of Energy (DOE) approved EECBG energy efficiency and conservation strategy for Livingston County, Michigan; and

**WHEREAS,** water conservation improvements at the County Jail is a major activity of this approved strategy; and

**WHEREAS,** per Livingston County Purchasing Policy, a competitive quote process was performed and it determined that plumbing parts will be purchased through Mark's Plumbing Parts & Commercial Supply Products, and installation of these parts will be handled by Premier Plumbing Inc.

**THEREFORE BE IT RESOLVED THAT:** Livingston County Planning Department is authorized to issue purchase orders to expend \$15,479.40 in EECBG funds for plumbing parts to Mark's Plumbing Parts & Commercial Supply Products for \$10,179.40 and \$5,300 to Premier Plumbing Inc. for installation services that will facilitate future activities of the Livingston County Energy Efficiency and Conservation Block Grant.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PLANNING**

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**304 E. Grand River Avenue, Suite 206**  
**Phone (517) 546-7555 Fax (517) 552-2347**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Kathleen Kline-Hudson**  
**Date: 3/30/11**  
**Re: Resolution To Expend A Portion Of EECBG Grant Award**

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This resolution regards Livingston County's Energy Efficiency and Conservation Block Grant Award. The resolution is to authorize County Planning to issue purchase orders totaling \$15,479.40 in EECBG funds, for plumbing parts to Mark's Plumbing Parts & Commercial Supply Products for \$10,179.40 and \$5,3000 to Premier Plumbing Inc. for installation services that will facilitate EECBG water conservation activities at the County Jail.

If you have any questions regarding this matter, please feel free to contact me, Chris Folts or Roberta Bennett.

Sloan Plumbing Parts  
#11-0131

Description	Mark's	Northwest	Vic Bond
Sloan 4 I/O control module	\$2,116.18	\$2,806.65	\$2,145.00
Sloan Push Button kit, 8" wall	\$1,266.65	\$1,665.40	\$1,320.00
Sloan Solenoid with plug 180"	\$2,159.85	\$2,690.49	\$2,112.00
Sloan Plug-in transformer 24v	\$540.76	\$853.93	\$649.00
F/V, Sloan 3.5 CLS ret/fit body	\$2,126.52	\$2,716.78	\$2,156.00
Sloan Push Button assembly	\$1,969.44	\$2,612.61	\$1,980.00
	<b>\$10,179.40</b>	<b>\$13,345.86</b>	<b>\$10,362.00</b>

Install Plumbing Parts  
#11-0328

Description	Pleune Service	Premier Plumbing	Wm Walter
Install customer supplied Sloan control modules, pushbutton kits & assemblies, solenoids, transformers, and retrofit kits	\$12,225.00	<b>\$5,300.00</b>	\$7,225.00
Comments	excludes permit, electrical valves & control modules, and electrical wiring	all labor & misc material to complete	all necessary electrical labor & material to be done by others

Total for Project **\$15,479.40**

RESOLUTION

NO.: 2011-04-104

LIVINGSTON COUNTY

DATE: April 12, 2011

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**RESOLUTION IN SUPPORT OF HOUSE BILLS 4148, 4149 & 4150 - BOARD OF COMMISSIONERS**

**WHEREAS,** Livingston County's property values continue to decline; home foreclosures are at a record high; and a majority of our local units are experiencing increased delinquent property taxes; most notable in Special Assessment Districts where their revenue stream is intended to make annual debt payments; and

**WHEREAS,** House Bills #4148, #4149 & #4150 seek to provide some relief to property owners and local municipalities to pay the delinquent taxes and make annual debt payments; and

**WHEREAS,** House Bill #4148 is a bill to create the delinquent special assessment revolving loan fund; to provide for the administration of the fund; to prescribe requirements for loans from the fund; to prescribe duties of certain state and local officials; and, to make appropriations; and

**WHEREAS,** House Bill #4149 is a bill to amend "The General Property Tax Act" (1893 PA 206), by amending Section 78a (MCL 211.78a), as amended by 2008 PA 352, whereby allowing the County Board of Commissioners, by Resolution, to determine the amount of interest to be added to property returned as delinquent under this section; at a non-compounded rate of not more than 1% per month; and

**WHEREAS,** House Bill #4150 is also a bill to amend "The General Property Tax Act" (1893 PA 206), by amending section 87b (MCL 211.87b), as amended by 2002 PA 198, whereby allowing the County Board of Commissioners, by Resolution, to determine the amount of interest to be added to the delinquent taxes (for charge-back to local units) under this subsection; at a non-compounded rate of not more than 1% per month; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby urges Michigan Legislators to immediately support House Bills 4148, 4149 & 4150 with minor modifications: "Allowing the State Tax Commission to annually set the amount of interest to be added to the delinquent taxes at a non-compounded rate of not more than 1% per month".

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners urges all local units within the County to contact their Michigan State Senators and State Representatives and urge them to act immediately and that the Livingston County Clerk be directed to forward copies of this resolution to Governor Rick Snyder, Michigan State Senators and State Representatives, Michigan Association of Counties, and the other 82 Counties in the State of Michigan.

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**MOVED:**

**SECONDED:**

**CARRIED:**



# HOUSE BILL No. 4148

January 26, 2011, Introduced by Reps. Denby, Hughes and Rogers and referred to the Committee on Local, Intergovernmental, and Regional Affairs.

A bill to create the delinquent special assessment revolving loan fund; to provide for the administration of the fund; to prescribe requirements for loans from the fund; to prescribe duties of certain state and local officials; and to make appropriations.

**THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

1           Sec. 1. This act shall be known and may be cited as the  
2 "delinquent special assessment revolving loan fund".

3           Sec. 3. As used in this act:

4           (a) "Department" means the department of treasury.

5           (b) "Eligible local governmental unit" means a city, village,  
6 township, or county that meets all of the following requirements:

7           (i) Has issued bonds, or has pledged its full faith and credit  
8 for bonds, for infrastructure improvements financed by a special  
9 assessment.

1           (ii) Is unable to make necessary payments on those bonds  
2 because special assessment payments on properties benefited by the  
3 infrastructure improvements have been delinquent for a period of 6  
4 months or more.

5           (c) "Fund" means the delinquent special assessment revolving  
6 loan fund created in section 5.

7           Sec. 5. (1) The delinquent special assessment revolving loan  
8 fund is created within the state treasury.

9           (2) The state treasurer may receive money or other assets from  
10 any source for deposit into the fund. The state treasurer shall  
11 direct the investment of the fund. The state treasurer shall credit  
12 to the fund interest and earnings from fund investments.

13           (3) Money in the fund at the close of the fiscal year shall  
14 remain in the fund and shall not lapse to the general fund.

15           (4) The department of treasury shall be the administrator of  
16 the fund for auditing purposes.

17           (5) The department of treasury shall expend money from the  
18 fund only for loans to eligible local tax governmental units to  
19 permit necessary bond payments for infrastructure improvements as  
20 provided in this act.

21           Sec. 7. (1) An eligible local governmental unit may apply for  
22 a loan from the delinquent special assessment revolving loan fund  
23 as provided in this section. If a county has pledged its full faith  
24 and credit for bonds issued by a city, village, or township, any  
25 loan application submitted by a city, village, or township under  
26 this section shall first be approved by that county.

27           (2) An application for a loan from the fund shall be in a form

1 prescribed by the department.

2 (3) The department shall review an application for a loan from  
3 the fund submitted by an eligible local governmental unit and shall  
4 notify the eligible local governmental unit in writing within 30  
5 days of receipt of the application whether the loan has been  
6 approved or disapproved.

7 (4) The department shall consider loan applications under this  
8 act on a first-come, first-served basis.

9 Sec. 9. (1) A loan under this act shall not exceed an amount  
10 equal to 1 year's bond payment.

11 (2) A loan under this act shall be for a period not to exceed  
12 5 years after the bond expires.

13 (3) Interest on a loan under this act shall be at a rate  
14 prescribed by the department of treasury. The department shall not  
15 charge a rate of interest greater than that rate necessary to  
16 ensure that the fund remains actuarially sound.

17 Sec. 11. As a condition for any loan under this act, the  
18 eligible local governmental unit shall require any property  
19 connecting to the infrastructure improvements for which the bond  
20 was issued to pay to the eligible local governmental unit the full  
21 amount of all delinquent and all future special assessment payments  
22 levied on that property for the infrastructure improvements for  
23 which the bond was issued.

24 Sec. 13. If an eligible local governmental unit does not make  
25 payments to this state as prescribed under the terms of the loan,  
26 any amount delinquent shall be withheld from any payments made to  
27 the eligible local governmental unit under the Glenn Steil state

1 revenue sharing act of 1971, 1971 PA 140, MCL 141.901 to 141.921.

2       Sec. 15. There is appropriated from the general fund to the  
3 department for deposit into the delinquent special assessment  
4 revolving loan fund the sum of \$5,000,000.00 for the purpose of  
5 making loans to eligible local governmental units as prescribed in  
6 this act.

# HOUSE BILL No. 4149

January 26, 2011, Introduced by Reps. Denby, Hughes, Rogers and McMillin and referred to the Committee on Local, Intergovernmental, and Regional Affairs.

A bill to amend 1893 PA 206, entitled  
"The general property tax act,"  
by amending section 78a (MCL 211.78a), as amended by 2008 PA 352.

**THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

1           Sec. 78a. (1) For taxes levied after December 31, 1998, all  
2 property returned for delinquent taxes, and upon which taxes,  
3 interest, penalties, and fees remain unpaid after the property is  
4 returned as delinquent to the county treasurers of this state under  
5 this act, is subject to forfeiture, foreclosure, and sale for the  
6 enforcement and collection of the delinquent taxes as provided in  
7 section 78, this section, and sections 78b to 79a. As used in  
8 section 78, this section, and sections 78b to 79a, "taxes" includes  
9 interest, penalties, and fees imposed before the taxes become  
10 delinquent and unpaid special assessments or other assessments that

1 are due and payable up to and including the date of the foreclosure  
2 hearing under section 78k.

3 (2) On March 1 in each year, taxes levied in the immediately  
4 preceding year that remain unpaid shall be returned as delinquent  
5 for collection. However, if the last day in a year that taxes are  
6 due and payable before being returned as delinquent is on a  
7 Saturday, Sunday, or legal holiday, the last day taxes are due and  
8 payable before being returned as delinquent is on the next business  
9 day and taxes levied in the immediately preceding year that remain  
10 unpaid shall be returned as delinquent on the immediately  
11 succeeding business day. Except as otherwise provided in section 79  
12 for certified abandoned property, property delinquent for taxes  
13 levied in the second year preceding the forfeiture under section  
14 78g or in a prior year to which this section applies shall be  
15 forfeited to the county treasurer for the total of the unpaid  
16 taxes, interest, penalties, and fees for those years as provided  
17 under section 78g.

18 (3) A county property tax administration fee of 4% and  
19 interest computed at a noncompounded rate of **NOT MORE THAN** 1% per  
20 month or fraction of a month on the taxes that were originally  
21 returned as delinquent, computed from the date that the taxes  
22 originally became delinquent, shall be added to property returned  
23 as delinquent under this section. A county property tax  
24 administration fee provided for under this subsection shall not be  
25 less than \$1.00. **THE COUNTY BOARD OF COMMISSIONERS, BY RESOLUTION,**  
26 **SHALL DETERMINE THE AMOUNT OF INTEREST TO BE ADDED TO PROPERTY**  
27 **RETURNED AS DELINQUENT UNDER THIS SECTION.**

1           (4) Any person with an unrecorded property interest or any  
2 other person who wishes at any time to receive notice of the return  
3 of delinquent taxes on a parcel of property may pay an annual fee  
4 not to exceed \$5.00 by February 1 to the county treasurer and  
5 specify the parcel identification number, the address of the  
6 property, and the address to which the notice shall be sent.  
7 Holders of any undischarged mortgages wishing to receive notice of  
8 the return of delinquent taxes on a parcel or parcels of property  
9 may provide a list of such parcels in a form prescribed by the  
10 county treasurer and pay an annual fee not to exceed \$1.00 per  
11 parcel to the county treasurer and specify for each parcel the  
12 parcel identification number, the address of the property, and the  
13 address to which the notice should be sent. The county treasurer  
14 shall notify the person or holders of undischarged mortgages if  
15 delinquent taxes on the property or properties are returned within  
16 that year.

17           (5) Notwithstanding any charter provision to the contrary, the  
18 governing body of a local governmental unit that collects  
19 delinquent taxes may establish for any property, by ordinance,  
20 procedures for the collection of delinquent taxes and the  
21 enforcement of tax liens and the schedule for the forfeiture or  
22 foreclosure of delinquent tax liens. The procedures and schedule  
23 established by ordinance shall conform at a minimum to those  
24 procedures and schedules established under sections 78a to 78l,  
25 except that those taxes subject to a payment plan approved by the  
26 treasurer of the local governmental unit as of July 1, 1999 shall  
27 not be considered delinquent if payments are not delinquent under

1 that payment plan.



# HOUSE BILL No. 4150

January 26, 2011, Introduced by Reps. Rogers, Hughes, Denby and McMillin and referred to the Committee on Local, Intergovernmental, and Regional Affairs.

A bill to amend 1893 PA 206, entitled  
"The general property tax act,"  
by amending section 87b (MCL 211.87b), as amended by 2002 PA 198.

**THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

1           Sec. 87b. (1) The county board of commissioners of any county  
2 may create a delinquent tax revolving fund that, at the option of  
3 the county treasurer, may be designated as the "100% tax payment  
4 fund". Upon the establishment of the fund, all delinquent taxes,  
5 except taxes on personal property, due and payable to the taxing  
6 units in the county, except those units that collect their own  
7 delinquent taxes after March 1 by charter or otherwise, are due and  
8 payable to the county. The primary obligation to pay to the county  
9 the amount of taxes and the interest on the taxes shall rest with  
10 the local taxing units and the state for the state education tax

1 under the state education tax act, 1993 PA 331, MCL 211.901 to  
2 211.906. If the delinquent taxes that are due and payable to the  
3 county are not received by the county for any reason, the county  
4 has full right of recourse against the taxing unit or to the state  
5 for the state education tax under the state education tax act, 1993  
6 PA 331, MCL 211.901 to 211.906, to recover the amount of the  
7 delinquent taxes and interest at the rate of **NOT MORE THAN** 1% per  
8 month or fraction of a month until repaid to the county by the  
9 taxing unit. **THE COUNTY BOARD OF COMMISSIONERS, BY RESOLUTION,**  
10 **SHALL DETERMINE THE AMOUNT OF INTEREST TO BE ADDED TO THE**  
11 **DELINQUENT TAXES UNDER THIS SUBSECTION.** However, if the county  
12 borrows to provide funds for those payments, the interest rate  
13 shall not exceed the highest interest rate paid on that borrowing.  
14 A resolution or agreement previously executed or adopted to this  
15 effect is validated and confirmed. For delinquent state education  
16 taxes under the state education tax act, 1993 PA 331, MCL 211.901  
17 to 211.906, the county may offset uncollectible delinquent taxes  
18 against collections of the state education tax under the state  
19 education tax act, 1993 PA 331, MCL 211.901 to 211.906, received by  
20 the county and owed to this state under this act. The fund shall be  
21 segregated into separate funds or accounts for each year's  
22 delinquent taxes.

23 (2) If a delinquent tax revolving fund is established, the  
24 county treasurer shall be the agent for the county and, without  
25 further action by the county board of commissioners, may enter into  
26 contracts with other municipalities, this state, or private  
27 persons, firms, or corporations in connection with any transaction

1 relating to the fund or any borrowing made by the county pursuant  
2 to section 87c or 87d, including all services necessary to complete  
3 this borrowing.

4 (3) The county treasurer shall pay from the fund any or all  
5 delinquent taxes that are due and payable to the county and any  
6 school district, intermediate school district, community college  
7 district, city, township, special assessment district, this state,  
8 or any other political unit for which delinquent tax payments are  
9 due within 20 days after sufficient funds are deposited within the  
10 delinquent tax revolving fund or, if the county treasurer is  
11 treasurer for a county with a population greater than 1,500,000  
12 persons, within 30 days after sufficient funds are deposited within  
13 the delinquent tax revolving fund. In a county with a delinquent  
14 tax revolving fund where the county does not borrow pursuant to  
15 section 87c or 87d, if the county treasurer does not make payment  
16 of the delinquent taxes to the local units within 10 days after the  
17 completion of county settlement with all local units under section  
18 55, the county shall pay interest on the unpaid delinquent taxes  
19 from the date of actual county settlement at the rate of 12% per  
20 annum for the number of days involved.

21 (4) Except as provided in subsection (5), the county treasurer  
22 shall pay from the fund directly to a school district its share of  
23 the fund when a single school district exists within a political  
24 unit.

25 (5) If a local taxing unit has borrowed money in anticipation  
26 of collecting taxes for any school district or other municipality  
27 and the county treasurer has been so notified in writing, the

1 county treasurer shall pay to the local taxing unit the shares of  
2 the fund for that school district or municipality. For purposes of  
3 this subsection, "local taxing unit" means a city, village, or  
4 township.

5 (6) The interest charges, penalties, and county property tax  
6 administration fee rates established under this act shall remain in  
7 effect and shall be payable to the county delinquent tax revolving  
8 fund.

9 (7) Any surplus in the fund may be transferred to the county  
10 general fund by appropriate action of the county board of  
11 commissioners.

12 (8) A county board of commissioners may borrow money to create  
13 a delinquent tax revolving fund as provided in section 87c or 87d,  
14 or both.

15 (9) This section shall not supersede section 87 but is an  
16 alternative method for paying delinquent taxes to local units.  
17 However, where this section is used by a county, section 87 shall  
18 not be used.

**RESOLUTION**

**NO.: 2011-04-105**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION RECOGNIZING THE OBSERVANCE OF NATIONAL TRANSPORTATION WEEK: MAY 15-21, 2011 – L.E.T.S. / General Government**

**WHEREAS,** the nation’s Secretary of Transportation, Ray LaHood, has declared National Transportation Week to be May 15 – 21, 2011, a week to recognize the important part that transportation plays in our daily lives; and

**WHEREAS,** the Livingston Essential Transportation Service is the major contributor in providing for the transit needs of many Livingston County residents without regard to economic status, age or disability; and

**WHEREAS,** the Transportation Coalition of Livingston County, all made up of volunteers, continues to be an important part of public transit by suggesting ways to continually improve service and discussing new initiatives to make transportation in our community safer, more affordable, more effective, and more efficient; and

**WHEREAS,** as the County of Livingston continues to grow, the need for transportation service will continue or increase in the foreseeable future which will make efficiency and sustainability key issues in the coming years; and

**WHEREAS,** the members of the staff of the Livingston Essential Transportation Service are recognized for their professionalism in their driving skills and their concern and caring for the riding public.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners declares the week of May 15 through May 21, 2011 as National Transportation Week in Livingston County, in honor of the men and women whose diligence and professionalism make the Livingston Essential Transportation Service and the Transportation Coalition an asset to the community and a valuable resource for county residents.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF L.E.T.S.**

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**3950 W. Grand River, Howell, MI 48855**  
**Phone 517-540-7847 Fax 517-546-5088**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, L.E.T.S. Director**  
**Date: March 29, 2011**  
**Re: Resolution recognizing the Observance of National  
Transportation week – May 15 – 21, 2011**

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The Secretary of Transportation, Ray LaHood, has declared the week of May 15 through 21, 2011 as National Transportation Week. With that being said, I am bringing forward this resolution for your consideration and approval.

I will forward the resolution if approved to the members of the Transportation Coalition (at their next meeting) who diligently come to meetings to help promote and further the success of public transportation in Livingston County.

As always should you have any questions, please do not hesitate to contact me directly at 540-7847.

**RESOLUTION**

**NO.: 2011-04-106**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION AMENDING RESOLUTION #2006-11-365 TO THE FIVE (5) YEAR MASTER AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND LIVINGSTON COUNTY REGARDING NEW THIRD-PARTY CONTRACT PROCEDURES – L.E.T.S. / General Government**

**WHEREAS,** Livingston County/L.E.T.S. meets the criteria to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related services; and

**WHEREAS,** the five (5) year Master Agreement is the legal document outlining all terms and conditions of specific projects which are called “project authorizations” within the fiscal years of 2007 through 2011; and

**WHEREAS,** the Michigan Department of Transportation underwent a Federal Transit Administration (FTA) review of third-party contract procedures and as a result, this section of the contract needs to be amended to satisfy FTA requirements

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves and authorizes the amendment to the five (5) year Master Agreement NO. #2007-0245/A1 between Livingston County (L.E.T.S.) and the Michigan Department of Transportation (MDOT) for fiscal years 2007 through 2011.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize the Board Chair to sign said amendment to master agreement #2007-0245/A1 and ensuing project authorizations relating to this master agreement as reviewed and approved by Mr. James Dunn, Legal Counsel for L.E.T.S.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LETS**

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3950 W. Grand River, Howell, MI 48855  
Phone 517-540-7847 Fax 517-546-5088  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, LETS Director**  
**Date: March 1, 2011**  
**Re: RESOLUTION AMENDING RESOLUTION #2006-11-365 TO THE FIVE (5) YEAR  
MASTER AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF  
TRANSPORTATION AND LIVINGSTON COUNTY REGARDING NEW THIRD-  
PARTY CONTRACT PROCEDURES – LETS/General Government**

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In 2002, MDOT required all transit agencies to enter into a Master Agreement which was the “boiler plate” for all requirements pertaining to applications and awards of monies. The agreement pertained to funds MDOT administered for the Federal Transit Administration and for funds MDOT administered for the State. The idea was to not have to print the 28 pages of “boiler plate” each time a contract was presented. The savings on paper costs, publishing time and mailing costs was enormous.

Further, with a Master Agreement the terms and conditions for all project authorizations is the same. No need to spend administrative and legal opinion hours on going through terms and conditions each time.

MDOT underwent a Federal Transit Administration (FTA) review of third-party contract procedures section of the Master Agreement and as a result, this section of said Agreement of the contract needs to be amended to satisfy FTA requirements.

Because LETS does follow the procedures with the County Purchasing Policy and therefore this amendment will not materially change current procedures followed by LETS. Basically, the amendment is necessary to satisfy FTA requirements that these procedures will be followed.

Please contact me at Ext 7847 or 517-540-7847 should you have any questions.



RESOLUTION

NO.: 2011-04-107

LIVINGSTON COUNTY

DATE: April 12, 2011

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**RESOLUTION AMENDING RESOLUTION 2010-12-356 AUTHORIZING AN AGREEMENT WITH SECOND CHANCE DRUG AND ALCOHOL TESTING, LLC TO RENT SPACE AT THE ASSET BUILDING AND PROVIDE DRUG/ALCOHOL TESTING WHEN NEEDED BY THE LIVINGSTON COUNTY COURTS - LIVINGSTON COUNTY COURTS**

**WHEREAS,** Livingston County has a need for drug and alcohol testing services and,

**WHEREAS,** Livingston County currently leases the Asset Building to Garry Flanary & Associates for these services at the rate of \$450 **\$850** per month with the agreement of reduced drug/alcohol testing prices to the defendants referred by the Courts; and,

**WHEREAS,** the current contract will expire on 12/31/2010; and,

**WHEREAS,** in accordance with the County's Purchasing Policy, a formal quoting process was performed and the submitted quotes were evaluated; and

**WHEREAS,** Second Chance Drug and Alcohol Testing, LLC, submitted a quote that will provide the services for the period of 1/1/2011 through 12/31/2013; and

**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 authorizes entering into an agreement with Second Chance Drug and Alcohol Testing, LLC for leasing of space at the Asset Building at the rate of ~~\$450~~ **\$850** per month for the period of 1/1/2011 through 12/31/2013 with the option to renew for an additional two-year period. The total period will not exceed five years.

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

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**

RESOLUTION

NO.: 2011-04-108

LIVINGSTON COUNTY

DATE: April 12, 2011

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**RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO PURCHASE SIXTY (60) CONCEALABLE BALLISTIC VESTS; AUTHORIZE THE USE OF FUNDS REQUIRED FOR THE PURCHASE FROM THE 2011 FEDERAL EQUITABLE SHARING (DEA) SPECIAL REVENUE FUND.**

**WHEREAS**, The Sheriff's Department has determined a need to replace our concealable ballistic vests, that have expired warranties, for road patrol officers within the department; and

**WHEREAS**, The Sheriff Department has complied with the County purchasing policy and received three price quotations from reputable vendors; and

**WHEREAS**, C.M.P. Distributors, Inc. of Lansing, Michigan has supplied a price quote for the Point Blank Armor Vision concealable vests in the amount of \$607 each for a total of \$36,420; and

**WHEREAS**, The U.S. Department of Justice under the Bulletproof Vest Partnership Program has awarded our department grant money in the amount of \$14,145 to reimburse our agency up to fifty (50) percent of the cost of a new vest which would make our final total cost \$22,275 after receipts are submitted to the U.S. DOJ BVP; and

**WHEREAS**, The Sheriff's Department 2011 budget line 266.301.744.000 (Federal Equitable Sharing (DEA)) has sufficient funds to allow the purchase.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners do hereby authorize the purchase of concealable ballistic vests from C.M.P. Distributors, Inc. of Lansing, Michigan, in the amount of \$36,420.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY SHERIFF DEPARTMENT**

**150 S. Highlander Way  
Howell, Michigan 48843-2323  
517.540.7912**

**[RMarshall@co.livingston.mi.us](mailto:RMarshall@co.livingston.mi.us)**

DATE: March 1, 2011

TO: Livingston County Board of Commissioners

FROM: Sgt. Robert Marshall

RE: Resolution authorizing the purchase of sixty (60) concealable ballistic vests for the Sheriff's Department Road Patrol Division from the Federal Equitable Sharing (DEA) special revenue fund.

The Sheriff's Department has determined a need to replace our concealable ballistic vests that have expired warranties. Ballistic vest manufacturers warranty their vests for only five (5) years and our last purchase for the department was in November, 2005.

The U.S. Department of Justice awards law enforcement agencies grant money under the Bulletproof Vest Partnership Program. Our agency has applied for and was awarded \$14,145 under the BVP. This grant money can be used to reimburse our agency up to fifty (50) percent of the cost of each new vest purchased. The vests that are purchased must comply with the requirements of the Office of Justice Programs' National Institute of Justice (NIJ). The vests we plan to purchase are made by Point Blank Body Armor. They are the "Vision" model in threat Level II and they are in compliance with the current NIJ 06 standard.

The cost of the sixty (60) vests required by our department is \$36,420. We can submit receipts and obtain reimbursement for \$14,145, which will make the final total cost \$22,275.

This purchase will be made using funding from the Federal Equitable Sharing (DEA) special revenue fund. The statute governing this special revenue fund authorizes the purchase of ballistic vests for use in this capacity. The FY 2011 Sheriff's Department budget has a sufficient balance for this purchase.

Therefore, I am requesting that the attached resolution be approved. Thank you for your consideration in this matter.

