

FINANCE COMMITTEE AGENDA

June 19, 2019

7:30 AM

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

Pages

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** 3
Meeting minutes dated: June 5, 2019
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **REPORTS**
 - 7.1 **Employee Recognition - 1st Quarter 2019**
Mary Kuzner, Vital Records Clerk
 - 7.2 **Plante Moran**
2018 Livingston County Financial Audit
8. **RESOLUTIONS FOR CONSIDERATION**
 - 8.1 **Board of Commissioners** 7
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9.	ANNUAL REPORTS	
9.1	Sheriff's Office	
	Sheriff Murphy	
9.2	Facility Services	
	Chris Folts, Director of Facility Services	
10.	CLAIMS	
	Miscellaneous Claims Dated: June 19, 2019	
11.	PREAUTHORIZED	
	Computer Print-out Dated: June 6 through June 19, 2019	
12.	CALL TO THE PUBLIC	
13.	ADJOURNMENT	

FINANCE COMMITTEE

MEETING MINUTES

June 5, 2019

7:30 a.m.

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

Members Present:

Carol Griffith, Douglas Helzerman, Kate Lawrence , William Green , Donald Parker, Robert Bezotte, Dennis Dolan, Gary Childs, and Wes Nakagiri

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Griffith at 7:30 a.m.

2. ROLL CALL

Indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Minutes of Meeting Dated: May 22, 2019

Motion to approve the minutes as presented.

Moved by: D. Dolan

Seconded by: G. Childs

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Motion Carried (9-0-0)

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Motion to approve the agenda as amended to remove Item 8.2, Resolution for Consideration from the Health Department. Item 8.2 will now be Planning Department Resolution of the Livingston County Commissioners Formal Recognition of Receipt, Review, Approval and Filing of the 2020-2025 Livingston County Capital Improvement Plan.

Moved by: R. Bezotte

Seconded by: G. Childs

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Motion Carried (9-0-0)

6. CALL TO THE PUBLIC

None.

7. REPORTS

Commissioner Helzerman reported the Broadcast Committee is testing audio recording during this meeting.

Commissioner Parker reported that he attended a 2020 Census meeting with the County Clerk and is discussing with Administration the possibility of a new committee to help promote the Census.

Commissioner Nakagiri informed members of the Committee that he will be motioning to reconsider appointments to the Building Authority at the next Board of Commissioners on June 10, 2019, this is formal notification to the Clerk.

Commissioner Bezotte reported that he attended a walk thru at the construction site for Central Dispatch, it was very informational and recommends other Commissioners to do so before opening the new facility.

7.1 Revenue Forecast Committee

Cindy Catanach began the report and presentation. All Department's that contribute General Fund revenue participated in the presentation.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Information Technology

Resolution Authorizing a Master Agreement Contract Renewal with Windstream for Telephone Service and Internet Services

Rich Malewicz presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: D. Helzerman

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Motion Carried (9-0-0)

8.2 Planning Department

Resolution of the Livingston County Commissioners Formal Recognition of Receipt, Review, Approval and Filing of the 2020-2025 Livingston County Capital Improvement Plan

Rob Stanford Presented the Capital Improvement Plan.

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: R. Bezotte

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Motion Carried (9-0-0)

8.3 Equalization

Resolution to Levy 2019 Allocation Millage

Sue Bostwick presented the Resolution.

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: W. Green

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Motion Carried (9-0-0)

9. ANNUAL REPORTS

9.1 Human Resources

Jennifer Slater presented the Annual Report and answered questions.

9.2 Airport

Mark Johnson presented the Annual Report and answered questions.

Commissioner Parker exited at 9:18 a.m. and returned at 9:19 a.m.

Commissioner Lawrence exited at 9:30 a.m. and returned at 9:32 a.m.

10. CLAIMS

Miscellaneous Claims Dated: June 5, 2019

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: R. Bezotte

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Motion Carried (9-0-0)

11. PREAUTHORIZED

Computer Print-out Dated: May 23 through June 5, 2019

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: G. Childs

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Motion Carried (9-0-0)

12. CALL TO THE PUBLIC

None.

13. ADJOURNMENT

Motion to adjourn the meeting at 9:37 a.m.

Moved by: D. Dolan

Seconded by: R. Bezotte

Yes (9): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Motion Carried (9-0-0)



Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Accept the 2018 Livingston County Financial Audit – Board

WHEREAS, in compliance with statutory requirements, the accounting firm of Plante & Moran, PLLC, has prepared and completed the audit of the financial statements of Livingston County for the year ended December 31, 2018; and

WHEREAS, said audit is being presented to the Board of Commissioners on June 24, 2019.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby accepts the audit of the financial statements of Livingston County for year ending December 31, 2018, as prepared by Plante & Moran.

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**MOVED:
SECONDED:
CARRIED:**

