

# GENERAL GOVERNMENT AND HEALTH & HUMAN SERVICES COMMITTEE

4/3/2017

304 E. Grand River, Board Chambers, Howell, MI 48843

7:30 PM

## AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**  
Minutes of Meeting Dated: March 13, 2017
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**

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**07 Equalization**  
RESOLUTION APPROVING A CONTRACT OF THE FIELD WORK FOR THE AGRICULTURAL BETWEEN LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND LANDMARK APPRAISAL COMPANY - Equalization / General Government / Finance / Board

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**08 Human Resources**  
RESOLUTION TO APPOINT SUE BOSTWICK TO THE EQUALIZATION DIRECTOR POSITION - Human Resources / General Government / Finance / Board

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**09 Airport**  
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) FOR THE OPERATION AND MAINTENANCE OF A WEATHER OBSERVATION AND DATA DISSEMINATION SYSTEM - Airport / General Government / Finance / Board

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**10 Airport**  
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO AN AGREEMENT WITH TLS CONSTRUCTION LLC FOR THE WATER MAIN INSTALLATION PROJECT – Airport / General Government / Finance / Board

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**11 LETS**  
RESOLUTION AUTHORIZING AGREEMENTS WITH BOB MAXEY FORD OF HOWELL, INC AND ROY'S AUTOWORKS TO PROVIDE REPAIR AND

MAINTENANCE SERVICES FOR COUNTY-OWNED TRANSIT VEHICLES  
– LETS / General Government/ Finance/ Board

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- 12 Car Pool**  
RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1)  
VEHICLE AND BUDGET AMENDMENT – Motor Pool / Sheriff Department /  
General Government
- 

- 13 County Clerk**  
RESOLUTION AUTHORIZING LIVINGSTON COUNTY CLERK TO  
SUBMIT GRANT APPLICATION FOR A NEW VOTING SYSTEM - County  
Clerk / General Government / Finance / Board
- 

- 14 Administration**  
RESOLUTION AUTHORIZING A CONTRACT WITH MGT OF AMERICA  
CONSULTING, LLC. FOR CENTRAL SERVICES COST ALLOCATION  
PLAN AND IT COST ALLOCATION PLAN / BILLING RATE STUDY -  
General Government / Finance / Board
- 

- 15. CALL TO THE PUBLIC**  
**16. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

MARCH 13, 2017 - 7:30 PM

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

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. CHILDS       COMM. DOLAN       COMM. GREEN       COMM. BEZOTTE

OTHERS:

DIANNE GREGOR  
KEN HINTON  
RICH MALEWICZ  
JEFF BOYD  
THERESE CREMONTE  
DOUG HELZERMAN

MATT BOLANG  
CHELSEA MOXLOW  
DIANE MCCORMICK  
CHRIS FOLTS  
BETSY HUNDLEY  
KATHLEEN KLINE-HUDSON  
CINDY CATANACH

DOUG BRITZ  
KEVIN WILKINSON  
MARK JOHNSON  
JON WAGGONER  
NATALIE HUNT  
DANIKA KATNICK

1. **CALL to ORDER:** Meeting called to order by: **COMM. DENNIS DOLAN AT 7:30 PM.**
2. **APPROVAL of MINUTES:** MINUTES OF MEETING DATED: FEBRUARY 13, 2017

MOTION TO APPROVE THE MINUTES, AS PRESENTED.  
 MOTION TO APPROVE THE MINUTES, AS MODIFIED: DETAILS OF MODIFICATION  
MOVED BY:       CHILDS     BEZOTTE     GREEN  
SECONDED BY:     CHILDS     BEZOTTE     GREEN  
ALL IN FAVOR – MOTION PASSED

3. **APPROVAL of AGENDA:**

MOTION TO APPROVE THE AGENDA, AS MODIFIED:  
ADD TO ITEM #4: REPORTS: A REPORT FROM ENVIRONMENTAL HEALTH, MATT BOLANG  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:**

- **ENVIRONMENTAL HEALTH, MATT BOLANG** – Reported the Non-Community Water Supply Annual Review, everything came back great. Note changes to EPA Rule call for bacteria analysis - we are at 0% everything else was in compliance as well. Lead was a popular issue – no issues in Livingston County.

All of the County's drinking water comes from wells and is protected. Commissioner Bezotte requested a Press Release on this report.