RESOLUTION

NO.: 2011-04-109

LIVINGSTON COUNTY

DATE: April 12, 2011

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**RESOLUTION TO APPROVE A CAPITAL EXPENDITURE FOR THE PURCHASE OF EXTENDED MAINTENANCE AGREEMENT FOR DIGITAL IN-CAR VIDEO RECORDING EQUIPMENT - SHERIFF'S DEPARTMENT / PUBLIC SAFETY COMMITTEE**

**WHEREAS,** the Sheriff's Department has determined a need to continue the warranties on the thirty (30) digital in-car video recording systems, data storage server, attached PC, and wireless equipment that was purchased in three phases (Board Resolutions #2007-10-273; #2008-06-173; and, 2009-05-171); and

**WHEREAS,** L-3 Communications has created three separate invoices for each of the EMA's that correspond to the three phases of the equipment purchase. The server, attached PC, RAID Storage, wireless equipment and initial ten (10) cameras will cost \$7,925 for the EMA and cover the warranty period 4-25-2011 to 4-24-2012. The seven (7) cameras purchased in phase two of the project will cost \$2,100 for the EMA and cover the warranty period 5-27-2011 to 5-26-2012. In phase three of the project thirteen (13) cameras were purchased. It will cost \$4,875 for the EMA and cover the warranty on the equipment from 9-11-2011 to 9-10-2012; and

**WHEREAS,** the Sheriff's Department will be purchasing the one year Extended Maintenance Agreement (EMA) from L-3 Communications Mobile-Vision for all of the equipment for a sum not to exceed \$14,900; and

**WHEREAS,** the purchase of the EMA will be an annual expense to maintain the equipment for as long as L-3 Communications agrees to cover the equipment; and

**WHEREAS,** there are sufficient funds within Fund 266- Federal Equitable Sharing (DEA) special revenue fund balance for the purchase and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the purchase of a one year Extended Maintenance Agreement from L-3 Communications for a sum not to exceed \$14,900 which will be paid for out of the Federal Equitable Sharing (DEA) special revenue fund.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY SHERIFF DEPARTMENT**

**150 S. Highlander Way  
Howell, Michigan 48843-2323  
517.540.7912**

**[RMarshall@co.livingston.mi.us](mailto:RMarshall@co.livingston.mi.us)**

DATE: March 1, 2011

TO: Livingston County Board of Commissioners

FROM: Sgt. Robert Marshall

RE: Resolution authorizing the purchase of sixty (60) concealable ballistic vests for the Sheriff's Department Road Patrol Division from the Federal Equitable Sharing (DEA) special revenue fund.

The Sheriff's Department has determined a need to replace our concealable ballistic vests that have expired warranties. Ballistic vest manufacturers warranty their vests for only five (5) years and our last purchase for the department was in November, 2005.

The U.S. Department of Justice awards law enforcement agencies grant money under the Bulletproof Vest Partnership Program. Our agency has applied for and was awarded \$14,145 under the BVP. This grant money can be used to reimburse our agency up to fifty (50) percent of the cost of each new vest purchased. The vests that are purchased must comply with the requirements of the Office of Justice Programs' National Institute of Justice (NIJ). The vests we plan to purchase are made by Point Blank Body Armor. They are the "Vision" model in threat Level II and they are in compliance with the current NIJ 06 standard.

The cost of the sixty (60) vests required by our department is \$36,420. We can submit receipts and obtain reimbursement for \$14,145, which will make the final total cost \$22,275.

This purchase will be made using funding from the Federal Equitable Sharing (DEA) special revenue fund. The statute governing this special revenue fund authorizes the purchase of ballistic vests for use in this capacity. The FY 2011 Sheriff's Department budget has a sufficient balance for this purchase.

Therefore, I am requesting that the attached resolution be approved. Thank you for your consideration in this matter.

**RESOLUTION**

**NO.: 2011-04-110**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION AUTHORIZING JAIL KITCHEN FLOOR REPLACEMENT - BUILDING SERVICES / GENERAL GOVERNMENT**

**WHEREAS,** the Building Services Department has recognized a need to replace the worn kitchen flooring at the jail.

**WHEREAS,** Building Services has competitively bid the floor work to be preformed in the amount of \$13,400.00; and

**WHEREAS,** Building Services has chosen the lowest priced qualified contractor to perform the floor project; and

**WHEREAS,** the Building Services Department is requesting authorization to transfer the current year budgeted funds from the Capital Replacement Fund to the Building Services Fund for the amount of \$13,400.00 to cover the replacement of the jail kitchen floor.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the utilization of Stonehard flooring to remove and replace worn tile and replace it with a non slip epoxy floor for the amount of \$13,400.00

**THEREFORE BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a transfer of funds, for the replacement of flooring at the Livingston County jail kitchen, from the Capital Replacement Fund to the Building Services Contracted Services fund in the amount of \$13,400.00

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**MOVED:**

**SECONDED:**

**CARRIED:**



**Livingston County**  
**Building Services**

420 South Highlander Way  
Howell, MI 48843  
(517) 546-6491

## **Memorandum**

**To:** Livingston County Board of Commissioners

**From:** Chris Folts

**Date:** March 2, 2011

**Re:** Resolution Authorizing a Purchase Order with Stonehard Flooring for Jail Kitchen Services – Building Services Department

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The Building Services Department along with the Michigan Department of Corrections has realized the need to replace the jail kitchen floor in the wash area.

Building Services has researched various products and has chosen to replace the tile floor with an epoxy no slip floor. Building Services has solicited bids from three separate flooring companies and has chosen Stonehard flooring based on price and quality, in the amount of \$13,400.00.

Building Services has listed this project in its 2011 Capital Projects Plan and has funds to cover the cost.

Therefore, Building Services would like to proceed with this project on the Jail kitchen floor.

Jail Kitchen Flooring Repair  
Building Services  
February 25, 2011

	Forest Painting	Mulder Waterproofing	Stonhard
Repair of existing appx. 1000 of quarry tile and grout	\$27,250.00	\$12,980.00	\$13,000.00
Treatment 50 s.f. of missing tile		\$950.00	
Dumpster			\$400
Total	\$27,250.00	\$13,930.00	<b>\$13,400.00</b>



**RESOLUTION**

**NO.: 2011-04-111**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION AUTHORIZING THE PURCHASE OF EMS RADIO EQUIPMENT FOR EMS EMERGENCY RESPONSE VEHICLE - EMS / HEALTH & HUMAN SERVICES COMMITTEE / FINANCE COMMITTEE**

- WHEREAS,** the EMS Department is hereby requesting authorization to purchase radio equipment, lights and sirens, and graphics for one emergency response vehicle; and
- WHEREAS,** the equipment will be purchased through Motorola per their quote dated March 11, 2011, for the total amount of \$3,791.60; and
- WHEREAS,** the pricing for the radio equipment is under State of Michigan pricing contract #071B50000240; and
- WHEREAS,** the lights and sirens will be purchased through Emergency Equipment Unlimited per their quote dated 03/01/2011, for the total amount of \$9,184.75; and
- WHEREAS,** the graphics will be purchased through Highlander Graphics per their quote dated March 3, 2011, for the total amount of \$1,500.00; and
- WHEREAS,** the total amount will not exceed \$14,476.35; and
- WHEREAS,** funding for same is available in the EMS 2011 Budget; and
- WHEREAS,** this resolution has been recommended for approval by the Health & Human Services Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the purchase of EMS Radio Equipment from Motorola 228 Maple Street Springport, MI 49284 for a total cost of \$3,791.60 and the purchase of lights and sirens from Emergency Equipment Unlimited 920 Meadowlark Lane Howell, MI 48843 for a total cost of \$9184.75 and the purchase of graphics from Highlander Graphics 9157 E M-36 Whitmore Lake, MI 48189 for a total cost of \$1,500.00 for a total project cost not to exceed \$14,476.35.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMS**

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**3950 W Grand River**  
**Phone 517-546-6220 Fax 517-546-6788**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R Boyd**  
**Date: 03/14/2011**  
**Re: Radios, Lights and Sirens and Graphics for Emergency  
Response Vehicle**

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Attached is a quote from Motorola for purchase of one 800 mhz radio, lights and sirens and the graphics for the new Echo unit due to be delivered in May. The radios are specific to the vehicle and will meet the digital requirements for 800 mhz as are the lights and sirens. The graphics are consistent with the currents scheme used by EMS. The money is available in the 2011 budget.

If you have any questions regarding this matter please contact me.

**RESOLUTION**

**NO.: 2011-04-112**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION TO ADOPT THE 2011 COUNTY EQUALIZATION REPORT AS SUBMITTED WITH THE ACCOMPANYING STATEMENTS - EQUALIZATION**

**WHEREAS,** the Equalization Department has examined the assessment rolls of the sixteen townships and three cities within Livingston County to ascertain whether the real and personal property in the respective townships and cities have been equally and uniformly assessed at true cash value, and

**WHEREAS,** based on its studies, the Equalization Department has presented to the Board of Commissioners the 2011 data that will equalize the townships' and cities' valuations, by adding to or deducting from the valuation of said taxable property in the sixteen townships and three cities, an amount representing the true cash value, and

**WHEREAS,** the attached report is the result of the above process.

**THEREFORE BE IT RESOLVED** by the Board of Commissioners, of the County of Livingston, that the accompanying statements be approved and adopted as the equalized value of all taxable property, both real and personal, for each of the sixteen townships and three cities within Livingston County. The total value for all real property being equalized at \$7,684,847,114; personal property equalized at \$511,004,824; for a total County Equalized Value of \$8,195,851,938, pursuant to Section 211.34 MCL, 1948, as amended.

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**MOVED:**

**SECONDED:**

**CARRIED:**

## REPORT OF TOTAL REAL AND PERSONAL PROPERTY VALUATIONS

(as prepared by the)

## LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROP. VALUATIONS		PERS. PROP. VALUATIONS		COMB'D PROP. VALUATIONS	
	← ASSESSED	→ EQUALIZED	← ASSESSED	→ EQUALIZED	← ASSESSED	→ EQUALIZED
<b><u>TOWNSHIPS:</u></b>						
CONWAY	120,954,580	120,954,580	4,612,590	4,612,590	125,567,170	125,567,170
COHOCTAH	123,758,600	123,758,600	4,825,250	4,825,250	128,583,850	128,583,850
DEERFIELD	170,297,436	170,297,436	5,671,485	5,671,485	175,968,921	175,968,921
TYRONE	422,950,100	422,950,100	17,820,100	17,820,100	440,770,200	440,770,200
HANDY	230,160,750	230,160,750	36,800,430	36,800,430	266,961,180	266,961,180
HOWELL	274,145,100	274,145,100	43,628,300	43,628,300	317,773,400	317,773,400
OCEOLA	429,044,200	429,044,200	22,598,600	22,598,600	451,642,800	451,642,800
HARTLAND	582,459,800	582,459,800	41,429,400	41,429,400	623,889,200	623,889,200
IOSCO	133,271,401	133,271,401	8,096,675	8,096,675	141,368,076	141,368,076
MARION	374,608,750	374,608,750	17,989,000	17,989,000	392,597,750	392,597,750
GENOA	1,009,710,140	1,009,710,140	62,481,600	62,481,600	1,072,191,740	1,072,191,740
BRIGHTON	895,513,080	895,513,080	72,013,300	72,013,300	967,526,380	967,526,380
UNADILLA	121,192,750	121,192,750	3,789,440	3,789,440	124,982,190	124,982,190
PUTNAM	319,373,890	319,373,890	11,331,170	11,331,170	330,705,060	330,705,060
HAMBURG	931,005,127	931,005,127	22,550,734	22,550,734	953,555,861	953,555,861
GREEN OAK	<u>854,316,200</u>	<u>854,316,200</u>	<u>56,126,700</u>	<u>56,126,700</u>	<u>910,442,900</u>	<u>910,442,900</u>
TOTAL TWPS:	6,992,761,904	6,992,761,904	431,764,774	431,764,774	7,424,526,678	7,424,526,678
<b><u>CITIES:</u></b>						
HOWELL	300,337,800	300,337,800	47,811,400	47,811,400	348,149,200	348,149,200
BRIGHTON	391,747,410	391,747,410	31,428,650	31,428,650	423,176,060	423,176,060
FENTON						
TOTAL CITIES:	692,085,210	692,085,210	79,240,050	79,240,050	771,325,260	771,325,260
<b>TOTAL COUNTY:</b>	<b>7,684,847,114</b>	<b>7,684,847,114</b>	<b>511,004,824</b>	<b>511,004,824</b>	<b>8,195,851,938</b>	<b>8,195,851,938</b>

## LIVINGSTON COUNTY BOARD OF COMMISSIONERS

PAGE: 2 OF 9

## REPORT OF ASSESSED VALUATIONS ---REAL PROPERTY

(as prepared by the)

## LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROPERTY VALUATIONS BY CLASSIFICATION					COMBINED REAL PROP. VALUES
	AGR.	COM.	IND.	RES.	DEV.	
<b>TOWNSHIPS:</b>						
CONWAY	28,887,540	0	35,490	92,031,550	0	120,954,580
COHOCTAH	19,622,100	3,081,200	1,567,700	99,487,600	0	123,758,600
DEERFIELD	21,155,681	1,587,121	1,770,515	145,784,119	0	170,297,436
TYRONE	7,339,000	11,238,200	3,866,800	399,516,200	989,900	422,950,100
HANDY	20,206,560	45,330,570	15,545,670	149,077,950	0	230,160,750
HOWELL	11,964,000	64,033,500	25,199,900	172,947,700	0	274,145,100
OCEOLA	12,864,100	18,449,800	612,600	397,117,700	0	429,044,200
HARTLAND	9,313,700	110,556,200	5,491,400	457,098,500	0	582,459,800
IOSCO	20,693,378	253,722	378,387	111,945,914	0	133,271,401
MARION	13,137,100	10,808,500	987,800	349,675,350	0	374,608,750
GENOA	7,305,100	192,404,600	21,151,600	788,848,840	0	1,009,710,140
BRIGHTON	1,050,080	94,454,490	33,625,360	766,383,150	0	895,513,080
UNADILLA	12,256,630	2,337,760	126,410	106,471,950	0	121,192,750
PUTNAM	7,404,470	21,895,990	1,298,570	288,774,860	0	319,373,890
HAMBURG	2,248,647	28,880,790	4,934,970	894,940,720	0	931,005,127
GREEN OAK	<u>1,547,300</u>	<u>109,922,300</u>	<u>46,228,700</u>	<u>696,617,900</u>	<u>0</u>	<u>854,316,200</u>
TOTAL TWPS.	196,995,386	715,234,743	162,821,872	5,916,720,003	989,900	6,992,761,904
<b>CITIES:</b>						
HOWELL	0	117,629,700	27,389,400	155,318,700	0	300,337,800
BRIGHTON	0	173,947,660	19,622,980	198,176,770	0	391,747,410
FENTON						
TOTAL CITIES:	0	291,577,360	47,012,380	353,495,470	0	692,085,210
<b>TOTAL COUNTY:</b>	<b>196,995,386</b>	<b>1,006,812,103</b>	<b>209,834,252</b>	<b>6,270,215,473</b>	<b>989,900</b>	<b>7,684,847,114</b>

## LIVINGSTON COUNTY BOARD OF COMMISSIONERS

## REPORT OF EQUALIZED VALUATIONS----REAL PROPERTY

(as prepared by the)

## LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROPERTY VALUATIONS BY CLASSIFICATION					COMBINED REAL PROP. VALUES
	AGR.	COM.	IND.	RES.	DEV.	
<b><u>TOWNSHIPS:</u></b>						
CONWAY	28,887,540	0	35,490	92,031,550	0	120,954,580
COHOCTAH	19,622,100	3,081,200	1,567,700	99,487,600	0	123,758,600
DEERFIELD	21,155,681	1,587,121	1,770,515	145,784,119	0	170,297,436
TYRONE	7,339,000	11,238,200	3,866,800	399,516,200	989,900	422,950,100
HANDY	20,206,560	45,330,570	15,545,670	149,077,950	0	230,160,750
HOWELL	11,964,000	64,033,500	25,199,900	172,947,700	0	274,145,100
OCEOLA	12,864,100	18,449,800	612,600	397,117,700	0	429,044,200
HARTLAND	9,313,700	110,556,200	5,491,400	457,098,500	0	582,459,800
IOSCO	20,693,378	253,722	378,387	111,945,914	0	133,271,401
MARION	13,137,100	10,808,500	987,800	349,675,350	0	374,608,750
GENOA	7,305,100	192,404,600	21,151,600	788,848,840	0	1,009,710,140
BRIGHTON	1,050,080	94,454,490	33,625,360	766,383,150	0	895,513,080
UNADILLA	12,256,630	2,337,760	126,410	106,471,950	0	121,192,750
PUTNAM	7,404,470	21,895,990	1,298,570	288,774,860	0	319,373,890
HAMBURG	2,248,647	28,880,790	4,934,970	894,940,720	0	931,005,127
GREEN OAK	<u>1,547,300</u>	<u>109,922,300</u>	<u>46,228,700</u>	<u>696,617,900</u>	<u>0</u>	<u>854,316,200</u>
TOTAL TWPS:	196,995,386	715,234,743	162,821,872	5,916,720,003	989,900	6,992,761,904
<b><u>CITIES:</u></b>						
HOWELL	0	117,629,700	27,389,400	155,318,700	0	300,337,800
BRIGHTON	0	173,947,660	19,622,980	198,176,770	0	391,747,410
FENTON						
TOTAL CITIES:	0	291,577,360	47,012,380	353,495,470	0	692,085,210
<b>TOTAL COUNTY:</b>	<b>196,995,386</b>	<b>1,006,812,103</b>	<b>209,834,252</b>	<b>6,270,215,473</b>	<b>989,900</b>	<b>7,684,847,114</b>

## REPORT OF ASSESSED VALUATIONS ----PERSONAL PROPERTY

(as prepared by the)

## LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	PERSONAL PROPERTY VALUATIONS BY CLASSIFICATION				COMBINED PERS. PROP. VALUES
	COMM.	IND.	RES.	UTILITY	
<b><u>TOWNSHIPS:</u></b>					
CONWAY	132,130	0	0	4,480,460	4,612,590
COHOCTAH	536,700	188,600	0	4,099,950	4,825,250
DEERFIELD	181,893	122,725	0	5,366,867	5,671,485
TYRONE	1,045,300	4,617,200	0	12,157,600	17,820,100
HANDY	5,968,380	17,609,780	0	13,222,270	36,800,430
HOWELL	12,101,300	20,470,200	0	11,056,800	43,628,300
OCEOLA	2,964,100	327,800	0	19,306,700	22,598,600
HARTLAND	13,613,000	1,158,300	0	26,658,100	41,429,400
IOSCO	209,415	13,802	0	7,873,458	8,096,675
MARION	1,762,100	26,900	0	16,200,000	17,989,000
GENOA	27,917,100	11,109,200	0	23,455,300	62,481,600
BRIGHTON	10,856,160	47,831,920	0	13,325,220	72,013,300
UNADILLA	594,670	230,910	0	2,963,860	3,789,440
PUTNAM	2,325,460	222,500	0	8,783,210	11,331,170
HAMBURG	5,079,844	4,951,370	0	12,519,520	22,550,734
GREEN OAK	22,001,400	18,640,600	0	15,484,700	<u>56,126,700</u>
TOTAL TWPS.	107,288,952	127,521,807	0	196,954,015	431,764,774
<b><u>CITIES:</u></b>					
HOWELL	10,786,200	29,717,400	0	7,307,800	47,811,400
BRIGHTON	18,340,470	8,247,640	0	4,840,540	31,428,650
FENTON	0	0	0	0	0
TOTAL CITIES:	29,126,670	37,965,040	0	12,148,340	79,240,050
<b>TOTAL COUNTY:</b>	<b>136,415,622</b>	<b>165,486,847</b>	<b>0</b>	<b>209,102,355</b>	<b>511,004,824</b>

## REPORT OF EQUALIZED VALUATIONS ----PERSONAL PROPERTY

(as prepared by the)

## LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	PERSONAL PROPERTY VALUATIONS BY CLASSIFICATION				COMBINED PERS. PROP. VALUES
	COMM.	IND.	RES.	UTILITY	
<b><u>TOWNSHIPS:</u></b>					
CONWAY	132,130	0	0	4,480,460	4,612,590
COHOCTAH	536,700	188,600	0	4,099,950	4,825,250
DEERFIELD	181,893	122,725	0	5,366,867	5,671,485
TYRONE	1,045,300	4,617,200	0	12,157,600	17,820,100
HANDY	5,968,380	17,609,780	0	13,222,270	36,800,430
HOWELL	12,101,300	20,470,200	0	11,056,800	43,628,300
OCEOLA	2,964,100	327,800	0	19,306,700	22,598,600
HARTLAND	13,613,000	1,158,300	0	26,658,100	41,429,400
IOSCO	209,415	13,802	0	7,873,458	8,096,675
MARION	1,762,100	26,900	0	16,200,000	17,989,000
GENOA	27,917,100	11,109,200	0	23,455,300	62,481,600
BRIGHTON	10,856,160	47,831,920	0	13,325,220	72,013,300
UNADILLA	594,670	230,910	0	2,963,860	3,789,440
PUTNAM	2,325,460	222,500	0	8,783,210	11,331,170
HAMBURG	5,079,844	4,951,370	0	12,519,520	22,550,734
GREEN OAK	22,001,400	18,640,600	0	15,484,700	<u>56,126,700</u>
TOTAL TWPS.	107,288,952	127,521,807	0	196,954,015	431,764,774
<b><u>CITIES:</u></b>					
HOWELL	10,786,200	29,717,400	0	7,307,800	47,811,400
BRIGHTON	18,340,470	8,247,640	0	4,840,540	31,428,650
FENTON	0	0	0	0	0
TOTAL CITIES:	29,126,670	37,965,040	0	12,148,340	79,240,050
<b>TOTAL COUNTY:</b>	<b>136,415,622</b>	<b>165,486,847</b>	<b>0</b>	<b>209,102,355</b>	<b>511,004,824</b>





LIVINGSTON COUNTY BOARD OF COMMISSIONERS

REPORT OF MULTIPLIERS ---- ASSESSED TO EQUALIZED VALUATIONS

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROPERTY CLASSIFICATION					PERSONAL PROPERTY CLASS.
	AGR.	COM.	IND.	RES.	DEV.	

**TOWNSHIPS:**

CONWAY	1.00000	NC	1.00000	1.00000	NC	1.00000
COHOCTAH	1.00000	1.00000	1.00000	1.00000	NC	1.00000
DEERFIELD	1.00000	1.00000	1.00000	1.00000	NC	1.00000
TYRONE	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
HANDY	1.00000	1.00000	1.00000	1.00000	NC	1.00000
HOWELL	1.00000	1.00000	1.00000	1.00000	NC	1.00000
OCEOLA	1.00000	1.00000	1.00000	1.00000	NC	1.00000
HARTLAND	1.00000	1.00000	1.00000	1.00000	NC	1.00000
IOSCO	1.00000	1.00000	1.00000	1.00000	NC	1.00000
MARION	1.00000	1.00000	1.00000	1.00000	NC	1.00000
GENOA	1.00000	1.00000	1.00000	1.00000	NC	1.00000
BRIGHTON	1.00000	1.00000	1.00000	1.00000	NC	1.00000
UNADILLA	1.00000	1.00000	1.00000	1.00000	NC	1.00000
PUTNAM	1.00000	1.00000	1.00000	1.00000	NC	1.00000
HAMBURG	1.00000	1.00000	1.00000	1.00000	NC	1.00000
GREEN OAK	1.00000	1.00000	1.00000	1.00000	NC	1.00000

**CITIES:**

HOWELL	NC	1.00000	1.00000	1.00000	NC	1.00000
BRIGHTON	NC	1.00000	1.00000	1.00000	NC	1.00000
FENTON	NC	NC	NC	NC	NC	NC

## LIVINGSTON COUNTY BOARD OF COMMISSIONERS

## REPORT OF PARCEL COUNT BY CLASS

(as prepared by the)

## LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	AGR.	COM.	IND.	RES.	DEV.	EXE.	TOTAL REAL	TOTAL PERS.	TOTAL REAL & PERS.
<b><u>TOWNSHIPS:</u></b>									
CONWAY	277	0	3	1,522	0	16	1,818	26	1,844
COHOCTAH	185	26	18	1,645	0	36	1,910	109	2,019
DEERFIELD	223	7	39	1,872	0	56	2,197	43	2,240
TYRONE	45	39	36	4,193	2	46	4,361	81	4,442
HANDY	198	227	78	3,059	0	107	3,669	347	4,016
HOWELL	114	132	77	3,169	0	162	3,654	342	3,996
OCEOLA	128	53	9	5,269	0	213	5,672	119	5,791
HARTLAND	78	255	24	5,210	0	165	5,732	368	6,100
IOSCO	231	5	5	1,789	0	15	2,045	33	2,078
MARION	104	51	11	4,558	0	169	4,893	119	5,012
GENOA	53	383	83	7,688	0	228	8,435	692	9,127
BRIGHTON	4	474	55	7,618	0	263	8,414	900	9,314
UNADILLA	149	43	6	1,964	0	39	2,201	77	2,278
PUTNAM	72	128	19	3,849	0	128	4,196	201	4,397
HAMBURG	11	119	27	10,076	0	356	10,589	324	10,913
GREEN OAK	<u>8</u>	<u>239</u>	<u>139</u>	<u>7,464</u>	<u>0</u>	<u>258</u>	<u>8,108</u>	<u>546</u>	<u>8,654</u>
TOTAL TWP:	1,880	2,181	629	70,945	2	2,257	77,894	4,327	82,221
<b><u>CITIES:</u></b>									
HOWELL	0	386	38	2,717	0	173	3,314	538	3,852
BRIGHTON	0	300	54	2,811	0	126	3,291	792	4,083
FENTON									
TOTAL CITIES:	0	686	92	5,528	0	299	6,605	1,330	7,935
<b>COUNTY TOTAL:</b>	<b>1,880</b>	<b>2,867</b>	<b>721</b>	<b>76,473</b>	<b>2</b>	<b>2,556</b>	<b>84,499</b>	<b>5,657</b>	<b>90,156</b>

