

FINANCE COMMITTEE

12/23/2009

304 E. Grand River Ave., Howell, MI

7:30 AM

AGENDA

- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - A. Regular minutes - December 9, 2009
 - B. Closed minutes - December 9, 2009
- 4. TABLED ITEMS FROM PREVIOUS MEETINGS**

None
- 5. APPROVAL OF AGENDA**
- 6. REPORTS**
- 7. CALL TO THE PUBLIC**
- 8. AIRPORT**
 - A. RESOLUTION TO CONCUR WITH THE LIVINGSTON AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 199-018 AND TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH COMMONWEALTH ASSOCIATES, INCORPORATED (Amendment #19) TO INCLUDE A PHASE I ENVIRONMENTAL ASSESSMENT FOR PARCEL E14 - Airport / General Government Committee / Finance Committee
- 9. HEALTH DEPARTMENT**
 - A. RESOLUTION TO AUTHORIZE THE RECLASSIFICATION OF A PROGRAM CLERK II (GRADE F) POSITION TO A PROGRAM CLERK III (GRADE G) POSITION IN THE WIC PROGRAM IN THE LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH - Health Department / Personnel Committee / Finance Committee
- 10. L.E.T.S.**
 - A. RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICES - L.E.T.S. / General Government Committee / Finance Committee
 - B. RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR AN UPGRADE TO THE L.E.T.S. BASE RADIO STATION AND TO PURCHASE TWENTY-ONE (21) NEW DIGITAL MOBILE RADIOS INCLUDING INSTALLATION - L.E.T.S. / General Government Committee / Finance Committee
 - C. RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR FISCAL YEAR 2010 - L.E.T.S. / General Government Committee / Finance Committee
 - D. RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO PCTRANS FOR MAPPING SOFTWARE, TWENTY-ONE (21) AUTOMATED

VEHICLE LOCATORS, TWENTY-ONE (21) MOBILE DATA TERMINALS AND INSTALLATION EQUIPMENT - L.E.T.S. / General Government Committee / Finance Committee

11. INFORMATION TECHNOLOGY

A. RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO FIDLAR TECHNOLOGIES FOR SOFTWARE SUPPORT FOR THE LIVINGSTON COUNTY REGISTER OF DEEDS DEPARTMENT FIDLAR SOFTWARE - Information Technology / General Government Committee / Finance Committee

B. RESOLUTION TO APPROVE AND PROCESS A PURCHASE ORDER FOR E-FAXING FOR ALL OF LIVINGSTON COUNTY FROM CDWG FOR OPEN TEXT FAX SOLUTION -Information Technology / General Government Committee / Finance Committee

12. REGISTER OF DEEDS

A. RESOLUTION APPOINTING THE GRANT ADMINISTRATOR OF THE SURVEY REMONUMENTATION PLAN 2010 - Register of Deeds - Survey & Remonumentation / General Government Committee / Finance Committee / Full Board

B. RESOLUTION APPOINTING COUNTY REPRESENTATIVE OF THE SURVEY REMONUMENTATION PLAN - 2010 / Register of Deeds - Survey & Remonumentation / General Government / Finance Committee / Full Board

13. PLANNING

A. RESOLUTION TO EXEMPT LIVINGSTON COUNTY TAXES FROM CAPTURE BY THE CITY OF BRIGHTON DOWNTOWN DEVELOPMENT AUTHORITY (DDA)- Planning Department / Finance Committee

14. ADMINISTRATION

A. RESOLUTION TO APPROVE THE COUNTY-ISSUED CELL PHONE / PAGER POLICY - Administration / Personnel Committee / Finance Committee

B. RESOLUTION CREATING THE POSITION OF HUMAN RESOURCES/LABOR RELATIONS DIRECTOR, APPROVING SALARY CLASSIFICATION AND CONFIRMING THE APPOINTMENT OF JENNIFER PALMBOS - Administration / General Government / Personnel Committee / Finance Committee

C. RESOLUTION APPOINTING BELINDA PETERS AS ACTING COUNTY ADMINISTRATOR - Administration / Personnel Committee/ Finance Committee

D. RESOLUTION TO SYSTEMATICALLY TRANSFER MONIES BETWEEN FUNDS - COUNTY ADMINISTRATION / FINANCE COMMITTEE

08A RESOLUTION TO CONCUR WITH THE LIVINGSTON AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 199-018 AND TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH COMMONWEALTH ASSOCIATES, INCORPORATED (Amendment #19) TO INCLUDE A PHASE I ENVIRONMENTAL ASSESSMENT FOR PARCEL