- **WIND STORM UPDATE:** Jeff Boyd reported – at about 9:30 a.m. calls started coming in. Central Dispatch had a possible fire, there was no fire, but they did lose power. Some stats: 3/8-3/9 over 1,000 calls in 24 hours. 3-4 warming shelters were opened across the County. Assisted Care facilities: medics went to each facility to assess their situations. 911, Fire, EMS, Police, Salvation Army, and Road Commission all came together during this emergency. Chris Folts reported - Generators worked as they should. The brown out at 911 was a bigger issue – their generator motor was bad. Dental Center did not have a flooded basement.

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

6. **RESOLUTIONS for CONSIDERATION.**

7. **COUNTY CLERK: RESOLUTION AUTHORIZING THE FILLING OF THE ELECTIONS COORDINATOR/DEPUTY CLERK POSITION IN THE COUNTY CLERK'S OFFICE**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: GREEN / SECONDED BY: CHILDS**  
**ALL IN FAVOR - MOTION PASSED**

8. **FACILITY SERVICES: RESOLUTION AUTHORIZING AN AGREEMENT WITH VENDTEK/SATELLITE VENDING COMPANY TO PROVIDE VENDING SERVICES – GENERAL GOVERNMENT / FINANCE / BOARD**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: GREEN / SECONDED BY: BEZOTTE**  
**ALL IN FAVOR - MOTION PASSED**

9. **CAR POOL: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND BUDGET AMENDMENT – MOTOR POOL / BUILDING DEPARTMENT / GENERAL GOVERNMENT / FINANCE / BOARD**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: CHILDS / SECONDED BY: BEZOTTE**  
**ALL IN FAVOR - MOTION PASSED**

**10. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO PROVIDE AUTHORIZATION FOR A SUPPLEMENTAL APPROPRIATION & TO SOLICIT BIDS FOR THE CONSTRUCTION OF THE NORTHEAST WATER MAIN PROJECT - AIRPORT / GENERAL GOVERNMENT / FINANCE / BOARD**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: GREEN / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED**

**11. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GROUND LEASE AGREEMENT WITH HAWK HOLLOW FARM, L.L.C. FOR AIRPORT PROPERTY NORTH AND EAST OF THE AIRPORT TERMINAL BUILDING - AIRPORT / GENERAL GOVERNMENT / FINANCE / BOARD**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: BEZOTTE  
ALL IN FAVOR - MOTION PASSED**

**12. PUBLIC HEALTH: RESOLUTION APPROVING THE 2017 PLAN OF ORGANIZATION FOR THE HEALTH DEPARTMENT - HEALTH DEPARTMENT / HEALTH & HUMAN SERVICES / FINANCE / BOARD**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

**13. PUBLIC HEALTH: RESOLUTION TO REORGANIZE CLERICAL POSITIONS IN THE HEALTH DEPARTMENT - ENVIRONMENTAL HEALTH DIVISION - HEALTH DEPARTMENT / HEALTH & HUMAN SERVICES / FINANCE / BOARD**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

**14. VETERANS SERVICES: RESOLUTION AUTHORIZING REORGANIZATION OF THE VETERANS SERVICES DEPARTMENT - VETERANS SERVICES / HEALTH & HUMAN SERVICES / FINANCE / BOARD**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

15. **VETERANS SERVICES:**      **RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE FISCAL-YEAR 2017 BUDGET - VETERANS SERVICES / HEALTH & HUMAN SERVICES / FINANCE / BOARD**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: BEZOTTE / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED

16. **EMERGENCY MANAGEMENT:**      **RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2017 STATEWIDE TORNADO DRILL DAY – EMERGENCY MANAGEMENT / GEN GOV'T AND H&HS / FINANCE / BOARD**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED

17. **EMERGENCY MANAGEMENT:**      **RESOLUTION AUTHORIZING THE ADOPTION THE LIVINGSTON COUNTY HAZARD MITIGATION PLAN – GENERAL GOV'T AND H&HS / FINANCE / FULL BOARD**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED

18. **INFORMATION TECHNOLOGY:**      **RESOLUTION AUTHORIZING A MASTER SERVICE AGREEMENT CONTRACT WITH GOVCONNECTION, INC. FOR TECHNICAL SERVICES – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED

19. **INFORMATION TECHNOLOGY:**      **RESOLUTION AUTHORIZING A REVISED FEE SCHEDULE FOR GIS - INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE / BOARD**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: BEZOTTE / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED

20. **CALL TO THE PUBLIC:**

➤ **Commissioner Dolan**, informed the audience and Committee Members of the Dental Clinic Grand Opening on Thursday, March 16<sup>th</sup> at 4 p.m.