# (TENTATIVE) TAXABLE VALUE - AD VALOREM

TOWNSHIPS	AGR	COM	REAL			PERSONAL			AD VALOREM TOTAL		
			IND	RES	DEV	COM PERS	IND PERS	UTIL PERS			
			TOTAL REAL	TOTAL REAL	TOTAL REAL	COM PERS	IND PERS	UTIL PERS	TOTAL PERS		
CONWAY	15,526,497	0	16,770	89,736,576	0	105,279,843	132,130	0	4,480,460	4,612,590	109,892,433
COHOCTAH	11,518,234	1,609,259	597,009	92,206,174	0	105,930,676	536,700	188,600	4,099,950	4,825,250	110,755,926
DEERFIELD	13,043,960	1,200,021	894,455	130,927,735	0	146,066,171	181,893	122,725	5,366,867	5,671,485	151,737,656
TYRONE	4,461,618	9,021,884	3,201,398	373,676,305	598,171	390,959,376	1,045,300	4,617,200	11,625,523	17,288,023	408,247,399
HANDY	10,358,730	37,711,210	13,944,060	146,617,450	0	208,631,450	5,968,380	17,609,780	13,050,100	36,628,260	245,259,710
HOWELL	8,717,291	51,734,541	23,190,234	162,937,395	0	246,579,461	12,101,300	20,470,200	11,056,800	43,628,300	290,207,761
OCEOLA	8,395,752	12,830,730	340,052	384,098,054	0	405,664,588	2,964,100	327,800	18,977,215	22,269,115	427,933,703
HARTLAND	6,181,727	92,278,212	4,122,209	441,349,863	0	543,932,011	13,613,000	1,158,300	26,637,981	41,409,281	585,341,292
IOSCO	11,140,485	237,014	169,423	104,473,237	0	116,020,159	209,415	13,802	7,504,843	7,728,060	123,748,219
MARION	8,529,191	8,260,982	861,661	326,492,716	0	344,144,550	1,762,100	26,900	16,200,000	17,989,000	362,133,550
GENOA	3,605,508	167,747,303	20,176,378	749,563,004	0	941,092,193	27,917,100	11,109,200	23,455,300	62,481,600	1,003,573,793
BRIGHTON	745,372	85,281,466	31,688,937	745,647,826	0	863,363,601	10,856,160	47,831,920	13,325,220	72,013,300	935,376,901
UNADILLA	6,406,868	1,957,365	106,072	96,897,009	0	105,367,314	594,670	230,910	2,963,860	3,789,440	109,156,754
PUTNAM	4,861,020	18,429,210	533,970	266,504,970	0	290,329,170	2,325,450	222,500	8,783,210	11,331,160	301,660,330
HAMBURG	1,336,361	26,788,865	4,822,351	830,679,181	0	863,626,758	5,079,844	4,951,370	12,519,520	22,550,734	886,177,492
GREEN OAK	752,063	90,644,516	41,099,319	638,009,210	0	770,505,108	22,001,400	18,640,600	15,484,700	56,126,700	826,631,808
<b>TWP TOTAL:</b>	<b>115,580,677</b>	<b>605,732,578</b>	<b>145,764,298</b>	<b>5,579,816,705</b>	<b>598,171</b>	<b>6,447,492,429</b>	<b>107,288,942</b>	<b>127,521,807</b>	<b>195,531,549</b>	<b>430,342,298</b>	<b>6,877,834,727</b>

CITIES	AGR	COM	REAL			PERSONAL			AD VALOREM TOTAL		
			IND	RES	DEV	COM PERS	IND PERS	UTIL PERS			
			TOTAL REAL	TOTAL REAL	TOTAL REAL	COM PERS	IND PERS	UTIL PERS	TOTAL PERS		
HOWELL	0	103,168,001	27,111,288	151,105,234	0	281,384,523	10,786,200	29,717,400	7,307,800	47,811,400	329,195,923
BRITTON	0	155,475,290	19,161,060	194,352,980	0	368,989,330	18,340,470	8,247,640	4,840,540	31,428,650	400,417,980
<b>CITY TOTAL:</b>	<b>0</b>	<b>258,643,291</b>	<b>46,272,348</b>	<b>345,458,214</b>	<b>0</b>	<b>650,373,853</b>	<b>29,126,670</b>	<b>37,965,040</b>	<b>12,148,340</b>	<b>79,240,050</b>	<b>729,613,903</b>
<b>COUNTY TOTAL:</b>	<b>115,580,677</b>	<b>864,375,869</b>	<b>192,036,646</b>	<b>5,926,274,919</b>	<b>598,171</b>	<b>7,097,866,282</b>	<b>136,415,612</b>	<b>165,486,847</b>	<b>207,679,889</b>	<b>509,592,348</b>	<b>7,607,448,630</b>

\*\*INFORMATIONAL ONLY (VILLAGE TAXABLE VALUES ARE REPORTED AS PART OF THE TAXABLE VALUE OF THEIR RESPECTIVE TOWNSHIPS)\*\*

VILLAGES	AGR	COM	***REAL***			***PERSONAL***			AD VALOREM TOTAL		
			IND	RES	DEV	COM PERS	IND PERS	UTIL PERS			
			TOTAL REAL	TOTAL REAL	TOTAL REAL	COM PERS	IND PERS	UTIL PERS	TOTAL PERS		
FOWLERVILLE	0	28,107,340	8,488,890	35,826,820	0	72,423,050	4,375,650	16,072,060	2,896,750	23,343,460	96,766,510
PINCKNEY	0	12,705,580	277,460	51,744,000	0	64,727,040	1,578,550	24,700	2,619,670	4,222,920	68,949,960
<b>VILLAGE TOTAL:</b>	<b>0</b>	<b>40,812,920</b>	<b>8,766,350</b>	<b>87,570,820</b>	<b>0</b>	<b>137,150,090</b>	<b>5,954,200</b>	<b>16,096,760</b>	<b>5,515,420</b>	<b>27,566,380</b>	<b>164,716,470</b>



Livingston County Equalization Department  
*Administration Building*  
304 East Grand River, Suite 103 – Howell, Michigan 48843  
(517) 546-4182 – Fax (517) 552-2322 – Web Site [www.LivingstonLive.org](http://www.LivingstonLive.org)

*Mike Ortiz, Director – Sue Bostwick, Deputy Director*

To: County Board of Commissioners

From: Michael G. Ortiz, Equalization Director  
Sue Bostwick, Deputy Director

Date: April 6, 2011

Re: 2011 Equalization Report

Attached you will find the 2011 Livingston County Equalization Report. This report consists of nine pages listing each local unit of government in Livingston County and its corresponding assessed and county equalized values.

The pages consist of the following:

- Page 1 – Total assessed and equalized values for each unit of government.
- Page 2 – Total real property assessed values.
- Page 3 – Total real property equalized values.
- Page 4 – Total personal property assessed values.
- Page 5 – Total personal property equalized values.
- Page 6 – Report of adjustment. This page will state any dollar amount needed to bring the class to 50% of True Cash Value.
- Page 7 – Report of Multipliers. This page states the multiplier needed to bring the class to 50% of True Cash Value.
- Page 8 – Report of parcel count by class.

This report indicates that all classes of property in each unit of government will be equalized as assessed.

The following is the breakdown by class:

	<u>2010 S.E.V.</u>	<u>2011 S.E.V.</u>	<u>Change</u>	<u>% Change</u>
Agriculture	275,332,747	196,995,386	-78,337,361	-28.45
Commercial	1,076,162,831	1,006,812,103	-69,350,728	-6.44
Industrial	334,150,675	209,834,252	-124,316,423	-37.20
Residential	6,615,724,089	6,270,215,473	-345,508,616	-5.22
Developmental	1,031,300	989,900	-41,400	-4.01
Personal Property	<u>509,395,473</u>	<u>511,004,824</u>	<u>1,609,351</u>	<u>.32</u>
Total	8,811,797,115	8,195,851,938	-615,945,177	- 6.99

The total county equalized value decreased \$615,945,177 or 6.99% from 2010 to 2011. Also included for you information on page 9 is the tentative taxable values by class in each unit of government. These preliminary taxable values indicate a reduction of \$346,144,067 or 4.35% from 2010. However, these values will not be final until after final State Equalization which will take place on May 23, 2011.

If you have any questions or need additional information please feel free to contact the Equalization Department.

**RESOLUTION**

**NO.: 2011-04-113**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION AUTHORIZING USE OF THE NATIONAL ASSOCIATION OF COUNTIES (NACo) PRESCRIPTION DISCOUNT CARD FOR LIVINGSTON COUNTY RESIDENTS - HEALTH DEPT.**

**WHEREAS,** Livingston County currently offers residents over 60 years of age or special disability eligibility to apply for a prescription discount card with Four D through an arrangement with the Ingham Health Plan; and

**WHEREAS,** the National Association of Counties (NACo) offers a prescription discount card program that is accepted by 60,000 pharmacies throughout the country with an average savings of 24% for uninsured and underinsured users; and

**WHEREAS,** the NACo prescription discount card requires no applications to complete and has no age, income or medical restrictions; and

**WHEREAS,** there are currently 19 counties within Michigan that have authorized the use of the NACo prescription discount card including Washtenaw, Oakland, Macomb, Grand Traverse and Jackson.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the use of the NACo Prescription Discount Card for county residents.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO.: 2011-04-114**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

**RESOLUTION AUTHORIZING THE FILLING OF THE VACANT FULL-TIME BENEFITS SPECIALIST POSITION - Human Resources**

**WHEREAS,** the Human Resources Department has a need to fill a vacant Benefits Specialist position brought on by the resignation of the employee formerly serving in this position; and

**WHEREAS,** for purposes of continuity, the Human Resources Department would function more efficiently if the filling of the vacant Benefits Specialist position were granted; and

**WHEREAS,** the Benefits Specialist position is responsible for the day to day administration of County benefits for both active and retired employees; and

**WHEREAS,** funding for same is available in the Human Resources Budget; and,

**WHEREAS,** the new employee would come in with reduced wages and benefits therefore resulting in savings over budgeted amounts; and

**WHEREAS,** this Resolution has been recommended for approval by the General Government Sub-Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the filling of the vacant Benefits Specialist position within the Human Resources Department.

<b>CURRENT POSITIONS</b>		
<b>POSITION TITLE</b>	<b>FULL -TIME #</b>	<b>PART -TIME #</b>
Human Resources/Labor Relations Director	1	
HR Coordinator	1	
Benefits Specialist	1	
Administrative Specialist		1 (.25 FTE)
<b>TOTALS:</b>	<b>3</b>	<b>.25</b>

<b>REQUESTED POSITIONS</b>		
<b>POSITION TITLE</b>	<b>FULL -TIME #</b>	<b>PART -TIME #</b>
Human Resources/Labor Relations Director	1	
HR Coordinator	1	
Benefits Specialist	1	
Administrative Specialist		1 (.25 FTE)
<b>TOTALS:</b>	<b>3</b>	<b>.25</b>

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MOVED:  
SECONDED:  
CARRIED:



**EMPLOYEE NAME:**

**JOB TITLE:** Benefits Specialist

**POSITION ID#:**

**EMPLOYEES SUPERVISED:** None

**IMMEDIATE SUPERVISOR:** Jennifer Palmbos

**TITLE OF IMMEDIATE SUPERVISOR:** Human Resources/Labor Relations Director

**FLSA STATUS:** Exempt - Professional

**DEPARTMENT:** Human Resources                      **LOCATION:** Administration Building

**EFFECTIVE:** 01/01/10                      **GRADE:** L                      **RANGE:** \$46,551 - \$58,969

**WORKERS COMP. CODE:** 8810



**SUMMARY OF POSITION:**

This class is responsible for the daily administration of the benefits provided by Livingston County along with overseeing the development and distribution of all benefits information to all active, retired and former employees. Will be continuously reviewing processes and modifying procedures, and making recommendations regarding the County's benefits programs and providing related human resources assistance to insure a cost effective benefit program. This position will partner with internal county leadership, external consultants as well as outside vendors.

**ESSENTIAL FUNCTIONS:**

1. Will assist in developing long-range objectives regarding benefit programs consistent with Board of Commissioner's priorities along with scanning the market for best practices in benefits planning, program design and program integration. Will understand benefit programs, expenditures and trends in order to recommend course corrections and avoid unanticipated outcomes.
2. Engages health care providers in assessment of benefit programs and recommendations for plan, service and change modifications. Will serve as primary contact for plan vendors and third party administrators.
3. Provides information to employees regarding the County's benefits program, monitors the open enrollment process, assists employees in understanding their programs, and reviews appropriate forms for completeness. Will be designing and leading benefit communications strategies. Assures appropriate forms are completed, and monitors department compliance with operating policies and procedures.
4. Prepares various reports and documents regarding employee benefits, payments, and other related information along with calculating chargebacks to County Departments for benefits utilized and responds to all claims for unemployment insurance.

5. Assists in monitoring and administering the County's self-insured health plan, which includes contracting with providers, complying with HIPAA and interpreting contracts.
6. Provides information regarding retirement benefits, unemployment, calculates costs, coordinates payments with appropriate departments, and terminates coverage based on program guidelines.
7. Manages employee leaves, including FMLA, USERRA and disability leaves and assists with requests for accommodation under the ADA.
8. Manages the Uninsured Medical and Dependent Care Reimbursement Accounts, Flexible Spending Accounts under Section 125 of the Internal Revenue Service (IRS) Code along with functioning as Livingston County's Consolidated Omnibus Budget Reconciliation Act (COBRA) Administrator.
9. Assists with compliance and best practice audits of all department functions and special projects.
10. Administers the Membership Collection System (MCS) Automated Group Reporting System for Blue Cross & Blue Shield of Michigan and functions as the System Administrator for the Human Resources Information System (HR Perspective/ADP Payroll System.)
11. Performs other duties of a similar nature or level.

**GENERAL DUTIES:**

1. Will behave and communicate in a manner that promotes a positive work atmosphere.
2. Will maintain an awareness to provide a safe and healthy environment and will report all hazards and/or concerns.
3. Will participate in approved staff development activities, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

**SUPPLEMENTARY FUNCTIONS:**

1. May participate in labor relation negotiations.
2. May represent Livingston County on internal/external committees or work groups to enhance service delivery or service planning.
3. May participate in community education activities.
4. May be required to participate in the periodic evaluation of services and service planning.
5. May receive and assist in resolving complaints or inquiries related to services provided by Livingston County.
6. Will participate in approved emergency activities and/or preparedness drills in the case of a county declared disaster or emergency.

**LICENSING or CERTIFICATIONS:**

- A valid Driver's License and a good driving record.
- Certification as an Employee Benefits Specialist (CEBS) preferred.