plantemoran.com

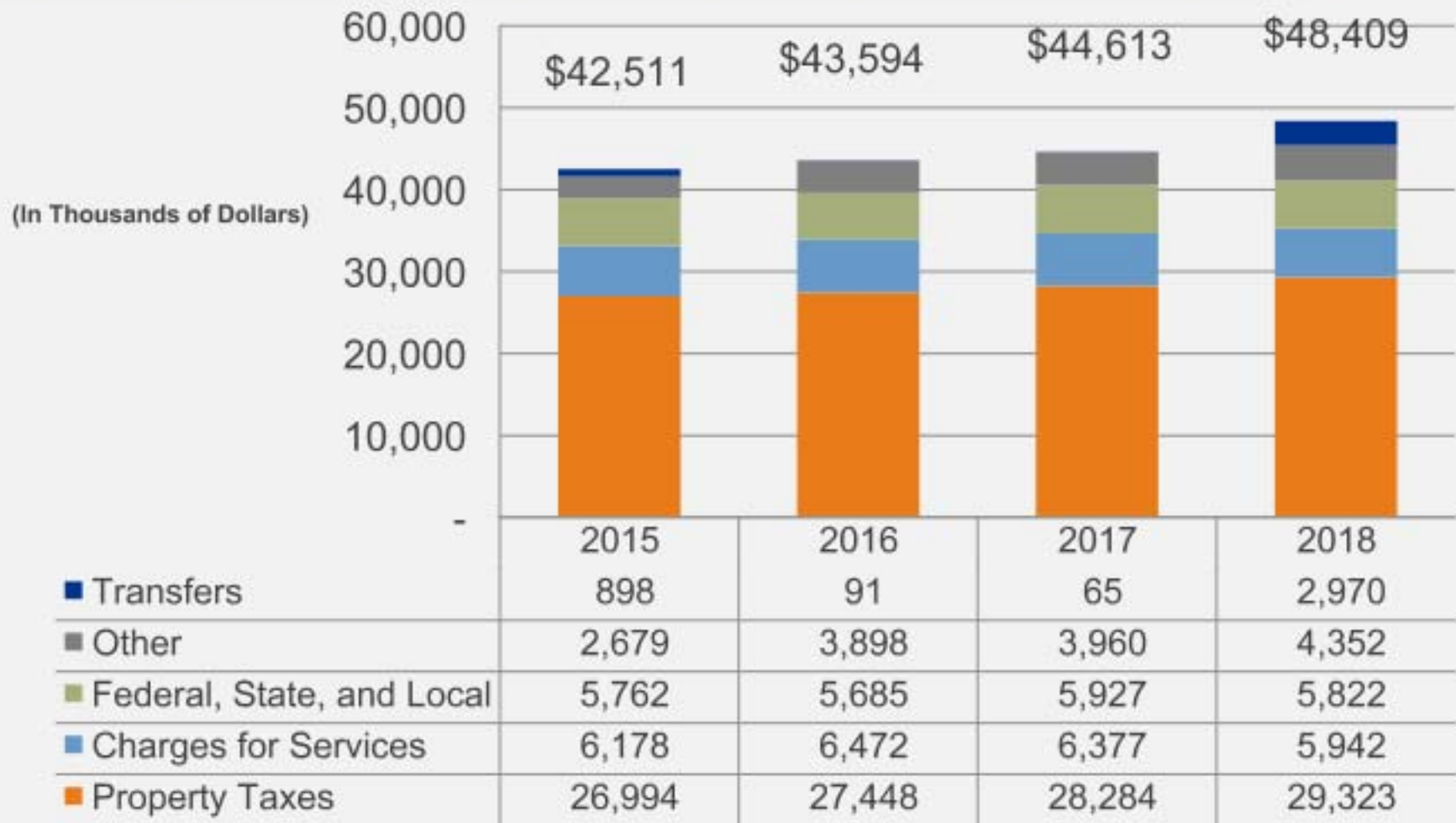


■ Livingston County

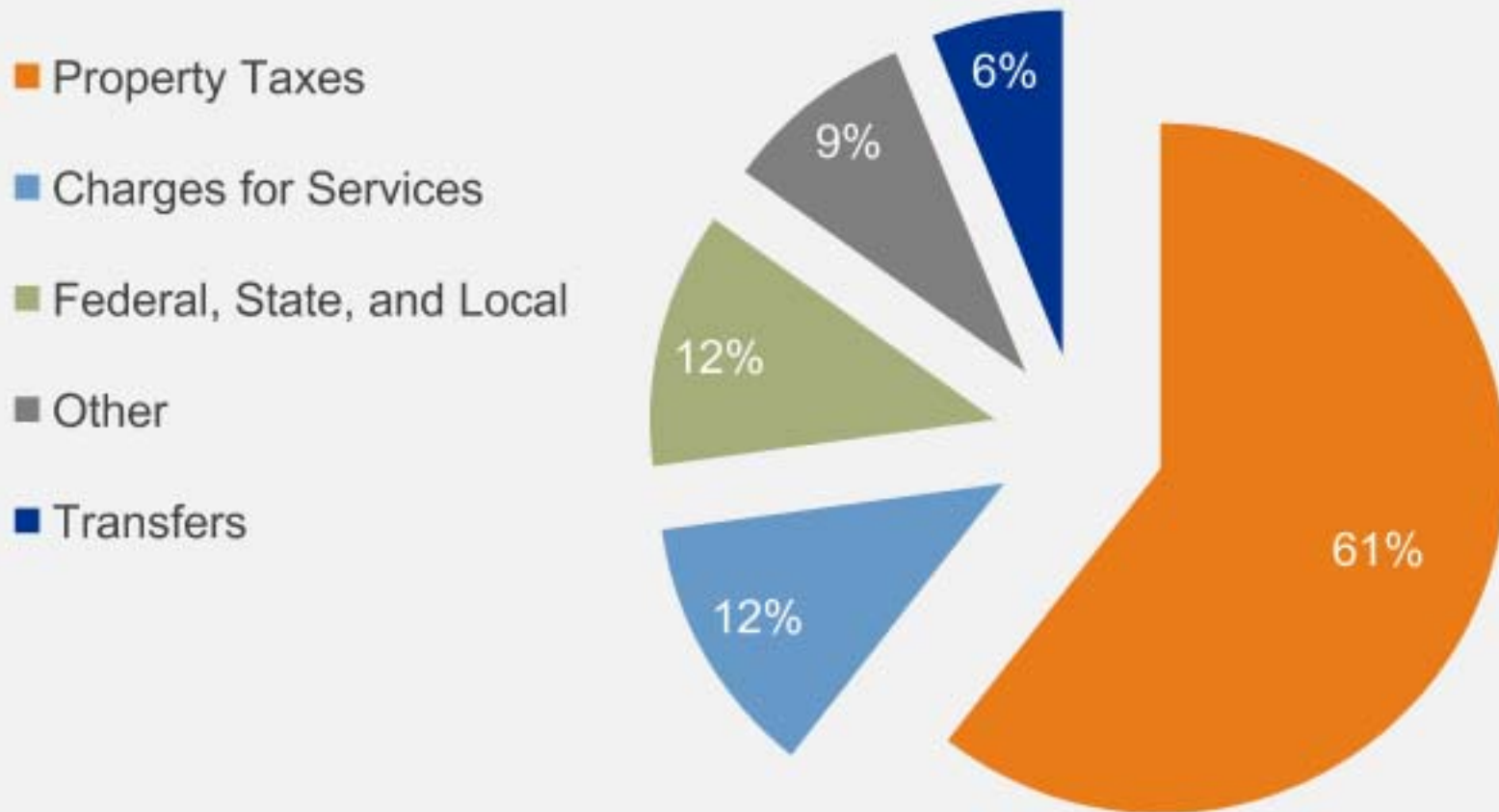
Audit Presentation to the Commissioners

FOR YEAR ENDED DECEMBER 31, 2018

Livingston County General Fund Revenue Years Ended December 31



Livingston County General Fund Revenue Fiscal Year Ended December 31, 2018



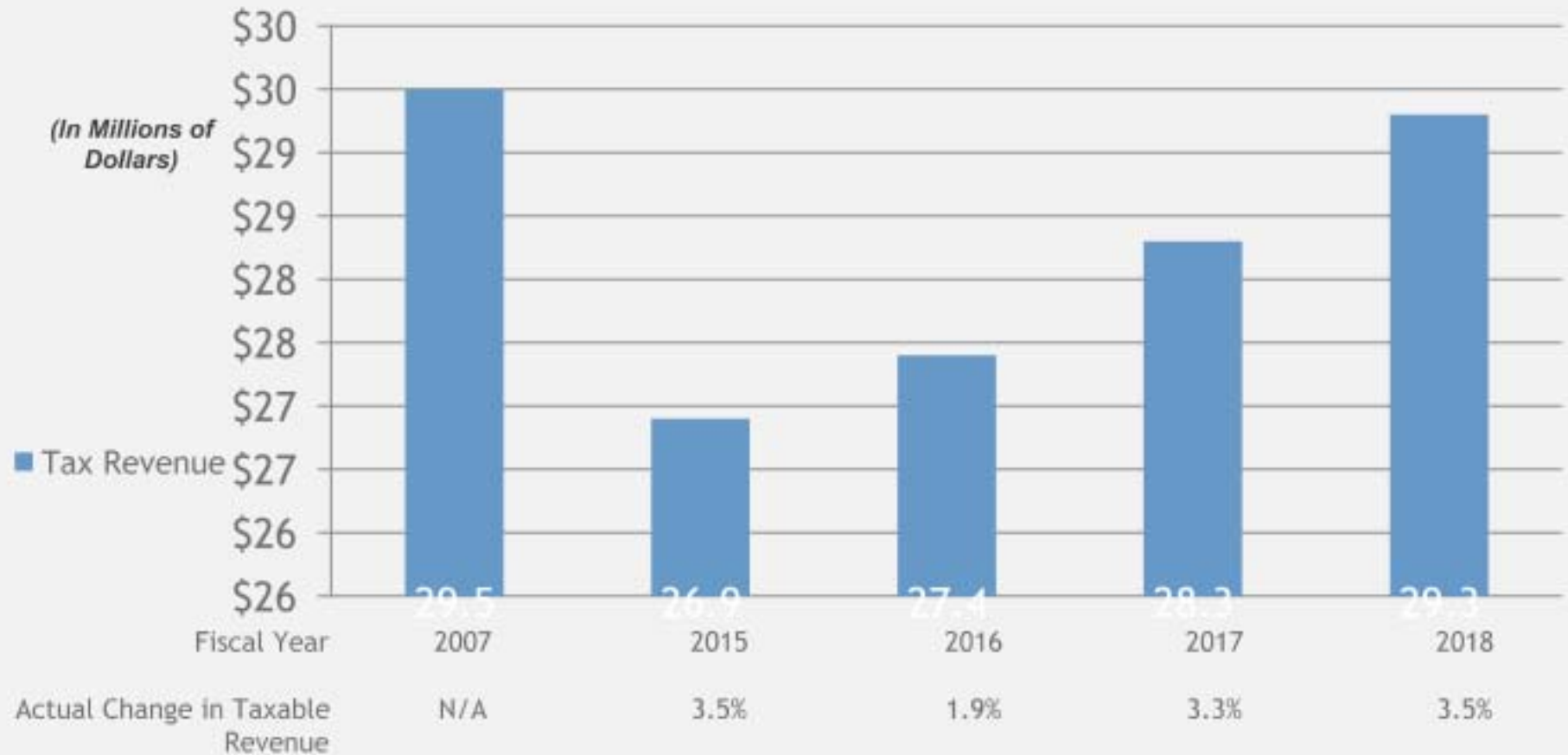
Livingston County Total Taxable Value (in millions) Years Ended December 31