**21. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:43 PM.  
MOVED BY: GREEN / SECONDED BY: CHILDS  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted

**NATALIE HUNT**  
RECORDING SECRETARY

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING A CONTRACT OF THE FIELD WORK FOR THE AGRICULTURAL BETWEEN LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND LANDMARK APPRAISAL COMPANY - EQUALIZATION/ GENERAL GOVERNMENT/FINANCE**

**WHEREAS,** the Livingston County Board of Commissioners have entered into contracts with Landmark Appraisal Company, 110 Mill Street, Fenton, Mi. 48430 since 1996 for commercial appraisals; and

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

**WHEREAS,** Landmark Appraisal Company will complete the fieldwork for the agricultural class and a small amount of residential parcels and be accompanied by an employee of the county for training purposes; and

**WHEREAS,** Landmark has purposed a six month contract for a 150 agricultural parcels and 35 residential parcels for the sum of \$8,500.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the six month contract for 2017 Agricultural fieldwork with Landmark Appraisal Company for the fieldwork of 150 agricultural parcels and 35 residential, commencing on April 1, 2017 and to be completed by September 1, 2017 for the sum of \$8,500.

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

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**MOVED:  
SECONDED:  
CARRIED:**





## Memorandum

To: Livingston County Board of Commissioners  
From: Sue I. Bostwick  
Date: March 24, 2017  
Re: Resolution – 2017 Contract for Agricultural fieldwork

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I am requesting a contract with Landmark Appraisal for the fieldwork of 150 Agricultural and 36 residential properties within the county to ensure the quality and consistency of our work.

We recently advertised for two positions and have currently filled one with an MCAT (which is entry level). Being entry level this person has no experience in this field and will require training. This will consist of field work and the valuation work. I am requesting help for the field work for the agricultural class, because I will be training our field staff that will be valuing the Industrial Class this year. I have asked Landmark Appraisal Company (our contractor for the Commercial class) for a bid of the fieldwork for 150 agricultural parcels and 36 residential parcels we will have to study for 2018 equalization. Landmark has agreed to have the new employee accompany them on the fieldwork to help teach the proper technique for appraising. The bid is for \$8,500 to be completed by September 1, 2017. The valuation portion of the position will be taught in house.

The second Senior Appraiser position will not be filled until the value of the contract is accounted for, having this just be a line item change and not an addition to the budget. Therefore I am requesting a contract with Landmark Appraisal Company for the fieldwork for 150 agricultural parcels and 36 residential parcels.

If you have any question regarding this matter, please contact me.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO APPOINT SUE BOSTWICK TO THE EQUALIZATION DIRECTOR POSITION**

**WHEREAS,** the current Equalization Director has announced his retirement as of April 30, 2017; and

**WHEREAS,** the position of Equalization Director is essential to insure the coordination of operations and administration of the department; and

**WHEREAS,** the current Deputy Director, Sue Bostwick, possesses the necessary education, experience, organizational knowledge, and demonstrated abilities to assume the responsibilities of the Equalization Director position.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners hereby approves the appointment of Sue Bostwick to the Equalization Director position effective upon the retirement of the current Equalization Director on April 30, 2017.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) FOR THE OPERATION AND MAINTENANCE OF A WEATHER OBSERVATION AND DATA DISSEMINATION SYSTEM - AIRPORT / GENERAL GOVERNMENT / FINANCE / BOARD**

**WHEREAS,** the Michigan Department of Transportation maintains the Automated Weather Observation System (AWOS) at the Livingston County Airport and; and

**WHEREAS,** this Agreement provides for the continuation of these services; and

**WHEREAS,** the costs of operation of the AWOS system and the dissemination of the data are shared equally between the Airport and MDOT.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners concurs with the  
Livingston County Aeronautical Facilities Board to enter into an agreement with the Michigan  
Department of Transportation (MDOT) for the operation and maintenance of a weather  
observation and data dissemination system at the Livingston County Spencer J. Hardy Airport.

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

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**Moved:**  
**Supported:**  
**Carried:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF AIRPORT**

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**3399 County Airport Drive**  
**Howell, MI 48855**  
**Phone 517.546.6675 Fax 517.546.6656**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Mark D. Johnson**  
**Airport Manager**  
**Date: March 29, 2017**  
**Re: Automated Weather Observation System (AWOS) Agreement**

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The Automated Weather Observation System (AWOS) provides current weather conditions, updated every minute, to pilots and others who need current weather.

The Michigan Department of Transportation Office of Aeronautics has technicians who are trained and certified in the maintenance of this facility. They perform the required three times per year inspections as well as any other maintenance that may be necessary.