## **QUALIFICATIONS:**

1. A Bachelor's Degree in Human Resources or equivalent, a Master's Degree is preferred and
2. Five years of benefits experience in order to understand the operational components of benefits administration.
3. Demonstrated experience implementing benefit strategies that have produced expected outcomes in terms of participant satisfaction, service and cost.

### **Knowledge of:**

- Applicable human resources principles and practices;
- Applicable local, state and federal laws, rules, and regulations; specifically including Family and Medical Leave Act (FMLA); Americans with Disabilities Act (ADA); Patient Protection and Affordable Care Act (PPACA); Health Insurance Protection and Portability Act (HIPPA); Michigan Employment Security Act (MESA); Michigan Workers' Compensation Act (MWCA); Consolidated Omnibus Budget Reconciliation Act (COBRA); Section 125 of the Internal Revenue Service (IRS) Code regarding Flexible Spending Accounts (FSA's); Medicare, and Social Security Administration.
- Strong analytical skills and a thorough knowledge of plan designs. Ability to understand, evaluate and make judgment on Requests for Proposals (RFP's).
- Office principles and practices.

### **Skill in:**

- Demonstrating accuracy and thoroughness to ensure quality;
- Monitoring employee benefit programs;
- Developing related human resources reports;
- Communicating information regarding employee benefits;
- Adapting to change in the work environment manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Maintaining confidentiality, remaining open to others' ideas and exhibits willingness to try new things.
- Ensuring accuracy, attention to detail, efficient time management, the ability to multi-task and prioritize, and flexibility are imperative.
- Ability to maintain records, prepare and interpret reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.
- Must have ability to develop computer skills to manage implemented County documentation systems.

## **STAFF DEVELOPMENT/TRAINING:**

- Prevention of Harassment in the Workplace
- Michigan Right to Know

## **WORKING CONDITIONS:**

**Physical Requirements:**

- Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.

**CRITERIA FOR MERIT INCREASES:**

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Assumes constructive leadership role with co-workers.
- Assists in providing training to other staff, share skills with other staff.
- Functions willingly as a training consultant/resource to colleagues.
- Pursues appropriate certification/licensure.

I understand that failure to comply with all areas of this Position Description could result in disciplinary action. By signing below, I am indicating that I have read and understand all job requirements, agree to abide by them as written, and have received a copy of this document.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POSITION DESCRIPTION ESTABLISHED: 02/07**

**POSITION DESCRIPTION REVIEWED: 03/11**



**LIVINGSTON COUNTY, MICHIGAN**  
**HUMAN RESOURCES**

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**304 East Grand River Ave, Ste 205**  
**Phone 517-540-8790 Fax 517-546-6657**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jennifer Palmbos, HR/Labor Relations Director**  
**Date: April 12, 2011**  
**Re: Resolution Authorizing the Filling of the Vacant Full-Time  
Benefits Specialist Position**

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Nicole Lewinski Otnod recently resigned from her position with the County as Benefits Specialist. Therefore, we are seeking to fill the vacancy. The County spends over \$11 million each year on employee and retiree benefits and we need the employee administering these benefits to have an advanced knowledge of benefits. The HR department and County Board and Administration has demonstrated our willingness to combine positions, leave positions vacant, use part-timers, etc. However, this is a position that demands a full-time professional. Thank you for your consideration of this request and of the enclosed Request for Exception to the Hiring Freeze.

If you have any questions regarding this matter please contact me.

# REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **JENNIFER PALMBOS – Human Resources/Labor Relations Director**

Title of Position to be Filled: **BENEFITS SPECIALIST**

Salary: **\$46,552 - \$58,970 (Reduced wage scale and benefit package)**

Annual Cost of Budgeted Position: **\$65,686**

Projected Cost for the next five years: **APPROXIMATELY: \$328,432**

New Position/Classification: **NO**

If No: Name of Employee Last Occupying this Position: **NICOLE LEWINSKI OTTNOD**

When did the position become vacant? **Resignation – March 25, 2011**

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget?

**Yes**

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

**The position of Benefits Specialist for Human Resources is vital to administering our employee and retiree benefit packages in compliance with Board resolutions and federal and state law. The Benefits Specialist assists with developing long-range objectives regarding benefit programs consistent with Board priorities. Employee benefits cost the County over \$11 million per year and it is essential to have a qualified, experienced employee administering these programs. This position also manages leaves including FMLA, ADA, USERRA, and short- and long-term disability in a manner that is compliant with Board resolutions and federal and state law. This is an area of employment law that is fraught with legal landmines. This position description is being expanded to include participation in department-wide compliance and best practices audits and special projects.**

## **JOB DESCRIPTION: BENEFITS SPECIALIST**

1. Will assist in developing long-range objectives regarding benefit programs consistent with Board of Commissioner's priorities along with scanning the market for best practices in benefits planning, program design and program integration. Will understand benefit programs, expenditures and trends in order to recommend course corrections and avoid unanticipated outcomes.
2. Engages health care providers in assessment of benefit programs and recommendations for plan, service and change modifications. Will serve as primary contact for plan vendors and third party administrators.
3. Provides information to employees regarding the County's benefits program, monitors the open enrollment process, assists employees in understanding their programs, and reviews appropriate forms for completeness. Will be designing and leading benefit communications strategies. Assures appropriate forms are completed, and monitors department compliance with operating policies and procedures.

4. Prepares various reports and documents regarding employee benefits, payments, and other related information along with calculating chargebacks to County Departments for benefits utilized and responds to all claims for unemployment insurance.
5. Assists in monitoring and administering the County's self-insured health plan, which includes contracting with providers, complying with HIPAA and interpreting contracts.
6. Provides information regarding retirement benefits, unemployment, calculates costs, coordinates payments with appropriate departments, and terminates coverage based on program guidelines.
7. Manages employee leaves, including FMLA, USERRA and disability and assists with requests for accommodation under the ADA.
8. Manages the Uninsured Medical and Dependent Care Reimbursement Accounts, Flexible Spending Accounts under Section 125 of the Internal Revenue Service (IRS) Code along with functioning as Livingston County's Consolidated Omnibus Budget Reconciliation Act (COBRA) Administrator.
9. Assists with compliance and best practice audits of all department functions and special projects.
10. Administers the Membership Collection System (MCS) Automated Group Reporting System for Blue Cross & Blue Shield of Michigan and functions as the System Administrator for the Human Resources Information System (HR Perspective/ADP Payroll System.)
11. Performs other duties of a similar nature or level.

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work.

**This position is not mandated. However, compliance with state, federal, and Internal Revenue Service laws and regulations is mandated. Further, it assists with long range benefits planning and provides essential support to the employees and retirees of Livingston County government.**

3. Budgeted department head count for the past five years:

JAN – 2007	JAN – 2008	JAN – 2009	JAN – 2010	JAN - 2011
<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3.25</b>
HR Director, Human Resources and Safety Coordinator, Benefits Coordinator, Administrative Aide	HR Director, Human Resources and Safety Coordinator, Benefits Specialist	HR/Labor Relations Director, Human Resources Coordinator, Benefits Specialist	HR/Labor Relations Director, Human Resources Coordinator, Benefits Specialist	HR/Labor Relations Director, Human Resources Coordinator, Benefits Specialist, Administrative Specialist (.25)

Please explain changes:

**Administrative Aide position was vacated in 2007 and not filled as a cost saving measure. HR Director was combined with the Labor Relations Manager position in 2010 as a cost savings measure. Administrative Specialist (.25 FTE) added in 2011 which is shared with the Board of Commissioners.**

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

**The area of employee and retiree benefits law is extremely complex and ever changing, requiring advanced knowledge of the applicable federal and state laws (PPACA, ARRA, HIPAA, FMLA, USERRA, COBRA, ADA, Internal Revenue code, Michigan Employment Security Act, ADEA, etc.)**

**Therefore, this position requires a bachelor's degree or higher and five (5) years benefits administration experience.**

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

**The Department Head and HR Coordinator would have to give up essential duties of their own positions in order to perform this work. All clerical work has been shifted to clerical staff and other resources.**

6. Specifically list three reasonable options if your request to replace a position is denied.

**The following are three (3) reasonable options if this request is denied:**

- 1. The work is essential to managing employee and retiree benefits which are complex and varied however, it might be possible to contract out the various functions of the position. Someone will still need to manage the contractors.**
- 2. The processes are being streamlined as much as possible, within reason, for the proper facilitation of the benefits management responsibilities.**
- 3. Transfer the responsibilities for benefits and leave management to each department individually or to the Clerk as part of the payroll function.**

7. What are the consequences of deferring the vacant position over the next several months and beyond?

**As positions are vacated and not filled, it not only has an effect on the timely facilitation of county business, but puts a strain on professional staff who are now required to do many of those support staff duties which, in turn, hinders the ability to adequately perform the duties of their own positions.**

8. What budget saving measures has this department implemented? Have additional measures been identified?

**The department has not replaced staff positions over the past few years:**

 **In October, 2008, the HR Coordinator retired and was replaced internally by the HR Administrative Aide whose position was then eliminated.**

 **In January, 2010, the HR Director was combined with the Labor Relations Manager resulting in one less position.**

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

**None – The current budget is at the bare minimum to properly operate the department.**

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

**See attached Organization Chart.**



11. Is the work required by statute to be performed at the County level or can it be shared with other Counties?  
With local governments?

**With an adequate HR Information Services (software or internet-based) system, perhaps benefits administration could be combined with other local governments.**

12. Explain what services can be provided by others, private sector or non-profit?

**Answering some employee questions can be handled by our new benefits consultant. We can seek to contract out COBRA administration and the leave management function.**

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

**No. I am not aware of any current qualified employee such that a transfer could take place.**

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

**Yes; however, this is work of a primary nature to county government so this cannot be solved on a temporary basis.**

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

**Yes. However, because of the complexity, quantity, and confidentiality of the job duties; it is recommended that the position be filled with one 40 hour per week position.**

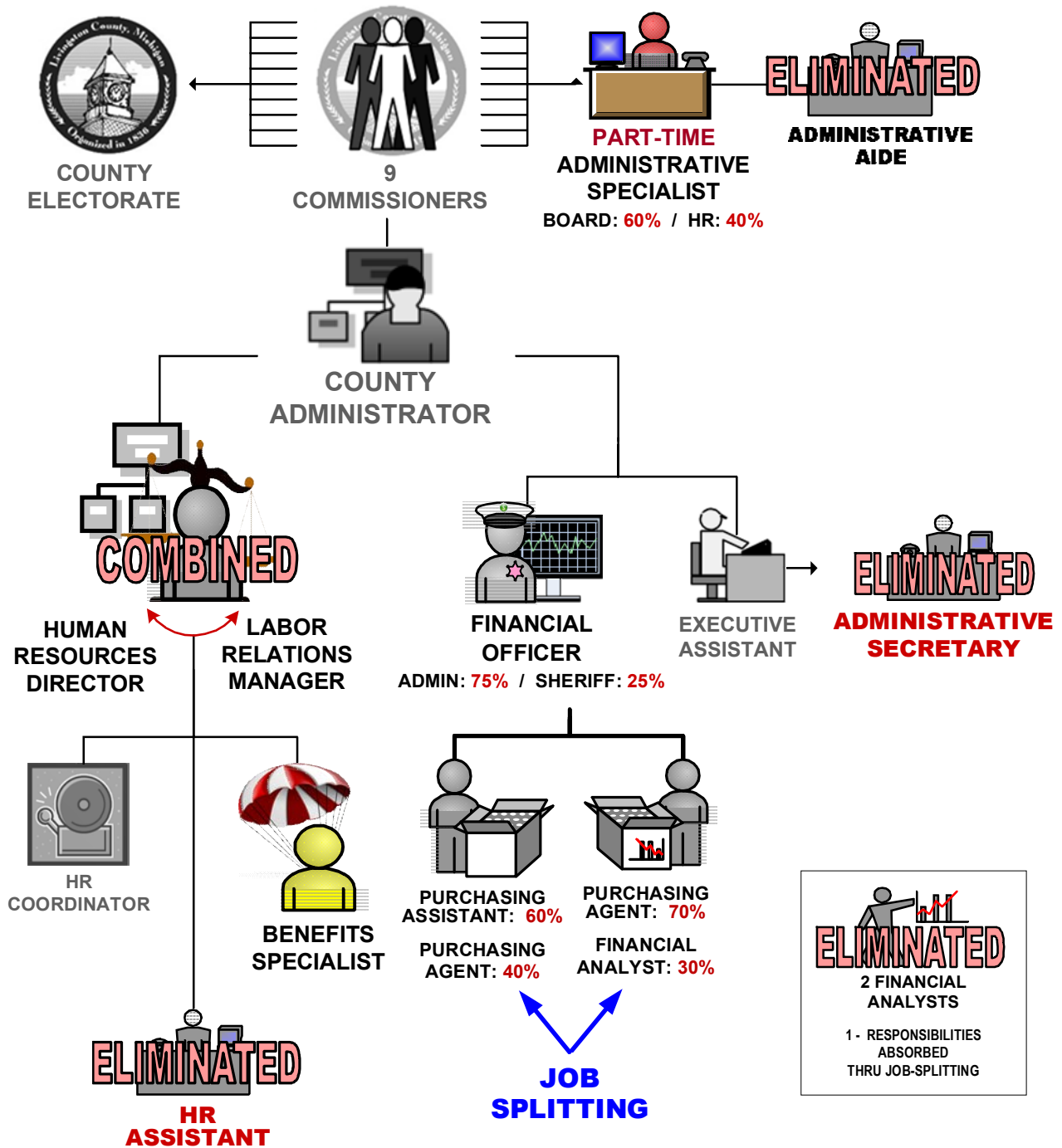
Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

**Staff are predominately exempt therefore overtime is not authorized; however, staff put in about 45 hours per week. The Board Administrative Specialist has shifted her focus to the Human Resources to assist during this transition.**

16. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).