- 09A** RESOLUTION TO AUTHORIZE THE RECLASSIFICATION OF A PROGRAM CLERK II (GRADE F) POSITION TO A PROGRAM CLERK III (GRADE G) POSITION IN THE WIC PROGRAM IN THE LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH - Health Department / Personnel Committee / Finance Committee
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- 10A** RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICES - L.E.T.S. / General Government Committee / Finance Committee
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- 10B** RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR AN UPGRADE TO THE L.E.T.S. BASE RADIO STATION AND TO PURCHASE TWENTY-ONE (21) NEW DIGITAL MOBILE RADIOS INCLUDING INSTALLATION - L.E.T.S. / General Government Committee / Finance Committee
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- 10C** RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR FISCAL YEAR 2010 - L.E.T.S. / General Government Committee / Finance Committee
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- 10D** RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO PCTRANS FOR MAPPING SOFTWARE, TWENTY-ONE (21) AUTOMATED VEHICLE LOCATORS, TWENTY-ONE (21) MOBILE DATA TERMINALS AND INSTALLATION EQUIPMENT - L.E.T.S. / General Government Committee / Finance Committee
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- 11A** RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO FIDLAR TECHNOLOGIES FOR SOFTWARE SUPPORT FOR THE LIVINGSTON COUNTY REGISTER OF DEEDS DEPARTMENT FIDLAR SOFTWARE - Information Technology / General Government Committee / Finance Committee
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- 11B** RESOLUTION TO APPROVE AND PROCESS A PURCHASE ORDER FOR E-FAXING FOR ALL OF LIVINGSTON COUNTY FROM CDWG FOR OPEN TEXT FAX SOLUTION - Information Technology / General Government Committee / Finance Committee
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- 12A** RESOLUTION APPOINTING THE GRANT ADMINISTRATOR OF THE SURVEY REMONUMENTATION PLAN 2010 - Register of Deeds - Survey & Remonumentation / General Government Committee / Finance Committee / Full Board
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- 12B** RESOLUTION APPOINTING COUNTY REPRESENTATIVE OF THE SURVEY REMONUMENTATION PLAN - 2010 / Register of Deeds - Survey & Remonumentation / General Government / Finance Committee / Full Board
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- 13A** RESOLUTION TO EXEMPT LIVINGSTON COUNTY TAXES FROM CAPTURE BY THE CITY OF BRIGHTON DOWNTOWN DEVELOPMENT AUTHORITY (DDA)- Planning Department / Finance Committee
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- 14A** RESOLUTION TO APPROVE THE COUNTY-ISSUED CELL PHONE / PAGER POLICY - Administration / Personnel Committee / Finance Committee
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- 14B** RESOLUTION CREATING THE POSITION OF HUMAN RESOURCES/LABOR RELATIONS DIRECTOR, APPROVING SALARY CLASSIFICATION AND CONFIRMING THE APPOINTMENT OF JENNIFER PALMBOS - Administration / General Government / Personnel Committee / Finance Committee
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- 14C** RESOLUTION APPOINTING BELINDA PETERS AS ACTING COUNTY ADMINISTRATOR - Administration / Personnel Committee/ Finance Committee
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- 14D** RESOLUTION TO SYSTEMATICALLY TRANSFER MONIES BETWEEN FUNDS - COUNTY ADMINISTRATION / FINANCE COMMITTEE
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- 15. MISCELLANEOUS CLAIMS**
- 16. COMPUTER PRINTOUT**
- 17. ADJOURNMENT**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE LIVINGSTON AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 199-018 AND TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH COMMONWEALTH ASSOCIATES, INCORPORATED (Amendment #19) TO INCLUDE A PHASE I ENVIRONMENTAL ASSESSMENT FOR PARCEL E14 -- AIRPORT

WHEREAS, Livingston County authorized Commonwealth Associates to present an offer to purchase Parcel E14, an Avigation Easement; and

WHEREAS, Commonwealth Associates, Incorporated, of Jackson, Michigan has negotiated with the property owner to purchase the property in fee, which was authorized by the Livingston County Board of Commissioners; and

WHEREAS, a Phase I Environmental Assessment is required for all property that is acquired in fee; and

WHEREAS, this amendment to the agreement with Commonwealth Associates totals \$2,658 and will be funded with a 2.5% local share of \$66.45, which was included as a part of the Airport Loan Agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to amend resolution 199-018 and their agreement with Commonwealth Associates, Incorporated of Jackson, Michigan to include consultant services for a Phase I Environmental Assessment on Parcel E14.