MDOT pays for 50% of the maintenance costs and the Livingston County Airport is responsible for the other 50% of costs. The local costs average about \$2,000 per year, assuming no unanticipated maintenance is required.

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

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO AN AGREEMENT WITH TLS CONSTRUCTION LLC FOR THE WATER MAIN INSTALLATION PROJECT – AIRPORT / GENERAL GOVERNMENT / FINANCE / BOARD**

**WHEREAS,** it is necessary to install a new water main to the terminal building area to allow for additional hangar development in that area; and

**WHEREAS,** in accordance with the County’s Purchasing Policy, a formal bid process was performed and ten (10) bids were received; and

**WHEREAS,** the lowest submitted bids were evaluated for specification compliance by Tetra Tech, Inc.; and

**WHEREAS,** the low bid from TLS Construction LLC was 96% of the engineer’s estimate.

**WHEREAS,** funding for same has been allocated and approved as part of the departmental budget per resolution 2017-03-053.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into an agreement with TLS Construction LLC for the installation of a water main at the Livingston County Airport per Tetra Tech, Inc. developed plans and in the amount of One Hundred Thirty-Four Thousand Seven Hundred Two and 25/100 (\$134,702.25) dollars including contingencies.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF AIRPORT**

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**3399 County Airport Drive**  
**Howell, MI 48855**  
**Phone 517.546.6675 Fax 517.546.6656**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Mark D. Johnson**  
**Airport Manager**  
**Date: March 29, 2017**  
**Re: TLS Construction LLC Contract for Water Main**

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A total of ten (10) bids were received by the Purchasing Department for this project. TLS Construction LLC submitted the lowest bid, which was 96% of the Engineer's estimate of cost.

Once completed, this water main will be owned, operated and maintained by the MHOG water authority. It will serve the new hangar that is going to be constructed this spring, the terminal building, and additional hangars in the future.

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

# BID SUMMARY SHEET

Client Name:	Livingston County		Contract Number:	200-146245-16001
Contract Title:	Airport Water Main Extension (TB-LC-17-08)		Time of Bid Opening:	11:00 am
Bid Date:	March 29, 2017		Proposed Amount	Remarks
Bidder	Addendum 1 & 2 Acknowledged	Executed Bid Security	Proposal Signed	
✓ C&D Hughes, Inc.	✓	✓	✓	\$ 159,900 <sup>00</sup>
Cataldo, Inc.				
✓ CI Contracting, Inc.	✓	✓	✓	\$ 172,335 <sup>00</sup>
✓ Fonson Company, Inc.	✓	✓	✓	\$ 174,090 <sup>00</sup>
✓ Joe Raica Excavating, Inc.	✓	✓	✓	\$ 165,460 <sup>00</sup>
✓ Kennedy Excavating	✓	✓	✓	\$ 196,052 <sup>00</sup>
✓ Lawrence M. Clarke, Inc.	✓	✓	✓	\$ 190,185 <sup>00</sup>
Myers Excavating				
✓ RJT Construction	✓	✓	✓	\$ 164,636 <sup>00</sup>
✓ Tellow Contracting, Inc.	✓	✓	✓	\$ 150,803 <sup>00</sup>
✓ TL Contracting, Inc.	✓	✓	✓	\$ 173,021 <sup>00</sup>
✓ TLS Construction	✓	✓	✓	\$ 134,702 <sup>00</sup>
United Rentals Trench Safety				
Zito Construction Co.				

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING AGREEMENTS WITH BOB MAXEY FORD OF HOWELL, INC AND ROY'S AUTOWORKS TO PROVIDE REPAIR AND MAINTENANCE SERVICES FOR COUNTY-OWNED TRANSIT VEHICLES – General Government/ Finance/ Board**

**WHEREAS,** Livingston County has a need continued to provide repair and maintenance services for county-owned transit vehicles on an as-needed basis; and

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

**WHEREAS,** Bob Maxey Ford of Howell, Inc. of Howell, Michigan and Roy's Autoworks of Howell, MI submitted proposals to provide repair and maintenance services for county-owned transit vehicles on an as-needed basis per the proposed rates in RFP-LC-17-03 for a (3) three year term beginning May 1, 2017 to May 1, 2020 with the option for one (1) additional two- year renewal for a total contract period not to exceed five (5) years; and

**WHEREAS,** funding for same has been allocated and approved as part of the departmental budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with Bob Maxey Ford of Howell, Inc. of Howell, Michigan and Roy's Autoworks of Howell, MI to provide repair and maintenance services for county-owned transit vehicles for a three (3) year term commencing on May 1, 2017 to May 1, 2020 with the option for one (1) additional two- year renewal for a total contract period not to exceed five (5) years.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Board Chairperson is authorized to sign a renewal for an additional two-year period for repair and maintenance services for County-owned transit vehicles as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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**MOVED:**

**SECONDED:**

**CARRIED:**



## BID SUMMARY SHEET

<b>Client Name:</b>	Livingston County				
<b>Contract Title:</b>	Airport Water Main Extension ITB-LC-17-08			<b>Contract Number:</b>	200-146245-16001
<b>Bid Date:</b>	March 29, 2017			<b>Time of Bid Opening:</b>	11:00 am
Bidder	Addendum 1 & 2 Acknowledged	Executed Bid Security	Proposal Signed	Proposal Amount	Remarks
✓ C&D Hughes, Inc.	✓	✓	✓	\$ 159,900 <sup>00</sup>	9:52AM 3/29/17
Cataldo, Inc.					
✓ CI Contracting, Inc.	✓	✓	✓	\$ 172,335 <sup>00</sup>	10:04AM 3/29/17
✓ Fonson Company, Inc.	✓	✓	✓	\$ 174,070 <sup>00</sup>	10:49AM 3/29/17
✓ Joe Raica Excavating, Inc.	✓	✓	✓	\$ 165,460 <sup>00</sup>	10:44AM 3/29/17
✓ Kennedy Excavating	✓	✓	✓	\$ 196,052 <sup>74</sup>	10:46AM 3/29/17
✓ Lawrence M. Clarke, Inc.	✓	✓	✓	\$ 190,185 <sup>00</sup>	9:47AM 3/29/17
Myers Excavating					
✓ RJT Construction	✓	✓	✓	\$ 164,636 <sup>25</sup>	4:05PM 3/28/17
✓ Teltow Contracting, Inc.	✓	✓	✓	\$ 150,803 <sup>75</sup>	10:33AM 3/29/17
✓ TL Contracting, Inc.	✓	✓	✓	\$ 173,021 <sup>48</sup>	10:35 AM 3/29/17
✓ TLS Construction	✓	✓	✓	\$ 134,702 <sup>25</sup>	10:41 AM 3/29/17
United Rentals Trench Safety					
Zito Construction Co.					

**RFP-LC-17-03**  
**BID TAB FOR TRANSIT VEHICLES**

Pricing Proposal Summary for Diesel Transit Vehicles	Roy's Autoworks	Bob Maxey Ford of Howell, Inc.
Labor Rate Per Hour - Standard	\$ 95.00	\$ 104.00
Labor Rate Per Hour - Discount	\$ 85.00	\$ 82.00
Lube, Oil and Filter Changes (L.O.F.) - FLAT RATE	\$ 15.00	\$ 16.00
MDOT Vehicle Inspection - PER HOUR	\$ 65.00	\$ 82.00
Provide Radiator Service and Repairs - PER HOUR	\$ 85.00	\$ 82.00
Transmission Service and Repairs - PER HOUR	\$ 85.00	\$ 82.00
Parts Cost Plus Percentage	10%	10%

Pricing Proposal Summary for Gas Transit Vehicles	Roy's Autoworks	Bob Maxey Ford of Howell, Inc.
Labor Rate Per Hour - Standard	\$ 90.00	\$ 104.00
Labor Rate Per Hour - Discount	\$ 80.00	\$ 82.00
Lube, Oil and Filter Changes (L.O.F.) - FLAT RATE	\$ 10.00	\$ 8.00
MDOT Vehicle Inspection - PER HOUR	\$ 65.00	\$ 82.00
Provide Radiator Service and Repairs - PER HOUR	\$ 80.00	\$ 82.00
Transmission Service and Repairs - PER HOUR	\$ 80.00	\$ 82.00
Parts Cost Plus Percentage	10%	10%

Pricing Proposal Summary for Propane Transit Vehicles	Roy's Autoworks	Bob Maxey Ford of Howell, Inc.
Labor Rate Per Hour - Standard	\$ 90.00	\$ 104.00
Labor Rate Per Hour - Discount	\$ 80.00	\$ 82.00
Lube, Oil and Filter Changes (L.O.F.) - FLAT RATE	\$ 15.00	\$ 8.00
MDOT Vehicle Inspection - PER HOUR	\$ 65.00	\$ 82.00
Provide Radiator Service and Repairs - PER HOUR	\$ 80.00	\$ 82.00
Transmission Service and Repairs - PER HOUR	\$ 80.00	\$ 82.00
Parts Cost Plus Percentage	10%	10%



