

BOARD OF COMMISSIONERS

"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County."

9/18/2017

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

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
 - A. Genesee County Resolution 17-369
 - B. Mecosta County Resolution 2017-06
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**
 - A. Minutes of Meeting Dated: September 5, 2017
 - B. Minutes of Meeting Dated: September 13, 2017
 - C. Minutes of Work Session Dated: August 28, 2017
 - D. Minutes of Work Session Dated: September 11, 2017
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
 - A. SEMCOG - Kathleen Lomako
 - B. Economic Development Council
10. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call):**
Resolutions 2017-09-159 through 2017-09-162
11. **RESOLUTIONS FOR CONSIDERATION:**
Resolutions 2017-09-163 and 2017-09-164

**2017-09-159
CONSENT**

Circuit Court

RESOLUTION TO AUTHORIZE A CONTRACT WITH JUSTICE AV SOLUTIONS FOR THE PURCHASE OF DIGITAL AUDIO VIDEO COURT RECORDING SYSTEM FOR LIVINGSTON COUNTY COURTS & A SUPPLEMENTAL APPROPRIATION – Courts / Finance / Board

**2017-09-160
CONSENT**

Purchasing

RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - Purchasing /

2017-09-161 **MSU Extension**
CONSENT RESOLUTION TO AMEND THE MEMORANDUM OF AGREEMENT (MOA)
WITH MSU EXTENSION – MSU Extension / General Government / Finance /
Board

2017-09-162 **Information Technology**
CONSENT RESOLUTION TO AMEND RESOLUTION NUMBER 2016-12-201
AUTHORIZING RENEWAL OF A ONE YEAR ENTERPRISE IT LEADERS
SERVICE AGREEMENT BETWEEN LIVINGSTON COUNTY
INFORMATION TECHNOLOGY AND GARTNER, INC. - Information
Technology / General Government / Finance / Board

2017-09-163 **Jail**
RESOLUTION AMENDING RESOLUTION 2017-09-153 AUTHORIZING A
PART-TIME TEACHING POSITION IN THE JAIL AND A SUPPLEMENTAL
APPROPRIATION TO THE COMMISSARY FUND

2017-09-164 **Board of Commissioners**
RESOLUTION TO APPROVE A REAPPOINTMENT TO THE SUBSTANCE
USE DISORDER OVERSIGHT POLICY BOARD – Board of Commissioners

- 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.



**GENESEE COUNTY BOARD OF COMMISSIONERS
BOARD COORDINATOR**

1101 BEACH STREET, ROOM 312
FLINT, MICHIGAN 48502

TELEPHONE: (810) 257-3020
FAX (810) 257-3008

JOSHUA M. FREEMAN
COORDINATOR

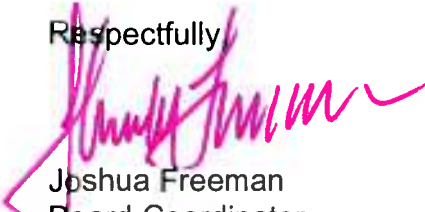
August 29, 2017

Attached you will find a copy of a resolution that was passed unanimously by the Genesee County Board of Commissioners at their meeting on August 21, 2017. The resolution expresses their total opposition to any reduction or elimination of federal funding for the Great Lakes Restoration Initiative.

The Genesee County Board of Commissioners would appreciate your consideration in supporting our position to ensure that full funding is continued for the very important projects included within that Initiative.

Should you have any questions, please feel free to contact our office.

Respectfully



Joshua Freeman
Board Coordinator
Genesee County Board of Commissioners

RECEIVED SEP - 8 2017

CERTIFIED COPY OF RECORD

STATE OF MICHIGAN)
)SS.
County of Genesee)

I, **JOHN J. GLEASON**, County Clerk/Register of the County of Genesee, Michigan, and Clerk of the Genesee County Board of Commissioners, and Clerk of the Circuit Court for said County, do hereby certify that I have compared the foregoing copy of Resolution opposing decrease in federal funding for the Great Lakes Restoration Initiative with original record thereof now remaining in my office, and that the attached is a true and correct copy therefrom, and of the whole of such original record.

In Testimony Whereof, I have hereunto set my hand, and affixed the seal of said Court and County, this 28th day of August, A.D. 2017.

GENESEE COUNTY BOARD
OF COUNTY COMMISSIONERS
Resolution No.: 17-369
Date Adopted : August 21, 2017

JOHN J. GLEASON, Clerk/Register

BY: *Alla Gardner*
Deputy County Clerk

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

WHEREAS, the Great Lakes are a critical resource for our nation, supporting the economy and a way of life in Michigan and the other seven states within the Great Lakes region. The Great Lakes hold 20 percent of the world's surface freshwater and 90 percent of the United States' surface freshwater. This globally significant freshwater resource provides drinking water for more than 30 million people and directly supports 1.5 million jobs, generating \$62 billion in wages; and

WHEREAS, the Great Lakes Restoration Initiative ("GLRI") provides essential funding to restore and protect the Great Lakes. This funding has supported long overdue efforts to clean up toxic pollution, reduce runoff from cities and farms, combat invasive species, and restore fish and wildlife habitat. Since 2010, the federal government has partnered with public and private entities and invested more than \$2 billion in over 2,900 projects throughout the region. Over its first six years, the GLRI has provided more than \$425 million for more than 500 projects in Michigan alone. The Brookings Institution has estimated that every dollar invested in the Great Lakes produces two dollars in long-term economic benefits; and

WHEREAS, GLRI projects are making a significant difference. They have restored more than 150,000 acres of fish and wildlife habitat; opened up fish access to more than 3,400 miles of rivers; helped implement conservation programs on more than 1 million acres of farmland; and accelerated the cleanup of toxic hotspots. In Michigan, GLRI funding has been instrumental in removing contaminated sediments from Muskegon Lake, the River Raisin, and the St. Mary's River; in restoring habitat along

the St. Clair River, Cass River, Boardman River, and the Keweenaw Peninsula; and in the delisting of White Lake in Muskegon County and Deer Lake in the Upper Peninsula as areas of concern; and

WHEREAS, while a significant investment, past GLRI funding represents only a small portion of the amount needed to restore and protect the Great Lakes. Toxic algal blooms, beach closings, fish consumption advisories, and the presence of contaminated sediments continue to limit the recreational and commercial use of the Great Lakes; and

WHEREAS, any cuts to GLRI funding would jeopardize the momentum from over a decade of unprecedented regional cooperation. Draft federal budgets have proposed a 97 percent reduction in GLRI funding. These cuts would be a short-sighted, short-term cost-saving measure with long-term implications. Restoration efforts will only become more expensive and more difficult if they are not addressed in the coming years.

NOW, THEREFORE, BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, opposes slashing federal funding for the Great Lakes Restoration Initiative.

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to the President of the United States, the President of the United States Senate, the Speaker of the United States House of Representatives, and the members of the Michigan congressional delegation as well as the other 82 Michigan counties.

BOARD OF COMMISSIONERS

B _____
BDM:mb

MECOSTA COUNTY RESOLUTION
#2017-06

Concern for Michigan Association of Counties Conference Siting

The following preamble and resolution were offered by Commissioner W. Routley
and supported by Commissioner J. Strong :

WHEREAS, The Mecosta County Board of Commissioners has a long and faithful record of attendance at both the Legislative and Summer Michigan Association of Counties (MAC) Conferences, averaging 6.2 attendees per conference over the last 8 years, with the exception of the 2014 Summer Conference, and,

WHEREAS, the MAC has a history of scheduling excellent conferences in reasonably priced locales and

WHEREAS, the 2017 Summer Conference has been scheduled for Mackinac Island's Grand Hotel,

NOW THEREFORE BE IT RESOLVED THAT, the Mecosta County Board of Commissioners finds the Summer 2017 Conference costs to be exorbitantly high, due to siting of the Conference at the Grand Hotel on Mackinac Island, and as a result will not be sending any representation to the conference.