Livingston County General Fund Property Tax Revenues



Tax Revenue

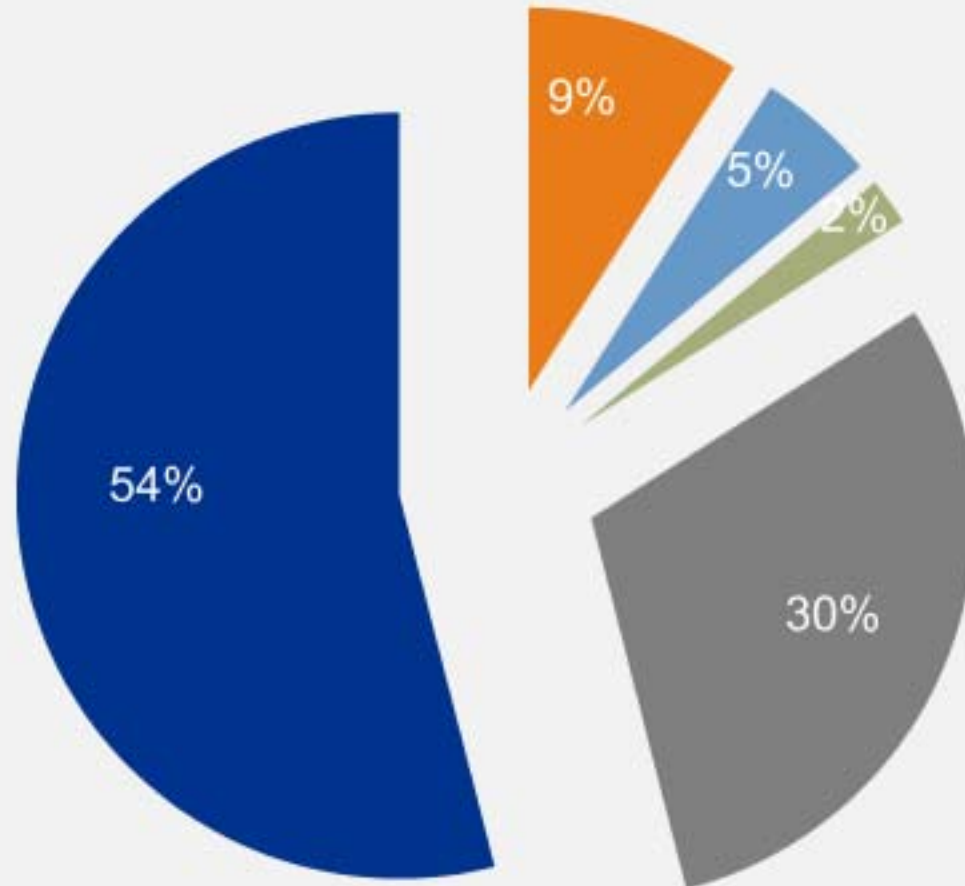


Livingston County General Fund Expenditures Years Ended December 31



Livingston County General Fund Expenditures Year Ended December 31, 2018

- Tranfers to Other Funds
- Economic Development
- Health and Welfare
- General Government
- Public Safety



Livingston County Pension/OPEB Funding Progress



*Total Pension Liability measurement date was December 31, 2017

**Total OPEB Liability measurement date was December 31, 2018

Livingston County Additional Pension Contributions





 **THANK YOU**

*William Brickey, CPA -Partner
313-496-7231
william.brickey@plantemoran.com*

*Thomas Kempa, CPA – Manager
313-496-7237
thomas.kempa@plantemoran.com*

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing Intergovernmental Agreement for Transportation Services between Livingston County (LETS) and Hamburg Township - LETS

WHEREAS, Livingston County, through Livingston Essential Transportation Service (LETS) provides public transportation services throughout Livingston County; and

WHEREAS, Hamburg Township seeks to contract with the County for the provision of demand response bus service for senior citizens residing in the Township; and

WHEREAS, the County has agreed to provide the transportation services on the terms and conditions set forth in the agreement; and

WHEREAS, the agreement term will be one (1) year beginning July 1, 2019 and ending June 30, 2020 with an option to renew for two (2) additional years.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes an intergovernmental agreement for transportation services between Livingston County and Hamburg Township under the terms and conditions set forth therein for a term of one (1) year beginning July 1, 2019 and ending June 30, 2020 with an option to renew for two (2) additional years.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign the agreement and any related documents upon review and approval by Mark Koerner, LETS transit attorney.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 06/11/2019
**Re: Resolution Authorizing Intergovernmental Agreement for Transportation Services
between Livingston County (LETS) and Hamburg Township - LETS**

Hamburg Township is seeking to contract with Livingston County through LETS for the provision of demand response bus service for senior citizens residing in the Township. The service agreement will include transportation for seniors between their homes and the Senior Center as well as group outings between the Senior Center and destinations in Brighton, Howell, and Ann Arbor.

The Township will compensate the County for the “local share” of the service cost (i.e., the remaining share not reimbursed by federal and state grant funding) based on the number of vehicle hours dedicated to the service. The agreement will commence with 8 service hours per day and 3 service days per week but the hours and days may be expanded by mutual agreement of both parties.

Passengers transported to and from the senior center will be charged a fare of \$1.00 per one-way trip. All other passengers will be charged a fare of \$1.00 per round trip for “In-County” service and \$3.00 per round trip for “Out-of-County” service.

The initial term of the agreement will be one (1) year beginning on July 1, 2019 and ending on June 30, 2020 with an option to renew for an additional two (2) years.

If you have any questions please contact me directly at x7843.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Establish the Animal Shelter Donation Fund Budget – Animal Shelter

WHEREAS, the Livingston County Animal Shelter routinely receives donations from citizens specifically restricted for the use of the Animal Shelter; and

WHEREAS, per Resolution 2019-05-065 these donations were moved from a Trust and Agency Account to a Special Revenue Fund; and

WHEREAS, all expenditures of this fund will follow the county's accounts payable policy and procedure; and

WHEREAS, the Animal Shelter asks to create a budget in this newly created fund for the amount transferred in from the Trust and Agency Account when the fund was established.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners herby authorize a budget amendment to establish the Animal Shelter Donation Fund budget.

	Original	Requested	Proposed Revised
Fund 231	\$ -	\$ 73,218	\$ 73,218

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing an Agreement with Blue Cross Blue Shield for Discounted Medical Billing - Jail

WHEREAS, the jail currently has a contract for off-site medical billing asset recovery and management that will be expiring July 2, 2019; and

WHEREAS, when an inmate is sent off-site, Blue Cross Blue Shield would provide a discount if the provider is a member of Blue Cross Blue Shield network; and

WHEREAS, this discount would also apply to prescription drugs and off-site dental visits; and

WHEREAS, Blue Cross Blue Shield would apply their discounted rate of 48% to 52% and charge the county an 11% administrative fee for the use of their discount; and

WHEREAS, when an inmate is inpatient and Medicaid is not applicable, the hospital would require an additional administrative fee of 9.5% (AAC Fee) that would come off the Blue Cross Blue Shield discounted rate; and

WHEREAS, Blue Cross Blue Shield would invoice the county for all discounted claims including administrative fees and accompanied by a detailed report.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes to enter into a contract for discounted medical services with Blue Cross Blue Shield for an initial one (1) year period.

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

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 517-540-7974 Fax 517-546-1800
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Dan Adas
Date: June 11, 2019
Re: Contract with Blue Cross Blue Shield of Michigan

Attached for your consideration and approval is a resolution authorizing the jail to pursue a contract with Blue Cross Blue Shield of Michigan (BCBSM). This contract would discount offsite medical bills that the jail would incur as a result of sending an inmate for doctor or hospital visits. The jail would call BCBSM when an inmate is scheduled to be sent offsite and receive an inmate ID enrollment number. This number would qualify the inmate for the BCBS discount if the provider is a member of the BCBS network. This discount would also apply to prescription drugs and offsite dental visits. There are 33,000 doctors and 152 hospitals, which includes the hospitals we currently use, that are members of the BCBS network.

A contract with BCBSM should result in a discount of 48% to 52% and the county would be charged an 11% administrative fee. If the inmate is admitted or considered inpatient and Medicaid is not applicable, the hospital would require an additional administrative fee of 9.5%.