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

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Moved:

Supported:

Carried:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE THE RECLASSIFICATION OF A PROGRAM CLERK II (GRADE F) POSITION TO A PROGRAM CLERK III (GRADE G) POSITION IN THE WIC PROGRAM IN THE LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH (Personnel 12/16/09 – Finance 12/23/09 – Full Board 1/4/10)

WHEREAS, the need for WIC Program services in our county has increased significantly over the past several years; and

WHEREAS, with the implementation of electronic benefits and electronic medical records, the complexity of the program demands that the lead clerk be able to resolve complicated clinic issues; and

WHEREAS, the lead clerk is responsible for leadership, guidance and training needs of other clerical staff in WIC; and

WHEREAS, funding for position is available in the Health Department Budget; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reclassification of a Program Clerk II position to a Program Clerk III position in the WIC program in the Livingston County Department of Public Health.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICES – General Government/L.E.T.S.

WHEREAS, a need exists for specialized legal services regarding matters directly involved with transportation and services provided by L.E.T.S., and

WHEREAS, A contract agreement from January 1, 2010 through December 31, 2010 for legal services from James Dunn, P.C., East Lansing, Michigan to perform legal consultations and not-litigation services is required by L.E.T.S., and

WHEREAS, Professional services for L.E.T.S., such as legal counsel and representation is an eligible operating reimbursable expense from the Michigan Department of Transportation and the Federal Transit Administration, and

WHEREAS, this contract is at a rate of \$1,750. per month retainer capped at 18 hours of consultation on any issue facing the transportation system, and

WHEREAS, L.E.T.S. would like to continue the contract for services subject to the terms and conditions of the agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners

hereby authorize the contract agreement with James Dunn, PLLC of East Lansing, Michigan for legal services for L.E.T.S. for the period January 1, 2010 through December 31, 2010 for a monthly rate of \$1,750. Hours are capped at 18 hours of time per month as further outlined in the contract agreement.

BE IT FURTHER RESOLVED that the Board chair is authorized to sign said contract upon

review and approval of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR AN UPGRADE TO THE L.E.T.S. BASE RADIO STATION AND TO PURCHASE TWENTY-ONE (21) NEW DIGITAL MOBILE RADIOS INCLUDING INSTALLTION – L .E .T .S ./ General Government

WHEREAS, the Livingston Essential Transportation Service is hereby requesting authorization for a purchase order for an upgrade to the L.E.T.S. base radio and to purchase twenty-one (21) new digital mobile radios including installation; and

WHEREAS, the upgrade and radio pricing is per the Motorola State of Michigan contract per contract # 071N920262; and

WHEREAS, the base radio upgrade, the digital mobile radios, and installation will be contracted through State Electronics of Lansing, MI., and to be reimbursed 100% from the Federal “American Recovery and Reinvestment Act” (ARRA) grant in amount not to exceed Twenty Thousand dollars (\$20,000); and

WHEREAS, the base radio upgrade and mobile radios are included in the LETS Fiscal Year 2010 budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the purchase of twenty-one (21) digital mobile radios including installation and the upgrade to the L.E.T.S. base radio in an amount not to exceed Twenty Thousand dollars (\$20,000) per the State of Michigan extended purchasing contract # 071N920262 from State Electronics of Lansing, MI.

BE IT FURTHER RESOLVED that the cost of the Twenty-One (21) digital mobile radios and installation and the L.E.T.S. base radio station upgrade is to be reimbursed from the Federal “American Recovery and Reinvestment Act” ARRA grant.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR FISCAL YEAR 2010 - L.E.T.S. / General Government Committee

WHEREAS, L.E.T.S. has in the past purchased diesel fuel with a blanket purchase order through the State of Michigan Extended Purchasing Program from RKA Petroleum of Romulus, MI.; and

WHEREAS, with the cost of fuel ever increasing, the county Purchasing Department indicated that the Livingston County Road Commission does spot purchasing for fuel and proved that it was a cheaper way to purchase fuel over the State of Michigan OPIS pricing; and

WHEREAS, L.E.T.S. has saved \$7,500 on diesel fuel by utilizing spot pricing from January 1, 2009 through October 30, 2009; and