BE IT FURTHER RESOLVED THAT, the Mecosta County Board of Commissioners does urge the MAC Board of Directors to consider conference costs to the members when siting future conferences.

AYES: Commissioners: W. Routley, J. Strong, R. Steinke,
T. O'Neil, M. Solis, M. Vargo

NAYS: Commissioners: L. Howard

RESOLUTION DECLARED ADOPTED. Marcee M. Purcell

Marcee M. Purcell
Mecosta County Clerk

I, the undersigned, the duly qualified and acting Clerk of the County of Mecosta, Michigan (the County) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 7th day of September, 2017.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this 7th day of September, 2017, A.D.

Marcee M. Purcell
Marcee M. Purcell
Mecosta County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, September 5, 2017
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell MI 48843

The meeting was called to order by Chairperson Kate Lawrence 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: Kate Lawrence (1), William Green (2), David Domas (3), Douglas Helzerman (4), Robert Bezotte (6), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9).

Absent: Donald Parker (5).

Also present: Kevin Wilkinson (EMS), Ken Hinton (County Administrator), Rich Malewicz (IT), Diane Gregor (IT), Chad Chewning (911 Director), Joni Harvey (911), Ryan Wilkinson (EMS), Matt Nordfjord (Counsel), Elizabeth Hundley (Clerk), Amy Kotesich (Deputy Clerk) and Dan Wholihan (Livingston County Republican Party Chair).

Correspondence. None.

Call to the Public. None.

Minutes. It was moved by Commissioner Childs that the minutes of the regularly scheduled meetings of August 21, 2017, and August 30, 2017, be approved as printed. Seconded by Commissioner Dolan. 8 yes; 0 no; 1 absent. MOTION CARRIED.

Tabled Items. None.

Agenda. It was moved by Commissioner Domas to approve the agenda as printed. Seconded by Commissioner Bezotte. 8 yes; 0 no; 1 absent. MOTION CARRIED.

Consent Agenda. Commissioner Domas requested to remove Resolution 2017-09-150, Resolution Approving Creation Of One Additional Circuit Court Judgeship And The Elimination Of One District Court Judgeship In 2019 from the Consent Agenda and place with the Resolution for Consideration. Commissioner Lawrence approved the request. It was moved by Commissioner Green to approve the remaining resolutions on the consent agenda. Seconded by Commissioner Griffith. Roll call vote: Yes: Green, Domas, Helzerman, Bezotte, Griffith, Dolan, Childs, Lawrence; No: None. Absent: Parker. 8 yes; 0 no; 1 absent. MOTION CARRIED.

Resolutions passed with the consent agenda:

Resolution No. 2017-09-151, Resolution Authorizing Out-Of-State Travel For Emergency Management Staff To Attend Incident Command System 300 And 400 Train The Trainer Course At The Emergency Management Institute (EMI) Located In Emmitsburg, Maryland-Emergency Management;

Resolution No. 2017-09-152, Resolution Request For Support Of Michigan Senate Bill 400 And Michigan House Bill 4651 Amending The Emergency Telephone Services Enabling Act – Central Dispatch;

Resolution No. 2017-09-153, Resolution Authorizing A Teaching Position In The Jail And A Supplemental Appropriation To The Commissary Fund-Jail;

Resolution No. 2017-09-154, Resolution Authorizing The Sheriff's Office To Enter Into Contract With The State Of Michigan, Office Of Highway Safety Planning For Traffic Enforcement Grant-Sheriff;

Resolution No. 2017-09-155, Resolution Authorizing The Sheriff Department And The County Of Livingston To Apply For And Enter Into Contract With The State Of Michigan, Office Of Highway Safety Planning For Fiscal Year 2018 Secondary Road Patrol And Traffic Accident Prevention Program Grant-Sheriff;

Resolution No. 2017-09-156, Resolution To Make Amendments To The Personnel Manual For Non-Union Employees-Human Resources;

Resolution No. 2017-09-157, Resolution To Certify Officer And Employee Delegates To The Municipal Employees' Retirement System 2017 Annual Conference-Human Resources;

Resolution No. 2017-09-158, Resolution Authorizing The Chair To Sign A Letter Of Agreement For The Reclassification Of Jacob Champagne To Full-Time Dispatcher-Human Resources.

Resolutions for Consideration. Chairperson Lawrence presented Resolution 2017-09-150, Resolution Approving Creation Of One Additional Circuit Court Judgeship And The Elimination Of One District Court Judgeship In 2019, and Commissioner Domas moved for its adoption. Seconded by Commissioner Bezotte. Discussion followed. 8 yes; 0 no; 1 absent. MOTION CARRIED.

Reports. Commissioner Helzerman stated that tonight's meeting is the first meeting being recorded and recording of the meetings will continue on a trial basis.

Chairperson Lawrence explained that the Resolutions that were passed this evening on the consent agenda were all vetted prior to tonight in their Committee and Finance.

Call to the Public. None.

Adjournment. It was moved by Commissioner Griffith that the meeting be adjourned. Seconded by Commissioner Childs. 8 yes; 0 no; 1 absent. MOTION CARRIED.

The meeting was adjourned at 7:40 p.m.

Elizabeth Hundley
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, September 13, 2017
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell MI 48843

The meeting was called to order by the Vice Chairperson Carol Griffith, at 7:50 a.m.

All rose for the Pledge of Allegiance.

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

Present: William Green (2), Douglas Helzerman (4), Donald Parker (5), Robert Bezotte (6), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9).

Absent: Kate Lawrence (1), David Domas (3).

Also present: David Reader (Chief Judge), Ken Hinton (Administration), Melissa Scharrer (Friend of the Court), Christine Wood (IT), Roberta Bennett (Purchasing), Peggy Toms (Circuit Court Administration), Ann White (Court Finance), John Evans (Circuit Court Administrator), Francine Zysk (District Court Administrator), Jeff Boyd (EMS), Kristi Cox (Chief Deputy Clerk), Kevin Wilkinson (EMS).

Call to the Public. None.

Agenda. It was moved by Commissioner Childs to approve the agenda as presented with the addition of a Call to The Public (no. 8) before the adjournment. Seconded by Commissioner Helzerman. 7 yes; 0 no; 2 absent. MOTION CARRIED.

Claims. It was moved by Commissioner Helzerman to accept the Finance Committee's recommendation for approval of claims dated September 13, 2017. Seconded by Commissioner Bezotte. 7 yes; 0 no; 2 absent. MOTION CARRIED.

Payables. It was moved by Commissioner Bezotte to accept the Finance Committee's recommendation for approval of payables from 8-31-2017 through 9-13-2017. Seconded by Commissioner Childs. 7 yes; 0 no; 2 absent. MOTION CARRIED.

Call to the Public. None.

Adjournment. It was moved by Commissioner Helzerman that the meeting be adjourned. Seconded by Commissioner Childs. 7 yes; 0 no; 2 absent. MOTION CARRIED.

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

Kristi Cox
Livingston County Chief Deputy Clerk

MEETING MINUTES

LIVINGSTON COUNTY

AUGUST 28, 2017 – 6:00 PM

ADMINISTRATION BUILDING - BOARD CHAMBERS
304 E. GRAND RIVER AVENUE, HOWELL, MI 48843

WORK SESSION

COMM. DENNIS DOLAN

COMM. DAVID DOMAS

COMM. DON PARKER

COMM. CAROL GRIFFITH

COMM. KATE LAWRENCE

COMM. GARY CHILDS

COMM. WILLIAM GREEN

COMM. DOUG HELZERMAN

COMM. BOB BEZOTTE

HILERY DEHATE
CINDY CATANACH
ROBERTA BENNETT

OTHERS: RICH MALEWICZ
MARK JOHNSON
BRIAN JONCKHEERE
BILL VAILLIENCOURT

CHAD CHEWNING
CHRIS FOLTS
KEVIN WILKINSON
MIKE MURPHY
JEFF WARDER
JOE MCCLURE
THERESE CREMONTE

JONI HARVEY
JEFF BOYD
JACK HARDY
JIM ROWELL
RICK SWANSON
MICHELLE LAROSE
KATHLEEN KLINE-HUDSON

**** MEETING FOR INFORMATIONAL PURPOSES ONLY ****

1. **CALL TO ORDER:** Work Session called to order by: **COMM. KATE LAWRENCE** at **6:00 P.M.**

2. **ROLL CALL.**

- **Present:** Kate Lawrence, Gary Childs, Dennis Dolan, Dave Domas, William Green, Carol Griffith, Don Parker, Doug Helzerman, Bob Bezotte
- **Absent:** None.