**PLEASE SEE ORG CHART ON PAGE 5**

# BOARD - ADMIN - HR ORG CHART



**RESOLUTION**

**NO.: 2011-04-115**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION AUTHORIZING THE EXCEPTION TO THE HIRING FREEZE POLICY- BUILDING SERVICES / GENERAL GOVERNMENT**

**WHEREAS,** The Building Services Department has determined the need for a exception to the Hiring Freeze Policy; and

**WHEREAS,** Building Services has exhausted all viable options to complete the task of building maintenance with part time employees to no avail; and

**WHEREAS,** Building Services has filled out all necessary Exception to the Hiring Freeze documents, and they have been reviewed by the General Government Committee.

**WHEREAS,** Building Service has the appropriate funds budgeted for the position of Assistant Maintenance Mechanic; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners  
hereby authorizes the Exception to the Hiring Freeze for the vacant position of  
Assistant Maintenance Mechanic.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**Livingston County**  
**Building Services**

420 South Highlander Way  
Howell, MI 48843  
(517) 546-6491

## Memorandum

**DATE:** March 16, 2011

**TO:** Livingston County Board of Commissioners

**FROM:** Chris Folts

**RE:** Exception to the Hiring Freeze Policy  
– Building Services Department

The Building Services Department has recognized the need for an exception to the hiring freeze policy.

Building Services has tried to fill the Assistant Maintenance Mechanic position with part time help to no avail.

Building Services has budgeted for this position and will save money because the position will be replacing a long time recently retired employee with a lesser paying new hire.

Therefore, Building Services would like to proceed with the exception to the hiring freeze, the vacancy review and the hiring of a full time Assistant Maintenance Mechanic.

## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Chris Folts

Title of Position to be Filled: Asst. Maintenance Mechanic Salary: \$14.92

Annual Cost of Budgeted Position (incl. fringe benefits): \$ 49,476.00

Projected Cost for the next five years (incl. fringe benefits): \$260,262

New Position/Classification  Yes  No

If No: Name of Employee Last Occupying this Position

Randy Wilt

When did the position become vacant?

11/9/10

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget?

Yes

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

**Asst. Maintenance Mechanics are responsible for the routine maintenance of all County owned buildings and properties. It is important to have highly skilled employees with familiarity of buildings, equipment and County staff in all departments. Building Services is a 24-7 support department. Building Services staff respond to all building emergencies as well as maintaining equipment to insure the longevity of county assets as well as the safety of Livingston County employees, public and jail prisoners.**

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work.

**Non-mandated: Livingston County Maintenance staff provides service to 22 County owned properties not including four rental houses and two parks. This department is charged with the responsibility of providing a properly maintained and safe atmosphere to all County employees and visitors.**

3. Budgeted department head count for the past five years:

Jan., 2006: 26 Jan., 2007: 25 Jan., 2008: 23 Jan., 2009: 22 Jan., 2010: 21

Please explain changes:

**The numbers above reflect both full and part time employees. In 2006 we had 26 full time employees and in 2010 we have 15 full time employees. Building Services has been reducing full time on a regular bases and back filling with less part time then we are allowed. We have reduced 10 full time positions and only replaced them with five part time positions. We have been very proactive in identifying duties and working to get the task done with less man hours.**

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

**The task that this position performs is very essential to Livingston County. This department is as lean as it can be. The skill set that this position requires is vast, they have knowledge and skills in all of the trades including: plumbing, electrical, heating and air conditioning, drywall, glazing, painting and welding.**

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

**I have in the past, I have enlisted a potentially laid-off building inspector. He currently fills in at the Building Department at their busy times.**

6. Specifically list three reasonable options if your request to replace a position is denied.

**I have used all possible means to protect and maintain County assets.**

7. What are the consequences of deferring the vacant position over the next several months and beyond?

**It could result in deteriorating assets that could potentially cost much more to repair because of lack of routine maintenance.**

8. What budget saving measures has this department implemented? Have additional measures been identified?

**We have developed routine maintenance schedules for all County equipment that results in prolonged life expectancy of County assets.**

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

**SWAP**

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

See attached

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

I have been trying over the past two years to reach out to other municipalities for shared services. The work that is required by statute is currently contracted out.

12. Explain what services can be provided by others, private sector or non-profit?

We occasionally use community service workers and swap.

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

No.

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

Yes, we have one now, unfortunately they can only be used from six months to a year, then have to be let go. Then you have to hire someone else and it takes six months to a year for someone to get familiar with the equipment and working environment. It's just not cost effective to be constantly training personnel.

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

We have looked at it, it works fine for our custodians, however with maintenance you may be on a job or project for a week and get called off it several times because a prisoner flushes a blanket down the sewer or breaks a sprinkler head off the wall and it floods the jail It's just hard to predict emergencies and keep up with the work orders and routine maintenance with less than full time employees.

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

**Staff is on call for over time 24-7, only on rare occasions is over time scheduled, our overtime occurs as the result of a after hours emergency.**

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).

**We do use custodians to change light bulbs and that does help, we do not allow them over three steps on a ladder because they work after hours and many times are alone in a building.**



**RESOLUTION**

**NO.: 2011-04-116**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR THE ADMINISTRATIVE MANAGER – EMS / GEN. GOVT.-HHS / FINANCE COMMITTEE**

**WHEREAS,** the EMS Department has determined the need to appropriately train and prepare our management team for the responsibilities of their job description; and,

**WHEREAS,** the EMS Department is recommending we enroll the Administrative Manager for the Certified Medical Transport Executive Program for the Spring of 2011 and the Spring of 2012 program; and,

**WHEREAS,** the cost of the program is in the budget and shall not exceed \$3,000 per year; and,

**WHEREAS,** this Resolution has been recommended for approval by the Health & Human Services Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the EMS Department to enroll the Administrative Manager in the Medical Leadership Institute Certified Medical Transport Executive Program beginning in 2011 and ending in 2012 for a cost not to exceed \$3,000.00 per year.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMS**

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**3950 W Grand River**  
**Phone 517-546-6220 Fax 517-546-6788**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R. Boyd**  
**Date: 03/07/2011**  
**Re: Out of State Training**

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Our Operations Manger, Administrative Manager, and Road Supervisors have completed the ASM program you authorized in 2009, 2010 and 2011. We would like to continue with our strong commitment to training the management staff by sending the Administrative Manager to the Medical Leadership Training Institute in Wheeling, West Virginia to attend the Certified Medical Transport Executive Program. All of our managers that have attended have learned from the ASM program and have been able to apply what they have learned in the day to day practice of their job and found the experience to be invaluable. This training will allow the management staff to continue that trend and apply the knowledge they obtain at a new level. The course is taken over two years and the cost for 2011 and 2012 for the Administrative Manager will not exceed \$3,000.00 per year.

If you have any questions please feel free to contact me.

**RESOLUTION**

**NO.: 2011-04-117**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR IT DEPUTY DIRECTOR AND THE OSSI PUBLIC SAFETY SYSTEM ADMINISTRATION TEAM TO ATTEND THE 2011 ANNUAL SUGA EDUCATION CONFERENCE MAY 16-20, 2011 - INFORMATION TECHNOLOGY / 911 CENTRAL DISPATCH / SHERIFF**

- WHEREAS,** the County has recently implemented the OSSI Livingston County Public Safety System; and
- WHEREAS,** it is the policy of Livingston County that out of state travel be held to a minimum and usually only Department Heads are authorized any travel outside Michigan; and
- WHEREAS,** Paul McNamara, will not be attending an out of state conference, and wishes to extended the privilege of attending one (1) out of state conference to Candy Atkins from the Information Technology Department; and
- WHEREAS,** in accordance with the County's Travel policy, Paul McNamara is requesting approval from the Board of Commissioners to send Candy Atkins, Information Technology Deputy Director, to the 2011 SUGA Education Conference for SunGard Public Safety Sector Users' Group Association; and
- WHEREAS,** the 2011 SUGA Education Conference for SunGard Public Safety Sector Users' Group Association is being held in Clark County, Nevada on May 16 through May 20, 2011 at a cost for Candy Atkins not to exceed \$410.00 for registration for all five days plus the cost of air fare and accommodations not to exceed \$900.00 for a total of \$1,310.00; and
- WHEREAS,** funding for Candy Atkins is available through the Information Technology Department budget; and
- WHEREAS,** the OSSI Public Safety System has a System Administration Team composed of 5 representatives from the Sheriff's, Central Dispatch and Information Technology Departments that are in charge of administration of the OSSI Public Safety System from the software configuration, maintenance, training, and end user perspectives; and
- WHEREAS,** SunGard recommends that agency system administrators attend their annual users group conference to receive further training, gain knowledge and network with other users; and
- WHEREAS,** in accordance with the County's Travel Policy, Undersheriff Mike Murphy, Donald Arbic and Paul McNamara are requesting approval from the Board of Commissioners to send Sgt. Robert Marshall, Sgt. Jeff LeVeque, Lisa Harvey (911), Paul Taylor (911), and Keri Konarska Blough (IT) to the 2011 SUGA Education Conference for SunGard Public Sector User's Group Association; and
- WHEREAS,** the SUGA Education Conference for SunGard Public Safety Sector User's Group Association is being held in Clark County, Nevada on May 16 through May 20, 2011 at the cost not to exceed \$500.00 each for conference registration plus travel expenses of \$800.00 each for a total of approximately \$6,500.00.
- WHEREAS,** the majority of the Sheriff's Department costs, about \$1,800.00, are booking fee eligible and will be paid from Fund 263 Correction Officer's Training Fund with the remaining balance of approximately \$800.00 will be paid from within the current Sherriff's Road Patrol budget; and
- WHEREAS,** funding for the additional three members of the System Administration Team is available through the 911 Central Dispatch budget; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves and authorizes Candy Atkins to attend the 2011 SUGA Educational Conference for SunGard Public Safety Sector Users' Group Association in Clark County, Nevada on May 16 through May 20, 2011, at the cost not to exceed \$410.00 for registration plus the cost of air fare and accommodations not to exceed \$900.00 for a total of \$1,310.00; and, approves and authorizes, in accordance with the County's Travel Policy, Sgt. Robert Marshall, Sgt. Jeff LeVeque, Lisa Harvey, Paul Taylor, and Keri Konarska Blough to attend the 2011 SUGA Education Conference for SunGard Public Sector User's Group Association being held in Clark County, Nevada on May 16 through May 20, 2011 at the cost not to exceed \$500.00 each for conference registration plus travel expenses of \$800.00 each for a total of approximately \$6,500.00.

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**MOVED:**

**SECONDED:**

**CARRIED:**



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Paul McNamara**  
**Date: 3/2/2011**  
**Re: SUGA 2011 Annual Education and Training Opportunity**

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I am requesting approval from the Board of Commissioners for an out of state conference for Candy Atkins and the System Administration (SA) team of our LCPS System to attend the 2011 Annual Education and Training Opportunity Conference for SunGard Public Sector Users' on May 16 through May 20, 2011 being held in Clark County, Nevada.

There are several reasons that Candy Atkins and the SA Team should attend on behalf of the new Livingston County Public Safety System just under way for a little over a year now. Given the current economic times building relationships with other SPS (SunGard Public Safety) customers is key in managing systems. This event is the premiere opportunity for building and maintaining these professional relationships. Having all SPS approved business partners and third party vendors in one location will allow for comprehensive analysis of available system options.

I believe this opportunity will be a great investment for the Livingston County Public Safety System Team, and a productive use of Candy and the SA Team's time.

If you have any questions regarding this matter please contact me.

**RESOLUTION**

**NO.: 2011-04-118**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

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**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, 2011 and running through March 31, 2012 for the cost not to exceed \$233,889.37; 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, 2011 through March 31, 2012 for a total amount not to exceed \$233,889.37.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

304 E. Grand River Ave., Suite 101 Howell, MI 48843  
Phone 517 548-3230 Fax 517 545-9608  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Paul McNamara**  
**Date: 3/07/2011**  
**Re: Software Maintenance/SunGard/Livingston County Owned  
Public Safety Solution**

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The Information Technology Department along with all the Public Safety departments and agencies is requesting approval from the Board of Commissioners for authorization of a Purchase Order to SunGard Public Sector (OSSI) for annual software maintenance beginning on April 1, 2011, through March 31, 2012.

SunGard Public Sector provides software solutions and consulting services that are designed to meet the specialized needs of city and county governments; public safety and justice agencies; not-for-profit organizations; K-12 school districts; and municipal agencies throughout the UK and around the world. More than 140 million citizens in North America and 40 million citizens of the United Kingdom live in municipalities that rely on their products and services. SunGard Public Sector is part of SunGard, one of the world's leading software and IT services companies. They are able to take advantage of economies of shared resources to bring a broad array of software solutions and public sector expertise to our customers. The solutions offered by SunGard Public Sector combine the experience, knowledge and IT systems that help communities and governments better serve their citizens.

Public Safety is about making the right connections with emergency responders, law enforcement personnel, dispatch telecommunicators, and citizens. To make those connections, agencies need a software system that is accurate, reliable and meets agency-specific requirements.

Total cost for the yearly software maintenance is \$233,889.37. The charges will come out of the Central Dispatch Surcharge Fund.

If you have any questions regarding this matter please contact me.

