

MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 15, 2013 - 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. WILLIAMS

OTHERS:
WILLIAM SLEIGHT
TED WESTMEIER
MARK JOHNSON
KEVIN WILKINSON
RICH MALEWICZ
CHRIS FOLTS

DON PARKER
JEFF BOYD
MARGARET DUNLEAVY
BELINDA PETERS
DIANNE McCORMICK
ELAINE BROWN

CAROL GRIFFITH
KATE LAWRENCE
LYNN CROTTY
DON CROTTY
CAROL SUE JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS AT 7:32 PM.**
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED SEPTEMBER 9, 2013:**

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

3. **APPROVAL OF AGENDA:**

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

4. **REPORTS: NONE.**
5. **CALL TO THE PUBLIC: NONE.**
6. **RESOLUTIONS FOR CONSIDERATION.**

7. **MI WORKS!:** RESOLUTION APPROVING THE FISCAL YEAR 2014 FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T) PLANS FOR SERVICES TO ELIGIBLE PARTICIPANTS FROM LIVINGSTON COUNTY

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

8. **MI WORKS!:** RESOLUTION APPROVING APPLICATIONS FOR THE SKILLED TRADE TRAINING FUND (STTF)

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

9. **PUBLIC HEALTH:** RESOLUTION AUTHORIZING THE FILLING OF ONE (1) FULL TIME PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) FULL TIME PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

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

10. **PUBLIC HEALTH:** RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART TIME BREASTFEEDING PEER COUNSELOR WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) PART TIME BREASTFEEDING PEER COUNSELOR

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

11. **PUBLIC HEALTH:** RESOLUTION AUTHORIZING THE FILLING OF ONE (1) FULL TIME PUBLIC HEALTH NURSING SUPERVISOR WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RETIREMENT OF ONE (1) FULL TIME PUBLIC HEALTH NURSING SUPERVISOR

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

12. 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: FINANCE
MOVED BY: DOLAN / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED**

13. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO DECLINE TO EXERCISE THE RIGHT OF FIRST REFUSAL FOR THE HANGAR OWNED BY THE COMPANY PLANE LLC

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

14. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GROUND LEASE AGREEMENT WITH LYDERS, LLC, FOR AIRPORT PROPERTY AT 3800 WEST GRAND RIVER AVENUE

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

15. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 601-082 WHICH AUTHORIZED A LEASE AGREEMENT WITH THE COMPANY PLANE, LLC, TO CHANGE THE TERM OF THE LEASE AGREEMENT

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

16. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO FUND THE DESIGN TO RELOCATE FUEL FARM AND UNDERDRAIN FOR TAXIWAY ALPHA

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

17. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 2011-06-150 TO APPROVE CHANGE ORDER #3 TO AGREEMENT WITH ZITO CONSTRUCTION FOR THE TERMINAL RAMP PROJECT**

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

18. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO AN AGREEMENT WITH EPIC AVIATION, LLC, AS THE FUEL SUPPLIER FOR THE LIVINGSTON COUNTY SPENCER J. HARDY AIRPORT**

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

19. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE A SPECIAL DAMAGE RELEASE AGREEMENT WITH ENBRIDGE PIPELINE COMPANY FOR DAMAGES RELATED TO CONSTRUCTION ACTIVITY ACROSS AIRPORT PROPERTY**

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

20. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 601-183 AND THE AGREEMENT WITH LIVINGSTON AVIATION, LLC, TO CORRECT THE LEGAL DESCRIPTION OF LEASED PROPERTY**

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

21. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT TO AUTHORIZE THE USE OF THE JET-A FUEL TRUCK BY UNIVERSITY OF MICHIGAN SURVIVAL FLIGHT DURING THE HOURS THE AIRPORT IS NOT ATTENDED**

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

22. 2014 BUDGET DISCUSSIONS: Belinda Peters briefed Members on this year's budget process.

SPECIAL REVENUE & INTERNAL SERVICE FUNDS

➤ **EMS: KEVIN WILKINSON & JEFF BOYD**

- Personnel requests minimal - no new positions.
- Equipment purchases all normal replacement due to wear.

➤ **HEALTH DEPT.: TED WESTMEIER, ELAINE BROWN & DIANNE MCCORMICK**

- Requesting additional funds for personnel for conducting a Community Needs Assessment, development of a Health Improvement Plan and Strategic Plan which are required for upcoming accreditation. The Community Needs Assessment will not be needed next year due to this completion.
- Administration supports the request.
- All other aspects of budget are in line with past years.

➤ **L.E.T.S.: DARREN SPEER**

- Looking at adding additional Drivers due to substantial increase in ridership. Grant funds will be available to support positions.
- Capital improvements of normal maintenance will be covered between FTA and M-DOT Grants.

➤ **FACILITY SERVICES: CHRIS FOLTS**

- Status quo with last year's budget.
- No major capital improvement projects, simply routine maintenance issues.
- No new personnel.

➤ **INFORMATION TECHNOLOGY: RICH MALEWICZ**

- Would like to purchase new, next generation firewall for the County and a mobile device management system.
- Also looking at improving door lock systems.
- Administration is in agreement.

GENERAL FUND

➤ **BOARD OF COMMISSIONERS / ADMINISTRATION / HUMAN RESOURCES: BELINDA PETERS**

- Requesting use of cross-functional Deputy County Administrator Team instead of an additional position.
- Looking at utilizing Interns.
- Asking for additional 20-Hour Administrative Assistant for Human Resources to alleviate use of Board Assistant.

➤ **ANIMAL CONTROL: TED WESTMEIER**

- Budget commensurate with last year's other than additional position reliant upon dog license increase.
- Administration requests additional position be held in contingency until approval of said license increase.

➤ **VETERANS AFFAIRS: DARREN SPEER**

- Replacement of some office chairs and software – no major changes.
- Carol Griffith offered donation of chairs to the Veterans Affairs Department.

23. ADJOURNMENT:

**MOTION TO ADJOURN AT 9:00 PM.
MOVED BY: DOLAN / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY