

# MEETING MINUTES

LIVINGSTON COUNTY

**DECEMBER 14, 2011 - 7:30 A.M.**

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

## FINANCE COMMITTEE

COMM. DENNIS DOLAN

COMM. DAVID DOMAS

COMM. JAY DRICK

COMM. CAROL GRIFFITH

COMM. MAGGIE JONES

COMM. JACK LA BELLE - FINANCE CHAIR

COMM. JIM MANTEY

COMM. RON VAN HOUTEN

COMM. STEVE WILLIAMS

OTHERS:

DOUG BRITZ

KEVIN WILKINSON

JEFF BOYD

PAUL MCNAMARA

ELAINE BROWN

CINDY MENDOZA

MARGARET DUNLEAVY

BRIAN JONCKHEERE

CANDY ATKINS

ROBERT SPAULDING

DARREN SPEER

JENNIFER PALMBOS

JAMIE PALMER

KATHLEEN KLINE-HUDSON

SGT. JAKRZEWSKI

SALLY REYNOLDS

BEV MOSTOWY

ERIC SANBORN

DON ARBIC

BELINDA M. PETERS

DEBBIE WARDEN

1. **CALL TO ORDER:** Meeting called to order by **COMM. JACK LA BELLE** at 7:37 AM.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED NOVEMBER 30, 2011 AND CLOSED SESSION:**

MOTION TO APPROVE THE MINUTES

MOVED BY: MANTEY / SECONDED BY: GRIFFITH

ALL IN FAVOR – MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS. None.**
5. **APPROVAL OF CONSENT AND REGULAR AGENDA:**

MOTION TO APPROVE THE CONSENT AGENDA

MOVED BY: DRICK / SECONDED BY: GRIFFITH

YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN

ALL IN FAVOR – MOTION PASSED

**MOTION TO APPROVE THE REGULAR AGENDA  
MOVED BY: VANHOUTEN / SECONDED BY: DOLAN  
ALL IN FAVOR – MOTION PASSED**

**6. REPORTS:**

- Cindy gave a presentation regarding the Muntrix Transparency System. Governor Snyder is requiring local units to have a transparency program.
- Kathleen Kline-Hudson gave a synopsis of the Brownfield Redevelopment Plan to the Committee
- Commissioner LaBelle met with The American International University regarding the drug court.

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

**8. RESOLUTIONS FOR CONSIDERATION:**

**9. MICHIGAN WORKS: RESOLUTION APPROVING THE PROGRAM YEAR 2011 WORKFORCE INVESTMENT ACT CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT FUNDING FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTHEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED**

**10. PUBLIC HEALTH: RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC HEALTH AND THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTHEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED**

**11. PUBLIC HEALTH: RESOLUTION AUTHORIZING AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY TO CONDUCT ENVIRONMENTAL HEALTH SERVICES**

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED

**12. PUBLIC HEALTH: RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF VACCINES FOR THE DEPARTMENT OF PUBLIC HEALTH**

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED

**13. L.E.T.S.: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR THE PURCHASE OF TIRES FOR L.E.T.S. AND CAR POOL FOR FISCAL YEAR 2012**

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED

**14. L.E.T.S.: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR FISCAL YEAR 2012**

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED

**15. REGISTER OF DEEDS: RESOLUTION APPOINTING COUNTY REPRESENTATIVE OF THE SURVEY  
REMONUMENTATION PLAN 2012**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: GRIFFITH**  
**YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN**  
**NAYS: NONE**  
**MOTION: PASSED**

**16. REGISTER OF DEEDS: RESOLUTION APPOINTING THE GRANT ADMINISTRATOR OF THE SURVEY  
REMONUMENTATION PLAN 2012**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: GRIFFITH**  
**YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN**  
**NAYS: NONE**  
**MOTION: PASSED**

**17. REGISTER OF DEEDS: RESOLUTION AUTHORIZING PER DIEM MEETING PAYMENT FOR SURVEY &  
REMONUMENTATION PEER GROUP MEMBERS FOR 2012**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: GRIFFITH**  
**YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN**  
**NAYS: NONE**  
**MOTION: PASSED**

**18. REGISTER OF DEEDS: RESOLUTION AUTHORIZING CONTRACTS FOR 2012 FOR THE REMONUMENTATION  
AND STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY  
CORNERS IN LIVINGSTON COUNTY**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: GRIFFITH**  
**YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN**  
**NAYS: NONE**  
**MOTION: PASSED**

19. **INFORMATION TECHNOLOGY:** RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO CDWG, INC., FOR CONTRACT SERVICES AND HARDWARE PURCHASES FOR THE IT DEPARTMENT FOR 2012

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED

20. **INFORMATION TECHNOLOGY:** RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BRAWSHAW CONSULTING SERVICES, INC. FOR MARVLIS SOFTWARE MAINTENANCE FOR THE LIVINGSTON COUNTY EMS DEPARTMENT FROM APRIL 26, 2011 TO APRIL 26, 2012