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

4. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: CHILDS / SECONDED BY: BEZOTTE
ALL IN FAVOR - MOTION PASSED

5. **INFORMATION & DISCUSSION REGARDING:**

A. 2018 BUDGET – LEVEL 2 – DEPARTMENT REQUESTS

- i. **INTRODUCTION:** CINDY CATANACH – Advised door that Base Level 1 Budget has been submitted. A 2% COLA built in, as well as position requests. Departments will be presenting their Level 2

Requests, which will not include capital improvement projects. Looking at \$650K gap between revenues and expenses to balance budget.

- ii. **AIRPORT - MARK JOHNSON:** No drastic differences from 2017 Budget. He is presenting a balanced budget with all debt payments being made as required. No serious inquires on old terminal building. Still instituting their referral program to bring in new hangar rentals.
- iii. **PLANNING: - KATHLEEN KLINE-HUDSON:** Minimal changes. No staff changes. Asking for 5% budget increase.
- iv. **EMERGENCY - MANAGEMENT: THERESE CREMONTE:** Everything staying status quo from 2017. Grants will be continued with any remainders being carried over to the next year's budget.
- v. **PROSECUTOR: - BILL VAILLIENCOURT:** Most of budget is for staff. No new positions and no new programs.
- vi. **BUILDING - INSPECTION: JIM ROWELL & RICK SWANSON:** Preparing to lower fees by around 25%. Budget similar to 2017 with some position changes. Anticipate a very good year next year as well. Discussion took place regarding numerous upcoming developments.
- vii. **DRAIN - BRIAN JONCKHEERE:** Proposing new inspection services position. No longer will be using soil erosion personnel to cover those duties. This puts the office back up to 2006 staffing levels. Expect position to be fully funded from fees, etc. Looking at 2-3% increase in fees for 2018. Sees petitions continuing to increase. All collections have been very successful.
- viii. **911 CENTRAL DISPATCH - CHAD CHEWNING & JONI HARVEY:** Revenues running pretty much the same at 4.2. Dropping one position from 2017. In-state travel coming in at \$15K. Out-of-state travel staying the same other than sending one (1) individual to Washington D.C. Discussion took place regarding D.C. trip.
- ix. **SHERIFF - MIKE MURPHY:** Realize they are a large chunk of County budget. Going back to brown uniforms for \$29K. Looking at new boat due to age of current one. Replacing in-car video server. Positive feedback on bicycle patrol; looking to put one in Tyrone Township. Dedicated Three (3) Deputies to Community Outreach. Drone needs replacing as it is now obsolete and not of high quality to begin with. Overtime expenses. Average population for 2018 is forecasted at 340 inmates. Looking at an approximate 2% increase.
- x. **FACILITY SERVICES – CHRIS FOLTS:** Not a lot of changes from 2017. Increase from State for DHHS Lease. No position increases. Slight increase to equipment repair due to age issues. Utilities going up by 4% per MMRMA recommendation. Looking for one-time expenditure to remodel Facility Services office.

6. ADJOURNMENT

**MOTION TO ADJOURN WORK SESSION AT 6:57 P.M.
MOVED BY: CHILDS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE

MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 11, 2017 – 6:00 PM

ADMINISTRATION BUILDING - BOARD CHAMBERS

304 E. GRAND RIVER AVENUE, HOWELL, MI 48843

WORK SESSION

COMM. DENNIS DOLAN

COMM. DAVID DOMAS

COMM. DON PARKER

COMM. CAROL GRIFFITH

COMM. KATE LAWRENCE

COMM. GARY CHILDS

COMM. WILLIAM GREEN

COMM. DOUG HELZERMAN

COMM. BOB BEZOTTE

HILERY DEHATE
RICH MALEWICZ
JENNIFER PALMBOS

OTHERS: KEN HINTON
GREG KELLOGG
CINDY CATANACH
DOUG BRITZ

SUE BOSTWICK
JENNIFER NASH
DIANE MCCORMICK
BARTON MAAS
JEFF BOYD
ANDY SELTZ
MATT SHANE

ELAINE BROWN
KEVIN WILKINSON
KRISTI COX
ELIZABETH HUNDLEY
ADAM SMIDDY
ROBERTA BENNETT

**** MEETING FOR INFORMATIONAL PURPOSES ONLY ****

1. **CALL TO ORDER:** Work Session called to order by: **COMM. KATE LAWRENCE** at **6:00 P.M.**

2. **ROLL CALL.**

- **Present:** Kate Lawrence, Gary Childs, Dave Domas, William Green, Carol Griffith, Doug Helzerman, Bob Bezotte
- **Absent:** Don Parker; Dennis Dolan (arrived at 6:02, after Roll Call)

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

4. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: GREEN / SECONDED BY: HELZERMAN
ALL IN FAVOR - MOTION PASSED

5. **INFORMATION & DISCUSSION REGARDING:**

A. 2018 BUDGET – LEVEL 2 – DEPARTMENT REQUESTS

- i. **INTRODUCTION:** CINDY CATANACH – ALL DEPARTMENTS REPORTING TO THE GENERAL GOVERNMENT AND HEALTH & HUMAN SERVICES COMMITTEE ARE HERE TO PRESENT THEIR 2018 BUDGET REQUESTS.

MEMOS WERE DISTRIBUTED PRIOR TO THE MEETING. A REMINDER THAT THIS LEVEL INCLUDES ALL SALARIES AND BENEFITS FOR AUTHORIZED POSITIONS; A 2% COLA INCREASE; HEALTH CARE COMPOSITE RATE INCREASE FOR EACH DEPARTMENT; AND FACILITY SERVICES AND IT COSTS. ANY NEW POSITIONS PROJECTS, AND/OR EQUIPMENT WILL BE INCLUDED. COURTS WILL PRESENT AT THE FINANCE COMMITTEE MEETING THIS WEDNESDAY. THERE ARE 12 DIRECTORS PRESENTING THIS EVENING.

COMM. DOLAN ENTERED AT 6:02 P.M.

ii. **HUMAN RESOURCES:** JENNIFER PALMBOS – ASSISTANT POSITION INCREASED TO 30 HOURS. INCREASING AVAILABILITY TO HIRING SOLUTIONS DUE TO MORE DEMAND, BACKGROUND CHECK SERVICE PROVIDER HAS CHANGED TO INCLUDE A NATIONAL SEARCH, RATHER THAN JUST A STATE SEARCH. FMLA ADMINISTRATION IS NOW A CONTRACTED SERVICE.

iii. **COUNTY CLERK:** ELIZABETH HUNDLEY – REQUESTING FUNDS FOR A NEW LAPTOP FOR TAKING MINUTES DURING BOARD MEETINGS.

CIRCUIT COURT CLERK: LARGE INCREASE DUE TO HEALTH BENEFIT INCREASE. TEMPORARY AND OT SALARIES REQUESTED TO IMPLEMENT ON-BASE. JUDGE READER REQUESTING THE CHANGE IN JUDGESHIP, WHICH WILL INCREASE WORK FOR STAFF TO PREPARE FOR THAT CHANGE. THERE IS A REQUEST TO REPLACE ½ OF THE CHAIRS, APPROX. 17 YEARS OLD. REQUESTING A NEW TIME STAMP MACHINE. NEW IT HARDWARE/SOFTWARE EQUIPMENT MAY BE NECESSARY TO IMPLEMENT ON-BASE.

