



BOARD OF COMMISSIONERS MEETING AGENDA

April 13, 2021, 5:30 PM

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Due to current MDHHS health order limitations, public participation is encouraged via Zoom.

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

Pages

1. **CALL MEETING TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
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 - b. Cheboygan County Resolution #2021-06
 - c. Cheboygan County Resolution #2021-07
 - d. Genesee County Resolution #2021-200
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9. **APPROVAL OF AGENDA**
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| | Resolution to Authorize the Creation of New Non-Union Division within MERS and Payment of the Unfunded Liability for the Building Department Employees - Fiscal Services | |
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13. CALL TO THE PUBLIC

14. ADJOURNMENT



THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY, MICHIGAN ADOPTS THE FOLLOWING RESOLUTION:

WHEREAS, it has been three months since the Federal Government allocated nearly \$5 billion dollars in COVID relief funds to Michigan; and

WHEREAS, these funds were intended to provide crucial relief to small businesses, public health, and education in our state; and

WHEREAS, the state legislature passed legislation appropriating \$3.5 billion towards these priorities, including nearly \$555 million in small business relief funds; and

WHEREAS, despite bipartisan support for the small business relief proposals, the Governor line-item vetoed all \$555 million, citing "key points of difference" between her administration and the state legislature; and

WHEREAS, these proposals were promptly repackaged into subsequent legislation and sent back to the Governor's desk; and

WHEREAS, on Friday, March 26, 2021, these proposals were vetoed by Governor Whitmer for a second time; and

WHEREAS, the state is due to receive another \$10 billion from the American Rescue Plan Act; and

WHEREAS, Lansing still has not found a path forward on fully appropriating the \$5 billion it already received; and

WHEREAS, if there is one thing state leaders should agree on, it is getting help to the struggling small businesses in our state; and

WHEREAS, it is imperative these funds be disbursed to job providers who are still fighting for solvency and survival; and

WHEREAS, passing state budgets are a shared responsibility between both branches and both political parties.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Berrien County Board of Commissioners urges the Governor's Administration to reach a compromise with the Michigan Legislature and their recommended relief initiatives, in the very near future, that would release these funds into the hands of the businesses and communities that need it most.

BE IT FURTHER RESOLVED that the Board of Commissioners directs staff to forward this resolution to all Michigan counties, our State Legislature, the Governor's office, and the Michigan Association of Counties.

Respectfully submitted,
Berrien County Board of Commissioners:

Mamie L. Yarbrough

Robert P. Harrisor

Jon Hinkelman

Ezra A. Scott

Jim Curran

Rayonte D. Bell

Don Meeks

Michael J. Majerek

Julie Wuerfel

Teri Sue Frechling

David Vollrath

R. McKinley Elliott, Board Chair



BOARD OF COMMISSIONERS

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

Tel ~ (231) 627-8858
Fax ~ (231) 627-8881
E-mail ~ ccao@cheboygancounty.net

CHEBOYGAN COUNTY RESOLUTION 2021-06 RESOLUTION SUPPORTING A COLLECTIVE EFFORT BY MICHIGAN COUNTIES IN OPPOSING CURRENT AND FUTURE ORDERS UNILATERALLY ISSUED BY GOVERNOR WHITMER AND STATE AGENCIES IN RESPONSE TO COVID-19

WHEREAS, Antrim County, Baraga County, Delta County, Grand Traverse County, Houghton County, Kalkaska County, and Menominee County have recently passed resolutions opposing orders unilaterally issued by Governor Whitmer and various state agencies in response to the COVID-19 Pandemic; and

WHEREAS, Cheboygan County wishes to voice our solidarity with the other counties in the State of Michigan in opposing orders unilaterally issued by Governor Whitmer and various state agencies in response to the COVID-19 Pandemic; and

WHEREAS, the COVID-19 virus has caused an unprecedented time in our history; however, even in the time of crisis the basic civil liberties and foundations of our society must be preserved; and

WHEREAS, Governor Whitmer and the various state agencies do not have authority to unilaterally impose orders that essentially equate into laws. This function is reserved by the Michigan Legislature and is essential to the checks and balances upon the three branches of government; and

WHEREAS, Cheboygan County acknowledges that there are differing opinions on the path to be taken in response to COVID-19; however, those debates and decisions are to be made by the legislators that have been duly elected by the People of the State of Michigan; and

WHEREAS, the draconian orders that have been issued thus far throughout the pandemic have resulted in irreparable harm to the economy, education of youth, and mental health of residents in Cheboygan County; and

WHEREAS, Cheboygan County would like to gesture to other counties in the State of Michigan that Cheboygan County is an ally in any collective effort initiated to challenge the legality of the orders and restrictions issued by Governor Whitmer, the Michigan Department of Health and Human Services, or any other state agency that were unilaterally imposed without the approval of the Michigan Legislature; and

District 1
Mary Ellen Tryban

District 2
Richard B. Sangster
Vice-Chairman

District 3
Michael Newman

District 4
Ron Williams

1

District 5
Roberta Matelski

District 6
John B. Wallace
Chair

District 7
Steve Warfield

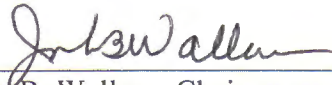
WHEREAS, Cheboygan County does not dismiss the seriousness of COVID-19; however, the response to the threat must be appropriate and justified. Unfortunately, the orders issued by Governor Whitmer and the Michigan Department of Health and Human Services have resulted in, and are indicative of, inflicting future collateral damage to the local economy, small businesses, and families that far exceed the actual threat of COVID-19; and

WHEREAS, Cheboygan County supports common sense approaches to combat COVID-19, such as: following social distancing recommendations, health screenings for employees and customers, promoting healthy hygienic practices, and encouraging individuals that are considered high risk to continue to self-quarantine and adhere to the strictest recommendations established by the Centers for Disease Control.

NOW THEREFORE, BE IT RESOLVED THAT: The Cheboygan County Board of Commissioners calls upon the Michigan Legislature to fulfill their duty to the People of the State of Michigan and restore the checks and balances essential to our democracy; and

BE IT FURTHER RESOLVED: That the Cheboygan County Board of Commissioners support a collective action by the counties in the State of Michigan to challenge the legality of the orders and restrictions put forth unvirtuously in response to the COVID-19 Pandemic by the Executive Branch of Government in the State of Michigan; and

BE IT FURTHER RESOLVED: That a copy of this Resolution be sent to Governor Whitmer, Senator Schmidt, Representative Allor, Representative Damoose, the Michigan Senate, the Michigan House of Representatives, the Michigan Association of Counties, and to the Clerk of each County in the State of Michigan.



John B. Wallace, Chairperson
Cheboygan County Board of Commissioners

I, Karen L. Brewster, Clerk of Cheboygan County and of the Cheboygan County Board of Commissioners, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Board of Commissioners regular meeting held on March 23, 2021.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the County of Cheboygan on the 23rd day of March, 2021 at Cheboygan, Michigan.



Karen L. Brewster
Cheboygan County Clerk/Register



BOARD OF COMMISSIONERS

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

Tel ~ (231) 627-8858
Fax ~ (231) 627-8881
E-mail ~ ccao@cheboygancounty.net

RESOLUTION 2021-07

CHEBOYGAN COUNTY RESOLUTION SUPPORTING SENATE BILL 1 2021

WHEREAS, many counties in the State of Michigan have passed resolutions opposing orders unilaterally issued by Governor Whitmer and various state agencies in response to the COVID-19 Pandemic; and

WHEREAS, Cheboygan County wishes to voice our solidarity with the other counties in the State in opposing orders unilaterally issued by Governor Whitmer and the various state agencies in response to the COVID-19 Pandemic: and

WHEREAS, Cheboygan County supports measures to combat COVID-19 such as: following social distancing recommendations, health screenings for employees and customers, promoting healthy hygienic practices and encouraging individuals that are considered high risk to continue to self-quarantine and adhere to the recommendations established by the Centers for Disease Control CDC; and

WHEREAS, "Senate Bill 1 would amend the Public Health Code to require an emergency public health order issued by the Director of the Health Department and Human Services (DHHS) to include information about the rationale for the order, to limit the effectiveness of such order to 28 days unless the legislature approves an extension and to prohibit a new emergency order that addresses the same epidemic as an earlier order without legislative approval".

NOW THEREFORE, BE IT RESOLVED THAT: Cheboygan County supports the adoption of Senate Bill 1 2021 by the legislature and Governor to insure that orders issued to combat COVID-19 are subject to checks and balances.

BE IT FURTHER RESOLVED: That a copy of this Resolution be sent to Governor Whitmer, Senator Schmidt, Representative Allor, Representative Damoose, the Michigan Senate, the Michigan House of Representatives, the Michigan Association of Counties and to the Clerk of each County in the State of Michigan.

A handwritten signature in black ink, reading "John B. Wallace".

John B. Wallace, Chairperson
Cheboygan County Board of Commissioners

District 1
Mary Ellen Tryban

District 2
Richard B. Sangster
Vice-Chairman

District 3
Michael Newman

District 4
Ron Williams

District 5
Roberta Matelski

District 6
John B. Wallace
Chair

District 7
Steve Warfield

I, Karen L. Brewster, Clerk of Cheboygan County and of the Cheboygan County Board of Commissioners, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Board of Commissioners regular meeting held on March 23, 2021.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the County of Cheboygan on the 23rd day of March, 2021 at Cheboygan, Michigan.

A handwritten signature in cursive script, reading "Karen L. Brewster", written in dark ink. The signature is positioned above a horizontal line.

Karen L. Brewster
Cheboygan County Clerk/Register

GENESEE COUNTY BOARD OF
COMMISSIONERS

RESOLUTION # 2021-200

**SUPPORTING PASSAGE OF LEGISLATION TO ADOPT 4-YEAR TERMS FOR COUNTY
COMMISSIONERS**

WHEREAS the 1963 Michigan Constitution stipulated four-year terms for the county Board of Supervisors, the preceding body to today's Board of Commissioners; and

WHEREAS the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with Boards of Commissioners after the 1968 elections; and

WHEREAS Public Act 261 of 1966 promulgated that the length of terms for the new county commissioners shall be concurrent with that of state representatives, as specified in Article IV, section 3 of the Michigan Constitution; and

WHEREAS the scope of duties of a county commissioner has greatly increased in the last century — road patrols, indigent defense, mental health treatment and substance abuse prevention programming, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response; and

WHEREAS Michigan is one of only five states in the United States that provides for exclusively two-year terms for county commissioners; and

WHEREAS all other county and township elected officials in Michigan are elected to terms of at least four years; and

WHEREAS the position of county commissioner is a highly complex oversight role that requires years to master; and

WHEREAS legislation to amend state law to enact four-year terms has been filed in the form of Senate Bills 242 and 245; and

WHEREAS the Michigan Association of Counties supports the legislation as introduced;

THEREFORE, BE IT RESOLVED that GENESEE COUNTY supports Senate Bills 242 and 245 to enact four-year terms for county commissioners.

Adopted this 24 day of March 2021



STATE OF MICHIGAN
County of Genesee

CERTIFIED COPY OF RECORD

} **SS.**

I, **JOHN J. GLEASON**, County Clerk/Register of the County of Genesee, Michigan, and Clerk of the Genesee County Board of Commissioners, and Clerk of the Circuit Court for said County, do hereby certify that I have compared the foregoing copy of Resolution approving of a Resolution Supporting the Passage of Legislation to Adopt 4-Year Terms for County Commissioners with original record thereof now remaining in my office, and that the attached is a true and correct copy therefrom, and of the whole of such original record.

In Testimony Whereof, I have hereunto set my hand, and affixed the seal of said Court and County, this 30th day of March A.D. 2021.

**GENESEE COUNTY BOARD
OF COUNTY COMMISSIONERS**
Resolution No.: 2021-200
Date Adopted: March 24, 2021

JOHN J. GLEASON, Clerk/Register

BY:

Alea Gardner
Deputy County Clerk



COUNTY OF HILLSDALE, MICHIGAN



March 23, 2021

Resolution number 21-035

**The Honorable Board of Commissioners of Hillsdale County, Michigan
adopts the following Resolution:**

Whereas, the Hillsdale County Board of Commissioners recognizes the heroic efforts of our front-line workers and first responders and applauds the citizens and businesses who have diligently adhered to mitigation measures; and

Whereas, the Hillsdale County Board of Commissioners appreciates the need for appropriate executive and epidemic orders and policies to mitigate the spread of the COVID-19 virus and promote public safety, while also protecting local and state economic interests; and

Whereas, Hillsdale County's cases and positivity rates continue to decline, hospital capacity continues to improve, and the number of citizens who have been vaccinated to protect themselves from the virus increases daily; and

Whereas, Hillsdale County as a border county has seen a magnified effect on our economy due to our citizens being able to drive a short distance to Ohio and Indiana, where restrictions are less; and

Whereas, the proximity of Ohio and Indiana to Hillsdale County has particularly impacted our local restaurant industry which is already struggling to recover from another dine-in closure by a curfew and limited capacity that lacks financial viability for most area establishments; and

Whereas, high density populated urban areas and low density populated rural areas have different response needs; and

Whereas, some local businesses may have received some governmental assistance, it was not enough to offset the loss of revenue due to closures and restrictions, thus many local businesses may be forced to close permanently due to the irreparable economic harm they have experienced throughout the past year and many more will follow if the state does not adopt a new approach to mitigation policies; and

Whereas, Hillsdale County has seen a consistent downward trend in numbers affected by COVID-19, it is now time for all of our businesses, including but not limited to restaurants and banquet facilities, to remain open in accordance with CDC guidelines with industry specific procedures and protocols aimed at containing the spread of COVID-19 in place;

Whereas, Hillsdale County Sheriff and Hillsdale County Prosecutor have declared to not enforce or prosecute unconstitutional mandates pertaining to the COVID-19 pandemic.

Now, Therefore Be it Resolved that the Hillsdale County Board of Commissioners supports the Hillsdale County Sheriff and Hillsdale County Prosecutor in not enforcing or prosecuting unconstitutional mandates pertaining to the COVID-19 pandemic.

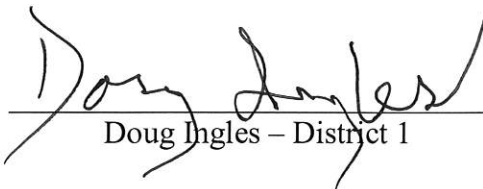
Be it Further Resolved that the Hillsdale County Board of Commissioners does not support the expenditure of any county funds for the purpose of arrest and prosecution of any person accused of violating MDHHS emergency orders regarding COVID-19.

Be it Further Resolved the Hillsdale County Board of Commissioners calls upon the citizens of Hillsdale County to act responsibly with regards to others while determining for themselves what is best for their own families and loved ones and how to protect themselves from the ongoing risks associated with the COVID-19 virus.

Be it Further Resolved that the Hillsdale County Board of Commissioners calls upon the Director of MDHHS to implement a new, regional approach to mitigation that values local input; takes cases, vaccinations, seasonality, and regional differences into consideration; and sets clear benchmarks for easing of restrictions on businesses for the public to follow.

Be it Further Resolved that this resolution is sent to Governor Gretchen Whitmer, both United States Senators, all Michigan Members of Congress, the Speaker of the Michigan House of Representatives, the President of the Michigan Senate, Senator Mike Shirkey, Representative Andrew Fink, all counties within Michigan, The Michigan Association of Counties, The Michigan Townships Associations, and Elizabeth Hertel Director of the Michigan Department of Health and Human Services.

Respectfully,
Hillsdale County Board of Commissioners


Doug Ingles – District 1


Kathleen Schmitt – District 2


Mark E. Wiley, Chair – District 3


Brad Benzing, Vice-Chair – District 4


Brent Leininger – District 5

Approved by the Board of Commissioners

on March 23, 2021

TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street
Suite 500

Telephone: 989-672-3700
Fax: 989-672-4011

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 11th day of March, 2021 with the meeting called to order at 8:00 a.m.

Commissioners Present: Thomas Young, District 1; Thomas Bardwell, District 2; Douglas DuRussel, District 4; Daniel Grimshaw, District 5.

Commissioners Absent: Kim Vaughan, District 3.

The following resolution was offered by Commissioner Grimshaw, seconded by Commissioner DuRussel,

RESOLUTION REGARDING VIRTUAL PARTICIPATION IN BOARD MEETINGS 2021-05

WHEREAS, we live in a time of COVID-19 pandemic fear, and

WHEREAS, Governor Whitmer and the various state agencies acted without authority to unilaterally change the Open Meetings Act, and

WHEREAS, the Michigan Legislature recognized the issue of legally held meetings needed to be addressed, and

WHEREAS, the legislation created legal protections for non-traditional meetings by changing the requirement for in person attendance by members, and

WHEREAS, Public Act No. 228 of 2020 was signed by the Governor on October 16, 2020, established rules for board members to participate while not being physically present, and

WHEREAS, Public Act No. 254 of 2020 was signed by the Governor on December 22, 2020, extending the sunset date of Public Act No. 228 of 2020, to March 31 2021, and

WHEREAS, members of boards must be present to participate, except for absence due to military duty or a medical condition, and

WHEREAS, the changes to not allow participation by members who were unable to attend in person were made with little or no input from those impacted, and

WHEREAS, members of boards were allowed to participate while absent for other reasons, prior to the changes.

NOW THEREFORE, BE IT RESOLVED, the Tuscola County Board of Commissioners calls upon the Michigan Legislature to modify the restrictions on meeting participation to include out-of-state travel for up to thirty (30) days by any member.

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to Senator Daley, Representative Green, the Michigan Association of Counties, all Michigan Counties, along with the Michigan Township Association and all Townships, Cities and Villages within Tuscola County.

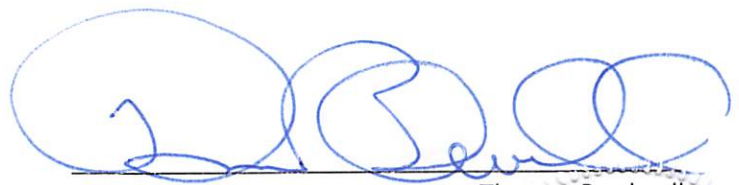
Roll Call Vote:

Ayes: Young; DuRussel; Grimshaw; Bardwell.