WHEREAS, the L.E.T.S. director is requesting the Board of Commissioners approve a Blanket Purchase Order for Fiscal Year 2010 diesel fuel purchases utilizing the lowest spot pricing vendor in an amount not to exceed \$174,000; and

WHEREAS, the cost of diesel fuel is a reimbursable expense from both the Federal Transit Administration and State of Michigan Transportation formula funds.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a Blanket Purchase Order for the purchase of diesel fuel to the lowest vendor at the time of purchase in an amount not to exceed One Hundred Seventy-Four Thousand dollars (\$174,000) for the period of January 1, 2010 through December 31, 2010 in accordance with the County Purchasing Policy.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

WHEREAS, the Livingston Essential Transportation Service is hereby requesting authorization for a purchase order to PCTrans for mapping software, twenty-one (21) automated vehicle locators, and twenty-one (21) mobile data terminals, including installation equipment; and

WHEREAS, L.E.T.S. currently utilizes PCTrans software for its passenger scheduling and to increase efficiency, PCTrans offers an integrated mapping software to work seamlessly with the scheduling software and bus Automated Vehicle Locators (AVL's) and mobile data terminals (MDT's); and

WHEREAS, PCTrans mapping software is proprietary to the current PCTrans scheduling software and the AVL's and MDT's quoted from PCTrans is a package that work seamlessly at other Michigan transit agencies, therefore, we are requesting that the competitive process be waived per the Purchasing policy; and

WHEREAS, the cost of the above equipment will be reimbursed 100% from the Federal "American Recovery and Reinvestment Act" (ARRA) grant in amount not to exceed Eighty Thousand Nine-Hundred and Thirty dollars (\$80,930), plus Fifteen Thousand Two Hundred dollar (\$15,200) for installation equipment; and

WHEREAS, the equipment will be installed by department employees; and

WHEREAS, the above purchase is included in the LETS Fiscal Year 2010 budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the purchase of PCTrans proprietary Mapping software, twenty-one (21) Automated Vehicle Locators, and twenty-one (21) Mobile Data Terminals from PCTrans in an amount not to exceed Eighty Thousand Nine-Hundred and Thirty dollars (\$80,930), plus Fifteen Thousand Two Hundred dollar (\$15,200) for installation equipment for a total amount not to exceed Ninety-Six Thousand One Hundred and Thirty dollars (\$96,130).

BE IT FURTHER RESOLVED that the competitive bid process per the Purchasing policy be waived as PCTrans mapping software is proprietary to the current PCTrans scheduling software and the AVL's and MDT's quoted from PCTrans is a package that work seamlessly at other Michigan transit agencies.

BE IT FURTHER RESOLVED that the cost of the Mapping software, twenty-one (21) Automated Vehicle Locators, and twenty-one (21) Mobile Data Terminals and installation equipment from PCTrans is included in the L.E.T.S. Fiscal Year 2010 budget and will be reimbursed from the Federal "American Recovery and Reinvestment Act" (ARRA) grant.

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MOVED:

SECONDED:

CARRIED:

<http://sharepoint1/sites/Resolutions/Resolution Templates/Amending Previous Resolution.doc>

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO FIDLAR TECHNOLOGIES FOR SOFTWARE SUPPORT FOR THE LIVINGSTON COUNTY REGISTER OF DEEDS DEPARTMENT FIDLAR SOFTWARE - Information Technology

WHEREAS, due the need to ensure that the technical support services and software upgrades are received for the Livingston County Register of Deeds Fidlar software through Fidlar Technologies; and

WHEREAS, the Fidlar software is now up for renewal and in order to continue the support as in the past with Fidlar Technologies, of Rock Island, Ill, issuance of a new Purchase Order is required; and

WHEREAS, the Register of Deeds had personally chosen Fidlar Technologies because of their ability to improve the efficiency of record processing; and

WHEREAS, in compliance with the Livingston County Purchasing Policy, Fidlar Technologies of Rock Island, Ill., is the sole source for the purchase of the annual Fidlar Software support for the Livingston County Register of Deeds department; and

WHEREAS, after the review of the vendor and products, Purchasing recommends that a Purchase Order with Fidlar Technologies of Rock Island, Ill., be awarded for a 1 year period from November 1, 2009 through October 31, 2010 for an amount not to exceed \$58,500.00; and

WHEREAS, funding for same is available through the Information Technology Budget; and