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED

21. **INFORMATION TECHNOLOGY:** RESOLUTION AUTHORIZING ISSUANCE OF BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF COMPUTER EQUIPMENT THAT HAS BEEN BUDGETED FOR THROUGH IT FOR PURCHASES OF COMPUTER EQUIPMENT FOR ALL COUNTY DEPARTMENTS

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: GRIFFITH  
YEAS:  DOLAN  DOMAS  DRICK  GRIFFITH  JONES  LABELLE  MANTEY  WILLIAMS  VANHOUTEN  
NAYS: NONE  
MOTION: PASSED

22. **OLSHA:** RESOLUTION TO PURSUE 2011-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND AUTHORIZING AN AGREEMENT WITH OAKLAND LIVINGSTON HUMAN SERVICE AGENCY TO ACT AS GRANT ADMINISTRATOR

RECOMMEND MOTION TO THE BOARD  
MOVED BY: WILLIAMS / SECONDED BY: DOLAN  
MOTION: PASSED

23. **ANIMAL CONTROL:** RESOLUTION APPROVING REVISIONS TO THE ANIMAL CONTROL DEPARTMENT FEE SCHEDULE

RECOMMEND MOTION TO THE BOARD  
MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH  
MOTION: PASSED

- 24. PUBLIC HEALTH: RESOLUTION APPROVING THE FILLING OF ONE (1) PART-TIME VISION AND HEARING TECHNICIAN POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) PART-TIME TECHNICIAN**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: VANHOUTEN  
MOTION : PASSED**

- 25. L.E.T.S.: RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: WILLIAMS / SECONDED BY: VANHOUTEN  
MOTION PASSED**

- 26. L.E.T.S.: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER TO ATTEND TWO (2) OF THE F.T.A. TRANSIT RAIL ADVISORY COMMITTEE FOR SAFETY (TRACS) PRESCRIPTION AND OVER THE COUNTER DRUGS WORKGROUP IN WASHINGTON, DC, JANUARY 26-27, 2012, AND ATLANTA, GA, IN LATE FEBRUARY**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: DOLAN / SECONDED BY: JONES  
MOTION PASSED**

- 27. SHERIFF: RESOLUTION AUTHORIZING ATTENDANCE TO OUT OF STATE TRAINING**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: DOMAS / SECONDED BY: DOLAN  
MOTION PASSED**

- 28. PLANNING: RESOLUTION AMENDING RESOLUTION #2010-09-266 WHICH EXPENDED A PORTION OF THE LIVINGSTON COUNTY ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT AWARD**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: DOMAS / SECONDED BY: WILLIAMS  
MOTION PASSED**

- 29. PLANNING: RESOLUTION AMENDING RESOLUTION #2011-04-103 WHICH EXPENDED A PORTION OF THE LIVINGSTON COUNTY ENGERGY EFFICIENCY AND CONSERVATION BLOCK GRANT AWARD**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: GRIFFITH / SECONDED BY: MANTEY  
MOTION PASSED**

- 30. ADMINISTRATION: RESOLUTION TO ADOPT A BUSINESS EXPENSE REIMBURSEMENT POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO THE: BOARD  
MOVED BY: WILLIAMS/ SECONDED BY: DOLAN  
MOTION PASSED**

Brian Jonckheere stated that different circumstances should be considered and be at the discretion of the employee or supervisor if an overnight stay is needed to complete the project. Language to be added to the policy is: "If the temporary work location is more than 50 miles from the normal work location and the duration is more than one day, the night between such workdays maybe spent in the immediate vicinity and reimbursement claimed for the cost of lodging."

- 31. ADMINISTRATION: RESOLUTION TO ADOPT A CLAIMS AND PAYABLES POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: DOLAN  
NAYS: LABELLE  
MOTION PASSED**

Language to be added to the policy is: Failure to comply with the policy regarding submission of allowable claims expenses can result in the claim being adjusted or disallowed by the Board of Commissioners requiring the purchase be paid out of pocket by the Elected Official, Department Director or supervisor that verified claim as an allowable expenses.

**32. ADMINISTRATION: RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE AUDIT POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED**

**33. ADMINISTRATION: RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE WITH BOARD PRE-AUTHORIZATION POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: WILLIAMS / SECONDED BY: VANHOUTEN  
ALL IN FAVOR - MOTION PASSED**

**34. ADMINISTRATION: RESOLUTION TO AMEND FISCAL – YEAR 2011 BUDGET**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: MANTEY / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED**

**35. MISCELLANEOUS CLAIMS**

**MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED DECEMBER 9, 2011.  
MOVED BY: GRIFFITH / SECONDED BY: WILLIAMS  
ALL IN FAVOR - MOTION PASSED**

**36. COMPUTER PRINTOUT**

**MOTION TO APPROVE THE 34-PAGE COMPUTER PRINTOUT DATED DECEMBER 9, 2011, IN THE AMOUNT OF \$743,551.91.  
MOVED BY: DOLAN / SECONDED BY: VANHOUTEN  
ALL IN FAVOR - MOTION PASSED**



**37. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:55 AM  
MOVED BY: MANTEY / SECONDED BY: WILLIAMS  
ALL IN FAVOR - MOTION PASSED**

**DEBBIE WARDEN**  
RECORDING SECRETARY