BCBSM would invoice the county for all of the discounted claims they processed in that month as well as the corresponding administrative fee. A detailed claims report will be included with the monthly invoice. Currently, Michigan Department of Corrections and 37 Michigan county jails are all under contract with BCBSM. The initial proposed contract term is 1 year and would have to be renewed annually.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Establish New Fees for the Soil Erosion Control Program - Drain Commissioner

WHEREAS, the office of the Livingston County Drain Commissioner is the county enforcing agency for the soil erosion and sedimentation control program, Part 91 of NREPA; and

WHEREAS, in 2015 certain fees were established for the soil erosion and sedimentation control program; and

WHEREAS, fees authorized by the Livingston County Soil Erosion and Sedimentation Control Ordinance may be amended from time to time by County Resolution; and

WHEREAS, since 2015, the cost of operating the soil erosion and sedimentation control program has increased; and

WHEREAS, the fees established in 2015 are no longer sufficient to cover the costs of this program; and

WHEREAS, the proposed fee increases in 2019 will sufficiently cover the operating costs of the soil erosion and sedimentation program for the coming fiscal year; and

THEREFORE BE IT RESOLVED that the following fees for soil erosion and sedimentation control permits and waivers are established effective September 1, 2019:

Residential:	
Major Permit	\$275
Minor Permit	\$200
Re-inspection	\$105
Waiver	\$60
Commercial:	
Major Permit	\$970
(includes 4 months Inspection)	
Minor/Utility Permits	\$530
Inspection	\$110/month
Waiver	\$100

BE IT FURTHER RESOLVED that the Livingston County Clerk is directed to cause the revised fee schedule to be published in a newspaper of general circulation in Livingston County.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
OFFICE OF THE LIVINGSTON COUNTY DRAIN COMMISSIONER

2300 E. Grand River Avenue, Suite 105, Howell, MI 48843
Phone 517-546-0040 Fax 517-545-9658
Web Site: www.livgov.com/drain

Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere
Date: 6/12/2019
**Re: Fee Changes for Infrastructure Plan Review and
the Soil Erosion Control Program**

Honorable Commissioners:

The attached resolutions set forth fees proposed for the drainage review and soil erosion control program, in order to better recover costs associated with their operation. Each of these programs needs to be viewed in the light of Michigan land use law, which grants local units of government specific authorities to react to specific impacts associated with land development. My role as Drain Commissioner does not address land uses, only certain drainage and sedimentation effects of land uses.

A brief discussion of the basis for each of these programs is followed by recommendations below:

Erosion Control Program

The erosion control program is a mandated county function pursuant to Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, Act 451, P.A. 1994, as amended (hereinafter "Part 91"). The primary premise of the erosion control program is that erosion and subsequent sedimentation need to be kept within the property of the landowner doing earthwork, and furthermore need to be kept out of waters of the state, which includes most open drain infrastructure maintained by my office.

In 2004, a Soil Erosion Control Ordinance with a municipal civil infractions bureau, was passed by the Board of Commissioners, replacing the original county soil erosion control rules passed in 1975. The County Board last addressed fees for this program in 2015. The Program was recently audited by the Department of Energy, Great Lakes, and Environment (EGLE), which has been renamed from the Department of Environmental Quality. EGLE retains supervisory authority over the program pursuant to Part 91. We are awaiting formal response to the audit, which we will present to the County along with our proposed response.

Drainage Review

The drainage review program is mandated by Act 288, P.A. 1967, as amended. Furthermore, Sec. 23 of the Michigan Drain Code grants the Drain Commissioner jurisdiction over all established drains within Livingston County. As the principal public stormwater operator within Livingston County, the drainage standards established by the Drain Commissioner are referenced as a minimum requirement by most Township, City, and

Village Ordinances. Furthermore, the soil erosion control ordinance referenced above requires permitted construction activities to adhere to the Drain Commissioner's standards.

The challenge of evaluating new construction within our drainage review program extends to the agricultural roots of our community, dating back to initial settlement of the County in the 1830's and 1840's. Most of the 400 miles of drainage infrastructure maintained by my office was not designed or constructed with anything other than agricultural use being envisioned. While a few drainage systems have been installed since the 1970's with a more suburban design standard, most of our infrastructure remains designed to serve the original agricultural purpose. We therefore have to perform a balancing act in reviewing construction plans between protecting the remaining useful life of existing infrastructure and allowing for more intensive land uses which increase demand on aging drainage infrastructure.

Recommendations for Soil Erosion Fees

The soil erosion fee changes are detailed in Table 1 attached to this memorandum. They are further compared with similar fees in adjoining counties in Table 2. While fee schedules are not identical across our adjoining counties, the fee increases in most instances result in costs comparable to or below adjoining counties.

The fee increases account for the costs of running the program in accordance with EGLE requirements as outlined by Part 91. We have also discussed these increases with the Home Builders Association of Livingston County. These costs are estimated at approximately \$349,000 for the 2020 fiscal year. They further take into account the costs of program management and enforcement that require the involvement of the Environmental Projects Manager, a role we recently hired Mitch Dempsey to undertake. The revenue anticipated from these new fees should, or with anticipated activity, will enable the county to fully recover the costs of a program.

Recommendations for Drainage Review Fees

The drainage review fee changes are detailed in Table 3 attached to this memorandum. They follow the Drain Commissioner's historic practice of charging for review based on a per lot or condominium unit basis for residential developments, and on an acreage basis for other types of developments (ie. institutional, commercial, or industrial). These fees were last adjusted by resolution of the Board of Commissioners in 2001.

The Drain Commissioner's office has maintained a relationship with Environmental Engineers, Inc., of Southfield, Michigan, in the performance of site plan reviews. This relationship goes back to the 1970's, and has provided continuity in the review process, both for the development community, and for the Drain Commissioner's office.

We respectfully request passage of the attached resolutions.

Attachments (3)

Table 1
Comparison of Current and Proposed Fees

	Current Fees as implemented 7/1/2015	Recommended Fees & Changes Effective 9/1/2019
Commercial Permit		
Commercial Major Permit (includes Plan Review/Initial App. fees)	\$ 480.00	\$ 530.00
Inspection Fees	flat fee per month, 12 months per year, for any month with 10 days open permit. \$100.00 per month = \$1200 per year	flat fee per month, 12 months per year, for any month with 10 days open permit. \$110.00 per month = \$1320 per year
Comercial Minor (Utility) Permit <i>(includes inspection fee)</i>	\$ 480.00	\$ 530.00
Commercial Waiver	\$ 90.00	\$ 100.00
Residential		
Major Permit Fee (includes base inspection and plan review fees)	\$ 250.00	\$ 275.00
Minor Permit Fee (includes application & base inspection fees)	\$ 180.00	\$ 200.00
Re-inspection Fee	\$ 95.00	\$ 105.00
Residential Waiver (covers cost of application review when permit not required)	\$ 55.00	\$ 60.00