TAX ALLOCATION: NO CHANGE

ELECTIONS: THE 2018 ELECTION YEAR IS EXPECTED TO BE BUSY. TEMPORARY SALARIES REQUESTED, NOT ONLY FOR ELECTIONS BUT SEEKING FUNDING IN-CASE JOAN RUNYAN'S ASSISTANCE IS NEEDED. REVIEWED SUPPLY REQUEST. INCREASE TO REQUEST FOR PER DIEMS: BOARD OF CANVASSERS, IT HAS BEEN ESTIMATED THAT CANVASSERS MAY BE NEEDED FOR APPROX. 50 DAYS. IN-STATE TRAVEL INCREASE, PARTLY FOR CANVASSERS TRAVEL REIMBURSEMENTS. MAC – MORE REQUIREMENTS FOR ATTENDANCE, WHICH REQUIRES REIMBURSEMENT. A NEW LAPTOP IS BEING REQUESTED FOR INSPECTOR TRAINING. REQUESTING FUNDING FOR A CONFERENCE PHONE AND ABILITY TO ACCEPT CAMPAIGN FINANCE FILINGS ELECTRONICALLY, APPROX. \$4500, MAY POSSIBLY DELAY THIS REQUEST FOR ONE YEAR.

CPL FUND: A DECLINE IN APPLICATIONS IS EXPECTED, RENEWALS ARE CONSISTENT. EQUIPMENT REQUEST TO OFFER CUSTOMERS FINGERPRINTING IN THE CLERK'S OFFICE. CURRENTLY, THIS SERVICE IS PROVIDED ONLY BY THE SHERIFF'S OFFICE. A \$15 FEE IS CHARGED FOR FINGERPRINTING, ONLY FOR NEW APPLICANTS.

iv. **TREASURER:** JENNIFER NASH – REQUESTING A \$3,000 INCREASE IN CONTRACT SERVICES FOR MUNIS CUSTOM REPORTS; \$1,200 OUT OF STATE TRAVEL TO ATTEND TYLER USER CONFERENCE; \$14,000 TO PURCHASE NEW DOG LICENSING SOFTWARE. CURRENTLY USE BS&A FOR THIS SERVICE AND IT IS NO LONGER HELPFUL. THIS SOFTWARE WOULD BE AN ADD-ON TO SOFTWARE THAT IS ALREADY USED IN THE COUNTY, WOULD ALLOW ONLINE DOG LICENSING, PARTNER WITH VET CLINICS, AND ALLOW EMAIL NOTICES FOR UPCOMING EXPIRING LICENSES.

v. **REGISTER OF DEEDS:** BRANDON DENBY, NOT PRESENT. COMMISSIONER LAWRENCE REVIEWED THE COMMENT IN THE MEMO PROVIDED IN THE LEVEL 2 PACKET, OF PLANS TO RESUME BACK INDEXING AND MOVING TO COUNTY DATABASE. KEN STATED THERE IS A FUND BALANCE FOR THIS IN THE AUTOMATION FUND.

vi. **VETERANS SERVICES:** ADAM SMIDDY – MIRRORS LAST YEARS' BUDGET, REQUESTING \$10,000 FOR DOCUMENTING SOFTWARE FOR 15 YEARS OF PAPER RECORDS, THIS WILL ALLOW THE DISCARD OF APPROX. 12 FILE CABINETS. TUITION ASSISTANCE REQUEST FOR A STAFF MEMBER THAT IS ACQUIRING THEIR MASTERS IN SOCIAL WORK. ONE POSITION IS VACANT; IT IS EXPECTED THAT AN INCREASE IN

OUTREACH PROGRAMS WILL REQUIRE FILLING THIS POSITION. TWO PT DRIVER POSITIONS, ONLY ONE IS FILLED; NO NEED FOR ADDITIONAL DRIVER AT THIS TIME. CAPITAL EQUIPMENT WOULD BE TO PURCHASE A VAN, BUT AT THIS TIME, THERE IS NO NEED FOR THAT ADDITIONAL VEHICLE.

vii. EQUALIZATION: SUE BOSTWICK – REQUEST INCLUDES A CONTRACT INCREASE, A NEW PRINTER. ONE POSITION IS VACANT, REQUESTING THAT IT REMAIN OPEN.

viii. BOC/ADMINISTRATION: KEN HINTON – \$700,000 DEFICIT TO MAKE UP, REVIEWED DIFFERENT SOURCES OF GF REVENUE.

BOC: INCREASE BY \$40,000 – REVIEWED WHAT COSTS ARE COVERED BY THIS OFFICE. THIS BUDGET INCLUDES \$10,300 FOR VIDEO RECORDING AT 2 MEETINGS A MONTH FOR 12 MONTHS, REMAINING \$5,000 IS NOT ASSIGNED. ANSWERED QUESTIONS.

ADMINISTRATION: INCREASE JUST UNDER \$29,000, INCREASE IN HEALTH CARE, REVIEWED WHAT COSTS THIS DEPARTMENT COVERS. \$2,700 TO REPLACE THREE CHAIRS. OUT OF STATE TRAVEL REQUEST FOR STAFF TO ATTEND THE MUNIS CONFERENCE AND THE FINANCE OFFICER AND FINANCIAL ANALYST TO ATTEND THE ANNUAL GFOA CONFERENCE.

PURCHASING: \$1,800 TO REPLACE CHAIRS.

MSU-E: ADMIN AID, CONTRACT

PROF. SERVICES: DECREASE \$6,600; BUDGETED FOR SERVICES IN 2017 THAT WILL NOT BE USED.

CIVIL COUNSEL: REQUESTING AN INCREASE TO RETAINER BY 2%

AGENCY ON AGING: SERVICES FOR SENIORS, INCREASE OF \$19,000, DUE TO AAA 1-B REQUESTED INCREASE, REVIEWED BREAKDOWN.

ECONOMIC DEVELOPMENT: EDCLC WILL BE HERE ON THE 18TH TO REPORT TO THE BOARD. EDCLC CONTRACTS WITH SPARK. SPARK WILL BRING A PROPOSAL TO THE BOARD IN THE NEAR FUTURE. COUNTY IS CONTRIBUTING ABOUT 50%, WOULD LIKE TO BRING THE COUNTY'S CONTRIBUTION DOWN.

COMMUNITY ACTION: LIQUOR TAX REVENUES CONTRIBUTE; THERE IS A \$22,000 INCREASE FOR 2018. OLHSA IS REQUESTING A 4% INCREASE.

INSURANCE & BONDS: SAVINGS SEEN DUE TO BETTER PREMIUMS, NO ADDITIONAL CONTRIBUTION TO MERS IS BUDGETED.