Livingston County LCPS System 2011 Maintenance  
Personal and Confidential

				<u>2011 Maintenance Cost Information</u>			
				Law Enforcement RMS			\$49,934.00
				911 Surcharge fundable:			\$164,813.17
				EMS LCPS System Maint.			\$5,130.00
				JMS Maintenance:			<u>\$14,012.20</u>
<u>Breakdown of Law Enforcement Maintenance</u>				Total 2010 Maintenance:			\$233,889.37
<u>Agency</u>		<u>Mobiles</u>	<u>Maint \$</u>				
Sheriff Dept.		38	\$24,642.75				
Brighton		9	\$5,836.44				
Fowlerville		3	\$1,945.48	Law Enforcement RMS:			\$49,934.00
Green Oak		7	\$4,539.45				
Hamburg		7	\$4,539.45	Divided by # Law Mobiles:			77
Howell		9	\$5,836.44	Cost Maint per LE Mobile:			\$648.4935
Pinckney		2	\$1,296.99				
Unadilla		2	\$1,296.99				
MI State Police-Note5		<u>24</u>	<u>Note4</u>				
TOTALS		101	\$49,934.00				
				Note1: 911 Surcharge can pay towards CAD, Mobile and WebOps Maintenance			
				Note2: 911 Surcharge cannot pay towards RMS, JMS or FireHouse Maintenance			
				Note3: JMS Maintenance funded by Sheriff's Dept.			
				Note4: MSP cannot pay towards mobiles and do not use LCPS RMS			



RESOLUTION

NO.: 2011-04-119

LIVINGSTON COUNTY

DATE: April 12, 2011

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**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A WINTER LAKE LEVEL FOR PORTAGE AND BASELINE LAKES - DRAIN COMMISSIONER - PUBLIC SAFETY/I&D - FINANCE - FULL BOARD**

**WHEREAS,** the Washtenaw County Water Resources Commissioner (hereinafter the "Delegated Authority") has been charged with responsibility for operation and maintenance of the Portage Baseline Lake Dam on behalf of Washtenaw and Livingston Counties; and

**WHEREAS,** the Delegated Authority has annually authorized a 12- to 15-inch drawdown from the court-appointed level of 851.54 feet above mean sea level at the dam site in early November; and

**WHEREAS,** the aforementioned drawdown is performed to protect the shoreline and properties around the lake from ice damage that would otherwise occur if the court-appointed level was maintained in the winter months; and

**WHEREAS,** though not court ordered, the aforementioned drawdown has been a historical practice of the Delegated Authority for several decades; and

**WHEREAS,** upon review of its internal records, the Delegated Authority has requested that this historical practice be formally documented by the establishment of a winter lake level approved by Washtenaw County Circuit Court; and

**WHEREAS,** Washtenaw County Circuit Court set the currently established lake level, and retains continuing jurisdiction over the Lake Level pursuant to MCL 324.30707 (5); and

**WHEREAS,** Corporate Counsel for WCWRC has reviewed this request, and is willing to petition the court for establishment of a winter lake level in accordance with MCL 324.30707 (5), if authorized by Livingston and Washtenaw Counties.

**NOW THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes Corporate Counsel for WCWRC to petition the Washtenaw County Circuit Court for establishment of a winter lake level following historical practices in accordance with MCL 324.30707 (5).

**BE IT FURTHER RESOLVED** that the costs for said court proceedings are to be assessed to the residents of the Portage and Baseline Lake Level Special Assessment District in accordance with the historical apportionment between counties, and said costs are authorized to be assessed in accordance with Board Resolution 2010-07-233, as approved on July 19, 2010.

**BE IT FURTHER RESOLVED** that this resolution becomes effective upon passage of a similar resolution by the Washtenaw County Board of Commissioners.

# # #

**MOVED:**

**SUPPORTED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY DRAIN COMMISSIONER**

2300 E. Grand River, Suite 105, Howell, Michigan 48843  
Phone 517-546-0040 Fax 517-545-9658  
Web Site: [co.livingston.mi.us/drain](http://co.livingston.mi.us/drain)

TO: David Domas, Chair  
Infrastructure & Development Committee

FROM: Brian Jonckheere  
Drain Commissioner

DATE: March 16, 2011

SUBJECT: RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A WINTER LAKE LEVEL FOR  
PORTAGE AND BASELINE LAKES

**BOARD ACTION REQUESTED**

Board authorization to establish a winter lake level for the Portage and Baseline Lake Dam.

**BACKGROUND**

The Portage Baseline Lake Dam, constructed to maintain lake levels in Portage, Little Portage, and Baseline Lakes, in Webster, Dexter, Hamburg and Putnam Townships, was built in the 1960's. It is located in Section 1 of Dexter Township just south of the County line between Livingston and Washtenaw Counties (see attached map). This structure is operated by the Washtenaw County Water Resources Commissioner (WCWRC), as the "Delegated Authority" pursuant to Part 307, Inland Lake Levels, of the Natural Resources and Environmental Protection Act, as amended. Properties in both Washtenaw and Livingston counties are assessed for the operation and maintenance of the lake level. A recent dam inspection noted some substantial maintenance items that were needed, as previously discussed in Board Resolution 2010-07-233.

**DISCUSSION**

In discussions regarding the maintenance project with the Portage, Base, and Whitewood Homeowners Association (PBWOA), the matter of there being no legally established winter lake level was brought to the attention of the WCWRC. Historically, the dam operator has lowered the lake level 12 to 15 inches every November in an effort to minimize shoreline ice damage. Upon review of records, the WCWRC confirmed that no winter level had been established, as is typically done for lowering of lakes during winter months. Having a court-established winter lake level provides the legal basis for continuing the established historical practice of lowering the winter lake level.

The Inland Lake Level section of the State Environmental Code, Section 307, grants the courts jurisdiction to establish a legal lake level. Once this lake level is established, the courts have continuing jurisdiction in this matter:

Sec. 30707 (5) The court shall determine the normal level to be established and maintained, shall have continuing jurisdiction, and may provide for departure from the normal level as necessary to accomplish the purposes of this part. The court shall confirm the special assessment district boundaries within 60 days following the lake level determination. The court may determine that the normal level shall vary seasonally.

The Washtenaw County Circuit Court issued the original order establishing the normal lake level of 851.54 feet above mean sea level, and therefore it has continuing jurisdiction in this matter to establish a winter lake level.

**IMPACT ON COUNTY HUMAN RESOURCES**

None

**IMPACT ON BUDGET**

None, as the legal costs for obtaining a court order are specially assessed to the Lake level special assessment district as already established by the Circuit Court. There are 860 parcels in the special assessment district in Livingston County, which contains just under fifty percent of the special assessment roll. There is no at-large assessment to the county or townships associated with this project.

**IMPACT ON INDIRECT COSTS:**

None

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

The Michigan Department of Natural Resources and the Michigan Department of Environmental Quality, as agencies in charge of fish and wildlife habitat and environmental impacts, may be called by the court to testify in this matter.

**CONFORMITY TO COUNTY POLICIES:**

Conforms to County Policies

**ATTACHMENTS/APPENDICES:**

Location Map

Resolution

**RESOLUTION**

**NO: 2011-04-120**

**LIVINGSTON COUNTY**

**DATE: April 12, 2011**

**RESOLUTION AUTHORIZING ANIMAL CONTROL TO CONDUCT LOW COST SPAY/NEUTER CLINICS AND REVISE THE ANIMAL CONTROL FEE SCHEDULE – ANIMAL CONTROL / GEN. GOVT-HHS / FINANCE /BOARD**

**WHEREAS,** the most effective animal control method is to encourage the public to spay/neuter their pets, and

**WHEREAS,** many complaints of pets running loose or pet aggression are animals that have not been medically altered, and

**WHEREAS,** some residents are experiencing financial challenges and do not have the disposable income to properly spay/neuter their pets, and

**WHEREAS,** Animal Control can operate a low cost spay/neuter clinic designed for residents that do not have the ability to pay market prices, and

**WHEREAS,** Animal Control plans to operate the clinic without an additional general fund allocation using the Animal Control donation fund for start up expenses.

**THEREFORE BE IT RESOLVED,** that the Board of Commissioners authorizes Animal Control to operate a low cost spay/neuter clinic service designed for residents that do not have the ability to pay market prices, and

**BE IT FURTHER RESOLVED,** that the Board of Commissioners add the following low cost spay/neuter clinic fees to the Animal Control Fee schedule:

Cat Neuter	\$25
Cat Spay	\$50
Dog Neuter	\$75
Dog Spay	\$100
1 Year Rabies	\$15
Distemper	\$12

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**



## LIVINGSTON COUNTY ANIMAL CONTROL

418 S. Highlander Way  
Howell, Michigan 48843  
(517) 546-2154 Fax: (517) 546-0232  
[www.livingstonlive.org/LCAC](http://www.livingstonlive.org/LCAC)

**Debbie Oberle**  
Director

**517-540-7516**

**[doberle@co.livingston.mi.us](mailto:doberle@co.livingston.mi.us)**

### **Low Cost Spay/Neuter Clinic**

**Case:** The only real way to have effective animal control is to get the public to vaccinate and spay or neuter their pets. Many of LCAC complaint calls are pets running loose or pet aggression that may include an animal bite. Unaltered pets are typically part of the equation of why an animal may react in this manner. When this is coupled with a pet that is not vaccinated, it adds additional costs to the county to have follow-up calls for bite cases and then a possible rabies test at the state of Michigan's lab. Rabies lab testing requires a vet technician to decapitate the pet and use a county vehicle to transport specimen—a costly procedure.

The primary issue stopping most pets from getting basic medical care is the cost. The cost of spay/neuter (s/n) can be \$150-\$250 with vaccines being an additional \$25 each. We receive calls daily asking where to go for low cost basic pet care. Currently, the nearest low cost clinic is Ann Arbor, Lansing, or Auburn Hills (Oakland County Animal Control). If you are a low income family or elderly, driving that distance can be seen as too costly and/or intimidating.

We would like to start a low cost clinic on a trial basis. I believe it can be run at a profit, not a huge profit, but it can self supporting and generate some profit while still fulfilling a need. There are grants that will help, but they will not kick in until an actual s/n program has been up and running and has a surgery history.

**Resources Needed:** The financial resources needed are minimal. We have the room, staff, rescue groups and volunteers to assist on clinic days. We also have most of the equipment. However, we do need an additional surgery light and an additional anesthesia machine. A new light is estimated at \$2000 and the anesthesia machine estimated at \$2500. I'm also looking at used equipment. Structurally, we will put an archway in one wall to enlarge our surgery room. This can be done by Building Services, and the estimated cost is \$500-\$1000. Total estimated cost is less than \$6,000 and will come from the shelter donation account.

I have checked with the County Attorney and the County Insurance Company to ensure we have the proper legal documents and coverage in place. The public will be required to sign a wavier and to pay for their clinic services up front.

**Services Provided:** We would provide spay/neuter surgery and rabies and distemper vaccines. LCAC Cost includes use of 1 Veterinarian, 1 Technician and surgery material costs per procedure. I have listed the fee structure below:

<i>Procedure</i>	<i>Time</i>	<i>Public's Price</i>
Cat Neuter	5 minute procedure	\$25
Cat Spay	10 minute procedure	\$50
Dog Neuter	15 minute procedure	\$75
Dog Spay	30 minute procedure	\$100
1 yr Rabies Vaccine	< 1 minute (Tech only)	\$15
Distemper Vaccine	< 1 minute (Tech only)	\$12

We would start with a once or twice a month Clinic Day depending on demand. The public would drop off a pet between 8 and 9am and pick up between 4 and 5pm. Payment would be made in advance.

**Estimated Profit:** In one hour we can spay 6 cats, neuter 12 cats, spay 2 dogs, or neuter 4 dogs. For ease of start-up, we would prefer to start with cats. Therefore during a 6 hour surgery day, we can alter from 36 to 72 cats depending on the mix of males vs. females. We can generate \$1,800 in revenue, costs would be less than \$830, and thus **profit would be around \$1,000 per surgery day**. As we perfect our procedures and timing, we may be able to handle more surgeries per day and also increase from 1-2 days per month to 3-4 days per month.

In my opinion, this is a great service to offer and is much needed. The staff is excited about the prospect of dealing with what is really the problem...too many offspring from unaltered pets.

RESOLUTION

NO: 2011-04-121

LIVINGSTON COUNTY

DATE: April 12, 2011

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**RESOLUTION AUTHORIZING THE CREATION OF A DEBT SERVICE SINKING FUND - BOARD OF COMMISSIONERS - FINANCE - FULL BOARD**

**WHEREAS,** Livingston County's property values continue to decline; home foreclosures are at a record high; and a majority of our local units are experiencing increased delinquent property taxes; most notable in Special Assessment Districts where the revenue stream is intended to make annual debt payments; and

**WHEREAS,** At the request of local communities, Livingston County has over the years, pledged its full, faith and credit by issuing limited tax general obligation bonds to finance the installation of utilities;

**WHEREAS,** In agreeing to issue bonds Livingston County has secured a contractual pledge of the community's tax collections and state shared revenues to the extent permitted by statute; and

**WHEREAS,** It may be necessary for Livingston County to assist with a portion of annual debt payments; however, in accordance with the Act 185 contracts, each local unit is mandated to reimburse the County for any amounts paid including interest; and

**WHEREAS,** In order to protect the fiscal integrity of Livingston County it is recommended to establish and fund a Debt Service Sinking Fund in the amount of \$2.0 million; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby creates a Debt Service Sinking Fund.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes a transfer of the fund balance, approximately, \$1,645,895 from Fund 466 Corrections Facility to the newly created Debt Service Sinking Fund.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes a budget amendment to the General Fund for approximately \$354,105 and transfer of same into the newly created Debt Service Sinking Fund, for a balance of \$2.0 million.

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**MOVED:**

**SECONDED:**

**CARRIED:**