TABLE 2
Comparison of Proposed Livingston County Fees with Adjoining Counties

Fee Category	Livingston	Oakland	Washtenaw	Ingham
Commercial Permit	Fees Proposed 9/1/2019	2018 Update Fees	2016 Update Fees	2019 Update Fees
Plan Review/Initial App.	\$ 880.00	\$ 230.00	\$500.00 for 2501 sq. ft-10 acres, \$500.00 (over 10 acres) + \$50 for each acre over 10	\$620.00 1st acre & \$62.00 for each additional acre per year (renewal is 1/2 rate of current fee schedule) (fees are less for shorter durations) +\$705.00 Review (if necessary)
Inspection Fees	\$110.00 per month for any month permit is open 10 or more days of the month = \$1320.00 per year	\$1,900.00, or \$2,330.00, \$4,150.00, \$6,280.00 annually (depending on site classification = to our permit)	\$100 per hour of inspection	Charged at hourly rate, escrow amounts can be added and determined by the ICDC based on site factors.
Average 2 Year Cost = Sum of Above fees	\$ 3,520.00	\$1200,\$1900,\$2330, \$4150, \$6280	\$2900.00(at 1 inspection per month for a 10 acre site)	*\$3273.00(assuming 1- 1 hour inspection per month at \$45.00 per hour or 10 acre site
Commercial re-inspection Fee	None	\$ 175.00	\$100.00/hour (or additional enforcement)	\$305.00 (violation/cease & desist re-inspection) or Hourly Cost
Commercial Minor Permit	\$ 530.00	N/A	\$300.00 + inspection hourly costs	\$335.00 + inspection hourly costs
Base Avg 2 Year Cost	\$ 530.00	N/A	\$300+ inspection hourly costs	\$670.00 + inspection hourly costs
Commercial Waiver	\$ 100.00	\$230 + \$370 = \$600.00	\$100.00 + inspection hourly costs	No Waiver cost
Base Avg 2 Year Cost	\$ 100.00	\$ 1,200.00	\$100.00 + inspection hourly costs	No Waiver cost
Residential				
Residential Major Permit Plan Review & App. Fee	\$ 275.00	\$ 75.00	\$200.00 for more than 1200 sq. ft., \$200.00 for 1200 sq. ft-10 acres + \$25.00/acres for every acre over 10	\$265.00 for 12 month permit (less for 6 & 9 month) renewal is 1/2 rate of current fee schedule
Permit Fee (includes base inspection fees)	included	\$120.00, \$155.00, \$230.00, \$290.00, \$575.00 annually (depending on site classification = to our permit)	\$100 per hour of inspection	Inspections charged at hourly rate determined by ICDC
Base Avg 2 Year Cost	\$ 275.00	\$195.00, \$230.00, \$305.00, \$365.00, or \$650.00	\$1625.00 10 acre site (bi monthly inspections, amount can be less)	\$397.50 + hourly rate of inspection x inspection amount
Re-inspection Fee	\$ 105.00	\$ 75.00	\$100.00 per hour	Hourly Costs or \$305.00 (violation/cease&disist re-inspection)
Residential Minor Permit App Fee	\$ 200.00	N/A	\$150.00 (Less than 1200 Sq. Ft).	\$49.00 (renewal is 1/2 rate of current fee schedule)
Base inspection fees	Included	N/A	\$100.00 an hour	Hourly Rate
Base Avg 2 Year Cost	\$ 200.00	N/A	\$550.00 total, 4 inspections	\$253.50 (4 inspections @\$45 hour)
Residential Waiver	\$60 for 2 years	\$75.00 + (\$120.00/yr.) = \$195.00	\$50	No fee
Base Avg 2 Year Cost	\$ 60.00	\$ 290.00	\$50.00 (18 Months)	No fee

* Note that permits are compared on a 2 year basis to compare adjoining counties with shorter or longer permit durations to the 2 year duration of our permits.

Oakland has a classification system where 5 different permit fees are possible based on certain aspects of the project.

Oakland County permits are 1 year in duration with 3 month renewals available thereafter

Ingham County permits are 1 year in duration with additional years renewals available

Washtenaw County commercial permits are 2 year in duration with a 6 month extension available, Residential permits 18 Months

Washtenaw County Residential projects receive bi-monthly inspections

**Table 3
Drainage Review
Comparison of Current and Proposed Fees**

FEE DESCRIPTION		Charge Basis	Current Fees Effective 2001	Proposed Fees Planned September 1, 2019
PRELIMINARY	Minimum Fee (includes administration*)	Minimum	\$450	\$600
	Single Family Residential Sites	per lot or condo unit	\$15	\$20
	Multiple Family Residential Sites	per unit	\$10	\$10
	Manufactured Home Parks	per lot or site	\$10	\$10
	Commercial, Industrial, or Institutional Sites	flat fee sites > 5 acres **	\$500	\$600
CONSTRUCTION	Minimum Fee (includes administration)	Minimum	\$850	\$1,150
	Single Family Residential Sites	per lot or condo unit	\$30	\$40
	Multiple Family Residential Sites	per unit	\$20	\$20
	Manufactured Home Parks	per lot or site	\$20	\$20
	Commercial, Industrial, or Institutional Sites	flat fee sites > 5 acres **	\$1,000	\$1,200

* Administrative costs include costs reimbursed to county for office expenses which are not paid to engineering consultant. They are proposed to be \$200 for preliminary plan reviews, and \$350 for construction plan reviews

** Note that for sites less than 5 acres the minimum fee applies

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Establish New Fees for Drainage Review - Drain Commissioner

WHEREAS, the office of the Livingston County Drain Commissioner reviews drainage plans for new development under authority granted by various state statues; and

WHEREAS, in 2001 certain fees were established for drainage review; and

WHEREAS, drainage review is subcontracted to a consulting engineer under contract with the Livingston County Drain Commissioner; and

WHEREAS, since 2001 the cost of consulting engineering services associated with drainage plan reviews have increased while the fees have not changed; and

WHEREAS, the fees established in 2001 are no longer sufficient to cover the cost of the drainage reviews.

THEREFORE BE IT RESOLVED that the following fees for drainage review are established effective September 1, 2019:

Preliminary Plan (or Plat) Review Fees:

Minimum Fee	\$400.00
Single Family Residential Sites	\$20.00/lot or site
Multiple Family Residential Sites	\$10.00/unit
Manufactured Home Parks	\$10.00/lot or site
Commercial or Industrial Sites	\$600.00 flat fee for sites 5 acres or more, otherwise minimum fee.

Construction Plan Review Fees:

Minimum Fee	\$800.00
Single Family Residential Sites	\$40.00/lot or site
Multiple Family Residential Sites	\$20.00/unit
Manufactured Home Parks	\$20.00/lot or site
Commercial or Industrial Sites	\$1200.00 flat fee for sites 5 acres or more, otherwise minimum fee.

Administrative Fees - A one-time administrative fee shall be charged:

Preliminary Plan or Plat	\$200.00
Construction Plans	\$350.00

Fees for Resubmittals of Preliminary and Construction Plans:

First and Second Resubmittal	No charge
Third Resubmittal and Thereafter:	A one-time charge equal to 50% of the initial review fee as provided above.

#

**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Granting a Drainage Easement to JAY512, LLC, for its Grand River Party Store Development for Storm Water Discharge Purposes - Board of Commissioners

WHEREAS, Mr. Sandeep Ghelani, Resident Agent of JAY15, LLC, is redeveloping property located at 2425 W. Grand River Avenue, in Howell Township, to include a building approximately 7,500 square feet in size that contains a convenience store/take out food establishment, along with an automobile detailing facility (tax identification nos. 06-27-400-002 and 16-27-400-003); and

WHEREAS, the subject property is located on Grand River Avenue, across from VG’s Food Center, East of Prince of Peace Church and West of Myers Automotive, abutting the vacant land of our West Complex to the South; and

WHEREAS, both Howell Township and the Livingston County Drain Commissioner’s office require a storm water detention system and, as the site design was being developed, it was determined that the outlet from the detention be located at the rear of the property and discharge into the City of Howell Drain, which runs through the County’s West Complex; and

WHEREAS, the office of the Livingston County Drain Commissioner maintains County Drains within Livingston County in accordance with the provisions of the Michigan Drain Code, Act 40 of the Public Acts of 1956, as amended; and

WHEREAS, the Drain Commissioner’s office approved the outlet design, which will minimize long term damage to the Howell City Drain, but requires grading and pipe installation across a section of the County’s West Complex being land approximately 50 feet by 25 feet; and

WHEREAS, JAY512, LLC, will obtain all necessary state, federal, and local permits for the work to be done, including soil erosion permits from the Drain Commissioner’s office.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the granting of a Drainage Easement to JAY512, LLC, across that part of Livingston County’s West Complex as shown on the attached plans, for access to the City of Howell Drain for storm water detention discharge from development of property located at 2425 W. Grand River Avenue, Howell Township, Michigan.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all Easement forms, assurances, contracts or agreements related to the above upon review and/or preparation of Civil Counsel.

BE IT FURTHER RESOLVED that JAY512, LLC, shall place a deposit with the County in the amount of \$5,000 to guarantee the performance of construction of the outlet. The Drain Commissioner shall review and approve of the proposed construction within the easement.

BE IT FURTHER RESOLVED that the abovementioned deposit shall be returned to JAY512, LLC, upon successful completion of the outlet construction.

#

**MOVED:
SECONDED:
CARRIED:**



Livingston County Board of Commissioners
County Administration Building
304 E. Grand River Avenue Suite 201
Howell, MI 48843

5.31.19

To Whom It May Concern,

My name is David McDade and I own and operate Roark Galt Architects in Clio, Michigan.