APPROPRIATIONS: FLAT, REVIEWED COMPONENTS: CAPITAL REPLACEMENT & LANDFILL

BUDGETED \$250,000 IN CONTINGENCIES.

ix. INFORMATION TECHNOLOGY: RICH MALEWICZ – A REQUEST FOR A DEPUTY DIRECTOR MAY BE BROUGHT BACK NEXT YEAR. IRS 1075 RULES FOR FOC AND PROSECUTORS. THROUGHOUT 2018 WILL FIND WHERE WE NEED IMPROVEMENTS TO BE COMPLIANT. TRAINING INCREASED, IT STRATEGIC PLAN CHANGES – REPLACE DESKTOPS EVERY 6 YEARS RATHER THAN 4 YEARS.

x. HEALTH DEPARTMENT: DIANE McCORMICK – AN ESTIMATED \$91,000 IS NEEDED TO BALANCE THE HD BUDGET. THIRD YEAR OF FUNDING REDUCTION FROM THE FEDERAL GOVERNMENT. PERSONNEL EXPENSES INCREASE IS APPROX. \$150,000. ELIMINATING A PT PROGRAM CLERK, BLENDING WORKLOAD INTERNALLY, INCREASING A GRANT FUNDED POSITION, ELIMINATED ALL TEMP SALARIES, REDUCING A PUBLIC HEALTH RN POSITION FROM 19.5 HOURS TO 8 HOURS, ALL STAFF CHANGES MADE TO HELP REDUCE SALARIES. THE COUNTY IS RECEIVING \$53,000 IN LEASE REVENUE FROM MCDCC, REQUESTED THAT THESE FUNDS RETURN TO THE HD TO ASSIST IN OFFSETTING THE REDUCTIONS. NEXT MONTH THE THREE HC SYSTEMS IN LIVINGSTON COUNTY WILL COME TOGETHER TO

COLLABORATE AND DECREASE DUPLICATION. WILL EXPLORE FEDERAL AND STATE OPPORTUNITIES FOR ADDITIONAL GRANT FUNDING, AND MAY NEED TO ADJUST FEES IN 2019.

- xi. ANIMAL CONTROL:** ANDY SELTZ – CARRY OVER BUDGET FROM 2017. REQUESTING A PT POSITION CHANGE TO FT TO HEAD THE VOLUNTEER PROGRAM AND FOSTER PROGRAM, THIS MAY NOT BE NECESSARY IF THE DEPT. IS RESTRUCTURED.
- xii. LETS:** GREG KELLOGG – NO ADDITIONAL STAFF REQUESTS, ADDITIONAL CAPITAL ITEMS INCLUDE TRANSIT VANS TO REPLACE MINIVANS, AND BUSES, NO GF DOLLARS REQUESTED.
- xiii. CARPOOL:** DOUG BRITZ – DEPARTMENTS ARE KEEPING VEHICLES LONGER, SOME VEHICLES ARE SCHEDULED TO BE REPLACED, REVIEWED THAT LIST. VEHICLE PURCHASES DECREASED, GAS & OIL INCREASED IN ANTICIPATION OF FUEL COST INCREASES FOR 2018. LIABILITY INSURANCE – NOT ALL DEPARTMENTS WERE BEING CHARGED, THIS IS NOW POSSIBLE. THERE ARE NO NEW STAFF REQUESTS.
- xiv. EMS:** JEFF BOYD – REVIEWED HISTORY OF ME, CONTRACT MOVING TO U OF M. 2018 BUDGET INCREASED \$100,000, MADE CUTS TO OFFSET THE INCREASE IN ME COSTS. DISTRIBUTED THE TAX ALLOCATION HISTORY FOR LIVINGSTON COUNTY. DISCUSSION REGARDING THE FUNDING HISTORY AND FUTURE OF THE EMS AND ME DEPARTMENTS.
- xv. MEDICAL EXAMINER:** JEFF BOYD – DISCUSSED DURING EMS PRESENTATION.

6. ADJOURNMENT

**MOTION TO ADJOURN WORK SESSION AT 7:54 P.M.
MOVED BY: CHILDS / SECONDED BY: BEZOTTE
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

NATALIE HUNT

RESOLUTION

NO: 2017-09-159

LIVINGSTON COUNTY

DATE: September 18, 2017

RESOLUTION TO AUTHORIZE A CONTRACT WITH JUSTICE AV SOLUTIONS FOR THE PURCHASE OF DIGITAL AUDIO VIDEO COURT RECORDING SYSTEM FOR LIVINGSTON COUNTY COURTS & A SUPPLEMENTAL APPROPRIATION – Courts / Finance / Board

WHEREAS, Livingston County Courts have been using digital court recording in excess of 15 years in which the last refresh of the system was in 2010; and

WHEREAS, since the typical lifespan of audio visual equipment is 5-7 years, there is a need to refresh the court recording solution as the equipment is starting to fail; and

WHEREAS, Purchasing along with IT and key stakeholders developed and released an Request for Proposal (RFP) to obtain pricing to upgrade our current equipment and software in which four proposals were received and evaluated; and

WHEREAS, the Review Committee recommends award to Justice AV Solutions in the amount of \$307,456.28, for the purchase and installation of the digital audio video recording system in which they have met the qualifications and criteria deemed necessary and would be the best value for Livingston County; and

WHEREAS, a supplemental appropriation for this purchase is required to the Courts Central Services 2017 budget; and

WHEREAS, thereafter, the total maintenance cost for years 2-5 will be \$32,400 annually.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves the the purchase and installation of the digital audio video recording system for the Livingston Courts in an amount not to exceed \$307,456.28 from Justice AV Solutions of Louisville, Kentucky. Thereafter, the total annual maintenance cost for years 2-5 will be \$32,400 annually.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes a supplemental appropriation to increase the 2017 General Fund budget by \$ 307,457 from fund balance to cover this project as follows:

ORG	APPROVED BUDGET	PROPOSED BUDGET AMENDMENT	AMENDED BUDGET
101	\$45,334,361	\$307,457	\$45,741,818
101 16800	\$2,026,838	\$307,457	\$2,334,295

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

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MOVED:
SECONDED:
CARRIED:

RFP-LC-17-11 - Bid Tabulation

Pricing Proposal Summary:

Business Information Systems, Inc. (BIS)

CourtSmart Digital Systems, Inc.

Project Installation Location	# of Cameras	# of Mics	Hardware Cost	Installation	Location Total Cost	# of Cameras	# of Mics	Hardware Cost	Installation	Location Total Cost
Circuit Court	17	33	\$ 84,698.69	\$ 36,964.00	\$ 163,834.69	17	33	\$ 17,050.00	\$ 2,000.00	\$ 19,050.00
District Court	19	30	\$ 70,820.56	\$ 31,650.00	\$ 136,365.56	19	30	\$ 18,350.00	\$ 2,000.00	\$ 20,350.00
Friend of the Court	6	12	\$ 32,028.42	\$ 16,200.00	\$ 65,007.42	6	12	\$ 6,300.00	\$ 1,500.00	\$ 7,800.00
Probate Courtroom #3	6	11	included in Circuit Ct.	included in Circuit Ct.		6	11			
Training			Included	Included						
Project Management			Included	Included						
Integration with JIS Case Management Cost			Free from JIS	Free from JIS						
Other Fees	*NOTE: Circuit Ct includes Probate & Juv HR							\$ 5,500.00		\$ 5,500.00
PROJECT INSTALLATION TOTAL COST	Includes Annual Onsite Support				\$ 365,207.67			\$ 47,200.00	\$ 5,500.00	\$ 52,700.00
Software Related Expenses	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5
Circuit Court - Software Licensing	\$ 20,475.00	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -
District Court - Software Licensing	\$ 16,030.00	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -
Friend of the Court - Software Licensing	\$ 8,085.00	\$ -	\$ -	\$ -	\$ -	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -
Probate Courtroom #3 - Software Licensing										
Circuit Court - Software Maintenance	\$ -	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
District Court - Software Maintenance	\$ -	\$ 1,400.00	\$ 1,400.00	\$ 1,600.00	\$ 1,600.00	\$ -	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
Friend of the Court - Software Maintenance	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Probate Courtroom #3 - Software Maintenance										
Other										
SOFTWARE RELATED EXPENSES BY YEAR	\$ 44,590.00	\$ 4,200.00	\$ 4,200.00	\$ 4,800.00	\$ 4,800.00	\$ 77,000.00	\$ 9,100.00	\$ 9,100.00	\$ 9,100.00	\$ 9,100.00
TOTAL SOFTWARE RELATED EXPENSES										\$ 113,400.00
TOTAL PROJECT & SOFTWARE PROPOSAL					\$ 427,797.67					\$ 166,100.00