WHEREAS, this Resolution has been recommended for approval by the [Name of Committee] Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to Fidlar Technologies for the annual Fidlar software support from November 1, 2009 through October 31, 2010 for an amount not to exceed \$58,500.00

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MOVED:

SECONDED:

RESOLUTION NO: #

PAGE: 2

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CARRIED:

<http://sharepoint1/sites/Resolutions/Resolution Templates/Purchase Order NEW.doc>

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER FOR E-FAXING FOR ALL OF LIVINGSTON COUNTY FROM CDWG, INC., FOR OPEN TEXT FAX SOLUTION - INFORMATION TECHNOLOGY

WHEREAS, Livingston County currently uses fax machines to handle the faxing needs of its' Downtown Complex, East Complex and West Complex; and

WHEREAS, the cost of consumables, maintenance and telecommunication lines is significant and it is a lengthy unproductive process generating ongoing printing costs; and

WHEREAS, faxing is not integrated with the VoIP infrastructure, Email system and other critical business applications, thus Livingston County needs a more cost effective, manageable and productive, yet flexible solution that will integrate with all our current systems; and

WHEREAS, after the review of the vendor and products, the Information Technology recommends that a Purchase Order with CDWG, Inc. of Vernon Hills, IL 60061, be awarded in the amount not to exceed \$30,000.00, to implement and install the Open Text Fax Solution; and

WHEREAS, funding for same is available through the Information Technology 2009 Budget; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to CDWG, Inc., for an E-Fax solution called Open Text Fax Solution for an amount not to exceed \$30,000.00.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPOINTING THE GRANT ADMINISTRATOR OF THE SURVEY
REMONUMENTATION PLAN - 2010 - Register of Deeds - Survey & Remonumentation /
General Government / Finance Committee / Full Board**

WHEREAS, under 1990 PA 345, and the approved Livingston County Survey Plan, the Livingston County Board of Commissioners must appoint a Grant Administrator (“Grant Administrator”) for all surveying projects approved and initiated by the State Survey and Remonumentation Commission (“Commission”); and

WHEREAS, the Survey and Remonumentation Committee has recommended the appointment of a Grant Administrator (Administrator) who will perform the duties of the County Grant Administrator; and

WHEREAS, the Grant Administrator has agreed that he/she, or any firm or corporation, with which he/she is associated, will not be a Monumentation Surveyor (as defined in the approved Livingston County Survey Plan) in any county in the State of Michigan; and

WHEREAS, the Administrator has agreed to provide the County with the services it requires which include the following:

The Administrator’s duties as Grant Administrator shall include:

1. Submitting annually a grant application and supporting documents to the Commission by December 31.
2. Selecting a Monumentation Surveyor in compliance with Qualification Based Selection (QBS) as set forth in House Concurrent Resolution 206 (June 1987).
1. Submitting proposed County Monumentation Surveyor Contracts to the Livingston County Board of Commissioners for its approval and its authorization for execution.
2. Recommending payment to the Monumentation Surveyor as provided by the contract.
3. Submitting other documentation as required by the Commission.

RESOLUTION NO.

Page 2

WHEREAS, for purposes of compensation for 2010, the Grant Administrator shall be reimbursed on a biweekly fixed fee basis for the time expended, which shall include required secretary/technician services. The biweekly fixed fee and additional reimbursement for necessary expenses shall be as follows:

- As part of the biweekly fixed-fee compensation, the Grant Administrator shall furnish his/her own office work space, telephone and vehicle; and
- The Grant Administrator shall be reimbursed for: (1) required expendable office supplies; (2) long-distance telephone calls; (3) mileage (at the current Livingston County rate); (4) lodging (when it is necessary to be out of the County); and (5) miscellaneous applicable out-of-pocket expenses; and
- For the calendar year of 2010, the Grant Administrator shall be paid Three hundred fifty-three and 84/100 (\$353.84) per biweekly pay period (\$9,200 per year); and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby appoints Sally Reynolds as Grant Administrator for Livingston County Survey and Remonumentation Plan for 2010 with the terms and conditions as outlined above.