I was hired by Mr. Sandeep Ghelani to design a building approximately 7,500 s.f. in size that contains a convenience store/take out food establishment along with an automobile detailing facility.

This building is located at 2425 W. Grand River Ave in Howell Township 48843. The existing property contains two parcels (have since been combined into one parcel) that has a single-family dwelling (empty) on one and an empty parcel next door.

Being that this property is being redeveloped one of the requirements of both Howell Township and Livingston County is the need for storm water detention. As the site design was being developed it was suggested (with my approval) that the outlet from the detention be located at the rear of the property and discharge into the area of Bennett Lake and the City of Howell Drain. Later in the process I was informed that the labeling of Bennett Lake is incorrect, though this is currently indicated as such on all Livingston County documentation. To avoid any confusion, it was decided to continue labeling as is.

In order to discharge into the City of Howell Drain system we must utilize property owned by Livingston County.

It has been reported to me that prior to receiving final approval from The Livingston County Drain Office, MDOT, and Spicer Engineering (they are providing the county engineering), we must receive approval from the Livingston County Board of Commissioners.

I have included several documents showing the site play layout, the discharge of the pipe, a colored rendition of the building itself, and letters from the Drain office and MDOT indicating the need of your approval.

Please note on the plans we have designated an area that will be an official drainage easement. While the easement is indicated on the plans, it has not yet been recorded with the County nor Howell Township. We will provide all required documentation and recording of this easement upon your approval of the discharge.

We are hoping you will approve of this request as we believe this project will be a considerable improvement to the area and community.

Of course, if you need any further information please do not hesitate to contact me.

Thank you for your time and consideration.

Best Regards,


David J. McDade, Architect/CEO
Roark Galt Architects
(231) 557-3304
Email: rgarchs@gmail.com





Livingston County GIS, Livingston County IT/GIS, SEMCO, Livingston County IT/GIS



2425 W GRAND RIVER
HOWELL TOWNSHIP, MICHIGAN 48843

EXISTING LEGAL DESCRIPTION:

LAND SITUATED IN THE STATE OF MICHIGAN, COUNTY OF LIVINGSTON,
TOWNSHIP OF HOWELL DESCRIBED AS FOLLOWS:

SECTION 27 COMMENCING 200.0' SOUTH 68°15' EAST FROM THE
SOUTH □ POST OF SECTION 27:

THENCE SOUTH 68°15' EAST 99.5'((R)S.68°E. 99.5)

THENCE NORTH 13°45' EAST 439.00'((R)N.13°E.)TO CENTER LINE OF U.S.16

THENCE NORTH 12 □ WEST 99.5' ((R)N.12°W. 99.5'

THENCE SOUTH 13°45' WEST 435.00'((R)S.13°W. 423.00'

TO THE POINT OF BEGINNING.

PID# 4106-27-400-003

AKA: 2425 GRAND RIVER

OWNER/DEVELOPER

SANDEEP (SUNNY) GHELANI
2450 W. GRAND RIVER AVE.
HOWELL, MI 48843
(517) 303-0222

LAND SITUATED IN THE STATE OF MICHIGAN, COUNTY OF LIVINGSTON,
TOWNSHIP OF HOWELL DESCRIBED AS FOLLOWS:

SECTION 27 & 34 COMMENCING 299.5' SOUTH 68°15' EAST FROM THE
SOUTH □ POST OF SECTION 27:

THENCE NORTH 13°45' EAST 389.00'

THENCE SOUTH 12 □ EAST 99.5'

THENCE SOUTH 13°45' WEST 393.5'

THENCE NORTH 68°15' WEST 99.5'

TO THE POINT OF BEGINNING.

PID# 4106-27-400-002

AKA 2395 GRAND RIVER

NOTE: CURRENT LEGAL DESCRIPTIONS AS RECORDED OF LOTS DOES NOT
CLOSE THE PROPERTIES AS REQUIRED.

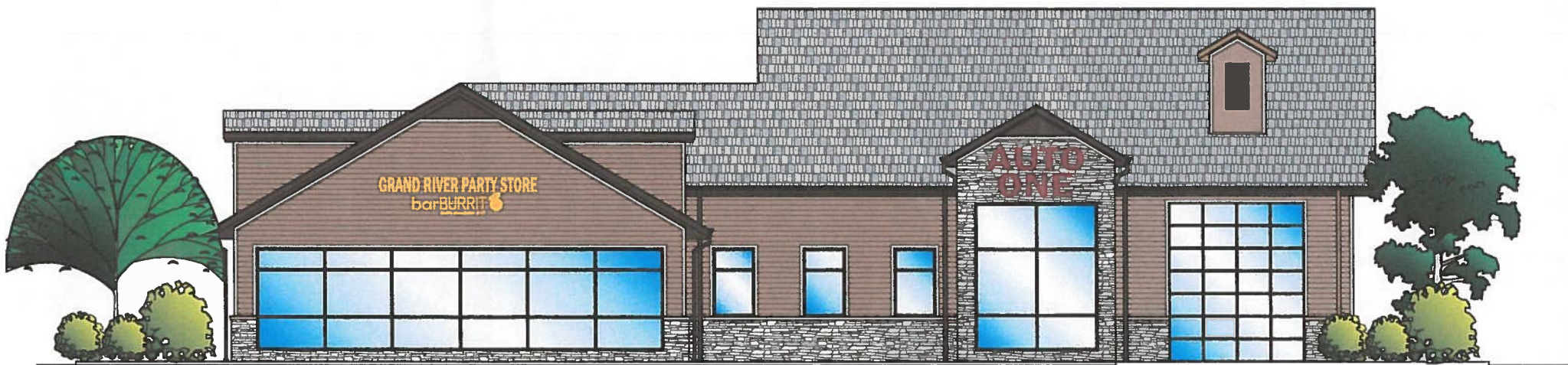
NOTE: BOTH LOTS WILL BE COMBINED INTO SINGLE LOT
WITH NEW LEGAL DESCRIPTION PRIOR TO FINAL SITE APPROVALS
SEE NEW LEGAL DESCRIPTION BELOW.

COMBINED DESCRIPTIONS:

PART OF THE SOUTHEAST 1/4 OF SECTION 27 AND NORTHEAST 1/4 OF SECTION 34, T3N,
R4E, HOWELL TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT
A POINT THAT IS S 68°15' E, 200.00 FEET FROM THE SOUTH 1/4 CORNER OF SECTION 27,
THENCE N 13°39'29" E, 432.53 FEET TO THE CENTERLINE OF U.S. 16; THENCE S 12°00' E,
99.50 FEET ALONG SAID CENTERLINE OF U.S. 16; THENCE S 13°45' W, 50.00 FEET; THENCE
S 12°00' E, 99.50 FEET; THENCE S 13°45' W, 393.50 FEET; THENCE N 68°15' W, 199.70 FEET
TO THE POINT OF BEGINNING. RESERVING THEREFROM THAT PART USED, TAKEN OR
DEEDED FOR W. GRAND RIVER (U.S. 16), SO-CALLED, CONTAINING 1.88 ACRES MORE OR
LESS.

NOTE: DESCRIPTION WRITTEN FROM PROVIDED DESCRIPTION RECORDS ONLY, NO FIELD
SURVEY PERFORMED.

PRIOR TO COMMENCING WORK, A NEW FIELD SURVEY WILL BE PERFORMED TO VERIFY
WITH THE NEW LEGAL DESCRIPTION.