Nays: None.

Absent: Vaughan.

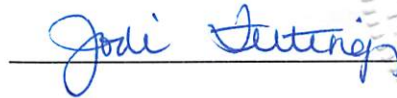
Resolution declared adopted.



Thomas Bardwell

Chairman of the Tuscola County Board of Commissioners

I, the undersigned, Clerk of Tuscola County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Tuscola County Board of Commissioners, at its Regular Meeting held on March 11, 2021.



Jodi Fetting

Tuscola County Clerk

Clerk to the Board of Commissioner Tuscola County



LIVINGSTON COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

March 22, 2021, 5:30 p.m.

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Members Present: Wes Nakagiri, Carol Griffith, Kate Lawrence, Carol Sue Reader, Douglas Helzerman, Jay Drick, Mitchell Zajac, Jay Gross, and Brenda Plank

1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Wes Nakagiri at 5:30 p.m.

2. MOMENT OF SILENT REFLECTION

3. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

4. ROLL CALL

Roll call by the Clerk indicated the presence of a quorum.

Wes Nakagiri, remotely from Hartland Township, County of Livingston, Michigan
Carol Griffith, remotely from Genoa Township, County of Livingston, Michigan
Kate Lawrence, remotely from City of Brighton, County of Livingston, Michigan
Carol Sue Reader, remotely from Deerfield Township, County of Livingston, Michigan
Douglas Helzerman, remotely from Handy Township, County of Livingston, Michigan
Jay Drick, remotely from City of Howell, County of Livingston, Michigan
Mitchell Zajac, remotely from Marion Township, County of Livingston, Michigan
Jay Gross, remotely from Green Oak Township, County of Livingston, Michigan
Brenda Plank, remotely from Green Oak Township, County of Livingston, Michigan

5. CORRESPONDENCE

- a. Berrien County Resolution 2103185 in Support of Senate Bill 127 to Expand the Window for Holding Virtual Meetings through June 30, 2021
- b. Tuscola County Resolution 2021-05 Regarding Participation in Virtual Board Meetings

Motion to receive and place on file the correspondence.

It was moved by J. Gross

Seconded by C. Griffith

Roll Call Vote: Yes (9): J. Gross, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, M. Zajac, and B. Plank; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

6. CALL TO THE PUBLIC

Commissioner Helzerman offered a prayer.

The following people spoke regarding Resolution 2021-03-040: Jessica Hamlin, Howell; John Conley, Brighton Area School Trustee, Brighton Township; Danyelle Anjo, Brighton Township; Elizabeth Johnson,

City of Brighton; Judy Daubenmier, Genoa Township; Rick Knieper, Pinckney; Jessica Fett, Pinckney; Stephanie Johnson, Brighton; Aaron Wilson, Lansing; Janine Iyer, Genoa Township; Ron Kardos, Oceola Township; Sean Greer, Howell; Bill Bolin, Brighton; Giani Cazan, Howell Township; Sabrina Mertes, Brighton; Cindi Holland, Howell; and Kathy Carney, Brighton.

Randall Beard, City of Howell, spoke regarding the historic courthouse clock.

7. APPROVAL OF MINUTES

- a. Minutes of Meeting Dated: March 8, 2021
- b. Minutes of Meeting Dated: March 17, 2021

Motion to approve the minutes as presented with a friendly amendment to the Minutes of Meeting Dated: March 22, 2021 to reflect the correct date of Minutes of Meeting Dated: March 17, 2021.

It was moved by M. Zajac
Seconded by J. Gross

Roll Call Vote: Yes (9): M. Zajac, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, J. Gross, and B. Plank; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

8. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

9. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by C. Griffith
Seconded by D. Helzerman

Roll Call Vote: Yes (9): C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, B. Plank and W. Nakagiri; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

10. REPORTS

10. a SEMCOG

Amy O'Leary, Executive Director presented a PowerPoint

10. b COVID-19 Vaccination Update

Dianne McCormick, Public Health Officer/Health Department Director

Commissioner Zajac reported on enjoying his work with SEMCOG. He also updated his work with the MAC HHS Committee and indicated that if Commissioners have any initiatives for upcoming agendas to reach out to him.

Chairman Nakagiri responded to Commissioner Zajac.

11. APPROVAL OF CONSENT AGENDA ITEMS

Resolution 2021-03-037

Motion to approve the resolution on the Consent Agenda.

It was moved by C. Griffith
Seconded by J. Gross

Roll Call Vote: Yes (9): C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, B. Plank, and W. Nakagiri; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

11. a 2021-03-037

Resolution Authorizing an Additional Contribution to MERS in Fiscal Year 2021 – Administration

12. RESOLUTIONS FOR CONSIDERATION

Resolutions 2021-03-038 through 2021-03-040

12. a 2021-03-038

Resolution Approving Appointments to Livingston County Boards and Committees - Board of Commissioners

Motion to adopt the Resolution.

It was moved by D. Helzerman
Seconded by C. Griffith

Roll Call Vote: Yes (9): D. Helzerman, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, J. Drick, M. Zajac, J. Gross, and B. Plank; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

12. b 2021-03-039

Resolution Approving an Appointment to the Livingston County Tax Allocation Board – Board of Commissioners

Motion to adopt the Resolution.

It was moved by J. Gross
Seconded by D. Helzerman

Roll Call Vote: Yes (9): J. Gross, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, M. Zajac, and B. Plank; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

12. c 2021-03-040

Resolution Authorizing Livingston County to Declare a Local State of Emergency - Emergency Management

Motion to adopt the Resolution.

It was moved by J. Gross
Seconded by C. Griffith
Discussion

Motion to Amend the Resolution.

It was moved by M. Zajac
Seconded by W. Nakagiri
Discussion

- Strike Title, and replace with **Resolution Authorizing Participation in Livingston County Government Meetings by the Public by Virtual Means**
- Strike final Therefore Be It Further Resolved

- Amend first Therefore Be It Resolved as follows: **Therefore Be It Resolved that the Livingston County Board of Commissioners hereby authorizes participation in Livingston County Government Meetings by the Public in order to protect the safety, health, and wellbeing of the public and government officials while the Board of Commissioners conducts business, via virtual means.**
- Amend the second Therefore Be It Further Resolved as follows: **Therefore Be It Further Resolved, that the actions taken by the Livingston County Board of Commissioners in this resolution does not, in any way, affect the ability of the municipalities within the County to issue their own State of Emergency declarations should the local facts and circumstances warrant in the discretion of local officials, subject to their local control.**
- Add a new Therefore Be It Further Resolved: **Therefore Be It Further Resolved that the Livingston County Board of Commissioners declares that no State of Emergency exists at this time.**

Roll Call Vote: Yes (4): M. Zajac W. Nakagiri, D. Helzerman, and J. Drick;

No (5): C. Griffith, K. Lawrence, C. Reader, J. Gross, and B. Plank; Absent (0): None

MOTION to Amend Failed (4- 5-0)

Motion to Call the Question.

It was moved by K. Lawrence

Seconded by D. Helzerman

Roll Call Vote: Yes (7): K. Lawrence, C. Griffith, C. Reader, D. Helzerman, J. Drick, J. Gross, and

B. Plank; No (2): W. Nakagiri and M. Zajac; Absent (0): None

MOTION to Call the Question Carried (7-2-0)

Motion to approve the original Resolution as presented.

It was moved by J. Gross

Seconded by C. Griffith

Roll Call Vote: Yes (5): J. Gross, C. Griffith, K. Lawrence, C. Reader, and B. Plank;

No (4): W. Nakagiri, D. Helzerman, J. Drick, and M. Zajac; Absent (0): None

MOTION Carried (5-4-0)

13. CALL TO THE PUBLIC

The following people spoke on Resolution 2021-03-040: Judy Daubenmier, Genoa Township; Rick Knieper, Pinckney; Cindi Holland, Howell; Giani Cazan, Howell Township; Danyelle Anjo, Brighton Township; Sean Greer, Howell; Aaron Wilson, Lansing; Eva Helminen, Brighton; Stephanie Krieg, Brighton; and Janine Iyer, Genoa Township.

14. ADJOURNMENT

Motion to adjourn the meeting at 9:49 p.m.

It was moved by D. Helzerman

Seconded by M. Zajac

Roll Call Vote: Yes (9): D. Helzerman, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, J. Drick, M. Zajac, J. Gross, and B. Plank; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

Elizabeth Hundley, Livingston County Clerk

UNAPPROVED

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

SPECIAL MEETING MINUTES

March 29, 2021, 5:30 p.m.

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Members Present: Wes Nakagiri, Carol Griffith, Kate Lawrence, Carol Sue Reader, Douglas Helzerman, Jay Drick, Mitchell Zajac, Jay Gross, and Brenda Plank

1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Wes Nakagiri at 5:31 p.m.

2. MOMENT OF SILENT REFLECTION

3. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

4. ROLL CALL

Roll call by the Clerk indicated the presence of a quorum.

Wes Nakagiri, remotely from Hartland Township, County of Livingston, Michigan
Carol Griffith, remotely from Genoa Township, County of Livingston, Michigan
Kate Lawrence, remotely from City of Brighton, County of Livingston, Michigan
Carol Sue Reader, remotely from Deerfield Township, County of Livingston, Michigan
Douglas Helzerman, remotely from Handy Township, County of Livingston, Michigan
Jay Drick, remotely from City of Howell, County of Livingston, Michigan
Mitchell Zajac, remotely from Delhi Township, County of Ingham, Michigan
Jay Gross, remotely from Green Oak Township, County of Livingston, Michigan
Brenda Plank, remotely from Green Oak Township, County of Livingston, Michigan

5. CALL TO THE PUBLIC

The following people spoke regarding Resolution 2021-03-040: Brian Prokuda, Deerfield Township, Chairman of the Livingston County Planning Commission; Caitlyn Perry Dial, City of Brighton, Brighton District Library Trustee; Sean Greer, Howell; Kate DeRosier, Hartland Township, Cromaine District Library President; Cindy Michniewicz, Pinckney, Hamburg Township Trustee; Grant Howe, City of Howell; Yvonne Black, Marion Township; Brian Jonckheere, Howell, Livingston County Drain Commissioner; Alice Andrews, Brighton Township; Judy Daubenmier, Genoa Township; Bill Bolin, Brighton; Jessica Hamlin, Oceola Township; Aaron Wilson, Lansing; Danyelle Anjo, Brighton Township; Nancy Durance, Brighton; Rick Knieper, Hamburg Township; Cindi Holland, Howell; Jessica Garcia, Brighton; Elizabeth Johnson, City of Brighton; Mona Shand, Brighton; Lee Ann Blazejewski, Howell; Rob Paul Rodriguez-Pelizzari, Howell; Maegan Mueller, Howell; Lynn Vogel, Brighton; Anne Gebauer, Iosco Township; Kathy Carney, Brighton; Giani Cazan, Howell Township; Dennis Palmer, Brighton Township; Stephanie Johnson, Brighton; Jane Suarez-Forward, Brighton Township; Janine Iyer, Genoa Township; and Stacy Farrell, Oceola Township.

6. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

7. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by B. Plank

Seconded by M. Zajac

Roll Call Vote: Yes (9): B. Plank, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, M. Zajac, and J. Gross; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

8. RECONSIDERATION OF RESOLUTION

8.a 2021-03-040

Resolution Authorizing Livingston County to Declare a Local State of Emergency - Emergency Management

It was moved by B. Plank

Seconded by M. Zajac

Discussion

Motion to reconsider the original resolution.

Roll Call Vote: Yes (6): B. Plank, W. Nakagiri, C. Reader, D. Helzerman, J. Drick, and M. Zajac;
No (3): C. Griffith, K. Lawrence, and J. Gross; Absent (0): None

MOTION to Reconsider Carried (6-3-0)

Motion to amend the Resolution to change the remain in effect date to April 16, 2021 in the last Be It Further Resolved paragraph.

It was moved by K. Lawrence

Seconded by C. Griffith

Discussion

Roll Call Vote: Yes (4): K. Lawrence, C. Griffith, C. Reader, and J. Gross;
No (5): W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, and B. Plank; Absent (0): None

MOTION to Amend Failed (4-5-0)

Motion to adopt the original Resolution as presented.

It was moved by J. Gross

Seconded by C. Griffith

Roll Call Vote: Yes (0): None; No (9): J. Gross, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, M. Zajac, and B. Plank; Absent (0): None

MOTION to Adopt Failed (0-9-0)

9. CALL TO THE PUBLIC

The following people spoke regarding Resolution 2021-03-040: Therese Cremona, Livingston County Emergency Manager; Kate DeRosier, Hartland Township; Rick Knieper, Hamburg Township; Jessica Garcia, Brighton; Brian Prokuda, Deerfield Township; Cindi Holland, Howell; Stacy Ferrell, Oceola Township; Rebecca Foster, Village of Pinckney; Elizabeth Johnson, City of Brighton; Aaron Wilson, Lansing; Rob Rodriguez-Pelizzari, Howell; Caitlyn Perry Dial, Brighton, Brighton Library Board; Nancy Durance, Brighton; Jessica Hamlin, Oceola Township; Giani Cazan, Howell Township; Danyelle Anjo, Brighton Township and Lynn Vogel, Brighton.

10. ADJOURNMENT

Motion to adjourn the meeting at 8:33 p.m.

It was moved by D. Helzerman

Seconded by C. Griffith

Roll Call Vote: Yes (9): D. Helzerman, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, J. Drick, M. Zajac, J. Gross, and B. Plank; No (0): None; Absent (0): None

MOTION Carried (9-0-0)

Elizabeth Hundley, Livingston County Clerk

UNAPPROVED

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

April 7, 2021

IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Members Present Wes Nakagiri, Carol Griffith, Kate Lawrence, Carol Sue Reader, Jay Drick, Mitchell Zajac, Jay Gross, and Brenda Plank

Members Absent Douglas Helzerman

1. **CALL MEETING TO ORDER**

The meeting was called to order by Chairman Wes Nakagiri at 9:06 a.m.

2. **PLEDGE OF ALLEGIANCE TO THE FLAG**

All rose for the Pledge of Allegiance to the Flag of the United States of America.

3. **ROLL CALL**

Roll call by the Deputy Clerk indicated the presence of a quorum.

4. **CALL TO THE PUBLIC**

None.

5. **APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

Moved By K. Lawrence

Seconded By J. Drick

Roll Call Vote: Yes (8): K. Lawrence, C. Reader, W. Nakagiri, J. Drick, M. Zajac, C. Griffith, J. Gross, and B. Plank; No (0): None; Absent (1): D. Helzerman

Motion Carried (8-0-1)

RESOLUTION FOR CONSIDERATION

6.1 2021-04-040

Resolution Authorizing the Submission of a Community Project Funding Application for a Fiber Optic Plan to Expand Broadband Access for Livingston County

Motion to adopt the Resolution.

Moved By M. Zajac

Seconded By B. Plank

Roll Call Vote: Yes (8): M. Zajac, C. Griffith, J. Gross, B. Plank, K. Lawrence, C. Reader, W. Nakagiri and J. Drick; No (0): None; Absent (1): D. Helzerman

Motion Carried (8-0-1)

7. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS

Dated: April 7, 2021

Motion to approve the Claims.

Moved By K. Lawrence

Seconded By J. Gross

Roll Call Vote: Yes (8): K. Lawrence, C. Reader, W. Nakagiri, J. Drick, M. Zajac, C. Griffith, J. Gross, and B. Plank; No (0): None; Absent (1): D. Helzerman

Motion Carried (8-0-1)

8. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES

Dated: March 12 through April 1, 2021

Motion to approve the Payables.

Moved By M. Zajac

Seconded By C. Griffith

Roll Call Vote: Yes (8): M. Zajac, C. Griffith, J. Gross, B. Plank, K. Lawrence, C. Reader, W. Nakagiri and J. Drick; No (0): None; Absent (1): D. Helzerman

Motion Carried (8-0-1)

9. CALL TO THE PUBLIC

None.

10. ADJOURNMENT

Motion to adjourn the meeting at 9:10 a.m.

Moved By K. Lawrence

Seconded By C. Griffith

Roll Call Vote: Yes (8): K. Lawrence, C. Reader, W. Nakagiri, J. Drick, M. Zajac, C. Griffith, J. Gross, and B. Plank; No (0): None; Absent (1): D. Helzerman

Motion Carried (8-0-1)

Amy L. Kotesich, Deputy County Clerk

RESOLUTION

NO: 2021-04-041

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution Authorizing an Agreement with Judicial Services Group to Provide Electronic Monitoring Services - Court Central Services

WHEREAS, Livingston County Specialty Courts and Programs has a need for electronic monitoring services; and

WHEREAS, the current contract will expire on April 30th, 2021 and,

WHEREAS, in accordance with the County's Purchasing Policy, a formal quoting process was performed and the submitted quotes were evaluated; and

WHEREAS, Judicial Services Group submitted a quote that will provide the electronic monitoring services at the attached rates for the period of May 1st, 2021 through April 30th, 2024, with two, one-year renewal options; and

WHEREAS, funding for same is available through the Court Central Services' state and federal grants; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Judicial Services Group for electronic monitoring services at the attached rates of for the period of May 1st, 2021 through April 30th, 2024, with an option for two (2) one-year renewal for services described above.

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

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY COURTS CENTRAL SERVICES

204 S. Highlander Way, Howell, MI 48843
Phone 517-540-7414 Fax 517-546-3731
Web Site: <https://www.livgov.com/>

Memorandum

To: Livingston County Board of Commissioners
From: Sara Applegate, Specialty Courts and Programs Administrator
Date: March 31st, 2021
Re: Resolution Authorizing an Agreement with Judicial Services Group (JSG) to Provide Electronic Monitoring Services for the Specialty Courts and Programs

Livingston County Specialty Courts and Programs is requesting the Board of Commissioners approval to award a contract to Judicial Services Group to provide electronic monitoring services.