MOVED:

CARRIED:

SUPPORTED:

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPOINTING COUNTY REPRESENTATIVE OF THE SURVEY
REMONUMENTATION PLAN - 2010 - Register of Deeds - Survey & Remonumentation /
General Government / Finance Committee / Full Board**

WHEREAS, under 1990 PA 345, and the approved Livingston County Survey Plan, the Livingston County Board of Commissioners must appoint a County Representative ("County Representative") for all surveying projects approved and initiated by the State Survey and Remonumentation Commission ("Commission"); and

WHEREAS, the Survey and Remonumentation Committee has recommended entering into a contract for County Representative, as an Independent Contractor, commencing January 1, 2010 and terminating on December 31, 2010; and

WHEREAS, the County Representative may be a Monumentation Surveyor (as defined in the approved Livingston County Survey Plan), he/she hereby agrees that he/she will not perform any of the functions of the County Grant Administrator as defined in the approved Livingston County Survey Plan; and

WHEREAS, the Contractor is a surveyor licensed to practice in the State of Michigan and has agreed to provide the county, on an independent contractor basis, with the services it requires which include the following:

In addition to any duties assigned to county representatives by law, the Contractor as County Representative shall establish requirements and procedures to implement the following:

1. Research the history of corners and horizontal and vertical control stations.
2. Field verify whether corners are "Existent", "Lost", or "Obliterated".
3. Set a marker at all corners following the Peer Group's ratification. The location of said corners shall be established in accordance with the procedures set forth in the "Manual of Instructions for the Survey of Public Lands of the United States", prepared by the Bureau of Land Management of the United States Department of Interior (Technical Bulletin 6, or subsequent editions).
4. Recover all existing horizontal and vertical control stations.

RESOLUTION NO:

Page 2

The Contractor as County Representative shall also be responsible for:

1. Establishing, scheduling meetings of, and chairing a Peer Group which will meet and act as advisors for ratification of corner locations. These meetings shall be in compliance with the Open Meetings Act, 1976 PA 267.
2. Creating and maintaining a filing system for each corner, which contains all survey information compiled.
3. Submitting documentation to the County Grant Administrator as required for the annual Application for Monumentation Grant which includes, but is not limited to, the following:
 1. For the current-year projects, a description of the work area completed, the work area projected to be completed by December 31, and work area remaining to be completed.
 2. A general work-progress report for all previously awarded contracts.
 3. The Work Program for the following year. The Work Program will indicate (a) the area where the Public Land Survey corners and Property-controlling corners are proposed to be monumented and/or remonumented with the next contract year; (b) the area where the Public Land Survey corners and Property-controlling corners are to be researched in the next contract year; (c) the area where horizontal and vertical control stations are to be researched and located; and (d) the area where horizontal and vertical coordinates are to be established.
4. Creating and maintaining a filing system for horizontal and vertical geodetic monumentation information obtained from National Geodetic Survey, United States Geological Survey and other sources.
5. Coordinating the densification of horizontal and vertical geodetic monumentation with the Commission's Geodetic Advisor.

In addition to the requirements of the approved Livingston County Survey Plan, the Contractor as County Representative shall:

RESOLUTION NO.

Page 3

1. Schedule and chair the meeting of the Survey & Remonumentation Committee.
2. Ascertain, through periodic on-site inspections and review, that the work performed under monumentation contracts has been satisfactorily completed before recommending to the Grant Administrator that final payment to be made by the Livingston County Board of Commissioners.

WHEREAS, for purposes of compensation for 2010, the County Representative shall be considered as an Independent Contractor to be reimbursed on a monthly fixed-fee basis for the time expended, which shall include required secretary/technician services. The monthly fixed-fee and additional reimbursement for necessary expenses shall be as follows:

- As part of the weekly fixed-fee compensation, the County Representative shall furnish his/her own office work space, telephone and vehicle; and
- The County Representative shall be reimbursed for (1) required expendable office supplies; (2) long distance telephone calls; (3) mileage (at the current Livingston County rate); (4) lodging (when it is necessary to be out of the County); and (5) miscellaneous applicable out-of-pocket expenses; and
- For the calendar year of 2010, the County Representative shall be paid One thousand six hundred sixty-six and 66/100 dollars (\$1666.66) per month, [Twenty thousand Dollars (\$20,000) per year]; and

If, due to unexpected circumstances, it is deemed to be in the best interest of Livingston County to exceed the \$20,000 maximum, approval by the Livingston County Board of Commissioners will be required.

WHEREAS, after careful consideration, the Survey & Remonumentation Committee recommends the reappointment of Jennifer Defenderfer as County Representative of the Livingston County Survey and Remonumentation Plan.

RESOLUTION NO:

PAGE: 4

RESOLUTION NO.

Page 4

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby appoints Jennifer Defenderfer, as County Representative, for Livingston County Survey and Remonumentation Plan and authorizes a contract commencing January 1, 2010 and terminating December 31, 2010, with the term and conditions as outlined above.