Pricing Proposal Summary:

Justice AV Solutions

MaestroVision

Project Installation Location	# of Cameras	# of Mics	Hardware Cost	Installation	Location Total Cost	# of Cameras	# of Mics	Hardware Cost	Installation	Location Total Cost
Circuit Court	17	33	\$ 98,465.64	\$ 16,675.00	\$ 110,215.81	17	33	\$ 83,750.00	\$ 7,500.00	\$ 91,250.00
District Court	19	30	\$ 90,512.12	\$ 16,960.00	\$ 107,472.12	19	30	\$ 64,750.00	\$ 6,000.00	\$ 70,750.00
Friend of the Court	6	12	\$ 45,875.90	\$ 8,270.00	\$ 54,145.90	6	12	\$ 40,200.00	\$ 4,500.00	\$ 44,700.00
Probate Courtroom #3	6	11	\$ 24,662.45	\$ 4,600.00	\$ 29,262.45	6	11			
Training			\$ -							included
Project Management			\$ -							included
Integration with JIS Case Management Cost				\$ 6,360.00	\$ 6,360.00					included
Other Fees			\$ -							\$ 40,000.00
TOTAL COST	48	86	\$ 259,516.11	\$ 49,265.00	\$ 307,456.28	48	86	\$ 188,700.00	\$ 18,000.00	\$ 246,700.00
Software Related Expenses	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5
Circuit Court - Software Licensing	\$ -	\$ 11,600.00	\$ 12,850.00	\$ 13,900.00	\$ 13,900.00	\$ -	\$ -	\$ -	\$ -	\$ -
District Court - Software Licensing	\$ -	\$ 11,600.00	\$ 12,850.00	\$ 13,900.00	\$ 13,900.00	\$ -	\$ -	\$ -	\$ -	\$ -
Friend of the Court - Software Licensing	\$ -	\$ 6,000.00	\$ 6,600.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Probate Courtroom #3 - Software Licensing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Circuit Court - Software Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
District Court - Software Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Friend of the Court - Software Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Probate Courtroom #3 - Software Maintenance	\$ -	\$ 3,200.00	\$ 3,550.00	\$ 3,800.00	\$ 3,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
Other						\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
	\$ -	\$ 32,400.00	\$ 32,400.00	\$ 32,400.00	\$ 32,400.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
TOTAL SOFTWARE RELATED EXPENSES										\$ 60,000.00
TOTAL PROJECT & SOFTWARE PROPOSAL					\$ 437,056.28					\$ 306,700.00

Chief Judge
David J. Reader

Circuit Court Judge
Michael P. Hatty

Probate Court Judge
Miriam A. Cavanaugh



Livingston County Trial Courts
204 S. HIGHLANDER WAY, HOWELL, MI 48843

District Court Judges
Theresa M. Brennan
L. Suzanne Geddis
Carol Sue Reader

To: Livingston County Board of Commissioners

From: John Evans, Circuit/Probate Court Administrator

Date: September 6, 2017

Re: Resolution to Authorize a Contract with Justice AV Solutions for the Purchase of Digital Audio Video Court Recording System for Livingston County Courts & a Supplemental Appropriation

Livingston County courts have been using digital court recordings in excess of 15 years. Our initial system was provided by Jefferson Audio Visual (JAVs), currently known as Justice AV Solutions and was limited to audio recordings. In 2010, the courts embarked on a project to refresh the equipment and software, as the existing hardware had reached its end of useful life. At that point in time the solution was expanded to record video as well as audio.

Since the typical lifespan of audio visual equipment is 5-7 years, there is a need to refresh the court recording solution as the equipment is starting to fail. To that end, Purchasing along with IT and key stakeholders developed and released an Request for Proposal (RFP) to obtain pricing to upgrade our current equipment and software. The RFP was posted on both the County and MITN websites and an ad was placed in the local paper. Four (4) proposals were received. A Review Committee was formed that consisted of staff from the Circuit Court Administrative Office, the Circuit Court Clerk's Office, Friend of the Court, and the Information Technology Department.

The Review Committee recommends an award to Justice AV Solutions which has met the qualifications and criteria deemed necessary and would be the best value for Livingston County. JAVS is the current provider of these services and has been providing exceptional customer service and response times that results in minimal down time to the system. The tabulation sheet for this bid is attached.

Therefore, we are asking that the attached resolution be approved authorizing a contract with Justice AV Solutions for the purchase of a Digital Audio Video Court Recording System for all the courts in the amount of \$307,456.28. A supplemental appropriation is required to the Courts Central Service 2017 budget for this expenditure. The cost of the hardware/software

maintenance for years 2-5 will be \$32,400 annually and will be budgeted and paid for by the Information Technology Department and charged back to the Courts via the IT internal service charge.

If you have any questions or concerns, please let me know. All proposals submitted in response to the RFP are available in the Purchasing Office for review.

RESOLUTION

NO: 2017-09-160

LIVINGSTON COUNTY

DATE: September 18, 2017

RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - PURCHASING / GENERAL GOVERNMENT / FINANCE / BOARD OF COMMISSIONERS

WHEREAS, various county departments have a need for digital imaging and microfilming services; and

WHEREAS, through a competitive bid process, DSS Corporation of Southfield, Michigan, has been determined to be a responsive, responsible vendor in their performance of digital imaging and microfilming services; and

WHEREAS, expenditures for this service have been planned and budgeted for within the 2017 budgets for the departments that utilize this service; and

WHEREAS, the annual requirements for digital imaging and microfilming services in future years will be subject to the availability of appropriated funds.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entering into a contract for digital imaging and microfilming services for a three (3) year period with an option, at the County’s discretion, to renew for an additional two (2) year period with DSS Corporation, 18311 West 10 Mile Road, Southfield, Michigan, subject to the availability of appropriated funds.

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 upon review and/or preparation of Civil Counsel.

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MOVED
SECONDED:
CARRIED:

**Digital Imaging Microfilm Services
Bid Tabulation**

Description of Service	Automatic Imaging Co, Inc.	DSS Corporation	Information and Records Associates, Inc.	MITEC Solutions, Inc.
200 DPI Paper Scanning – Greyscale image – Paper Documents	\$ 0.0700	\$ 0.0450	\$ 0.0500	\$ 0.0460
200 DPI Paper Scanning – Greyscale image – Paper Documents	\$ 0.0700	\$ 0.0450	\$ 0.0550	\$ 0.0460
200 DPI Paper Scanning – Greyscale image – Engineering Drawings	\$ 1.6500	\$ 0.7500	\$ 0.6900	\$ 0.0460
200 DPI Scanning – Flatbed/Engineering – B&W Gray scale or Color Image	\$ 0.2500	\$ 0.0450	\$ 0.1100	\$ 0.0550
200 DPI Microfilm Scanning – Greyscale Image – 16 mm Roll	\$ 0.0450	\$ 0.0300	\$ 0.0450	\$ 0.0420
200 DPI Microfilm Scanning – Greyscale Image – 35 mm Roll	\$ 0.1200	\$ 0.0600	\$ 0.0450	\$ 0.0600
300 DPI Paper Scanning TIFF Group IV	\$ 0.0700	\$ 0.0450	\$ 0.0550	\$ 0.0550
Delivery Media – CD	\$ 12.00	\$ 20.00	\$ 20.00	\$ 2.00
Delivery Media – DVD	\$ 15.00	\$ 25.00	\$ 30.00	\$ 3.00
Microfilm from Digital Image (TIFF) - Silver 16 mm Roll	\$ 0.0500	\$ 0.0200	\$ 0.0250	\$ 0.0420
Microfilm Digital Image (TIFF) Silver 35mm Roll	\$ 0.450	\$ 0.210	\$ 0.450	\$ 0.042
Loading Cartridges – Jackets – M-Cartridge Loaded and Labeled	\$ 7.50	\$ 2.25	\$ 4.60	\$ 3.50
Loading Cartridges – 16 mm 5 Channel – Jacket	\$ 6.00	\$ 2.25	\$ 3.00	\$ 2.50
Miscellaneous Services – Document Preparation	\$ 15.00	\$ 14.00	\$ 15.00	\$ 19.50
Miscellaneous Services – Corrugated box – 16”x12”x10.5”	\$ -	\$ 1.500	\$ 3.000	\$ 2.880

**Digital Imaging Microfilm Services
Bid Tabulation**

Description of Service	Automatic Imaging Co, Inc.	DSS Corporation	Information and Records Associates, Inc.	MITEC Solutions, Inc.
Miscellaneous Services – Data Entry for Indexing (Heads Down)	\$ 0.030	\$ 0.005	\$ 0.005	\$ 0.005
Miscellaneous Services – Data Entry for Indexing	\$ 17.00	\$ 14.00	\$ 15.00	\$ 19.50
Miscellaneous Services – Commercial Shipping (UPS, FEDEX, et. al.)	Current Rate	Pass Through	Fed Ex List Price	TBD
Duplication – Diazo - 100 FT 16MM Roll Film	\$ 12.00	\$ 9.50	\$ 11.80	\$ 12.30
Duplication – Diazo - 215 FT 16MM Roll Film	\$ 18.00	\$ 17.25	\$ 12.60	\$ 20.70
Duplication – Diazo - 100 FT 35MM Roll Film	\$ 20.00	\$ 17.25	\$ 17.70	\$ 20.70
Duplication – Silver - 100 FT 16MM Roll Film	\$ 12.00	\$ 21.95	\$ 40.00	\$ 26.52
Duplication – Silver - 215 FT 16MM Roll Film	\$ 18.00	\$ 41.50	\$ 55.00	\$ 49.20
Duplication – Silver - 100 FT 35MM Roll Film	\$ 20.00	\$ 36.25	\$ 42.00	\$ 42.60
Film Processing –Silver -100 FT 16MM	\$ 9.00	\$ 6.75	\$ 6.00	\$ 8.34
Film Processing – Silver – 215 FT 16MM	\$ 15.00	\$ 11.00	\$ 6.00	\$ 13.20
Document Destruction - per pound	\$ 0.15	Included	\$ 0.09	\$ 0.09



LIVINGSTON COUNTY PURCHASING

LIVINGSTON COUNTY, MICHIGAN

304 E. Grand River Avenue - Suite 204 - Howell MI 48843

To: Livingston County Board of Commissioners

From: Roberta Bennett, Purchasing Agent

Date: August 29, 2017

Re: Contract with DSS Corporation for Digital Imaging and Microfilm Services

Purchasing released a Request for Proposal (RFP), for Digital Imaging and Microfilm Services for various county departments. The RFP outlined the services necessary to meet the minimum requirements for digital imaging and microfilm services in order to meet the long-term retention schedule set by the State. The RFP was posted on both the County and the MITN websites and an ad was placed in the local paper. Five (5) proposals were received in which one was deemed non-responsive. A Review Committee was formed that consisted of staff from the Circuit Court Clerk's Office, Information Technology and the Building Inspection Departments.

The Review Committee recommends an award to DSS Corporation of Southfield which has met the qualifications and criteria deemed necessary and would be the best value for Livingston County. DSS Corporation is the current provider of these services and has been providing high quality, on-time services with an emphasis on customer satisfaction and service. The tabulation sheet for this bid is attached.

Therefore, we are asking that the attached resolution be approved authorizing a contract with DSS Corporation for a three (3) year period with an option for the County, at its discretion, to renew for one additional two (2) year period. The total contract period will not exceed five (5) years. Each department has planned and budgeted for these services within their 2017 budgets.

If you have any questions or concerns, please let me know. All proposals submitted in response to the RFP are available in the Purchasing Office for review.

RESOLUTION

NO: 2017-09-161

LIVINGSTON COUNTY

DATE: September 18, 2017

RESOLUTION TO AMEND THE MEMORANDUM OF AGREEMENT (MOA) WITH MSU EXTENSION – MSU EXTENSION / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, MSU Extension and Livingston County have a long history of working cooperatively to deliver Extension services and MSU Extension is committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, The 2017 base MOA agreed upon as a part of the 2017 MSU Extension budget, provides MSU Extension with base funding of \$92,277 and the continuation of the Consumer Horticulture program at 0.75 FTE at an additional investment of \$73,699 above the base assessment; and

WHEREAS, the Consumer Horticulture position has remained vacant for 9 months following the retirement of the previous educator at the end of 2016 and a September 25th start date for the new educator; and

WHEREAS, MSU Extension acknowledges that this position vacancy is longer than would be normally expected to refill a position; and

WHEREAS, MSU Extension is requesting an amendment to the 2017 MOA to eliminate Livingston County's 4th quarter payment of \$46,486 as a credit for the Consumer Horticulture position vacancy.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approve the amendment to the MOA with MSU Extension eliminating Livingston County's 2017 4th quarter payment obligation in the amount of \$41,486 to adjust the annual assessment for the Consumer Horticulture position vacancy.

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

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO:

2017-09-162

LIVINGSTON COUNTY

DATE:

September 18, 2017

RESOLUTION TO AMEND RESOLUTION NUMBER 2016-12-201 AUTHORIZING RENEWAL OF A ONE YEAR ENTERPRISE IT LEADERS SERVICE AGREEMENT BETWEEN LIVINGSTON COUNTY INFORMATION TECHNOLOGY AND GARTNER, INC. - INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, Livingston County is continuing to upgrade its cyber security infrastructure in order to secure the County's data and reduce security breaches; and

WHEREAS, the Information Technology Department has demonstrated a need for assistance and advisement in developing security policies and procedures, RFPs, ROIs, and implementation of the strategic plan and high priority projects; and

WHEREAS, the Information Technology Department has identified Gartner, Inc. as the leading research and advisory company in the world; and

WHEREAS, the contract pricing in the amount of \$61,400 authorized in resolution 2016-12-201 was based on State of Michigan negotiated rates; and

WHEREAS, the State of Michigan did not renew their Master Contract Agreement in time for Livingston County's renewal resulting in using the State of Kansas Master Contract Agreement at an additional cost of \$2,100; and

WHEREAS, the cost of the one-year agreement will be \$63,500 which is available in the 2017 Information Technology budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the revision to resolution 2016-12-201 entering into a one year Enterprise IT Leaders Service agreement between Livingston County Information Technology and Gartner, Inc., for a cost of \$63,500.

BE IT FURTHER RESOLVED as pricing is direct from the State of Kansas Department of Administration's Master Contract Agreement that the competitive bidding process per the purchasing policy be waived.

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

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MOVED:
SECONDED:
CARRIED:

Gartner, Inc. Service Agreement for Livingston County (“Client”)

This Service Agreement (“SA”) is between Gartner, Inc. of 56 Top Gallant Road, Stamford, CT 06904 (“Gartner”) and Client Livingston County of 304 E. Grand River Ave, Suite 101, Howell, MI 48843 (“Client”), and includes the terms and conditions of the State of Kansas Master Contract Agreement SW 895 between the State of Kansas Department of Administration and Gartner amended August 23, 2016 the terms of which are incorporated by reference, and all applicable Service Descriptions. This SA constitutes the complete agreement between Gartner and Client. Client agrees to subscribe to the following Services for the term and fees set forth below.

I. DEFINITIONS AND ORDER SCHEDULE:

Services are the subscription-based research and related services purchased by Client in the Order Schedule below and described in the Service Descriptions. Service Names and Levels of Access are defined in the Service Descriptions. Gartner may periodically update the names and the deliverables for each Service. If Client adds Services or upgrades the level of service or access, an additional Service Agreement will be required.