The current contract for electronic monitoring services for the Specialty Courts and Programs is set to expire on April 30th, 2021. Per the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the BidNet Michigan Inter-governmental Trade Network (MITN) and the County Purchasing website. Four (4) proposals were received and evaluated.

After careful review of the proposal, the Court recommends an award to Judicial Services Group who has provided exemplary services to our Specialty Courts and Programs over the last three years as our contracted vendor. As a result, we are requesting the attached resolution be approved which authorizes a contract with Judicial Services Group for electronic monitoring services for a period of May 1, 2021 through April 30, 2024, with the option for up to two (2) additional one-year renewal periods.

Thank you in advance for your consideration. If you have any questions regarding this matter, please contact me.



Proposal Synopsis For Electronic Monitoring for Specialty Courts and Programs

Lead Public Agency: Livingston County
Solicitation: RFP-LC-21-01

RFP Issued & Publicly Posted: 2/9/20
Public Posting: Livingston County Fiscal
Services Website and BidNet
Proposals Received: 4

RFP Proposals Due Date: 3/4/21

Livingston County received four (4) proposals in response to the above referenced Request for Proposal (RFP). Below is a recap of the bid evaluation.

Proposals Received From:

Electronic Monitoring Systems, Inc.
Home Confinement Incorporated
Judicial Services Group
Smart Start Michigan

The evaluation consisted of a review of the responses to the Proposal's Scope of Work, profile, references and pricing. Electronic Monitoring Systems, Inc. was deemed non-responsive for failing to provide three (3) references demonstrating the required five (5) years of experience listed in the proposal's Scope of Work. The remaining firms were determined to be responsive and responsible.

The Evaluation Review Committee (ERC) consisted of four (4) members. The ERC evaluated the proposals submitted by each vendor using the following scoring criteria:

- Scope of Work (50 points)
- Company Profile (25 points)
- References (25 points)
- Pricing (30 points)

Based on this scoring criteria, points awarded to each firm were averaged. The results were as follows:

<u>Company</u>	<u>Average Score*</u>
Judicial Services Group	121.25
Smart Start	94.75
Home Confinement	91.00

**Electronic Monitoring Systems, Inc. was deemed non-responsive.*



Thirty-minute interviews were conducted with all four firms on Tuesday, March 23, 2021. The firms were Judicial Services Group, Smart Start, Home Confinement and Electronic Monitoring Systems, Inc. The ERC then completed scoring on March 25, 2021.

Based on the evaluation of the technical and pricing proposals as well as information obtained from interviews and additional questions, it is recommended that a three-year contract with the possibility of two (2) one-year renewal options be awarded to Judicial Services Group. Judicial Services Group will also be awarded a Co Pro+ cooperative contract.



ATTACHMENT A

PRICE SHEET- RFP-LC-21-01

Failure to complete the following form(s) shall result in your Bid being deemed non-responsive and rejected without further evaluations. Please indicate the fees related to the service proposed. As it relates to additional fees, please provide pricing for Court Testimony and Other Fees Paid to County.

COMPANY NAME: JSG Monitoring

Line Item	Service Description	Set-Up Fee	Enrollment Fee	Per Day Fee	Removal Fee	Sub-Total
1	Radio Frequency Tethers	\$0.00	\$50.00	\$5.00	\$0.00	\$55.00
2	Alcohol Monitoring	\$0.00	\$50.00	\$9.00	\$0.00	\$59.00
3	GPS Tethers	\$0.00	\$50.00	\$7.75	\$0.00	\$57.75
4	In-Home Testing Units for Alcohol	\$0.00	\$50.00	\$6.25	\$0.00	\$56.25
5	Court Testimony	Included	\$0.00	N/A	\$0.00	#VALUE!
6	Other Applicable Fees	N/A	N/A	N/A	N/A	#VALUE!

RESOLUTION

NO: 2021-04-042

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution to Accept the Annual Out-of-State Travel Report for 2020 – Fiscal Services

WHEREAS, In compliance with the Employee Business Expense Policy, County Administration is to prepare an Out-of-State Travel Summary Report to be presented to the Livingston County Board of Commissioners at the first Finance Committee in April of each year; and

WHEREAS, County Administration is presenting the annual Out-of-State Travel Summary Report for all County departments for the period of January 1, 2020 through December 31, 2020 to the Finance Committee meeting as required.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby accept the 2020 Out-of-State Travel Summary Report for all County employees who traveled outside of Michigan during the period of January 1, 2020 through December 31, 2020.

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**MOVED:
SECONDED:
CARRIED:**

2020 Out of State Travel Report

Travel Start Date	Travel End Date	Dept	Employee Name	Destination	Purpose for Travel/Conference Name	Registration 957000	Lodging 860500	Meals 860500	Transportation 860500	Mileage 860010	Total Cost	General Fund	Special Revenue Fund	Enterprise Fund	Internal Service Fund	
6/14/2020	6/18/2020	911	Daniel Blaszkiewicz	Long Beach, CA	Nena 2020	\$ -	\$ -	\$ -	\$ 36.64		\$ 36.64		\$ 36.64			
6/14/2020	6/18/2020	911	Katrina Mott	Long Beach, CA	Nena 2020	\$ -	\$ -	\$ -	\$ 36.64		\$ 36.64		\$ 36.64			
6/14/2020	6/18/2020	911	Chad Chewing	Long Beach, CA	Nena 2020	\$ -	\$ -	\$ -	\$ 31.63		\$ 31.63		\$ 31.63			
										911 TOTAL:	\$ 104.91					
5/26/2020	5/30/2020	Courts	Sara Applegate	Anaheim, CA	NADCP/Virtual	\$ 510.00	\$ -	\$ -	\$ 547.80		\$ 1,057.80		\$ 1,057.80			
5/26/2020	5/30/2020	Courts	Karen Berbowser	Anaheim, CA	NADCP/Virtual	\$ 495.00	\$ -	\$ -	\$ 547.80		\$ 1,042.80		\$ 1,042.80			
5/26/2020	5/30/2020	Courts	Jessica Brzys	Anaheim, CA	NADCP/Virtual	\$ 510.00	\$ -	\$ -	\$ 547.80		\$ 1,057.80		\$ 1,057.80			
5/26/2020	5/30/2020	Courts	Michael Hatty	Anaheim, CA	NADCP/Virtual	\$ -	\$ -	\$ -	\$ 547.80		\$ 547.80		\$ 547.80			
5/26/2020	5/29/2020	Courts	James Schepper	Anaheim, CA	NADCP/Virtual	\$ 495.00	\$ -	\$ -	\$ -		\$ 495.00		\$ 495.00			
5/26/2020	5/29/2020	Courts	Leanna Brumfield	Anaheim, CA	NADCP/Virtual	\$ 495.00	\$ -	\$ -	\$ -		\$ 495.00		\$ 495.00			
5/26/2020	5/30/2020	Courts	Erika Phenev	Anaheim, CA	NADCP/Virtual 957000	\$ 495.00	\$ -	\$ -	\$ 517.80		\$ 1,012.80		\$ 1,012.80			
5/26/2020	5/30/2020	Courts	Angela DelVero	Anaheim, CA	NADCP/Virtual	\$ 495.00	\$ -	\$ -	\$ -		\$ 495.00		\$ 495.00			
										COURTS TOTAL:	\$ 6,204.00					
3/31/2020	3/31/2020	EMS	David Feldpausch	Elkhart, IN	Toll Road - for a new vehicle ambulance	\$ -	\$ -	\$ -	\$ 3.20		\$ 3.20		\$ 3.20			
3/31/2020	3/31/2020	EMS	David Feldpausch	Elkhart, IN	Toll Road - for a new vehicle ambulance	\$ -	\$ -	\$ -	\$ 3.20		\$ 3.20		\$ 3.20			
										EMS TOTAL:	\$ 6.40					
5/17/2020	5/17/2020	Fiscal Services	Hilery DeHate	New Orleans, LA	GFOA Conference/Virtual 957000	\$ 420.00	\$ -	\$ -	\$ 370.10	\$ -	\$ 790.10	\$ 790.10				
										FISCAL SERVICES TOTAL:	\$ 790.10					
3/31/2020	4/3/2020	Health	Lindsay Gestro	Dallas , TX	NACCHO Preparedness Summit/Virtual 957000	\$ 635.00	\$ -	\$ -	\$ 389.91		\$ 1,024.91		\$ 1,024.91			
										HEALTH TOTAL:	\$ 1,024.91					
3/17/2020	3/20/2020	Jail	Brad Fetner	Las Vegas, NV	Central Square Conference/Credit	\$ 399.00	\$ -	\$ -	\$ 556.80		\$ 955.80	\$ 955.80				
3/17/2020	3/20/2020	Jail	Chris Schmidt	Las Vegas, NV	Central Square Conference/Credit	\$ 399.00	\$ -	\$ -	\$ 556.80		\$ 955.80	\$ 955.80				
3/17/2020	3/20/2020	Jail	Austin Smith	Las Vegas, NV	Central Square Conference/Credit	\$ 399.00	\$ -	\$ -	\$ 556.80		\$ 955.80	\$ 955.80				
										JAIL TOTAL:	\$ 2,867.40					
4/13/2020	4/17/2020	LETS	Trisha Reed	San Diego, CA	Annual FTA Drug and Alcohol Progem National Conference		\$ -	\$ -	\$ 636.96		\$ 636.96			\$ 636.96		
										LETS TOTAL:	\$ 636.96					
4/24/2020	4/28/2020	Planning	Kathleen Kiline-Hudson	Houston, TX	APA Conference 2020	\$ -	\$ -	\$ -	\$ 253.80		\$ 253.80	\$ 253.80				
										PLANNING TOTAL:	\$ 253.80					
6/8/2020	6/12/2020	Sheriff	Jeff Warder	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -				
6/8/2020	6/12/2020	Sheriff	Jaime Kretzschmer	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit 957000	\$ 300.00	\$ -	\$ -	\$ -		\$ 300.00	\$ 300.00				
6/8/2020	6/12/2020	Sheriff	Matthew Young	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 300.00	\$ -	\$ -	\$ -		\$ 300.00	\$ 300.00				
6/8/2020	6/12/2020	Sheriff	James Pappas	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 330.00	\$ -	\$ -	\$ -		\$ 330.00	\$ 330.00				
6/8/2020	6/12/2020	Sheriff	Chris Diehl	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 330.00	\$ -	\$ -	\$ -		\$ 330.00	\$ 330.00				
6/8/2020	6/12/2020	Sheriff	Corey Sokol	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 300.00	\$ -	\$ -	\$ -		\$ 300.00	\$ 300.00				
6/8/2020	6/12/2020	Sheriff	Mike Nast	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 300.00	\$ -	\$ -	\$ -		\$ 300.00	\$ 300.00				
6/8/2020	6/12/2020	Sheriff	Adam Jaime	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 300.00	\$ -	\$ -	\$ -		\$ 300.00	\$ 300.00				
6/8/2020	6/12/2020	Sheriff	Dale Labombard	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 300.00	\$ -	\$ -	\$ -		\$ 300.00	\$ 300.00				
6/8/2020	6/12/2020	Sheriff	James Steinaway	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 300.00	\$ -	\$ -	\$ -		\$ 300.00	\$ 300.00				
6/8/2020	6/12/2020	Sheriff	Alex Capra	Sandusky, OH	TACTI - Ohio Tactical Officers Association/Credit	\$ 300.00	\$ -	\$ -	\$ -		\$ 300.00	\$ 300.00				
7/18/2020	7/22/2020	Sheriff	Eric Sanborn	New Orleans, LA	FBINAA Conference	\$ -	\$ -	\$ -	\$ 281.80		\$ 281.80	\$ 281.80				
10/18/2020	10/25/2020	Sheriff	Adam Jaime	Chesapeake, VA	LCSSO - Tactical Explosive Breach Seminar 957000	\$ 1,525.00	\$ 733.18	\$ -	\$ -		\$ 2,258.18	\$ 2,258.18				
										SHERIFF TOTAL:	\$ 5,599.98					
3/11/2020	3/13/2020	Veterans	Dena Daher	Washington, DC	DSO School	\$ -	\$ 872.46	\$ 187.00	\$ 448.18		\$ 1,507.64		\$ 1,507.64			
3/11/2020	3/13/2020	Veterans	Mary Durst	Washington, DC	DSO School	\$ -	\$ 872.46	\$ 187.00	\$ 336.80		\$ 1,396.26		\$ 1,396.26			
3/11/2020	3/13/2020	Veterans	Ronnie Blackwell	Washington, DC	DSO School	\$ -	\$ 872.46	\$ 164.00	\$ 306.80		\$ 1,343.26		\$ 1,343.26			
										VETERANS TOTAL:	\$ 4,247.16					
						2020 GRAND TOTAL:	\$ 10,332.00	\$ 3,350.56	\$ 538.00	\$ 7,515.06	\$ -	\$ 21,735.62	\$ 9,511.28	\$ 11,587.38	\$ 636.96	\$ -
						2019 GRAND TOTAL:	\$ 24,753.00	\$ 48,458.23	\$ 7,278.64	\$ 19,993.60	\$ 642.08	\$ 101,125.55	\$ 39,863.23	\$ 37,668.68	\$ 11,832.52	\$ 11,761.12
						2018 GRAND TOTAL:	\$ 24,674.16	\$ 41,674.70	\$ 6,362.47	\$ 20,017.25		\$ 92,728.58				
						2017 GRAND TOTAL:	\$ 18,853.28	\$ 28,534.48	\$ 3,709.05	\$ 17,298.71		\$ 68,395.52				
						2016 GRAND TOTAL:	\$ 16,894.78	\$ 30,894.54	\$ 4,268.63	\$ 16,574.45		\$ 68,632.40				

RESOLUTION

NO: 2021-04-043

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution to Authorize the Creation of New Non-Union Division within MERS and Payment of the Unfunded Liability For LETS Department Employees - Fiscal Services

- WHEREAS,** County Administration has worked with the LETS Department, with guidance from our auditors, to consider options to reduce the unfunded pension liability specific to the LETS Department employees; and
- WHEREAS,** the option to create a permanent non-union division within MERS for LETS Department employees was agreed upon as being fiscally prudent and to be recommended to the Board of Commissioners; and
- WHEREAS,** creating a new division would permit the LETS Department to fully fund the projected non-union liability attributed to the LETS Department non-union employees which is projected to reduce the annual required contribution going forward; and
- WHEREAS,** Livingston County requested and received a supplemental valuation from the MERS actuarial services team to carve out the LETS Department from the Non-Union Division and create a new Non-Union Division specifically for and limited to LETS Department current and future employees as well as retirees; and
- WHEREAS,** the pension benefits would not change in any way from those in the original Non-Union Division and the LETS Department employees would be carved out into the same plan, DB or Hybrid, that they currently are in; and
- WHEREAS,** the estimated cost for the LETS Department to proceed with this option is \$1,556,364 which will be funded by FY 2020 CARES Act Section 5307 Operating funds at 100% Federal share and would not require any General Fund dollars to be contributed.
- WHEREAS,** the CARES Act legislation's intent is to support transit systems and their employees by ensuring current obligations are met, followed by actions that improve long-term financial sustainability; and
- WHEREAS,** the payment is an eligible operating expense under the Section 5307 program rules per FTA Circular 9030.1 E and additional written guidance provided by FTA.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the County to carve out the LETS Department Non-Union Employees from the original Non-Union Division and creating a new MERS Division for LETS Department Non-Union employees.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes a payment to MERS from LETS Fund 588 in the amount of \$1,556,364 to the new LETS Department Non-Union division, once it is created, to fund the pension liability for the LETS Department employees.

BE IT FURTHER RESOLVED that the Chairperson of the Livingston County Board of Commissioners is authorized to execute any agreements, plan addendums, or other documents requiring his signature by MERS, to effectuate this Resolution after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes any budget amendments needed to effectuate this payment.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2021-04-044

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution to Authorize the Creation of New Non-Union Division within MERS and Payment of the Unfunded Liability for the Building Department Employees - Fiscal Services / Finance / Board

WHEREAS, County Administration has worked with the Livingston County Building Department over the past year to consider options to reduce the unfunded pension liability specific to Building Department employees; and

WHEREAS, the option to create a permanent non-union division within MERS for Building Department employees was agreed upon as being fiscally prudent and to be recommended to the Board of Commissioners; and

WHEREAS, creating a new division would permit the Building Department to fully fund the currently projected non-union liability attributable to the Building Department's non-union employees which is projected to reduce the annual required contribution going forward; and

WHEREAS, Livingston County requested and received a supplemental valuation from the MERS actuarial services team to carve out the Building Department from the Non-Union Division and create a new Non-Union Division specifically for and limited to Building Department current and future employees as well as retirees; and

WHEREAS, the pension benefits would not change in any way from those in the original Non-Union Division and the Building Department employees would be carved out into the same plan, DB or Hybrid that they currently are in; and

WHEREAS, the estimated cost for the Building Department to proceed with this option is \$962,712 which currently can be funded by use of the unobligated funds in Enterprise Fund 542 Building and Safety Fund and would not require any General Fund dollars to be contributed.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the County to carve out the Building Department Non-Union Employees from the original Non-Union Division and creating a new MERS Division for Building Department Non-Union employees.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes a payment to MERS from Fund 542 Building and Safety Fund in the amount of \$962,712 to the new Building Department Non-Union division, once it is created, to fund the pension liability for the Building Department employees.