BE IT FURTHER RESOLVED that the Chair is authorized to sign said contract as prepared by Civil Counsel.

MOVED:

SUPPORTED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO EXEMPT LIVINGSTON COUNTY TAXES FROM CAPTURE BY THE CITY OF BRIGHTON DOWNTOWN DEVELOPMENT AUTHORITY (DDA) - Planning Department / Finance Committee

WHEREAS, the City of Brighton City Council held a public hearing on December 3, 2009, for the purpose of amending their Downtown Development Plan (DDA) and Tax Increment Financing Plan for the City of Brighton; and

WHEREAS, said amendments state that the City of Brighton DDA Tax Increment Financing and Development Plan may include the capture of increases in tax base within the amended district; and

WHEREAS, pursuant to MCL 125.1653(3), Livingston County may exempt its property taxes from capture by the City of Brighton DDA by adopting a resolution to that effect within sixty (60) days of the December 3, 2009, public hearing, which resolution takes effect when filed with the City of Brighton Clerk; and

WHEREAS, pursuant to Livingston County Board of Commissioners Resolution #304-090, a copy of which is attached and incorporated by reference, it is the policy of Livingston County not to permit the capture of County property tax revenues in any new or expanded development districts under the Local Development Finance Authority (LDFA) and the Downtown Development Authority (DDA) Acts unless the Board of Commissioners has approved a tax sharing agreement with the DDA and the affected municipality, which tax sharing agreement must meet the conditions set forth in Resolution #304-090.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners reaffirms its prior Resolution #304-090 which established the policy wherein the exemption of ad valorem county tax revenues from diversion by the creation and/or expansions of DDA type authorities shall be the standing response.

BE IT FURTHER RESOLVED that pursuant to MCL 125.1653(3), Livingston County hereby exempts its property taxes from capture by the City of Brighton DDA Tax Increment Financing and Development Plan.

BE IT FURTHER RESOLVED that a future “tax sharing agreement” may be considered if said agreement meets the conditions of Livingston County policy established by Resolution #304-090.

BE IT FURTHER RESOLVED that the Livingston County Clerk shall file a copy of this Resolution to the City of Brighton Clerk.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE COUNTY-ISSUED CELL PHONE/PAGER POLICY –
Personnel Committee 12/16/09 / Finance Committee 12/23/09 / Full Board

WHEREAS, the County has issued approximately 160 cell phones to various departments; and

WHEREAS, reductions in the taxable value of real estate have had a negative impact on Livingston County operating revenues which has resulted in the need for increased scrutiny of all County operations; and

WHEREAS, establishing a uniform County-issued Cell Phone/Pager policy will produce a reduction in future operating expenses by eliminating non-essential cell phone issuance; and

WHEREAS, the Technology Committee, the Personnel Subcommittee and the Finance Committee have reviewed this matter and recommend the approval of the County-issued Cell Phone/Pager policy.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the attached County-issued Cell Phone/Pager policy.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners requests and it is anticipated that all County elected officials shall comply with the County-issued Cell Phone/Pager policy.

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MOVED: Commissioner

SECONDED: Commissioner

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION CREATING THE POSITION OF HUMAN RESOURCES / LABOR RELATIONS DIRECTOR, APPROVING SALARY CLASSIFICATION, AND CONFIRMING THE APPOINTMENT OF JENNIFER PALMBOS - Administration / General Government Committee / Personnel Committee

WHEREAS, the position of Human Resources Director is vacant; and

WHEREAS, maintaining a centralized Human Resources function has proven essential in maintaining an appropriate level of consistency in policy implementation and compliance with State and Federal Statutes; and

WHEREAS, recognizing the need to consolidate positions in order to achieve budgetary savings and streamline the Livingston County organization structure; and

WHEREAS, the Labor Relations Manager has worked closely with the Human Resources Staff and the Personnel Committee and is knowledgeable with the various policies, statutes and operational systems of the Human Resources Department; and

WHEREAS, expanding the duties and responsibilities of the Labor Relations Manager in combination with those of the Human Resources Director provides a cost effective approach consistent with the budget policies. The cost savings achievable by this consolidation approaches \$100,000.00 per year compared to maintaining separate positions.