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY ESSENTIAL TRANSPORTATION SERVICE**

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**3950 W. Grand River Ave., Howell, MI 48855**

**Phone 517-540-7847 Fax 517-546-5088**

**Web Site: <https://www.livgov.com/lets/Pages/default.aspx>**

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Doug Britz, L.E.T.S. Director**

**Date: March 29, 2017**

**Re: RESOLUTION AUTHORIZING AGREEMENTS WITH BOB MAXEY FORD OF HOWELL, INC AND ROY'S AUTOWORKS TO PROVIDE REPAIR AND MAINTENANCE SERVICES FOR COUNTY-OWNED TRANSIT VEHICLES – General Government/Finance/Board**

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The L.E.T.S. is requesting Board of Commissioners' approval to contract with Bob Maxey Ford of Howell, Inc. and Roy's Autoworks to provide as-needed repair and maintenance services for county-owned diesel, gas, and propane powered transit vehicles. The current contract for this service expires on April 23, 2017.

Per the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County Purchasing website, an ad was placed in the local newspaper and a mailing was sent to local vendors.

Two proposals were received and evaluated. After careful review, the evaluation committee has recommended awards to both vendors.

Prior to the expiration of the contract, both vendors have provided exemplary customer service, quality repair and maintenance services as well as, provided timely turn-around time to maintain the LETS operational schedule. As a result, we are requesting the attached resolution be approved which authorizes contracts with Bob Maxey Ford of Howell, Inc. and Roy's Autoworks to provide services on an as-needed basis for a period of three (3) years with the option to renew for one (1) additional two-year period.

Thank you for your consideration. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND BUDGET AMENDMENT – Motor Pool / Sheriff Department / General Government**

**WHEREAS,** the Motor Pool Director is requesting authorization to replace one (1) vehicle from the Sheriff’s Department Road Division that was totaled in an accident; and

**WHEREAS,** the vehicle being replaced is a 2013 Chevrolet Caprice PPV; and

**WHEREAS,** the Livingston County Motor Pool has received \$10,500 in insurance proceeds from MMRMA (including salvage value) plus \$25,551 in lease payments for a total of \$36,051; and

**WHEREAS,** the cost of a new replacement MY 2017 Dodge Charger Police Package is \$24,072 plus the cost of up-fitting which may utilize the remaining funds. If not, any remaining funds will be used to reduce the monthly lease costs of the new vehicle; and

**WHEREAS,** the 2017 Dodge Charger AWD Hemi will be purchased from the State of Michigan Purchasing Program (contract # 0011) from Lafontaine Dodge of Lansing, Michigan; and

**WHEREAS,** the proposed budget amendment is necessary for the requested replacement vehicle as it was not intended to be replaced in the current year; therefore, the purchase of this vehicle was not budgeted for within the 2017 Motor Pool budget nor were the monthly lease payments in the Sheriff’s Department budget. However, the funds received from the MMRMA insurance reimbursement and accumulated lease payments for the replacement vehicle and up-fitting costs are held in the Motor Pool Fund; and

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

**WHEREAS,** the replacement vehicle will be leased back to the Sheriff Department for the term of 36 months.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves and authorizes the Motor Pool Director to purchase one (1) MY 2017 Dodge Charger Police Package for an amount not to exceed Twenty-Four Thousand Seventy-Two dollars (\$24,072) and the remaining funds to be used to cover the cost of up-fitting the replacement vehicle. Any remaining funds will be

used to reduce monthly vehicle lease costs.

**BE IT FURTHER RESOLVED** the replacement vehicle is to be purchased from Lafontaine Dodge of Lansing, Michigan, from the State of Michigan Purchasing Program (contract #0011).

**BE IT FURTHER RESOLVED** that the replacement vehicle be leased back to the Sheriff's Department for the term of 36 months.

**BE IT FURTHER RESOLVED** that Livingston County Board of Commissioners hereby adopt the Proposed Amended 2017 Budget as follows;

<u>Fund</u>	<u>Department</u>	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Proposed Amended Budget</u>
661	Motor Pool	\$1,773,699	\$36,051	\$1,809,750
101-GF	Sheriff	\$7,284,258	\$ 6,000	\$7,290,258

**BE IT FURTHER RESOLVED** that the Budgetary Status Reports showing the line item changes for this amendment will be attached as part of this amendment.