BE IT FURTHER RESOLVED, that the Chairperson of the Livingston County Board of Commissioners is authorized to execute any agreements, plan addendums or other documents requiring the Chair's signature by MERS to effectuate this Resolution after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes any budget amendments needed to effectuate this payment.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2021-04-045

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution Authorizing a Contract with Lindhout Associates Architects for Architectural Services – Facility Services

WHEREAS, Livingston County maintains a number of buildings at the East and West complexes, as well as downtown Howell; and

WHEREAS, in order to properly maintain these buildings, continual adjustments and modifications are required; and,

WHEREAS, the most cost-effective manner in insuring the maintenance and modifications are accomplished in compliance with the various codes and ordinances includes the input of professional architectural services; and

WHEREAS, Facility Services department along with Co Pro solicited proposals from architectural firms and received 16 proposals; and

WHEREAS, a committee consisting of staff from Facility Services, Sheriff's office, Court Services, Building Department, and County Administration independently reviewed and ranked each proposal and from which this recommendation for award is based, and

WHEREAS, pricing will be per the attached pricing schedule which will remain fixed for five (5) years with no renewals.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize a five (5) year contract with the firm Lindhout Associates Architects, aia, pc. per the attached pricing schedule which will remain fixed for five (5) years.

BE IT FURTHER RESOLVED that the Chairperson of the Livingston County Board of Commissioners is hereby authorized to sign the above referenced contract upon review and approval of civil counsel.

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MOVED:
SECONDED:
CARRIED:



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

DATE: March 16, 2021

TO: Livingston County Board of Commissioners

FROM: Chris Folts

RE: Resolution Authorizing a Contract with Lindhout Associates Architects for Architectural Services – Facility Services Department

Livingston County has a need to retain architectural services for modifications and renovations of Livingston County facilities. The Facility Services department along with Co Pro published an RFP and received proposals from 16 architectural firms.

A committee formed by department heads and county administration evaluated all proposals and moved forward with interviewing five architectural firms for final consideration. Lindhout Associates Architects, AIA, PC, was selected based on overall score and pricing.

Therefore, Facility Services along with the selection committee is requesting entering into a contract with Lindhout Associates Architects, not to exceed five years. If you have any questions or concerns, please feel free to contact me.



**Bid Recap
For
Architectural Consulting Services**

Lead Public Agency: Livingston County
Solicitation: RFP-LC-20-30

RFP Issued & Publicly Posted: 12/14/20
Public Posting: Livingston County Fiscal
Services Website and BidNet

RFP Proposals Due Date: 01/11/21

Proposals Received: 16

Livingston County received sixteen proposals in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

The following architectural firms provided a response within the timeframe outlined in the RFP:

A3C – Collaborative Architecture
DLZ
Fishbeck
Hobbs + Black Architects
Hooker DeJong Inc.
Hubbell Roth and Clark
JFR Architects
John Stewart Associates

Lindhout Associates
Mitchell & Mouat Architects
Niagara Murano
NORR
NSA Architecture
Partners in Architecture
Straub Pettitt Yaste Architects
Tower Pinkster Titus Associates Inc.

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work. A review of the minimum requirements revealed that the firms met the minimum mandatory requirements (Section 1.1), and confirmed their understanding of the Scope of Work (Sections 1.2 through 1.4). The firms were determined to be responsive and responsible after a review of the answers to the Scope of Work sections and the information provided on the requisite forms.

The Evaluation Review Committee (ERC) consisted of six members. The ERC evaluated the proposals submitted by each vendor using the following scoring criteria:

- Proposal Responses (up to 50 points)
- Company Profile (up to 25 points)
- References (up to 25 points)

Based on this scoring criteria, the points awarded to each firm were averaged and the firms were ranked in order from 1 to 15. Two out of the sixteen firms had a tie score and were ranked fourth respectively. The results were as follows:



	Firms							
	Lindhout	Fishbeck	DLZ	NORR	NSA	Hobbs + Black	Partners	A3C
Proposal Responses	40.83	42.5	42.67	39.5	39.17	39.83	38.83	40.0
Company Profile	20.33	20.5	18.67	18.67	18.17	17.0	16.67	15.17
References	20.5	18.33	19.83	19.17	20.0	18.67	19.67	19.83
Total	81.66	81.33	81.17	77.34	77.34	75.5	75.17	75.0

	Firms							
	Mitchell & Mouat	Hubbell Clark & Roth	Tower Pinkster Titus	JFR Architects	Niagara Murano	Hooker DeJong	Straub Pettitt Yaste	John Stewart
Proposal Responses	40.17	38.33	39.50	32.5	33.0	29.83	29.83	27.0
Company Profile	16.33	16.33	14.83	12.33	8.83	11.0	9.0	10.83
References	18.17	20.0	19.83	18.67	16.50	16.0	14.50	15.33
Total	74.67	74.66	74.16	63.5	58.33	56.83	53.33	53.16

One-hour interviews were conducted with the top five scoring firms on Monday, February 22, 2021. Because two of the firms were ranked fourth in the overall scoring, DLZ, Fishbeck, Lindhout Associates, NORR, and NSA Architecture were selected for interview. The ERC then met on Wednesday, February 24, 2021 to discuss the information obtained from the interviews as well as the technical and pricing proposals.

The ERC recommended that additional questions be asked of the following two firms in order to make a final recommendation for award: Lindhout Associates and DLZ. Additional questions were sent to both firms on Thursday, February 25, 2021. Answers to the questions were submitted by the firms on Monday, March 1, 2021.

Based on the entire evaluation process, Lindhout Associates provided the proposal that offered the greatest overall value to the county. It is recommended that a five-year contract be awarded to Lindhout Associates. Lindhout Associates will also be awarded a CoPro+ cooperative contract not to exceed five years.

RFP-LC-20-30 Ranking Review Criteria	Scorer	Firm 7 A3C	Comments	Scorer
Minimum Mandatory Requirements	NB KE CF JR	P P P P	Never specifically acknowledged items 1.2 (1) through 1.2 (10)	NB KE CF JR
	RS	P	Not organized to respond to RFP, hard to follow	RS
	JW	P	All requirements included except for 3 year financial statements.	JW
Proposal Responses	NB	38	Well qualified, numerous awards/industry recognition; 35 years in business	NB
	KE	40	Meets requirements.	KE
	CF	40		CF
	JR	45	Proposal specifically spelled out site inspections on projects at least once a week. Other did not. Also state that project schedules will be reviewed bi-weekly	JR
	RS	35	ADA; Comparable projects not really comparable reg as needed	RS
	JW	42		JW
		240.00		
Total		40.00		
Company Profile	NB	15	Did not provide audited financial statements, but will if awarded. Other items submitted.	NB
	KE	11	No financials, 2017 W-9 not current.	KE

	CF	15	Missing financials.	CF
	JR	20		JR
	RS	15	Since 1983; No financial statements; Ann Arbor local work - Genoa Township Hall, Howell Chamber	RS
	JW	15		JW
		91.00		
Total		15.17		
References	NB	19	Gov't references provided, 1 for 7+ years (additional project-specific references throughout proposal)	NB
	KE	20	References provide support.	KE
	CF	20		CF
	JR	25	The Building Department has worked with this firm on numerous projects. I don't recall any issues. Numerous projects completed throughout the County	JR
	RS	15	References not on point; Examples of IDIQ?; Awards; POC: not clear	RS
	JW	20	Some gov't work.	JW
		119.00		
Total		19.83		
Overall Total		75.00		

Firm 3 DLZ	Comments	Scorer	Firm 2 Fishbeck	Comments
P	Well organized!	NB	P	
P		KE	P	
P		CF	P	
P	Specifically acknowledged items in 1.2	JR	P	Did not acknowledge section 1.2
P	Excellent - Addresses minimum mandatory requirements	RS	P	Excellent understanding of desired services
P	Missing certificate of insurance.	JW	P	Proposal was complete and very thorough.
44	Very thorough proposal; Industry recognized (ranked top 10 in the Midwest); Large staff	NB	42	Emphasizes client service; 64 years in MI; Significant gov't work/experience.
40	Clear and concise.	KE	40	Demonstrated ability.
40		CF	40	
50	Highly experienced	JR	40	Aesthetically creative designs in proposal
40	Quality management, Methodology, Good technical approach, Good highlight of comparable, family and minority owned, but resumes some female, No ADA attention other than claim of leading ADA consultant, POC: Laurie Frey	RS	45	Good philosophy and mission, Methodology excellent, Capacity 20 - mostly in house but subs available
42	Same as above, not sure why certificate of insurance is missing.	JW	48	Many years of experience.
256.00			255.00	
42.67			42.50	
19	Missing insurance certificate, but "agrees to provide necessary coverage."; All other items submitted.	NB	20	All requested items were provided.
13	2014 W-9 not current, incomplete profile	KE	20	2018 W-9. Complete.

15	Missing current W-9.	CF	20	
25	Large experienced firm. Organized, easy to read proposal. Very comprehensive. Cross out canned language on "Exceptions" page 51 of their proposal, Minority owned with over 700 employees	JR	20	Large employee owned company
20	90% work with public entities since 1916, in MI since 1957, capacity good, 200 projects/year, agrees to provide insurance info, clear understanding of IDIQ good	RS	20	490 employees; since 1965 employee owned corp; ADA - good emphasis; IDIQ ? with cities; 90% of revenue from repeat clients; Facetime own it
20	Talented team (well versed)	JW	23	Received all of the required information
112.00			123.00	
18.67			20.50	
19	3 Gov't references provided, 2 for 5+ years	NB	19	3 Gov't references provided, but no date ranges provided.
20	References meet requirement.	KE	15	No reference start dates.
20		CF	20	
20		JR	18	All references from municipalities. Little or no work performed within Livingston County
20	County references excellent, on point	RS	15	Consulting list -No counties, lots of cities; No annual volume; Ottawa Co facilities director listed as reference; References not for consulting; POC: Lake Finney, less than 1 year with Fishbeck
20		JW	23	Excellent and well rounded references.
119.00			110.00	
19.83			18.33	
81.17			81.33	

Scorer	Firm	Comments	Scorer	Firm	Comments	Scorer
	5			13		
	Hobbs+ Black			Hooker DeJong		
NB	P	Well organized!	NB	P		NB
KE	P		KE	P		KE
CF	P		CF	P		CF
JR	P		JR	P		JR
RS	P	Methodology?; Capacity?	RS	P	Capacity	RS
JW	P	Missing balance sheet for last 3 years.	JW	F	W-9 not completed. Missing page from technical proposal.	JW
NB	42	Well organized proposal and narrative; Significant government specific experience	NB	38	In business since 1936; No local office presence (Muskegon and Grand Rapids)	NB
KE	40	Directly answered all requirements.	KE	35	Directly addressed 1.3 and 1.4. Narrative somewhat satisfies 1.2.	KE
CF	40		CF	40		CF
JR	50	Specifically addressed items in section 1.2	JR	31	Did not address section 1.2 specifically	JR
RS	25	Good reg Min Mandatory Reqs; Design services; No ADA other than verbatim RFP	RS	35	ADA; On call, project specific understanding - good	RS
JW	42	See above.	JW			JW
	239.00			179.00		
	39.83			29.83		
NB	17	Balance Sheet in place of audited financial statements.	NB	14	Missing financial statements.	NB
KE	13	2018 W-9. Had unaudited balance sheets.	KE	10	Blank W-9. No financial statements: If chosen, would provide at interview.	KE

CF	15	Sent balance sheet instead of audited financials.	CF	12	Missing W-9 and financial information.	CF
JR	20		JR	20	Relatively short outcome dates (turn-around)	JR
RS	15	50 profs; Honors and awards nice; Clear understanding of desired services not demonstrated	RS	10	1936; 54 profs; typos on profile page; Blank W-9	RS
JW	22	Seems to be reputable company.	JW			JW
	102.00			66.00		
	17.00			11.00		
NB	17	2 Gov't references provided, 1 for 5+ years within the last 7	NB	19	3 Gov't references provided, date ranges from 2014 and 2015 to present	NB
KE	20	Proven support.	KE	20	All references met the requirements and provide support for award. All government entities.	KE
CF	20		CF	20		CF
JR	20	The building department has worked with this firm in the past on customer's projects within the County	JR	17	No projects listed in Livingston County	JR
RS	15	Not on point; Cover letter poorly drafted and non-responsive; POC: Brian Bagnick	RS	20	Excellent on point references; Looks to provide Oakland with same services sought; POC: Phil Komen, but not included in team resumes?	RS
JW	20		JW			JW
	112.00			96.00		
	18.67			16.00		
	75.50			56.83		

Firm 9	Comments	Scorer	Firm 11	Comments
Hubbell Roth & Clark			JFR Architects	
P		NB	P	
P		KE	P	
P		CF	P	
P		JR	P	
P	Lots of work with City of Howell	RS	P	Typos in sample invoice - so many typos; capacity -?; Narrative: project methology or methodology?
P	Missing page from technical proposal.	JW	P	
42	Good governmental experience, NB including many projects with Liv Co; Substantial awards and industry recognition		36	Thorough narrative, stresses communication; Emphasizes size (small firm, individual attention) as a strength
40	All responses demonstrated ability.	KE	40	
40		CF	40	
35	Did not specifically address items 1.2 (1) through 1.2 (10). All examples of work and 2 of the references were minor renovation work	JR	32	Did not specifically address the items in section 1.2
35	Capacity; Aspire to be in middle and do all the work; ADA; Permitting process; Municipal consulting	RS	10	Quality level questionable, ADA - no
38	Most information included. Somewhat difficult to read.	JW	37	Missing audited financial statements/notarized certificate of compliance
230.00			195.00	
38.33			32.50	
15	Missing financial statements, offers to provide at a venue of our choosing; Other items submitted	NB	14	Didn't provide audited financial statement and states that they are "not required...."; Other items submitted.
13	No financials.	KE	5	No financials, not notarized.

15	Missing financials.	CF	12	Missing financials, not notarized compliance.
25	Firm has done a lot of work for the County's local municipalities. Mostly infrastructure projects	JR	16	Seems to be a 1 architect company but priced in the lower range
10	260+ profs; Professional integrity - good; Overview impressive; Good understanding; No statements	RS	7	Since 2005; No statements
20		JW	20	
98.00			74.00	
16.33			12.33	
20	Gov't references provided, all with 5+ years	NB	19	Gov't references provided, 2 of 3 for 5+ years
20	All provide support.	KE	20	
20		CF	20	
20		JR	20	Extra references supplied
20	Comparable projects truly comparable; Ok references; Nothing very big; POC: Adrianna Melchoir	RS	15	Exceeded # of references; No annual volume; Not on point reg type of service
20		JW	18	References limited.
120.00			112.00	
20.00			18.67	
74.66			63.50	

Scorer	Firm	Comments	Scorer	Firm
	15			1
	John Stewart			Lindhout
	Assoc			Assoc
NB	P		NB	P
KE	P		KE	P
CF	P		CF	P
JR	P		JR	P
RS	F	Current vendor, 4 missing components - financial statements, insurance, W-9, checklist	RS	P
JW	P		JW	P
NB	25	A lot of Liv Co knowledge and experience; Technical proposal missing items; Section 1.4 lacking - Methodology? Capacity?; Not enough information provided	NB	42
KE	40	Demonstrated ability.	KE	40
CF	40		CF	40
JR	20	Did not provide the required information	JR	42
RS		Non-responsive to minimum mandatory requirements.	RS	35
JW	37	Missing several documents.	JW	46
	162.00			245.00
	27.00			40.83
NB	10	Profile submitted, but several requested items are missing: W-9, Financial Statements, Certificate of Insurance	NB	20
KE	5	Pricing proposal included in proposal bid document. Missing financial statements, W-9, proposal checklist.	KE	20

CF	12	Missing many articles of compliance.	CF	20
JR	20	As built docs supplied at end.	JR	20
RS			RS	20
JW	18		JW	22
	65.00			122.00
	10.83			20.33
NB	13	References light on gov't entities; References marked as recent without establishing 5+ years of ACS for gov't entities	NB	20
KE	20	References provide award.	KE	20
CF	20		CF	20
JR	16	Not a lot of clear information. Pictures of projects have no scope description. Pricing is based on percentage based on construction costs.	JR	20
RS		2/3 references Liv Co	RS	20
JW	23	Has experience working with county government.	JW	23
	92.00			123.00
	15.33			20.50
	53.16			81.66

Comments	Scorer	Firm 8 Mitchell & Mouat	Comments	Scorer	Firm 12 Niagara Murano
Complete proposal.	NB KE CF JR	P P P P	Well organized	NB KE CF JR	P P P P
Current vendor.	RS	P	Organized, clear	RS	P
All requirements included.	JW	P	No audited financials.	JW	F
Significant experience in Liv Co, both for the County and for other local governments; Well organized response covering key topics (experience, capacity, comparable projects, methodology)	NB	42	Thorough and well organized proposal	NB	38
Proposal provided clear responses to each section.	KE CF	40 40	Directly addressed sections 1.2, 1.3, and 1.4.	KE CF	40 40
Did not specifically address the items in sections 1.2	JR	44	Specifically addressed the items in section 1.2.	JR	40
Relies heavily on existing knowledge of ability and relationships; Methodology ok; Checklist not responsive to 1.3	RS	40	Methodical reg projects based on MI standard K	RS	40
	JW	35	See above. Not a lot of information about the team.	JW	
		241.00 40.17			198.00 33.00
Provided all requested materials.	NB	14	Missing audited financial statements	NB	11
2018 W-9. Complete profile.	KE	15	2018 W-9. No audited financials.	KE	3

	CF	12	Missing ??? article of compliance.	CF	12
I have extensive experiences with the Lindhout Staff over more than 15 years	JR	22	As built docs supplied at end.	JR	20
64 years; 20 profs; 13 certified architects; Capacity; Subcontractors for services not directly provided?	RS	15	27 years; 7 profs, 4 architects; No ADA, No clear understanding of IDIQ; Experience with projects; Services and subconsultants; Awards	RS	7
	JW	20		JW	
		98.00			53.00
		16.33			8.83
Provided 3 Gov't references all for 5+ years	NB	20	Gov't references provided	NB	19
All references provide support and meet requirements.	KE	11	References had no start/stop service dates.	KE	20
	CF	20		CF	20
Extra references supplied however my name was also used for a reference	JR	25	Extensive work history with many different types of projects	JR	15
Liv Co Ref??; References provide support Ok; POC: Bradley Alvord	RS	15	References not on point; Project oriented; POC: John Mouat or Mark Borys	RS	25
Has done a lot of projects in Livingston County.	JW	18	Government work seemed to be limited.	JW	
		109.00			99.00
		18.17			16.50
		74.67			58.33