WHEREAS, this newly created position has been evaluated by the County's Wage Classification Consultant, Karine Stover, of Rahmberg Stover and Associates who recommends the position be compensated consistently with other positions within the County's Wage Classification Structure; and

WHEREAS, the Personnel Committee recommends the adoption of Rahmberg Stover and Associates' recommended compensation for the newly created Human Resources/Labor Relations Director position at pay grade R; and

WHEREAS, Jennifer Palmbo has been successfully serving in as the acting Director of Human Resources in addition to her responsibilities as Labor Relations Manager; and

WHEREAS, the General Government Committee recommends the creation of the consolidated position of Human Resources/Labor Relations Director and the appointment of Jennifer Palmbo as the Human Resources/Labor Relations Director; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners concurs with the recommendation of the General Government Committee and hereby approves the creation of the position of Human Resources/Labor Relations Director.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners concurs with the recommendation of the Personnel Committee and hereby approves the compensation of the newly created position of Human Resources/Labor Relations Director at Pay Grade R, and at a step consistent with existing policy.

BE IT FURTHER RESOLVED that the Board of Commissioners concurs with the recommendation of the General Government Committee and confirms the appointment of Jennifer Palmbo as the Human Resources/Labor Relations Director, effective immediately and at a step consistent with existing policy.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION
LIVINGSTON COUNTY

NO:
DATE:

**RESOLUTION APPOINTING BELINDA PETERS ACTING COUNTY ADMINISTRATOR -
COUNTY ADMINISTRATION**

(PERSONNEL 12/16/09 – FINANCE 12/23/09 – FULL BOARD 1/04/10)

WHEREAS, the current County Administrator will be retiring after eleven (11) years of service; and

WHEREAS, the position of County Administrator is essential to insure the coordination of department operations and administration; preparation and supervision of departmental budgets; compliance with State and Federal statutes; risk management; development of critical policies and procedures; and, has demonstrated the value of this position well beyond its costs; and

WHEREAS, the current Deputy County Administrator/Finance Director, Belinda Peters, possesses the education, experience, organizational knowledge and demonstrated abilities, to assume the responsibilities of the County Administrator; and

WHEREAS, the Personnel Committee has reviewed this matter and has determined that in order to maintain continuity of structure and organizational systems, it is critical that an Acting Administrator be appointed. The Committee further recommends the appointment of the current Deputy County Administrator/Finance Director, Belinda Peters as Acting County Administrator, for a period of six (6) months; and

WHEREAS, consistent with the current Board Policy, Belinda's annual salary would be adjusted to the hire rate for the County Administrator, \$120,146.00

NOW THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby recognizes the position and value of County Administrator and authorizes filling the current vacancy.

BE IT FURTHER RESOLVED, that the Board of Commissioners joins the Personnel Committee in recognizing the abilities, expertise, and organizational knowledge of Belinda M. Peters and appoints her to the position of Acting County Administrator for a period not to exceed six (6) months with an adjustment to her annual salary consistent with existing Board Policy to \$120,146.00.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO SYSTEMATICALLY TRANSFER MONIES BETWEEN FUNDS - COUNTY ADMINISTRATION / FINANCE COMMITTEE

WHEREAS, the fiscal year 2010 Budget contains several types of transfers between funds; and

WHEREAS, the following types of transfers between funds are reflected in the budget:

GENERAL FUND	The General Fund appropriates a considerable amount of its operating funds to other County funds. The purpose of the appropriations is to subsidize operating programs or capital purchases, provide seed money for new projects, and General Funds share for internal services
DIRECT SERVICES	Direct Services provided by a department (Internal Service Funds: Building Services, Information Technology, and Car Pool) to different departments within General Fund and in other funds;
INDIRECT COSTS	Indirect Costs (Central Services Cost Allocation Plan) are billed to appropriate general fund divisions, which operate with federal and state funding, special revenue and enterprise funds to recover each funds proportionate share of the County's central administrative and support cost which are originally borne by the General Fund;
OPERATING CAPITAL	Miscellaneous Operating Capital Transfers are made from one fund to another fund to subsidize operating programs or capital purchases, or provide seed money for new projects

WHEREAS, requests for transfers and/or billings are received from the numerous County departments continuously throughout the course of the year to fund their operations; and

WHEREAS, it is desirable to implement a systematic process to transfer monies between funds, eliminate duplication of effort and to create an efficient/effective procedure.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the transfer of monies in accordance with the attached schedule and authorize the County Treasurer to make the appropriate adjusting journal entries to effectuate the transfers.

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**MOVED:
SECONDED:
CARRIED:**