# # #

MOVED:

SECONDED:

CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Transportation Director**  
**Date: 3/29/2017**  
**Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR**  
**ONE (1) VEHICLE AND BUDGET AMENDMENT – Motor Pool /**  
**Sheriff Department / General Government**

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Attached is a resolution for your consideration and approval is a request to purchase a replacement vehicle including equipment and lighting up-fitting and budget amendments to the Motor Pool and Sheriff Department budgets.

The vehicle being replaced is a 2013 Chevrolet Caprice PPV which was recently in an accident and determined by MMRMA to be a total loss. The Motor Pool has received \$10,500 in insurance proceeds from MMRMA (including salvage value) plus \$25,551 in paid up lease payments for a total of \$36,051.

The cost of a new replacement MY 2017 Dodge Charger Police Package is \$24,072 plus the up-fitting costs which may utilize the remaining funds, if not then any remaining funds will be used to reduce the monthly lease costs of the new vehicle.

The MY 2017 Dodge Charger AWD hemi will be purchased off of the State of Michigan Purchasing Program (contract # 0011) from Lafontaine Dodge of Lansing, Michigan.

In addition, the proposed budget amendments are necessary for the requested replacement vehicle as it was not intended to be replaced in the current year. Therefore, the purchase of this vehicle and up-fitting was not budgeted within the Motor Pool Budget nor the monthly lease payments in the Sheriff's department budget.

The proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

Lastly, the replacement vehicle is to be leased back to the Sheriff's Department for the term of 36 months.

Please contact me if you have any questions, my direct phone number is 517-540-7847

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY CLERK TO SUBMIT GRANT APPLICATION FOR A NEW VOTING SYSTEM - COUNTY CLERK / GENERAL GOVERNMENT / FINANCE / BOARD**

**WHEREAS,** the State of Michigan is mandating all counties to purchase a new voting system, and selection of the specific system will be made by the County Clerk; and

**WHEREAS,** the Livingston County Board of Commissioners wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators, accessible voting devices for use by individuals with disabilities, additional necessary components, and related Election Management System (EMS) software; and

**WHEREAS,** partial funding for the new voting system will be provided by the State and will include a combination of Federal Help America Vote Act and State-appropriated funds. County funding obligations, along with city and township governmental units, are detailed in the attached \_\_\_\_\_ vendor quote; and

**WHEREAS,** a portion of the attached 10-year vendor quote will be reimbursed to the County by the city and township governmental units; and

**WHEREAS,** the Livingston County Clerk plans to begin implementation of the new voting system in November 2017; and

**WHEREAS,** the deadline for submitting the required State Grant Application is April 14, 2017.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize the County Clerk to submit this Grant Application on behalf of the Livingston Board of Commissioners in the County of Livingston, State of Michigan, on this \_\_\_\_ day of April 2017.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize the County Clerk to purchase the new voting system from \_\_\_\_\_ vendor.

**BE IT FURTHER RESOLVED** that the Livingston Board of Commissioners hereby authorize a budget amendment of \_\_\_\_\_, with an estimated \_\_\_\_\_ to be refunded by the city and township governmental units.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize the Board chair to sign any application documents and future monetary amendments upon review by Civil Counsel.

# # #

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**COUNTY CLERK**

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**200 E. Grand River Ave.**  
**Phone (517) 546-0500 Fax (517) 5464354**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Elizabeth Hundley**  
**Date: 3/28/2017**  
**Re: Resolution 5608**

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Enter Your Resolution Details Here

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



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING A CONTRACT WITH MGT OF AMERICA CONSULTING, LLC. FOR CENTRAL SERVICES COST ALLOCATION PLAN AND IT COST ALLOCATION PLAN / BILLING RATE STUDY - General Government / Finance / Board**

**WHEREAS,** the County has programs which it operates with Federal and State funding; and

**WHEREAS,** the County supports these programs with support services paid from County appropriated funds; and

**WHEREAS,** the United States government and the State of Michigan will pay a fair share of these costs if supported by an approved cost allocation plan that is in compliance with 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (formally known as Office of Management and Budget Circular A-87; and

**WHEREAS,** MGT of America Consulting, LLC. will prepare the Central Services Cost Allocation Plan and IT Cost Allocation Plan / Billing Rate Study for (3) three years based upon the County’s year-end financial data for 2016-2018, with the option to renew for (2) two additional one-year periods.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a (3) three year contract with MGT of America Consulting, LLC. to prepare the Central Services Cost Allocation Plan and IT Cost Allocation Plan / Billing Rate Study based upon the County’s year-end financial data for 2016-2018 with the option to renew for (2) two additional one-year periods.