Comments	Scorer	Firm 4 NORR	Comments	Scorer	Firm 4 NSA Architecture
	NB	P		NB	P
	KE	P		KE	P
	CF	P		CF	P
	JR	P		JR	P
Cooperative K static	RS	P		RS	P
Several documents missing that are not difficult to include	JW	P	All requirements covered.	JW	P
Nice samples of comparable work	NB	42	Experience includes projects for (Emergency Center) and in (Brighton Mill Pond, Howell Fountain, etc.) Liv Co; Thorough proposal covered all requested items.	NB	42
	KE	40		KE	40
	CF	40		CF	40
Did not comment on the items in section 1.2	JR	37	Did not specifically address items in section 1.2 nor was it clear in their methodology	JR	33
Excellent methodology; Key issues for success - good; Capacity min	RS	31	Ok	RS	35
	JW	47	Excellent job laying out ADA compliance.	JW	45
		237.00			235.00
		39.50			39.17
Profile submitted, missing items: W-9, Financial Statements	NB	20	Provided all requested materials.	NB	20
Missing financials, missing W-9, incomplete pricing proposal.	KE	15	Pricing proposal not separate.	KE	15

Missing information.	CF	20		CF	15
As built docs supplied at end.	JR	22	As built docs supplied at end.	JR	20
20 years; 12 profs; Good subconsultant list; ADA min; Excellent comparables - full spectrum so many; Security	RS	16	14 years in MI; 105 profs; Employee owned; ADA; Global 700+; Capacity - in house services listed, subconsultants with PEA; No clear understanding; On call advising	RS	18
	JW	19		JW	21
		112.00			109.00
		18.67			18.17
Gov't references provided, 2 of 3 for 5+ years	NB	19	Provided gov't references, 2 for 5+ years	NB	20
	KE	20		KE	18
	CF	20		CF	20
Not a lot of clear information. Much of the work not similar to LC projects. Hourly rates on the lower side	JR	20	A lot of work in the County	JR	20
References on point; POC: Delia Rodi	RS	16	Ok; POC: Dan Schneider, 1 year with NORR	RS	20
	JW	20	Most work completed in Wayne County.	JW	22
		115.00			120.00
		19.17			20.00
		77.34			77.34

Comments	Scorer	Firm	Comments	Scorer
		6 Partners in Architecture		
	NB	P	Well organized.	NB
	KE	P		KE
	CF	P		CF
	JR	P		JR
Good emphasis on understanding nature of master services agreement	RS	P	P6 - clear	RS
All required information included.	JW	P		JW
Many projects in Liv Co; Thorough proposal, provided all requested items.	NB	40	Significant gov't experience (98% of work w/ public entities)	NB
Demonstrated ability.	KE	40	Demonstrated ability.	KE
	CF	40		CF
Did not specifically address the items in section 1.2	JR	40	Applicant did specifically address all the items in section 1.2	JR
Partnerships with subs = team ok	RS	31		RS
	JW	42	Missing 3 year statement of operation.	JW
		233.00		
		38.83		
Provided all requested items.	NB	19	Statement of Operations for 3 years in place of audited financial statements.	NB
2018 W-9. Financial documents not audited.	KE	12	Missing financials: Provided 3 years of statement unaudited.	KE

Financials not audited and missing 1 year.	CF	13	Missing statement of operations.	CF
As built docs supplied at end.	JR	20	As built docs supplied at end.	JR
60 years; 18 NSA profs; Capacity with subs; No ADA ref; Methodology ok; Good understanding of IDIQ; PEA and MAI total 204; Scope copied	RS	16	30 + 150 profs; ADA min; Lot of subs, capacity unclear	RS
Extensive history with government building projects.	JW	20		JW
		100.00		
		16.67		
Provided 5 gov't references, 3 for 5+ years	NB	20	Gov't references provided, all three for 5+ years	NB
Meets, would have liked 3 separate references, (2) NOVI Entity.	KE	20	References provide recommendation.	KE
	CF	20		CF
Extensive number of County projects in their resume although some were never brought to fruition or done by and employee they were working for another company.	JR	20		JR
Examples of IDIQ Ks; POC: Brooke Smith	RS	16	IDIQ K examples; POC: Project manager unclear	RS
More than 3 references listed.	JW	22		JW
		118.00		
		19.67		
		75.17		

Firm	Comments	Scorer		Comments
14			10	
Straub Petitt			Tower	
Yaste			Pinkster	
P		NB	P	
P		KE	P	
P		CF	P	
P		JR	P	
P	Hard to follow, not clearly responsive	RS	P	
F	Several documents missing.	JW	P	Missing balance sheet and 3 year statement of operation.
39	Detailed narrative; 65 years in business; Wide variety of gov't experience	NB	40	Nice proposal w/ details on specific experience; No local office presence (Grand Rapids, Kalamazoo)
40		KE	40	Demonstrated ability.
40		CF	40	
32	Did not specifically address the items in section 1.2	JR	32	Did not specifically address the items in section 1.2
28	Capacity not clear; No ADA address; Methodology?	RS	40	Capabilities extensive; Methodology; All services in house, but subs available
		JW	45	Well put together proposal.
179.00			237.00	
29.83			39.50	
14	Missing financial statements, other items submitted.	NB	19	Statement of Operations for 3 years and balance sheets in place of audited financial statements.
5	Missing financials, not notarized, incomplete pricing proposal.	KE	5	Incomplete financials, incomplete pricing proposal.

12	Missing notarization.	CF	12	Missing balance sheet and operations 3 year document.
16	Little or no experience with projects located in Livingston County	JR	18	Not many projects in the portfolio located in Livingston County although a lot of municipal projects
7	60; IDIQ Ks? - no clear understanding; Invoice missing; Reimbursement expenses missing; Statements missing	RS	15	150 profs; Good understanding of IDIQ; No ADA section; Consistent and responsive team; Missing reimbursement expenses
		JW	20	Definitely experienced in working with government projects.
54.00			89.00	
9.00			14.83	
14	Gov't references provided, but no time range provided ("multiple projects")	NB	19	2 Gov't references provided, each 5+ years
20		KE	20	
20		CF	20	
20		JR	20	
13	References not on point; No annual volume; POC: not clear	RS	20	References on point; POC unclear, Adam or Eric
		JW	20	
87.00			119.00	
14.50			19.83	
53.33			74.16	

A3C - Collaborative Architecture

Hourly Rate

Fees

Design Professionals

A3C - Architect

Senior Principal	\$145
Senior Project Architect/Manager	\$110
Project Architect/Manager II	\$90
Intern III	\$75
Administrative Support	\$60

Sub-consultants

Hourly Rate

Fees/Upcharges

Cooper Design - Historic Preservation

Gary Cooper	\$130
Intern Architect	\$85

Commtech Design - Low Voltage/AV/Security

Technology Designer	\$130
CAD Tech/Designer	\$80

Osborn Engineering - Structural Engineers

Principal	\$195
Director	\$179
Senior Project Manager	\$164
Project Manager	\$151
Engineer II	\$125
Engineer III	\$108
Technician/Intern/Admin Support	\$69

Robert Darvas Associates - Structural Engineers

Principal	\$175
Project Manager	\$135
Administrative Support	\$75

IMEG - Structural Engineers

Senior Engineer	\$160
Project Engineer	\$130
Engineer	\$120
Virtual Design Technician	\$95

Peter Basso Associates - MEP Engineers

Principal Mechanical Engineer	\$182
Principal Electrical Engineer	\$182
Project Mechanical Engineer	\$94
Project Electrical Engineer	\$85
CAD Specialist	\$55

Osborn Engineering

Principal	\$195
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Sr. Project Manager	\$164
Project Manager	\$151
Engineer I	\$132
Engineer II	\$125
Engineer III	\$108
Engineer IV	\$92
Engineer V	\$84
Tech/Intern/Admin Support	\$69

IMEG - MEP Engineers

Senior Engineer	\$160
Project Engineer	\$130
Engineer	\$120
Designer IV	\$120
Designer III	\$115
Designer II	\$110
Designer	\$105
Sr. Virtual Design Coordinator	\$105
Virtual Design Technician	\$95
Sr. Commissioning Authority/Engineer	\$195
Administrative Assistant	\$80

MA Engineering - MEP Engineers

Principal	\$175
Senior Engineer	\$130
Engineer I/Designer	\$110
CAD Support	\$80

Metro Consulting Associates - Civil Engineers

Project Manager	\$115
Sr. Project Engineer/Surveyor/Planner	\$100
Project Engineer/Surveyor/Planner II	\$90
Engineering/Surveying Technician	\$70
Chief Field Surveyors (1 Person Crew)	\$110
Senior Ecological Scientist	\$110

Beckett & Raeder, Inc. - Civil Engineers and Landscape Architects

Principal - Civil Engineering	\$145
Senior Associate - Civil	\$135
Principal - Landscape Architect	\$145
Associate Landscape Architect	\$125

Additional Service Offerings:

Kitchen Design
Theater Design
Graphic Design
Specialty Labs (wind, solar, etc.)

Schedule of Reimbursable Expenses

Example of reimbursable expenses:
Printing, Transportation if outside the County,
Permit Fees, Special Testing

Reimbursable expenses are
invoiced at direct cost plus
10%

Other Information

Propose that all hourly rates
be adjusted each year on
January 1 at a rate of 2% per
year.
See pg 7 of Pricing Proposal.

Sample Copy of Firm's Invoice

See Technical Proposal - Pg
36

DLZ Michigan Inc.		
	Hourly Rate	Fees
Design Professionals		
Principal Architect	\$190	See Pricing Proposal
Project Manager	\$150	for yearly hourly rate
Architect IV	\$140	adjustments.
Architect III	\$120	
Architectural Associate II	\$100	
Architectural Associate I	\$90	
Engineer IV	\$150	
Engineer III	\$130	
Engineer III	\$110	
Engineer I	\$90	
Landscape Architect	\$120	
Sub-consultants		
	Hourly Rate	Fees/Upcharges
Engineer IV	\$150	See Pricing Proposal
Engineer III	\$130	for yearly hourly rate
Engineer II	\$110	adjustments.
Engineer I	\$90	
Cost Estimator	\$120	

Schedule of Reimbursable Expenses

Mileage	\$0.58/mile, Cost plus 10%
Travel Expenses	Cost plus 10%

Direct Expenses (Reproduction, Equipment Rental, etc. Cost plus 10%

Plan Review Fees	Cost plus 10%
Sample Copy of Firm's Invoice	See Pricing Proposal

	Fishbeck	
	Hourly Rate	Fees
Design Professionals		
Luke Finney, RA, LEED AP BD+C	\$150	
Bob Pomeroy, AIA	\$243	
Mark Mitchell, AIA, LEED AP	\$184	
Lisa Galdis, IIDA, CDT, LEED AP ID+C	\$122	
Jerry Hirth, PE, LEED AP	\$184	
Jim Miloch, PE, LEED AP	\$206	
Eric Dickinson, PE	\$147	
Jeff Brown, PE	\$243	
Kent Moeggenborg	\$203	
Mike Alsgaard, CPE	\$166	
Sub-consultants		
N/A	Hourly Rate	Fees/Upcharges
Rate Schedule		
Principal	\$243	
Architect Construction Engineer/Manager/Administrator Engineer Estimator Geologist Hydrogeologist Industrial Hygienist Interior Designer Project Manager Scientist Surveyor		
Senior Level	\$135 - \$235	
Mid Level	\$122 - \$135	
Staff Level	\$79 - \$122	
Architectural Specialist Engineering Specialist Environmental Specialist Health & Safety Specialist Operations Specialist Technical Specialist Project Superintendent Survey Specialist		
Senior Level	\$141 - \$212	
Mid Level	\$101 - \$141	
Staff Level	\$79 - \$101	
Technician		
Senior Level	\$110 - \$128	
Mid Level	\$93 - \$110	
Staff Level	\$70 - \$93	
Production Support	\$82	

Schedule of Reimbursable Expenses:

Photocopies	\$0.10/Copy
Mileage/Passenger Vehicles	\$0.70/Mile
Field and Service Vehicles	\$0.95/Mile (\$37/Day min.)
Equipment Schedule	Separate Schedule
Expenses and Outside Services	Cost plus 10%

Other Information

Compensation to be at one and one-half times the hourly rate for approved overtime.

Sample Copy of Firm's Invoice

See Pricing Proposal

Invoices are rendered every four weeks and payment is due upon receipt. A service charge of 1% per four-week period is added to accounts unpaid after 28 days from date of billing.

Hoobs+Black Architects

Design Professionals

Hourly Rate	Fees
Project Principals	\$240 – \$275
Project Director	\$150 – \$195
Project Manger (Brian Bagnick)	\$125 – \$150
Project Architect (Jon Pearn)	\$125 – \$150
Senior Designer (Ryan Wrigley)	\$140 – \$175
Assistant Project Manager	\$70– \$85
Designer	\$75– \$90
CAD Technician (Erin Bailey)	\$75– \$85
Support Staff (Indri Shehu)	\$65

Sub-consultants

Hourly Rate	Fees/Upcharges
MATRIX	
Principal/S. Engineer (Joe Sovis)	\$160
Principal/Senior Technician	\$160
Engineering PM (Brent Huhn)	\$136
Lead Project Engineer	\$118
Project Engineer	\$109
Design Engineer II	\$99
Design Engineer I	\$89
Designer IV	\$112
Designer III	\$94
Designer II	\$84
Designer I	\$70
Cad Operator II	\$61
Cad Operator I	\$52
Clerical	\$50

JDH

Senior Consultant	\$155
Senior PM (Keith Ritsema)	\$150
Senior Engineer	\$125
Project Engineer	\$105
Engineer I	\$85
Intern Engineer	\$60
Senior Technician	\$85
Technician	\$60
Administrative	\$50

DESINE INC.

Principal (Wayne Perry)	\$145
Professional Engineer	\$100
Engineer II	\$85
Engineering Tech III	\$70
Engineering Tech IV	\$55
Designer I	\$80
Designer Tech II	\$65
Designer Tech III	\$50

Professional Surveyor	\$100
Surveyor II	\$85
Surveyor III	\$70
Surveyor IV	\$55
Survey Crew	\$140
Lot Monumentation	\$110
Administration	\$35

Schedule of Reimbursable Expenses:

Mileage	\$0.62/Mile		
	Letter	11 x 17	24 x 36
BW	\$0.09	\$0.15	\$1.02
with 10% included for processing	\$0.10	\$0.17	\$1.12
Color	\$1.00	\$1.25	\$12.00
with 10% included for processing	\$1.10	\$1.38	\$13.20
Sample Copy of Firm's Invoice	See Pricing Proposal		

		Hooker DeJong Inc.	
		Hourly Rate	Fees
Design Professionals			
Principal		\$265	
Chief Officer		\$195	
Senior Director		\$175	
Project Specialist		\$130	
Senior Project Manager		\$160	
Project Manager		\$130	
Senior Architect II		\$135	
Senior Architect		\$125	
Architect II		\$105	
Architect		\$95	
Graduate Architect III		\$80	
Graduate Architect II		\$65	
Graduate Architect		\$60	
Senior Engineer II		\$145	
Senior Engineer		\$125	
Engineer IV		\$105	
Engineer III		\$95	
Engineer II		\$80	
Engineer		\$75	
Senior Interior Designer II		\$90	
Senior Interior Designer		\$80	
Interior Designer II		\$70	
Interior Designer		\$55	
Senior BIM Specialist II		\$105	
Senior BIM Specialist		\$95	
BIM Specialist II		\$90	
BIM Specialist		\$75	
Sr. Construction Specialist		\$95	
Construction Admin. Specialist		\$85	
Assistant to Project Management		\$65	
Business Manager		\$95	
Graphic Designer		\$75	
Assistant to Client Services		\$45	
Student Intern		\$45	
Office helper		\$25	
Sub-consultants		Hourly Rate	Fees/Upcharges
N/A			

Schedule of Reimbursable Expenses:

Miscellaneous

Electronic File .pdf \$50.00 for first, \$25.00 each
thereafter

Electronic File .dxf, .dwg, .dgn, or similar \$150.00 for
first, \$35.00 each thereafter

Specifications Cost + 15%

UPS Shipping Cost + 15%

Outsourced Services Cost + 15%

Black & White Printing Per Sheet		Color Printing Per Sheet	
8 ½ x 11	\$0.25	8 ½ X 11	\$1.40
11 x 17	\$0.50	11 x 17	\$2.75
12 x 18	\$2.50	24 x 36	\$41.00
15 x 21	\$4.00	30 x 42	\$57.00
24 x 36	\$5.00		
30 x 42	\$10.00		
Construction Documents Per Sheet			
12 x 18	\$0.60		
15 x 21	\$0.90		
24 x 36	\$1.25		
30 x 42	\$1.75		
Mounting Per Sheet		Mounting & Laminating Per Sheet	
24 x 36	\$25.00	24 x 36	\$50.00
30 x 42	\$54.00	30 x 42	\$85.00
Travel Expenses		Travel time is invoiced at Staff Hourly Rates. Mileage is reimbursed at the current IRS rate. Meals and accommodations are reimbursed at cost.	
Sample Copy of Firm's Invoice		See Pricing Proposal	

Hubbell Roth & Clark Inc.

Hourly Rate Fees

Design Professionals

Principal	\$142 - \$178
Sr. Associate/Managing Engineer	\$164 - \$183
Associate/Managing Engineer	\$113 - \$162
Manager	\$97 - \$157
Supervisor	\$87 - \$126
Sr. Project Engineer/Architect/Surveyor	\$116 - \$147
Project Engineer/Architect/Surveyor	\$101 - \$118
Staff Engineer/Architect/Surveyor	\$87 - \$111
Senior Project Analyst	\$128 - \$145
Project Analyst	\$91 - \$117
Staff Analyst	\$74 - \$80
Graduate Engineer/Architect I/II	\$65 - \$99
Technical Specialist	\$95 - \$137
Sr. Designer	\$109 - \$119
Designer	\$90 - \$127
CADD Technician	\$52 - \$108
Sr. Survey Office Technician	\$97 - \$97
Survey Party Chief	\$75 - \$112
Survey - Field Technician	\$48 - \$58
Project Representatives	\$94 - \$127
Sr. Construction Observer	\$76 - \$89
Construction Observer I/II	\$48 - \$72
Construction - Office Technician	\$46 - \$65
Supervisor Lab Testing	\$75 - \$75
Testing Technician	\$45 - \$65
Administrative Support**	\$42 - \$65

Wage rates above are for 2021 thru 2023.
Rates for 2024 thru Feb 28, 2026 will be
increased 3% annually.