NORTH ELEVATION

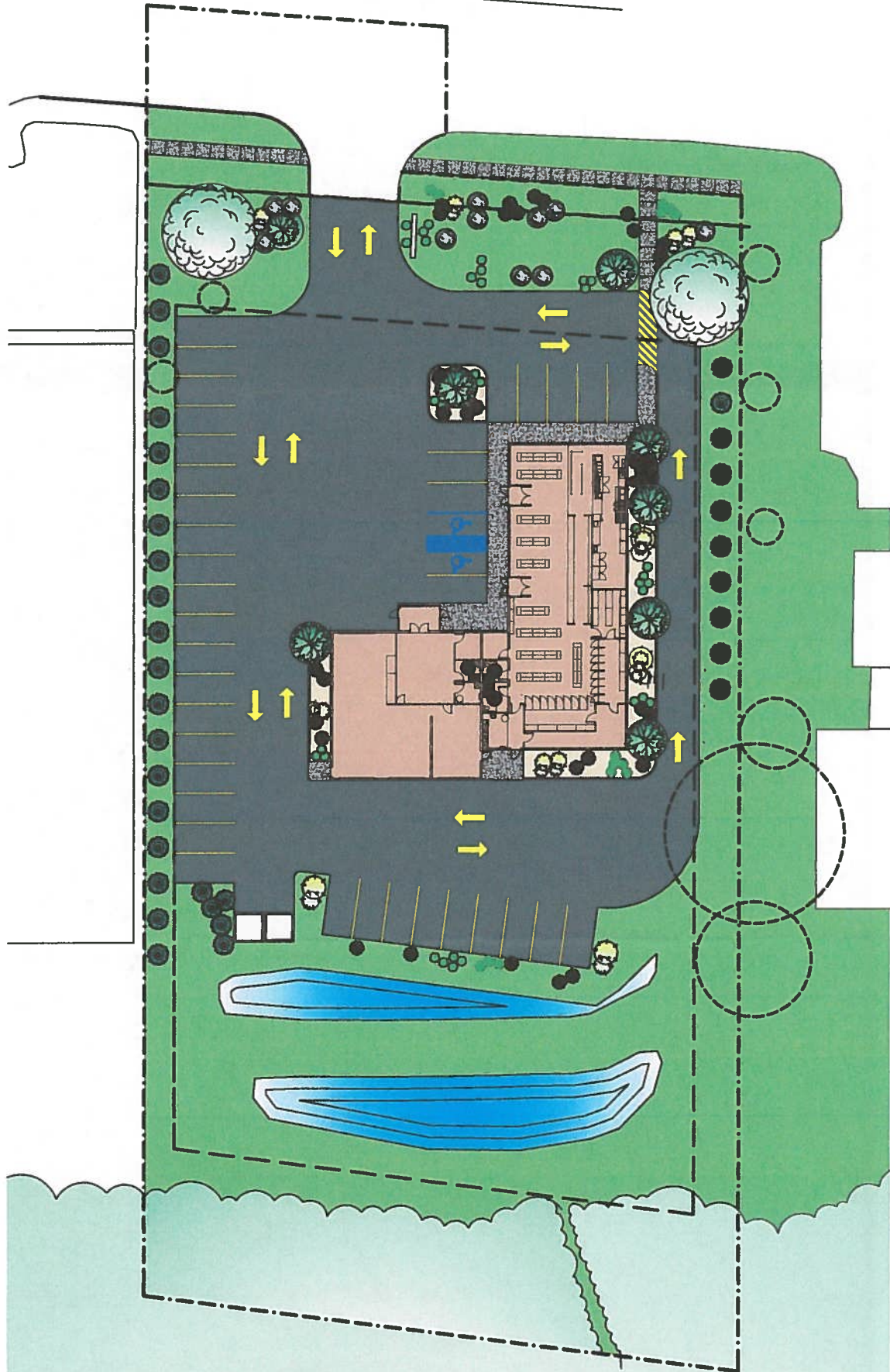
316' x 1'-0"

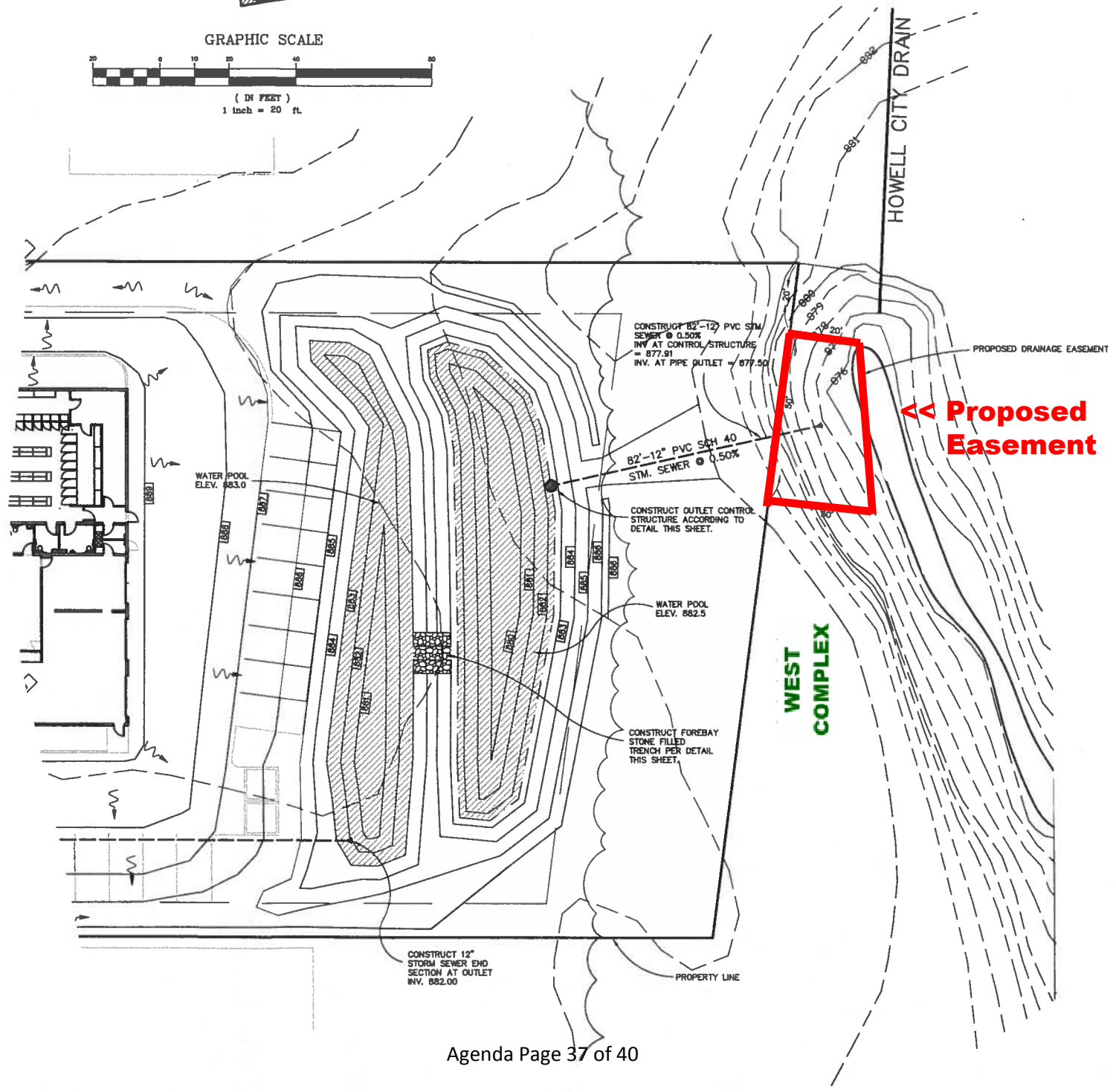
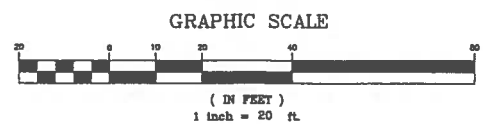


WEST ELEVATION

3/16" = 1'-0"