**BE IT FURTHER RESOLVED** that the Central Services Cost Allocation Plan and IT Cost Allocation Plan / Billing Rate Study will be paid at the following rates:

- Year-end data for 2016 -2018 - \$ 13,200 per year
- Year-end data for 2019 & 2020 (optional) - \$ 13,200 per year

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners be authorized to sign all forms, assurances, contracts/agreements, and future amendments and renewals for contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

# # #

MOVED:

SECONDED:

CARRIED:



304 E. Grand River Ave. Suite 202, Howell, MI 48843

Phone 517-546-3669 Fax 517-546-7266

Web Site: [https://www.livgov.com/administration/Pages/county\\_finance.aspx](https://www.livgov.com/administration/Pages/county_finance.aspx)

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Cindy Catanach, Deputy County Administrator / Finance Officer**

**Date: 03-29-2017**

**Re: RESOLUTION AUTHORIZING A CONTRACT WITH MGT OF AMERICA CONSULTING, LLC. FOR CENTRAL SERVICES COST ALLOCATION PLAN AND IT COST ALLOCATION PLAN / BILLING RATE STUDY - General Government / Finance / Board**

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The County has programs which it operates with Federal and State funding in which we support these programs with support services paid from County appropriated funds. Both the Federal and State government will pay a fair share of these costs if supported by an approved cost allocation plan that is in compliance with 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (formally known as Office of Management and Budget Circular A-87). The contract for these services expired with the 2015 financial year-end.

Purchasing released a Request for Proposal for a Cost Allocation Plan and IT Cost Allocation Plan / Billing Rate Plan for the 2016-2018 financial years with the option to renew for two additional one-year periods. Two bids were received in response to this request. Attached, please find a spreadsheet outlining the proposals received.

The proposals were reviewed by staff from the Drain, County Administration, and Information Technology departments. The recommendation is to award to the lowest bidder, MGT of America Consulting, LLC.

We are requesting the attached resolution be approved to enter into a contract with MGT of America Consulting, LLC. to prepare the Central Services Cost Allocation Plan and IT Cost Allocation / Billing Rate Plan.

Copies of the proposals received are in the Purchasing Office for your review.

Please contact me if you have any questions or concerns regarding this matter.

Cost Allocation Plan & IT Cost Allocation /  
Billing Rate Plan

	Maximus		MGT of America	
	Hours	Price Proposed	Hours	Price Proposed
Cost Allocation Plan - 2016	69	\$9,405	86	\$8,800
IT CAP / Billing Rate Study	<u>52</u>	<u>\$6,935</u>	<u>43</u>	<u>\$4,400</u>
<b>Total for Year-end Financial data for 2016</b>	<b>121</b>	<b>\$16,340</b>	<b>129</b>	<b>\$13,200</b>
Cost Allocation Plan - 2017	69	\$9,405	86	\$8,800
IT CAP / Billing Rate Study	<u>37</u>	<u>\$4,535</u>	<u>43</u>	<u>\$4,400</u>
<b>Total for Year-end Financial data for 2017</b>	<b>106</b>	<b>\$13,940</b>	<b>129</b>	<b>\$13,200</b>
Cost Allocation Plan - 2018	69	\$9,405	86	\$8,800
IT CAP / Billing Rate Study	<u>37</u>	<u>\$4,535</u>	<u>43</u>	<u>\$4,400</u>
<b>Total for Year-end Financial data for 2018</b>	<b>106</b>	<b>\$13,940</b>	<b>129</b>	<b>\$13,200</b>
<b>Total proposed - 3 years</b>	<b>333</b>	<b>\$44,220</b>	<b>387</b>	<b>\$39,600</b>
<b>OPTIONAL YEARS</b>				
Cost Allocation Plan - 2019	69	\$9,615	86	\$8,800
IT CAP / Billing Rate Study	<u>37</u>	<u>\$4,620</u>	<u>43</u>	<u>\$4,400</u>
<b>Total for Year-end Financial data for 2019</b>	<b>106</b>	<b>\$14,235</b>	<b>129</b>	<b>\$13,200</b>
Cost Allocation Plan - 2020	69	\$9,615	86	\$8,800
IT CAP / Billing Rate Study	<u>37</u>	<u>\$4,620</u>	<u>43</u>	<u>\$4,400</u>
<b>Total for Year-end Financial data for 2020</b>	<b>106</b>	<b>\$14,235</b>	<b>129</b>	<b>\$13,200</b>