**This category includes computer,
reproduction, and administrative staff.
Rates shown above include a 2%
administrative fee to be remitted to CoPro+
on a quarterly basis

Billable rates for HRC include Unemployment
and Payroll Taxes, contributions for Social
Security, Retirement benefits, Medical and
Life insurance benefits, normal printing cost,
telephones, fax, computer time, mileage,
other overhead costs and profits.

Sub-consultants

Hourly Rate Fees/Upcharges

Per RFP, HRC has identified EAM

Engineers as its mechanical subconsultant. Per Addendum #1, EAM's rates will fall within the rate schedule provided by HRC, for HRC services.

If specialty type subconsultants such as geotechnical or materials testing services are required by a County project, the extent of those services will be determined on a project by project basis, and fees for those specialty services will be identified by HRC's scope of services proposal for the project.

Schedule of Reimbursable Expenses:

Allowable Reimbursable expenses will be invoiced at HRC cost which is defined as the direct costs plus 12%.

Sample Copy of Firm's Invoice

See Pricing
Proposal

JFR Architects, PC

Hourly Rate

Fees

Design Professionals

Architect Principal
Project Manager
Senior Architect
Architect
Architect Assistant
CAD / Draftsperson
Code Analyst
Cost Estimator
Specification Writer
Administrative Support

\$78
\$72
\$68
\$57
\$50
\$52
\$67
\$62
\$57
\$45

Design Professionals

John Stewart - Architect
Daniel Stewart - Project Director
CADD Technician
Clerical Staff

Sub-consultants

Surveyor
Landscape Architect
Civil Engineer
Pr. Structural Engineer
Structural Engineer
Pr. Mechanical Engineer
Mechanical Engineer
Pr. Electrical Engineer
Electrical Engineer
Support & Clerical
Interns E.I.T.

Hourly Rate
\$110 - \$145
\$100 - \$135
\$115 - \$155
\$188 - \$218
\$133 - \$153
\$125 - \$140
\$110 - \$120
\$125 - \$140
\$110 - \$120
\$68 - \$93
\$60 - \$72

Fees/Upcharges

Sub-consultants

Green Tech Engineers - Principal
Green Tech Engineers - Sr. Engineer

Boryn Engineers - Principal

McCardell Engineers

Schedule of Reimbursable Expenses:

JFR Architects, PC will have reimbursable expenses which will be billed at a direct cost to Livingston County. Reimbursable expenses are not marked up by JFR Architects, PC.

NOTE: No reimbursable expenses are charged by JFR Architects, PC for travel and mileage (within 100 miles of Livingston County), hotels, meals, phone, fax or office equipment.

Schedule of Reimbursable Expenses:

Architectural Renderings

Printing Costs

Document Set Printing, Reproductions, Plots, Standard Form Documents will be provided by outside printing company as direct cost reimbursable.

Fees paid for securing approval of authorities having jurisdiction over the project will be provide as direct cost reimbursable.

Express mailing and shipping of documents will be provided as direct cost reimbursable.

Renderings, 3-D video images, models and mock-ups requested by the owner will be providing as direct cost reimbursable.

Required soil borings, environmental testing and investigation reports, topographical land surveys, air-land surveys will be provided as direct cost reimbursable.

Technology, CCTV, information technology and data design services will be provided as direct cost reimbursable.

Accounting, business planning and marketing services will be provided as direct cost reimbursable.

Construction legal analysis and consulting services will be provided as direct cost reimbursable.

Mileage

Interior Design Work

Specialty Acoustic Design

Data & Sound Engineering Reqmts

Architectural Fee Schedule Based on Project Construction Cost:

8.25% for projects

7.50% for projects

6.50% for projects

6.00% for projects

5.50% for projects

Sample Copy of Firm's Invoice

See Pricing
Proposal

Sample Copy of Firm's Invoice

John Stewart Associates			Lin
Hourly Rate	Fees		Hourly Rate
		Design Professionals	
		Lindhout Associates architects aia pc	
\$120		CEO & President	\$130
\$75		Principal	\$105
\$75		Project Manager	\$86
\$45		Senior Project Architect	\$82
		Project Architect	\$80
		Architect	\$75
		Planner / Designer	\$72
		Intern Architect III	\$70
		Intern Architect II	\$65
		Intern Architect I	\$60
Hourly Rate	Fees/Upcharges	Sub-consultants	Hourly Rate
\$140		Paradis Associates, Inc. (Structural)	
\$120		Structural Design & Review	\$190
		Cad & Correspondence	\$110
\$125		MEEC (MEP)	
\$125		Principal	\$145
		Associated Engineer	\$130
		Senior Engineer	\$120
		Engineer	\$100
		Specification/Support	\$45
		Desine Inc. (Civil & Land Surveying)	
		Principal	\$145
		Professional Engineer	\$100
		Engineer II	85
		Engineering Tech III	70
		Engineering Tech IV	55
		Designer I	80
		Designer Tech II	65
		Designer Tech III	50
		Professional Surveyor	\$100
		Surveyor II	\$85
		Survey Tech III	\$70
		Survey Tech IV	\$55
		Survey Crew	\$140
		Lot Monumentation	\$110
		Administration	\$35

		Schedule of Reimbursable Expenses:	
Pencil Sketches	500	In-House Printing	
Small Architectural Renderings	\$1,000		
Large Architectural Renderings	\$2,500	Black & White Copies	8.5 x 11
			11 x 17
			24 x 36
			30 x 42
24 x 36	\$2.50/sheet		
8.5 x 11	\$0.25/sheet		

\$0.56/mile	Color Copies	8.5 x 11
		11 x 17
1.75% Project Cost		24 x 36
		30 x 42
2.00% Project Cost	Covers & Binding	Cover/Tab
To be bid per project		Binding

\$1.00 - \$150,000

\$150,000 - \$350,000

\$350,000 - \$600,000

\$600,000 - 1,000,000

1,000,000 - 2,000,000

See Proposal

Sample Copy of Firm's Invoice

See Pricing
Proposal

dhout Associates**Fees**

See Design Fee Matrix in
Pricing Proposal - pg 3

Design Professionals**MITCHELL AND MOUAT**

Principal Architect
Project Manager/Architect
Intern Architect
Clerical Staff

Mitchell & Mouat Architects**Hourly Rate****Fees**

\$140 Federal Mileage Rate
\$120 Drawing Printing \$2/sheet
\$90 Postage at Market Rate
\$50

Fees/Upcharges**Sub-consultants****Hourly Rate****Fees/Upcharges****MIDWESTERN CONSULTING (MCI)**

Civil Project Manager
Civil Project Engineer
Landscape Architect
Surveyor

\$173 See Pricing Proposal for
\$141 additional hourly rates &
\$136 reimbursable expenses - pg 4
\$107

MEEC

Principal \$145
Associate Engineer \$130
Senior Engineer \$120
Engineer \$100
CAD Tech/Designer \$85
Specification/Support \$45

DAILEY ENGINEERING

Professional Engineer \$155
AutoCAD Designer \$70
Expert Witness Testimony \$250
Clerical \$45

No additional charges for
computer time, plotting
fees, etc.

Plots (24 x 36) - \$3.50/sheet
under 50, \$3.00/sheet over 50

Plots (8.5 x 11, 11 x 17) - \$1.50/
sheet under 50, \$1.00/sheet
over 50

\$0.10
\$0.20
\$1.75
\$3.15

\$0.70
\$1.30
\$3.50
\$6.30

\$0.10
\$2.00

Sample Copy of Firm's Invoice

See Pricing
Proposal

Niagara Murano LLC

Hourly Rate Fees

Design Professionals

Architect	\$100
Sr. Architect Principal	\$125
Architect Assistant	\$90
Admin Support/Clerical	\$55
Draftperson	\$60
CAD Designer	\$65
Project Manager	\$100
Code Analyst	\$105
Cost Estimator	\$100
Specification Writer	\$95
Lighting Designer	\$80

Sub-consultants

	Hourly Rate	Fees/Upcharges
Sr. Mechanical Engineer	\$120	No Upcharge for
Mechanical Engineer	\$100	Subconsultants
Sr. Electrical Engineer	\$120	
Electrical Engineer	\$100	
Structural Engineer	\$100	
Sr. Structural Engineer	\$95	
Civil Engineer	\$100	
Sr. Civil Engineer	\$120	

Design Professionals

Vice President
Executive-in-Charge/Principal
Studio Manager
Project Manager
Practice Leader - Architecture
Architectural Designer
Design Director
Production Architect
Interior Design
Engineering Studio Manager
Structural Designer
Structural Engineer (PE)
Mechanical Designer
Mechanical Engineer (PE)
Electrical Designer
Electrical Engineer (PE)
Project Coordinator/Clerical

Sub-consultants

2-Person Survey Crew
Landscape Architect
Senior Project Manager
Project Surveyor/Engineer
Staff Engineer II

Schedule of Reimbursable Expenses:

Travel and subsistence expenses when traveling.

(Car mileage allowance is based on allowable IRS mileage rate at time of automobile usage).

Sample Copy of Firm's Invoice

See Pricing
Proposal

Sample Copy of Firm's Invoice

NOOR	
Hourly Rate	Fees

\$240
\$195
\$140
\$125
\$140
\$85
\$150
\$115
\$105
\$165
\$95
\$120
\$95
\$130
\$95
\$120
\$70

Design Professionals
NSA Architecture
Architecture & Interior Design

Principal
Associate Principal
Senior Project Manager
Project Administrator
Field Administrator
Senior Architect
Architect
Junior Architect
Intern Architect
Senior Interior Designer
Interior Designer
Junior Interior Designer
Senior CAD Operator / Designer
CAD Operator / Designer
Senior Administrative Staff
Administrative Staff

NSA Architecture	
Hourly Rate	Fees

\$195
\$175
\$155
\$135
\$105
\$145
\$125
\$115
\$95
\$130
\$110
\$95
\$85
\$70
\$65
\$55

Above hourly
rates subject to
an annual
adjustment up
to 3%.

Hourly Rate Fees/Upcharges

\$170
\$115
\$165
\$130
\$105

Sub-consultants
MEP & Structural Engineering

Principal Engineer
Associate Engineer
Scanning Technician
Senior Project Engineer
Senior Engineering Technician
Project Engineer
Senior Design Engineer
Senior Technician
Design Engineer
Engineer
Senior CAD Drafter
Technician
CAD Drafter
Clerical

Survey & Civil Engineering

Senior Project Manager
Project Manager
Project Coordinator
Senior Surveyor/Engineer
Project Surveyor/Engineer
Senior Staff Surveyor/Engineer
Project Designer II
Project Designer I
Staff Engineer III
Staff Engineer II
Staff Engineer I
Staff Surveyor III

Hourly Rate

\$148
\$128
\$128
\$123
\$123
\$108
\$98
\$96
\$92
\$85
\$83
\$81
\$77
\$61

Fees/Upcharges

Subject to a 5.0% markup
Subject to a 5.0% markup
Subject to a 5.0% markup
Subject to a 5.0% markup
Subject to a 5.0% markup
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Subject to a 5.0% markup
Subject to a 5.0% markup
Subject to a 5.0% markup
Subject to a 5.0% markup

Staff Surveyor II	\$103	Subject to a 5.0% markup
Staff Surveyor I	\$100	Subject to a 5.0% markup
Survey/Engineering Technician IV	\$110	Subject to a 5.0% markup
Survey/Engineering Technician III	\$100	Subject to a 5.0% markup
Survey/Engineering Technician II	\$95	Subject to a 5.0% markup
Survey/Engineering Technician I	\$85	Subject to a 5.0% markup
CAD Technician III	\$95	Subject to a 5.0% markup
CAD Technician II	\$90	Subject to a 5.0% markup
CAD Technician I	\$85	Subject to a 5.0% markup
Administrative Staff	\$65	Subject to a 5.0% markup
Landscape Architecture		
Sr. Project Manager	\$165	Subject to a 5.0% markup
Project Manager	\$150	Subject to a 5.0% markup
Project Coordinator	\$122 - \$145	Subject to a 5.0% markup
Sr. Landscape Architect	\$122	Subject to a 5.0% markup
Landscape Architecture	\$115	Subject to a 5.0% markup
Landscape Designer IV	\$107	Subject to a 5.0% markup
Landscape Designer III	\$102	Subject to a 5.0% markup
Landscape Designer II	\$87	Subject to a 5.0% markup
Landscape Designer I	\$77	Subject to a 5.0% markup
CAD Technician III	\$95	Subject to a 5.0% markup
CAD Technician II	\$90	Subject to a 5.0% markup
CAD Technician I	\$85	Subject to a 5.0% markup
Administrative Staff	\$65	Subject to a 5.0% markup

Schedule of Reimbursable Expenses:

Reproductions	Net Cost	Subject to a 10% Markup
Office Supplies	Net Cost	Subject to a 10% Markup
Permit and Application Fees	Net Cost	Subject to a 10% Markup
Postage and Shipping	Net Cost	Subject to a 10% Markup
Out of Town Travel	Net Cost	Subject to a 10% Markup
Meals	Net Cost	Subject to a 10% Markup

Parking	Net Cost	Subject to a 10% Markup
Mileage	Net Cost	Subject to a 10% Markup

Other Information

Requests to perform work on an overtime or accelerated basis will be invoice 1.5 times the Standard Bill Rates that are in place at that time.

Invoices submitted on a monthly basis.

Payments shall be issued Net 30 days from receipt and acceptance of invoices.

See Proposal

Sample Copy of Firm's Invoice

See Pricing
Proposal

Partners in Architecture

Hourly Rate

Fees

Design Professionals

Principal Architect	\$130
Sr. Project Manager	\$110
Project Manager	\$100
Project Architect	\$92
Architectural Designer	\$85
Interior Designer	\$85
CAD Draftsman	\$72
Clerical/Administrative	\$52

Sub-consultants

Hourly Rate

Fees/Upcharges

Peter Basso Associates Inc.

Principal Mechanical Engineer	\$182
Principal Electrical Engineer	\$182
Project Engineer - Mechanical	\$94
Project Engineer - Electrical	\$85
CAD Specialist	\$55

Spalding DeDecker Associates Inc.

Sr. Project Manager	\$180
Project Manager	\$160
Sr. Project Engineer	\$130
Project Engineer	\$120
Graduate Engineer	\$100
CAD Technician	\$87
Sr. Project Surveyor	\$142
Project Surveyor	\$120
Survey Technician	\$98

J. Eppink Partners Inc.

Sr. Landscape Architect	\$120
Landscape Architect	\$90

Shymanski and Associates Inc.

Principal Structural Engineer	\$160
Structural Engineer	\$130
CAD Technician	\$75
Clerical/Administrative	\$45

G2 Consulting Group

Principal	\$175
Project Consultant	\$160
Project Manager	\$150
Sr. Project Engineer	\$125
Project Engineer	\$120
Field Engineer	\$90

Consultant Fees

All consultant costs are marked up 5%.

Fee Allocation per Phase of Project

Programming/Schematic Design	15%	See Pricing
Design Development	20%	Proposal for

Construction Documents	40%	additional information.
Bidding and Negotiation	3%	
Construction	22%	
1 & 5 Year Post Occupancy Reviews	0%	

Schedule of Reimbursable Expenses:

Mileage (per current IRS rates), Bid Set Printing, Express Mailing and Plan Review Fees/Deposits.	Subject to a 5% Markup
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In-house printing/plotting and regular postage not considered reimbursable expenses and will not bill for these.

Sample Copy of Firm's Invoice

See Pricing Proposal

Straub Pettitt Yaste Architects

Hourly Rate

Fees

Design Professionals

Straub Pettitt Yaste Architects

J. Stuart Pettitt, FAIA Principal Architect	\$131
Richard A. Mann, AIA Principal Architect	\$118
Larry Bertollini, RA Architectural Designer	\$84
As Selected Architectural CADD	\$67
As Selected Architectural Clerical	\$47
Richard Kozlowicz, PE	\$118

Sub-consultants

Hourly Rate

Fees/Upcharges

Potapa-VanHoosear Engineering - Mechanical

Jayson VanHoosear, PE Principal Mechanical Engineer	\$114
Karl Potapa Mechanical Engineer	\$114
Kyle Potapa Mechanical Engineer	\$94
As Selected Mechanical CADD	\$71
As Selected Mechanical Clerical	\$43

TAC Associates - Electrical

Thomas Crowe, PE Principal Electrical Engineer	\$132
As Selected Electrical Engineer	\$119
As Selected Electrical Designer	\$94
As Selected Electrical CADD	\$71
As Selected Electrical Clerical	\$43

Sample Copy of Firm's Invoice

Tower Pinkster Titus Associates Inc.

Hourly Rate

Fees

Design Professionals

Adam Doubblestein // Principal	\$208
Eric Hackman // Project Manager	\$149
Rob Courter // Project Architect	\$149
Jason Novotny // Design Architect	\$208
Meghan Boyer // Interior Designer	\$110
Ron Masek // Landscape Architect	\$130
Ryan Eversole // Structural Engineer	\$149
Jon Rumohr // Mechanical Engineer	\$149
Lentz Becraft // Electrical Engineer	\$149
Eric Rinehart // Security + Technology Designer	\$130

TowerPinkster Fee/Rate Schedule

Hourly Rate

Fees/Upcharges

Principal	\$208
Sr. Associate Staff	\$149
Sr. Professional Staff Level I	\$149
Sr. Professional Staff Level II	\$130
Professional Staff	\$117
Sr. Technical Staff I	\$110
Sr. Technical Staff II	\$99
Technical Staff I	\$85
Technical Staff II	\$67
Technical Staff III	\$44
Support Staff	\$67

If necessary, our team may be supplemented by a civil engineering firm or other sub-consultant of your choice. Those rates will be vetted at that time.