GRAND RIVER

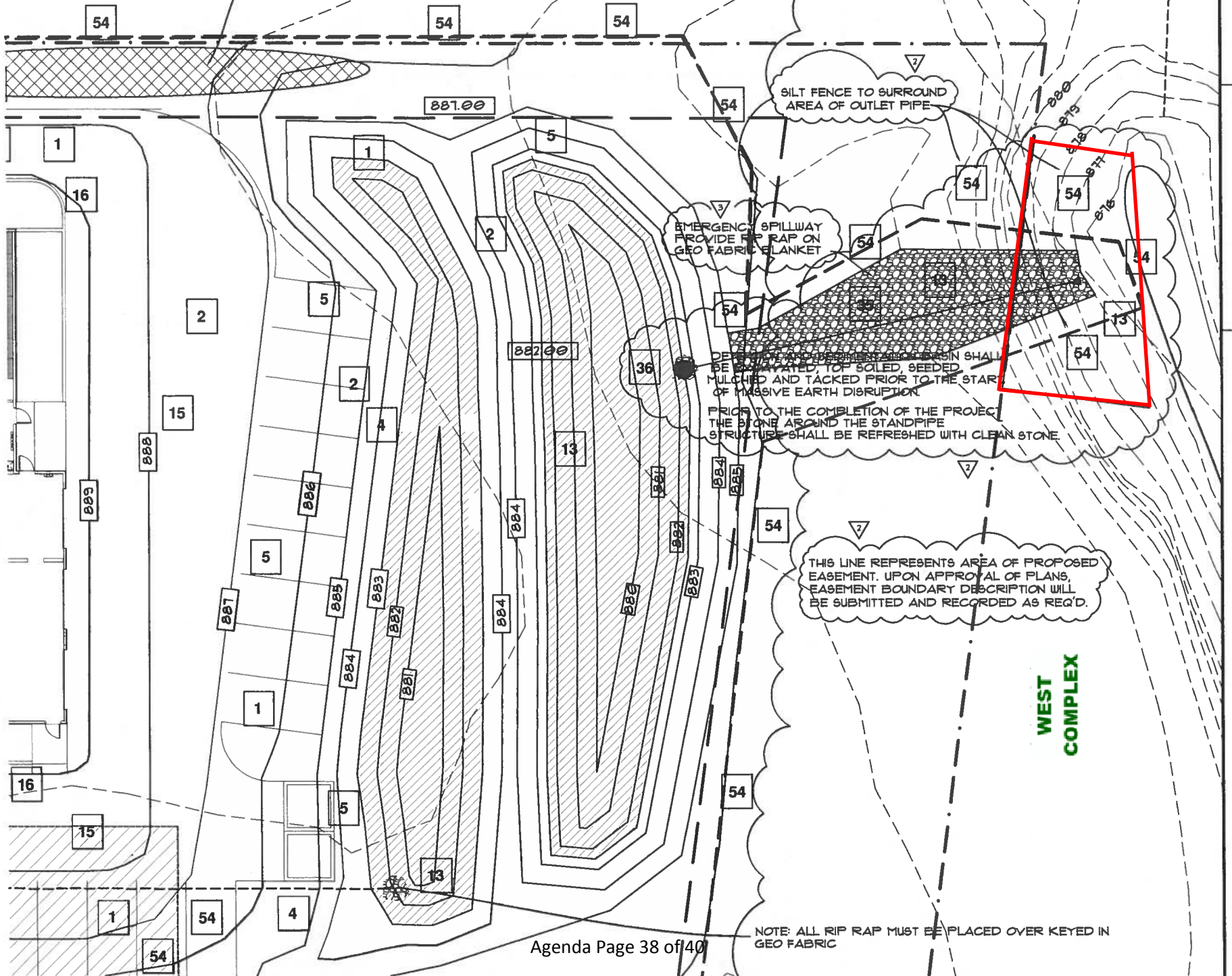




STOCKPILE AREA FOR TOPSOIL - STABILIZE AND SEED AND MULCH OR MAT WITH STRAW IMMEDIATELY AFTER THE STRIPPING PROCESS IS COMPLETED.

DASHED LINE INDICATES EXTENT OF GRADING CHANGE FOR THIS PROJECT - AMOUNT OF AREA BEING DISTURBED WITHIN EXTENTS = 23,248.89 S.F. OR 1.42 ACRES.

HOWE



SILT FENCE TO SURROUND AREA OF OUTLET PIPE

EMERGENCY SPILLWAY PROVIDE RIP RAP ON GEO FABRIC BLANKET

DEVELOPER AND EASEMENTOR SHALL BE RESPONSIBLE FOR THE SOILS TO BE STABILIZED, TOP SOILED, SEEDED, MULCHED AND TACKED PRIOR TO THE START OF MASSIVE EARTH DISRUPTION.

PRIOR TO THE COMPLETION OF THE PROJECT THE STONE AROUND THE STANDPIPE STRUCTURE SHALL BE REFRESHED WITH CLEAN STONE.

THIS LINE REPRESENTS AREA OF PROPOSED EASEMENT. UPON APPROVAL OF PLANS, EASEMENT BOUNDARY DESCRIPTION WILL BE SUBMITTED AND RECORDED AS REQ'D.

**WEST
COMPLEX**

NOTE: ALL RIP RAP MUST BE PLACED OVER KEYED IN GEO FABRIC



Livingston County Drain Commissioners Office

Soil Erosion and Sedimentation Control (SESC) Division

Under the Provisions of Part 91 of Act 451 as Amended, and the Livingston County SESC Ordinance

2300 E. Grand River Ave., Suite 105, Howell, MI 48843

Phone: 517-546-0040 www.livgov.com/drain

SOIL EROSION AND SEDIMENTATION CONTROL PLAN REVIEW

PROJECT NAME: Grand River Party Store

REVIEW #: PSCREV2018-00131

REVIEWED BY: Rod Soos

REVIEW DATE: 05/28/2019

MUNICIPALITY: Howell

Township

Please Note:

This plan review is for the proposed Soil Erosion and Sedimentation Control (SESC) measures only. Any deficiencies in the SESC plan must be addressed, and the plans resubmitted and approved, before this office will issue a SESC permit for the proposed project. **This is not a review of the proposed drainage system.** Any changes required by Stormwater Drainage review that are made after this SESC review, may affect this SESC review and will need to be evaluated.

Your plans have passed SESC review.

Prior to permit issuance the items listed below will need to be submitted along with the agreement with Livingston County for work within the county drain property.

No work other than demolition of buildings is approved at this time – no grading or any other earth disturbance until all of the items listed below as well as the access agreement have been submitted to our office.

We will need the following items submitted prior to issuing the permit:

- ☛ Commercial Application with all sections complete. *Note: Be sure to include the Storm Water Operator Information.*
- ☛ Right of Entry Agreement.
- ☛ Administrative fee of \$480.00
- ☛ First 4 months of inspection fees \$400.00 (balance to be invoiced at the end of the project if over 4 months).
- ☛ Bond from the owner \$3093.00 (Surety bonds and Letters of Credit must be on LCDC forms which are available at www.livgov.com/drain. If submitting a cashier's check, LCDC requires a 10-day waiting period to verify that it clears.)
- ☛ Stormwater Drainage Review approval letter.
- ☛ Land Use Permit.
- ☛ Agreement with Livingston County for work within the county drain property.

Call this office at **517-546-0040** during regular working hours with any questions or comments regarding this review.

To: "Drury, James (MDOT)" <DruryJ@michigan.gov>
Cc: Sandeep Ghelani <Gsd_555@yahoo.com>

Hello James, is the discharge to Bennett Lake the only issue? We appear to be in a Catch 22 because the Drain Office is waiting for approval from Spicer Engineering, Spicer has informed me to not send them final plans until we have an approval letter from the Drain Office (we have their approval but an easement has not been issued for the drainage) and an approval letter from MDOT, and now MDOT wants a drainage easement prior to their approval.

As you see we are stuck.

I will contact the drain office to see what they think.

Thank you

Dave
[Quoted text hidden]

Drury, James (MDOT) <DruryJ@michigan.gov>
To: David McDade <rgarchs@gmail.com>
Cc: Sandeep Ghelani <Gsd_555@yahoo.com>

Fri, May 31, 2019 at 7:30 AM

Dave,

All your other issues have been addressed. MDOT will not give you final approval until this discharge easement has been approved. Getting the approval letter from the drain office is the next step to getting this permit. The only changes that we will have to your final plans is that discharge pipe(if there is no approval). I would assume your other plan sets are final. Hopefully the drain office and Spicer can work something out.

[Quoted text hidden]

David McDade <rgarchs@gmail.com>
To: "Drury, James (MDOT)" <DruryJ@michigan.gov>, Luk Dedvukaj <luk@metrogeneralcontractorsinc.com>, eve@metrogeneralcontractorsinc.com, Jay Bivins <jay@metrogeneralcontractorsinc.com>
Cc: Sandeep Ghelani <Gsd_555@yahoo.com>

Fri, May 31, 2019 at 9:12 AM

Ok thank you sir. I've contacted the Livingston County Board of Commissioners and am addressing them for approval of the discharge pipe. As soon as we get that approval I will get a copy to you.

Dave
[Quoted text hidden]