Service Descriptions describe each Service purchased, specify the deliverables for each Service, and set forth any additional terms unique to a specific Service. Service Descriptions for the Services purchased in this SA may be viewed and downloaded through the hyperlinks listed in Section 2 below or may be attached to this SA in hard copy, and are incorporated by reference into this SA.

<u>Service Name</u>	<u>Level of Access</u>	<u>Quantity</u>	<u>Name of User to be Licensed</u>	<u>Contract Term Start Date</u>	<u>Contract Term End Date</u>	<u>Annual Fee \$</u>	<u>Total Fee \$</u>
Gartner for Enterprise IT Leaders Security & Risk Mgmt	<u>Individual Access</u>	1	<u>Rich Malewicz</u>	<u>05/01/2017</u>	<u>04/30/2018</u>	<u>\$63,500</u>	<u>\$63,500</u>
				Total Services:	(Excluding applicable sales tax)		<u>\$63,500</u>

2. SERVICE DESCRIPTIONS:

<u>Service Name/ Level of Access</u>	<u>Service Description URL</u>
Gartner for Enterprise IT Leaders	http://www.gartner.com/it/sd/sd_citl_indiv.pdf

3. PAYMENT TERMS

Gartner will invoice Client in advance for all Services. Payment is due 30 days from the invoice date. Client shall pay any sales, use, value-added, or other tax or charge imposed or assessed by any governmental entity upon the sale, use or receipt of Services, with the exception of any taxes imposed on the net income of Gartner.

Please attach any required Purchase Order (“PO”) to this SA and enter the PO number below. If an annual PO is required for multi-year contracts, Client will issue the new PO at least 30 days prior to the beginning of each subsequent contract year. Any pre-printed or additional contract terms included on the PO shall be inapplicable and of no force or effect. All PO’s are to be sent to purchasorders@gartner.com. This SA may be signed in counterparts.

4. CLIENT BILLING INFORMATION

Purchase Order Number

Billing Address

Invoice Recipient Name

Invoice Recipient Email

Invoice Recipient Tel. No.

5. AUTHORIZATION

Client:

Gartner, Inc.

Signature/Date

Signature/Date

Print Name and Title

Print Name and Title

**IF USING A DIGITAL SIGNATURE, PLEASE
CONFIRM THE FOLLOWING AS A
CONDITION OF CONTRACT EXECUTION:**

By ticking this box, I agree that by affixing my digital signature hereunder I am attesting that: (i) this is my own personal legal signature; and (ii) I am a duly authorized signatory for my company. My signature verifies that the information provided to Gartner hereunder is subscribed by me, under penalty of false statement and material breach of contract.

RESOLUTION

NO: 2017-09- 163

LIVINGSTON COUNTY

DATE: September 18, 2017

RESOLUTION AMENDING RESOLUTION 2017-09-153 AUTHORIZING A PART-TIME TEACHING POSITION IN THE JAIL AND A SUPPLEMENTAL APPROPRIATION TO THE COMMISSARY FUND – SHERIFF-JAIL

WHEREAS, the Livingston County Jail provides a variety of education services such as high school completion, GED, life-skills and other specialized programs deem appropriate; and

WHEREAS, the previous teacher resigned leaving a vacancy; and

WHEREAS, the part-time teaching position (20 Hours or 0.5 FTE) was approved by the Personnel Subcommittee at a Grade 6; and

WHEREAS, the funds will be paid from the Commissary Fund.

OBJECT	DESCRIPTION	CURRENT BUDGET	REVISION	REVISED BUDGET
706001	Salaries - PT (20 Hrs or Less)	\$0	\$5,300	\$5,300
715000	FICA - Employer Share	\$0	\$406	\$406
719000	Workers Compensation	\$0	\$175	\$175
819000	Other Contract Svs	\$24,271	(\$5,881)	\$18,390

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a part-time teaching position (20 Hours or 0.5 FTE) within the Livingston County Jail and a budget amendment, as set forth in the table above, to the 2017 approved budget for the Commissary Fund.

Position #	Description	Stat	Emp #	Gr...	▲ CY FTE
35100110	JAIL ED TEACHER	A	0	NU	.500

#

#

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2017-09-

LIVINGSTON COUNTY

DATE: September 18, 2017

RESOLUTION AMENDING RESOLUTION 2017-09-153 AUTHORIZING A PART-TIME TEACHING POSITION IN THE JAIL AND A SUPPLEMENTAL APPROPRIATION TO THE COMMISSARY FUND – SHERIFF-JAIL

WHEREAS, the Livingston County Jail provides a variety of education services such as high school completion, GED, life-skills and other specialized programs deem appropriate; and

WHEREAS, the previous teacher resigned leaving a vacancy; and

WHEREAS, the part-time teaching position (20 Hours or 0.5 FTE) was approved by the Personnel Subcommittee at a Grade 6; and

WHEREAS, the funds will be paid from the Commissary Fund.

OBJECT	DESCRIPTION	CURRENT BUDGET	REVISION	REVISED BUDGET
706001	Salaries - PT (20 Hrs or Less)	\$0	\$5,300	\$5,300
715000	FICA - Employer Share	\$0	\$406	\$406
719000	Workers Compensation	\$0	\$175	\$175
819000	Other Contract Svs	\$24,271	(\$5,881)	\$18,390

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a part-time teaching position (20 Hours or 0.5 FTE) within the Livingston County Jail and a budget amendment, as set forth in the table above, to the 2017 approved budget for the Commissary Fund.

▲ Position #	Description	Stat	# Emps	Gr...	CY FTE
35100110	JAIL ED TEACHER	P	0	NU	1.000

Position #	Description	Stat	Emp #	Gr...	▲ CY FTE
35100110	JAIL ED TEACHER	A	0	NU	.500

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MOVED: Commissioner Green

SECONDED: Commissioner Griffith

CARRIED: 8-0-1; Roll Call: Vote: Yes: Green, Domas, Helzerman, Bezotte, Griffith, Dolan, Childs, Lawrence; No: None; Absent: Parker

Carol Jonckheere

From: Carol Jonckheere
Sent: Tuesday, September 12, 2017 1:11 PM
To: Adas, Dan
Cc: Cindy Catanach; Mike Murphy
Subject: Amendment of Teacher Position Resolution
Attachments: Sheriff - 09-XXX - Amend 17-09-153 - Creation of PT Teaching Position.pdf

Hi Dan. Unfortunately, when looking at the recently authorized Teaching Position Resolution (#2017-09-153), I noticed that the Position Screen Shot erroneously noted 1.000 FTE. In order to correct this error, I have Amended the Resolution including an updated Position Screen Shot, together with adding the words “part-time” and “(20 Hours or 0.5 FTE)” throughout.

This will be going straight to the Board on September 18th, as it is strictly a bookkeeping issue, and will not interfere with your filling of the position.

Thank you for your attention to this matter.



CAROL SUE JONCKHEERE

EXECUTIVE ASST / CONTRACT MANAGER

LIVINGSTON COUNTY ADMINISTRATION

304 E Grand River Avenue - Suite 202

Howell MI 48843

#517-546-3669 X-4

carolj@livgov.com

RESOLUTION

NO: 2017-09-164

LIVINGSTON COUNTY

DATE: September 18, 2017

RESOLUTION TO APPROVE A REAPPOINTMENT TO THE SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD – BOARD OF COMMISSIONERS

WHEREAS, an agreement was established with The Community Mental Health Partnership of Southeast Michigan for Livingston County to have representation on the Substance Use Disorder Oversight Policy Board, per Resolution 2014-09-268; and

WHEREAS, TWO of the FOUR members from each county are to be appointed by the county Board of Commissioners; and

WHEREAS, the term of a representative seat on the Substance Use Disorder Oversight Policy Board has expired; and

WHEREAS, the following re-appointment has been recommended:

SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD

Diane McCormickterm expires 10/01/19

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the appointments and expiration dates referenced above.

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**MOVED:
SECONDED:
CARRIED:**