Sample Copy of Firm's Invoice

See Pricing
Proposal

Proposal Documents

	A3C - Collaborative Architecture	DLZ Michigan, Inc.	Fishbeck
Proposal Narrative	X	X	X
Section 1.2	X	X	X
Section 1.3	X	X	X
Section 1.4	X	X	X
Company Profile	X	X	X
3 Years of Audited Financial Statements	Missing - see page 34 of technical proposal	X	X
Current W-9	X	X	X
Certificate of Insurance	X	Missing - see page 45 of technical proposal	X
References	X	X	X
Certificate of Compliance	X	X	X
Proposal Submission Checklist	X	X	X
Supplemental Information - Optional	X	N/A	N/A
Pricing Proposal - Attachment A	X	X	X
Schedule of Reimbursable Expenses	X		X
Sample Copy of Firm's Invoice	X	X	X
Addendum #1 - Signature Page	X	X	X

FIRMS

Hobbs+Black Architects	Hooker DeJong Inc.	Hubbell, Roth, & Clark, Inc.	John Stewart Associates	JFR Architects, PC	Lindhout Associates, Architects
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
Balance Sheet for Three Years	Missing - see page 6 of technical proposal	Missing - see page 53 of 62 in technical proposal		Missing -see footnote in Company Profile	
X	X - Blank Form	X	Missing Missing	X	X
X	X	X	Missing	X	X
X	X	X	X	X	X
X	X	X	X	X - not notarized	X
X	X	X	Missing	X	X
X	N/A	N/A	N/A	N/A	N/A
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X

Mitchell & Mouat Architects	Niagara Murano LLC	NORR	NSA Architecture	Partners in Architecture, PLC	Straub Pettitt Yaste Architects
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
No audited financials available - see Proposal Submission Checklist, Balance Sheet for 2020	Missing	X	X - unaudited	Statement of Operations for 3 Years	Missing
X	Missing	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X - not notarized
X	X	X	X	X	X
N/A	N/A	N/A	N/A	X	X
X	X	X	X	X	X
X	Missing	X	X	X	Missing
X	X	X	X	X	Missing
X	X	X	X	X	X

Tower Pinkster
Titus Associates
Inc.

X

X

X

X

X

Balance Sheet
and Statement
of Operations
for 3 years

X

X

X

X

X

X

X

Missing

X

X

RESOLUTION

NO: 2021-04-046

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution Authorizing the Write-off of Aged Receivables – Emergency Medical Services

WHEREAS, Livingston County EMS Department has identified accounts from the year 2017 as aged receivables in the amount of \$447,705.50; and

WHEREAS, extensive efforts have been made to collect said monies; and

WHEREAS, it is the recommendation of the county auditor after 3 years to write-off aged receivables; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorize the total amount of \$447,705.50 for the year 2017, to be categorized as aged receivables and removed from the Accounts Receivable Control Account as outlined above.

BE IT FURTHER RESOLVED that the Livingston County Treasure is authorized to reflect the attached accounts, as outlines and in the amount of \$447,705.50 for the year 2017 be categorized as aged receivables.

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**MOVED:
SECONDED:
CARRIED:**

David Feldpausch
Director



Amy Chapman
Operations Manager

1911 Tooley Rd * Howell, MI 48855
Business (517) 546-6220 * Fax (517) 546-6788 * Emergency 911
www.livgov.com

Memorandum

To: Livingston County Board of Commissioners
Fr: David Feldpausch, EMS Director
Date: 03/31/2021
Re: Resolution on Aged Receivables

This resolution is our annual request to write off the Accounts Receivable balance for accounts greater than 3 years old. This request includes the balance of receivables from 2017 in the amount of \$447,705.50.

As established by best accounting practices, we are requesting that these accounts be removed from Livingston County EMS accounts receivable. I have reviewed these accounts and I am confident that we have made every attempt possible to collect said monies.

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

Just to give you a heads up Jennifer Nash and I will be looking at the Write Off process and recommending some changes to how they are handled. The industry standard is that accounts are written off from the Accounts Receivable when they are sent to collections. If payment is received, then those funds are recorded as bad debt recovery and not credited back to the individual accounts. The process of crediting these balances back is extremely time consuming and in many cases where we receive small monthly payments we lose money processing them.

Writing off the Accounts receivable balance when sending accounts to collection would eliminate the need for this annual write off as all of the accounts that are 3 years old will be in the collection process. These write off amounts are still recorded and can be tracked against the bad debt recovery to continually monitor collection effectiveness.

A/R Analysis

A/R Analysis

By Payer or RevNet Payer Group: RevNet Payer Group | Agency: Livingston County EMS | Service Date: From 01/01/2017 Through 12/31/2017

Livingston County EMS						
Payer/Payer Group	Trips	U&C Charges	Contractual Allowance + Primary Adj	Payments - Total	Adjustments - Subsequent	Bad Debts - Total
Medicare	7850	\$5,608,099.48	\$1,878,092.39	\$2,843,164.50	\$2,857.94	\$3,888.21
Blue Cross Blue Shield	2802	\$2,162,199.20	\$201,454.00	\$1,642,943.35	\$800.91	\$600.30
Medicaid	1987	\$1,518,283.80	\$1,068,384.38	\$474,411.90	\$226,435.46	\$0.00
Commercial	1622	\$1,230,714.20	\$90,781.72	\$1,096,058.28	\$3,695.46	\$1,871.66
SELF PAY	414	\$307,810.20	\$11,955.04	\$715,588.47	\$26,464.96	\$91,680.91
	14675	\$10,827,106.88	\$3,250,667.53	\$6,772,166.50	\$260,254.73	\$98,041.08

**Livingston County EMS
A/R BALANCE WORKSHEET**

REPORT DATE: 03-18-2021

YEAR: 2017

TOTAL CHARGES THRU 02-28-2021 \$10,827,106.88

LESS CREDITS & PAYMENTS 2017 THRU 02/28/2021 \$10,381,129.84

PLUS PAYMENTS 2021 \$1,728.46

= A/R AS OF 03-03-2020 \$447,705.50

**Livingston County EMS
A/R BALANCE WORKSHEET**

REPORT DATE: 03-18-2021

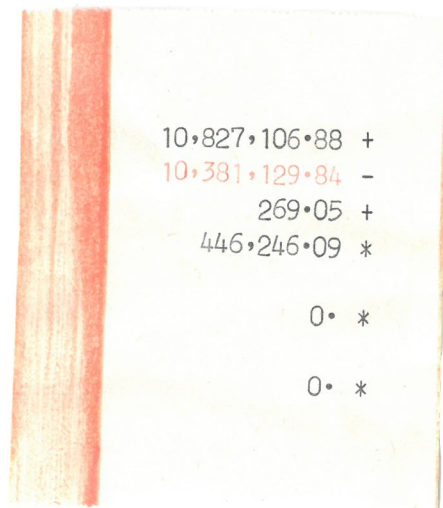
YEAR: 2017

TOTAL CHARGES THRU 02-28-2021 \$10,827,106.88

LESS CREDITS & PAYMENTS 2017 THRU 02/28/2021 \$10,381,129.84

PLUS PAYMENTS 2021 \$269.05

= A/R AS OF 03-03-2020 \$446,246.09



10,827,106.88 +
10,381,129.84 -
269.05 +
446,246.09 *

0. *

0. *

A/R Analysis

A/R Analysis

By Payer or RevNet Payer Group: RevNet Payer Group | Agency: Livingston County EMS | Service Date: From 01/01/2017 Through 12/31/2017
Livingston County EMS

Payer/Payer Group	Trips	U&C Charges	Contractual Allowance + Primary Adj	Payments - Total	Adjustments - Subsequent	Bad Debts - Total
Medicare	7850	\$5,608,099.48	\$1,878,092.39	\$2,843,164.50	\$2,857.94	\$3,888.21
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Medicaid	1987	\$1,518,283.80	\$1,068,384.38	\$474,411.90	\$226,435.46	\$0.00
Commercial	1622	\$1,230,714.20	\$90,781.72	\$1,096,058.28	\$3,695.46	\$1,871.66
SELF PAY	414	\$307,810.20	\$11,955.04	\$715,588.47	\$26,464.96	\$91,680.91
	14675	\$10,827,106.88	\$3,250,667.53	\$6,772,166.50	\$260,254.73	\$98,041.08

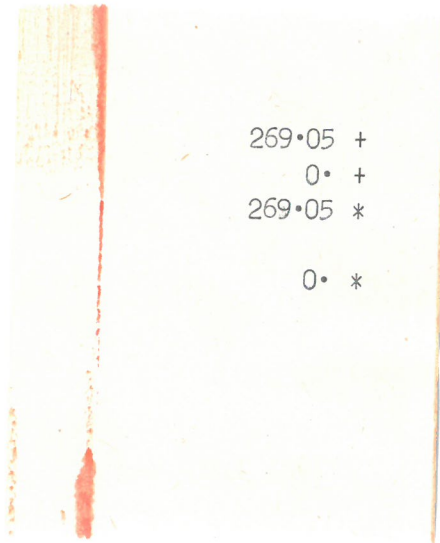
0 *
3,250,667.53 +
6,772,166.5 +
260,254.73 +
98,041.08 +
10,381,129.84 *
0 *

Cash Receipts Summary

By Payer or RevNet Payer Group: RevNet Payer Group | Agency: Livingston County EMS | Cash Receipt
Date: From 01/01/2017 Through 12/31/2017 | Service Date: From 01/01/2021 Through 02/28/2021

No data has been found that matches the report criteria chosen. Please reselect the report criteria and try again. If the problem persists, please contact product support.

Details: No Results To Display.



Adjustments Summary

By Payer or RevNet Payer Group: RevNet Payer Group | Agency: Livingston County EMS | Adjustment
Date: From 01/01/2021 Through 02/28/2021 | Service Date: From 01/01/2017 Through 12/31/2017

Agency: Livingston County EMS

Livingston County EMS	
Payer	Amount
SELF PAY	\$269.05
Total:	\$269.05
Total (Livingston County EMS):	\$269.05

RESOLUTION

NO: 2021-04-047

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution Authorizing the Issuance of a Blanket Purchase Order for 2021 Covid 19 Vaccination Clinic Supplies – Health Department

WHEREAS, the Livingston County Health Department has been conducting Covid 19 vaccination clinics; and

WHEREAS, Medical supplies need to be procured including nitrile gloves, sharps containers, Band-Aids and other vaccination related supplies; and

WHEREAS, various vendors will be utilized based on quality, timeliness, and experience, we are requesting that the competitive bid process per the Purchasing Policy be waived; and

WHEREAS, all funding for these expenses comes from state and federal Covid 19 vaccination sources; and

WHEREAS, the additional funds and expenses will be added to the 2021 budget with the 1st quarter budget amendment brought forth by County Fiscal Services.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes the issuance of a blanket purchase order for 2021 Covid 19 vaccination clinic supplies, which includes nitrile gloves, sharps containers, Band-Aids, and other vaccination related supplies from line item 22160100-761000 for an amount not to exceed \$100,000.

BE IT FURTHER RESOLVED that the competitive bid process per the Purchasing Policy be waived.

BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendment to effectuate the above.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102
Howell, Michigan 48843-7578

www.lchd.org

PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850

F: (517) 546-6995

ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

F: (517) 546-9853

March 23, 2021

To: Livingston County Board of Commissioners

From: Barton Maas

Re: Resolution Authorizing the Issuance of a Blanket Purchase Order for 2021 Covid 19 Vaccination Clinic Supplies

The attached resolution is requesting the competitive bid process per the Livingston County Purchasing Policy be waived, in order to create one or more blanket purchase orders to procure Covid-19 vaccination clinic supplies.

The supplies that we will be purchasing will include nitrile gloves, Sharps Containers, Band-Aids, Syringes, and needles. These supplies are essential in order for us to carry on vaccinating our county to protect against the Covid-19 pandemic. However, these supplies are used in large quantities and are limited in availability; so when they are available, we need to get them ordered as soon as possible. Allowing us to create the blanket purchase orders as described in this resolution will allow us to order supplies in large quantities as soon as they are needed; ensuring that we get the proper supplies to make our county as safe as possible.

As requested in this resolution, the total amount for these blanket purchase orders will not exceed \$100,000, and will be funded by state and federal sources. No additional general fund dollars are requested for this purpose.

Please do not hesitate to contact me should you have any questions.

RESOLUTION

NO: 2021-04-048

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution to Amend the Agreement with DoubleMap, Inc. to Purchase the Ecolane Interactive Voice Response (IVR) System – LETS

WHEREAS, Livingston County and DoubleMap, Inc. entered into an agreement to provide dispatch software and mobile data terminals for LETS transit operations as authorized by Resolution 2019-07-103; and

WHEREAS, in the early stages of implementation LETS determined that DoubleMap's TapRide software could not perform several critical functions and therefore does not meet the technical specifications outlined in the bid; and

WHEREAS, DoubleMap subsequently proposed a partnership with Ecolane USA, Inc. to provide its DRT software which does meet the required technical specifications, and LETS requested an amendment to the agreement adding Ecolane as a subcontractor, which was authorized by Resolution 2020-11-268; and

WHEREAS, LETS successfully launched the Ecolane DRT software in March 2021 and is satisfied with its performance and the vendor's product support during implementation; and

WHEREAS, in an effort to improve customer service and take full advantage of the platform's capabilities LETS is requesting authorization to purchase Ecolane's Interactive Voice Response (IVR) system which provides customers with automated ride reminder calls, including the option to cancel their ride over the phone; and

WHEREAS, the automated ride reminders and cancellations have the potential to significantly reduce the volume of passenger no-shows, which are an ongoing source of waste and inefficiency costing LETS an estimated \$68,740 in FY 2019 as a result of customers forgetting scheduled rides or failing to cancel scheduled rides they no longer need; and

WHEREAS, the total cost of the IVR system is \$63,900 for the first year and \$19,400 per year for licensing costs in years 2-5 with the option to discontinue at any time; and

WHEREAS, LETS has federal and state grant funding available to reimburse 100% of project costs in years 1-5.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes an amendment to the agreement with DoubleMap, Inc. to purchase the Ecolane Interactive Voice Response (IVR) system at a cost not to exceed \$63,900 for the first year and \$19,400 for annual licensing costs in years 2-5.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendments necessary to effectuate the above.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign the amended agreement and future renewals upon review and/or preparation 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: 03/30/2021
Re: Resolution to Amend the Agreement with DoubleMap, Inc. to Purchase the Ecolane Interactive Voice Response (IVR) System – LETS

Livingston County and DoubleMap, Inc. entered into an agreement to provide dispatch software and mobile data terminals for LETS transit operations as authorized by Resolution 2019-07-103. However, in the early stages of implementation LETS determined that DoubleMap's TapRide software could not perform several critical functions and therefore does not meet the technical specifications outlined in the bid.

DoubleMap subsequently proposed a partnership with Ecolane USA, Inc. to provide its DRT software which does meet the required technical specifications. After a comprehensive product demonstration, and with knowledge of Ecolane's long-standing and favorable reputation in the transit industry, LETS requested an amendment to the agreement to add Ecolane as a subcontractor which was authorized by Resolution 2020-11-268.

LETS successfully implemented the Ecolane DRT software in March 2021 and is satisfied with its performance and the high level of product support offered by the vendor during implementation. The current agreement includes SMS text messaging ride reminders, and we have received positive feedback from our customers on that feature, but many LETS customers do not have the capability to receive SMS text messages.

Therefore, in an effort to improve customer service for customers without SMS messaging capabilities, and to take full advantage of the platform's capabilities, LETS is requesting authorization to purchase Ecolane's Interactive Voice Response (IVR) system which provides customers with an automated ride reminder via phone call the day before and day of their ride, and also allows the customer to cancel their ride during the call. Currently, customers must contact our dispatch office to cancel a scheduled ride.

The automated ride reminders and cancellations have the potential to significantly reduce the volume of passenger no-shows, which are an ongoing source of waste and inefficiency costing LETS an estimated \$68,740 in FY 2019 (based on average no-show rate of 2% and average gross cost of \$23 per trip). Most no-shows are a result of passengers forgetting their scheduled ride or failing to cancel a scheduled ride that they no longer need.

The total cost of the IVR system is \$63,900 for the first year and \$19,400 per year for licensing costs in years 2-5 with the option to discontinue at any time. LETS has federal and state grant funding available to reimburse 100% of project costs in years 1-5

Please do not hesitate to contact me with any questions at 517-540-7843.



101 W. Washington Street, Suite 700 East
Indianapolis, IN 46204

**Prices will remain firm for 60 days*

Pricing Exhibit - Confidential

DATE: March 29, 2021

TO: Greg Kellogg

County of Livingston

gkellogg@livgov.com

						Subtotal	
LN	Note	Hardware	Item	Qty	Price	Capital	Subscription
1			Ecolane IVR				
2	a.		Ecolane IVR	1	\$ 40,000.00	\$ 40,000.00	
3	b.		UDI Setup costs and licenses	1	\$ 12,500.00	\$ 12,500.00	
4	c.		UDI Monthly IVR Costs for 1 year (\$19,400/year for Years 2-5)	12	\$ 950.00		\$ 11,400.00
5							
6			Annual Licensing Support				
7			Hosting Costs	1	Included		
8			Server Maintenance	1	Included		
9			24/7/365 Support via web, email and phone	1	Included		
10			Map Updates	1	Included		
11			Upgrades and Updates	1	Included		
12			Free monthly webinar training and access to Aha! Idea portal	1	Included		
13			Access to Learning Management System (LMS), Ecolane University	1	Included		

Notes	
a.	Initial License cost, flat rate. 3rd party charges will apply.
b.	Includes call flows for Night before and Vehicle Arrival notifications along with Spanish Language option, Flood Gate messaging (web-based call flow reports included)
c.	Customer will be responsible for overages set at \$0.044/min, allotted 11,200 minutes/month, which is based upon # of trips performed weekly

Quote Summary	
Capital Costs	\$ 52,500.00
Subscription Costs	\$ 11,400.00
Total for First Year	\$ 63,900.00
Annual Cost for Years 2-5	\$ 19,400.00

*All applicable sales/use tax are additional

Payment Terms:

First Subscription Fee invoiced upon contract signing	\$ 11,400.00
50% of Capital Costs (less Hardware) invoiced upon completion of kickoff call	\$ 26,250.00
100% of Hardware invoiced upon shipment of hardware to customer	\$ -
50% of Capital Costs (less Hardware) invoiced upon release of application to riders	\$ 26,250.00

RESOLUTION

NO: 2021-04-049

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution to Accept Supplemental Section 5307 Grant Funding from the American Rescue Plan Act of 2021 – LETS

WHEREAS, the American Rescue Plan Act of 2021 provides supplemental Federal Section 5307 funding to help transit agencies recover from the COVID-19 pandemic; and

WHEREAS, the funding is apportioned to transit agencies based on the Section 5307 funding formula and provides 100% reimbursement for operating expenses including payroll and vehicle operating costs; and

WHEREAS, LETS has been awarded \$703,877 from this program and the funding must be used by September 30, 2024; and

WHEREAS, this supplemental funding is in addition to the regular FY 2021 Section 5307 apportionment and will be used for operating expenses associated with COVID-19 recovery operations.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes LETS to accept \$703,877 in supplemental Federal Section 5307 funding for COVID-19 recovery operations at 100% Federal share.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Board chair to sign all documents associated with the grant upon review by LETS transit attorney Mark Koerner of Foster, Swift, Collins & Smith PC.

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MOVED:
SECONDED:
CARRIED:

American Rescue Plan Act of 2021

Signed into Law March 11, 2021



Section 7006. Federal Transit Administration Grants \$30.46 billion for Public Transportation to remain available until September 30, 2024

All funds:

- Available at 100% federal share
- Available for payroll and operations, unless the recipient certifies that it has not furloughed any employees
- Available for:
 - Payroll for public transit providers, including private providers of public transportation
 - Operating costs of public transit during the public health emergency, including the purchase of personal protective equipment
 - Administrative leave for operations or contractor personnel due to reductions in service
- Must be obligated by September 30, 2024, and disbursed by September 30, 2029

\$26.1 billion– Urbanized Area Formula (§ 5307)

- [Apportioned](#) to provide urbanized areas amounts necessary to receive 132% of 2018 operating expenses when combined with CARES Act and CRRSAA funds previously received. Urbanized area already exceeding the 132% cap receive an additional 25 percent of the urbanized area's 2018 operating costs.
- \$1,467,770 for FTA oversight expenses.

\$317.2 million - [Rural Formula Program \(§ 5311\)](#)

- Includes \$30 million for [Tribal Formula Program](#)
- Includes \$5 million for Tribal Competitive Program
- \$6.35 million is available for the [Rural Transit Assistance Program](#)
- Funds are apportioned based on amounts received under CARES Act and CRRSAA with states that received 150% of their 2018 rural operating expenses receiving an additional 5%; states between 140-150% receiving an additional 10%, and states at less than 140% receiving an additional 20%.

\$100 million - [Intercity Bus \(§ 5311\(f\)\)](#)

- Funds are apportioned to states and territories using FY 2020 Rural Formula proportions.
- States/territories would provide grants to bus operators that partner with recipients and subrecipients of rural intercity bus services eligible for funding under [§ 5311\(f\)](#)

\$50 million - [Enhanced Mobility of Seniors and Individuals with Disabilities Formula \(§ 5310\)](#)

- Funds apportioned using the [§ 5310](#) formula in the same ratio as allocated for FY20

\$1.675 billion - [Capital Investment Grants \(§ 5309\)](#)

- **\$1.425 billion for New Starts and Core Capacity**
 - **\$1.25 billion** to projects with existing Full funding Grant Agreements (FFGAs) that received allocations of FY19 or FY20 funds.
 - Recipients with projects open for revenue service are not eligible

- **\$175 million** to projects with existing FFGAs, not yet open for service, that received an allocation *only* prior to fiscal year 2019 Federal funds provided notwithstanding any calculated limits of federal assistance
- **\$250 million for Small Starts (§ 5309(h))**
 - Eligible recipients are any recipient with an allocation under § 5309(h) or with a project in the Small Starts project development phase
 - Federal funds provided notwithstanding any calculated limits of federal assistance

\$2.2 billion – Competitive funding for § 5307 and § 5311 recipients and subrecipients that need additional assistance because of COVID

- FTA will publish a Notice of Funding Opportunity
- Project selections will be announced on FTA’s website
- Funds under this program will be available *only* for operating expenses
- Recipients will be selected based on financial need. Eligible recipients will have expended at least 90% of their CARES Act funding.
- Amounts unobligated on September 30, 2023 will be available for obligation for any purpose eligible under §§ 5307/5311 until September 30, 2024

\$25 million – Competitive Planning grants under § 5307

- **FTA will publish a Notice of Funding Opportunity**
- Funds will be made available for planning of public transportation associated with the restoration of services as the coronavirus public health emergency concludes.



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 03/30/2021
**Re: Resolution to Accept Supplemental Section 5307 Grant Funding from
the American Rescue Plan Act of 2021 – LETS**

The American Rescue Plan Act of 2021 provides supplemental Federal Section 5307 funding to help transit agencies recover from the COVID-19 pandemic. The funding is apportioned to transit agencies based on the Section 5307 urban area funding formula and provides 100% reimbursement for operating expenses including payroll and vehicle operating costs.

LETS has been apportioned \$703,877 from this program and the funding must be used by September 30, 2024. This supplemental funding is in addition to the regular FY 2021 Section 5307 apportionment and will be used for operating expenses associated with COVID-19 recovery operations.

Please contact me if you have any questions at 517-540-7843.

RESOLUTION

NO: 2021-04-050

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution Authorizing the Issuance of Not to Exceed \$5,700,000 Limited Tax General Obligation Refunding Bonds, Series 2021 - Administration

WHEREAS, the County of Livingston (the “County”) issued its 2012 Capital Improvement Bonds (Limited Tax General Obligation), dated August 1, 2012, in the principal amount of \$8,500,000 (the “Prior Bonds”) on August 1, 2012, to defray part of the cost of acquiring, constructing, equipping and furnishing new County emergency medical services facilities, demolishing the existing structures on the site thereof, and making other site improvements (the “Project”); and

WHEREAS, the Prior Bonds remain outstanding in various principal amounts, and the County has been advised that the Prior Bonds could be refunded and thereby secure savings for the County and benefit the taxpayers of the County; and

WHEREAS, Part VI of Act No. 34, Public Acts of Michigan, 2001, as amended (“Act 34”), authorizes the issuance of refunding bonds for the purpose of refunding all or part of the County’s outstanding securities; and

WHEREAS, the Board of Commissioners of the County has determined that it is in the best interest of the County to secure savings for the County through the issuance of such refunding bonds.

THEREFORE BE IT RESOLVED that:

1. AUTHORIZATION OF BONDS – PURPOSE. Bonds of the County aggregating the principal sum of not to exceed Five Million Seven Hundred Thousand Dollars (\$5,700,000) (the “Refunding Bonds”) shall be issued and sold pursuant to the provisions of Act 34, and other applicable statutory provisions, for the purpose of refunding all or part of the Prior Bonds. Each of the County Administrator and the Deputy County Administrator, acting individually, is hereby designated as an Authorized Officer for purposes of this resolution. The Authorized Officer is authorized to designate which of the Prior Bonds shall be refunded (as so designated the “Prior Bonds To Be Refunded”).

2. BOND DETAILS. The Refunding Bonds shall be designated “Limited Tax General Obligation Refunding Bonds, Series 2021,” shall be dated as of the date approved by order of the Authorized Officer; shall be numbered from 1 upwards; shall be fully registered; shall be in the denominations and bear interest at a rate or rates per annum not exceeding 3% per annum as shall be determined by order of the Authorized Officer; shall be payable on such dates as shall be determined by order of the Authorized Officer; and shall be serial bonds and/or term bonds and mature on such dates and in such years as shall be determined by order of the Authorized Officer, provided, however, that the final maturity shall not be later than October 1, 2032. If the original purchaser of the Refunding Bonds shall designate certain of the Refunding Bonds as term bonds, the principal maturities of the Refunding Bonds shall become mandatory redemption requirements in accordance with the provisions of Section 5 and the form of Refunding Bond set forth in Section 10.

If requested by the original purchaser of the Refunding Bonds and determined by the Authorized Officer, the Refunding Bonds may be issued in the form of a single bond with an exhibit containing the principal maturity amounts and applicable interest rates and due dates.

3. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the Refunding Bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the Refunding Bonds to the bond registrar and paying agent as they severally mature; provided, however, that the Authorized Officer may determine by order that presentation and surrender of the Refunding Bonds to the bond registrar and paying agent are not required for payment of some or all of the principal installments, and in such case such principal installments shall be paid to the registered owner of the Refunding Bonds as shown on the registration books. Interest shall be paid to the registered owner of each Refunding Bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft by the bond registrar and paying agent to the registered owner at the registered address.

4. OPTIONAL PRIOR REDEMPTION. The Refunding Bonds shall be subject to optional redemption prior to maturity upon such terms and conditions as shall be determined by order of the Authorized Officer.

5. MANDATORY PRIOR REDEMPTION. If any of the Refunding Bonds are designated by the original purchaser as term bonds, such Refunding Bonds shall be subject to mandatory prior redemption at par and accrued interest in accordance with the maturity schedule determined by the Authorized Officer and upon the terms and conditions set forth in the form of Refunding Bond contained in Section 10 hereof. The Refunding Bonds to be redeemed shall be selected by lot.

6. BOOK-ENTRY SYSTEM. Initially, if requested by the original purchaser of the Refunding Bonds, one fully-registered Refunding Bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”) for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the Refunding Bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of Refunding Bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange Refunding Bond certificates as requested by DTC and any Participant or “beneficial owner” in appropriate amounts in accordance with this resolution. DTC may determine to discontinue providing its services with respect to the Refunding Bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver Refunding Bond certificates

in accordance with the procedures established by this resolution. In the event Refunding Bond certificates are issued, the provisions of this resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the Refunding Bonds to any Participant having Refunding Bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the Refunding Bonds.

Notwithstanding any other provision of this resolution to the contrary, so long as any Refunding Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on such Refunding Bonds and all notices with respect to the Refunding Bonds shall be made and given, respectively, to DTC. The Authorized Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the County in such form as such official signing the Blanket Issuer Letter of Representations deems necessary or appropriate in order to accomplish the issuance of the Refunding Bonds in accordance with law and this resolution.

Notwithstanding any other provision of this section to the contrary, if the Authorized Officer deems it to be in the best interest of the County, the Refunding Bonds shall not initially be issued through the book-entry-only transfer system of DTC.

7. BOND REGISTRAR AND PAYING AGENT. The Authorized Officer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the Refunding Bonds which shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Authorized Officer from time to time as required may designate a similarly qualified successor bond registrar and paying agent. Notwithstanding any provision of this section to the contrary, if the Authorized Officer deems it to be in

the best interest of the County, the County Treasurer or other County official as determined by the Authorized Officer shall serve as bond registrar and paying agent for the Refunding Bonds.

8. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The Refunding Bonds shall be executed in the name of the County by the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk and authenticated by the manual signature of the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the Refunding Bonds. After the Refunding Bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer or the County Administrator to the purchaser of the Refunding Bonds upon receipt of the purchase price. Additional Refunding Bonds bearing the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of the Refunding Bonds. The bond registrar and paying agent shall indicate on each Refunding Bond the date of its authentication.

9. EXCHANGE AND TRANSFER OF BONDS. Any Refunding Bond, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Refunding Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Refunding Bond.

Each Refunding Bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such Refunding Bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any Refunding Bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered Refunding Bond and shall authenticate and deliver to the transferee a new Refunding Bond or Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Refunding Bond. If, at the time the bond registrar and paying agent authenticates and delivers a new Refunding Bond pursuant to this section, payment of interest on the Refunding Bonds is in default, the bond registrar and paying agent shall endorse upon the new Refunding Bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is _____, ____."

The County and the bond registrar and paying agent may deem and treat the person in whose name any Refunding Bond shall be registered upon the books of the County as the absolute owner of such Refunding Bond, whether such Refunding Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Refunding Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this resolution shall be valid and effectual to satisfy and discharge the liability upon such Refunding Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of Refunding Bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange Refunding Bonds or portions of Refunding Bonds that have been selected for redemption.

10. FORM OF BONDS. The Refunding Bonds shall be in substantially the following form, with such changes thereto as approved by the Authorized Officer within the parameters of this resolution:

UNITED STATES OF AMERICA
STATE OF MICHIGAN

COUNTY OF LIVINGSTON
LIMITED TAX GENERAL OBLIGATION
REFUNDING BOND, SERIES 2021

INTEREST RATE MATURITY DATE DATE OF ORIGINAL ISSUE CUSIP

Registered Owner:

Principal Amount:

The County of Livingston, State of Michigan (the "County"), acknowledges itself indebted to, and for value received hereby promises to pay to, the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at _____, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereinafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from _____, _____, or such later date through which interest has been paid until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of _____ and _____ in each year, commencing on _____, 20____. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of _____ Dollars (\$_____) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 34, Public Acts of 2001, as amended) and a resolution adopted by the Board of Commissioners of the County on April 13, 2021 and an order of the County Administrator (collectively, the "Resolution"), for the purpose of refunding the County's outstanding 2012 Capital Improvement Bonds (Limited Tax General Obligation), dated August 1, 2012, maturing in the years _____ through _____. The full faith and credit of the County have been pledged for the prompt payment of the principal of and interest on this bond. The County is required to levy annually ad valorem taxes to pay such principal and interest as the same shall become due. Taxes imposed by the County are subject to constitutional and statutory tax limitations.

This bond is transferable, as provided in the Resolution, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

MANDATORY PRIOR REDEMPTION

Bonds maturing in the year ____ are subject to mandatory prior redemption at par and accrued interest as follows:

<u>Redemption Date</u>	<u>Principal Amount of Bonds to be Redeemed</u>
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Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.

(REPEAT IF MORE THAN ONE TERM BOND)

OPTIONAL REDEMPTION

Bonds maturing prior to _____ 1, 20__, are not subject to optional redemption prior to maturity. Bonds maturing on and after _____ 1, 20__, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any one or more interest payment dates on and after _____ 1, 20__. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty but not more than sixty days' notice of redemption shall be given to the Registered Owner of bonds called to be redeemed by mail to each Registered Owner at the registered address. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total

indebtedness of the County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Livingston, State of Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted thereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent.

COUNTY OF LIVINGSTON

By: _____

Its: Chairperson, Board of Commissioners

And: _____

Its: Clerk

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

Bond Registrar and Paying Agent

By: _____
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____
 (please print or type name, address and taxpayer identification number of transferee) the within bond
 and all rights thereunder and hereby irrevocably constitutes and appoints _____
 attorney to transfer the within bond on the books kept for registration thereof, with full power of
 substitution in the premises.

Dated: _____

Signature Guaranteed: _____

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

[END OF BOND FORM]

11. SECURITY. There shall be levied upon all taxable property in the County upon the tax roll for each year while any of the Refunding Bonds shall be outstanding an amount such that the estimated collections therefrom will be sufficient to pay promptly at maturity the principal and interest maturing on the Refunding Bonds prior to the time of the following year's tax collections. Taxes required to be levied to pay principal of and interest on the Refunding Bonds shall be subject to constitutional and statutory tax limitations. The proceeds of such taxes (both current and delinquent) shall be deposited as collected into a debt retirement fund that shall be established and maintained for the Refunding Bonds as either a separate or a common fund as permitted by law, and until the principal of and the interest on the Refunding Bonds are paid in full, such proceeds shall be used only for payment of such principal and interest or for other authorized purposes of the fund.

12. DEBT RETIREMENT FUND. There is hereby established for the Refunding Bonds a debt retirement fund (the “Debt Retirement Fund”) that shall be either a separate or a common fund as permitted by law. From the proceeds of the sale of the Refunding Bonds, there shall be set aside in the Debt Retirement Fund such portion of any premium received from the purchaser on the Refunding Bonds as determined by the Authorized Officer. All proceeds from taxes levied for the payment of the principal of and interest on the Refunding Bonds shall be deposited into the Debt Retirement Fund. If a separate debt retirement fund is established, the moneys deposited in the Debt Retirement Fund shall be used solely for the purpose of paying the principal of and interest on the Refunding Bonds. If a common debt retirement fund is established, the moneys deposited in the Debt Retirement Fund shall be used solely for the payment of the principal of and interest on the Refunding Bonds and other bonds of like character of the County payable from such common debt retirement fund.

13. PAYMENT OF COSTS OF ISSUANCE - ESCROW FUND. The remainder of the proceeds of the Refunding Bonds shall be used to pay the costs of issuance of the Refunding Bonds and to refund the Prior Bonds To Be Refunded. After the costs of issuance have been paid or provided for, the remaining proceeds shall be used, together with any moneys transferred from the debt retirement fund for the Prior Bonds or other available funds of the County in such amounts as determined by the Authorized Officer, to establish an escrow fund (the “Escrow Fund”) consisting of cash and investments in direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay the principal of, interest on and redemption premium, if any, on the Prior Bonds To Be Refunded. The Escrow Fund shall be held by an escrow agent (the “Escrow Agent”) pursuant to an Escrow Agreement (the “Escrow Agreement”), which irrevocably shall direct the Escrow Agent to take all necessary steps to pay the principal of and interest on the Prior Bonds To Be Refunded when due and to call such Prior Bonds To Be Refunded for redemption at such time as shall be determined in the Escrow Agreement. The Authorized Officer is authorized to select the Escrow

Agent and enter into the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and the investments and the income received on the investments will be sufficient without reinvestment to pay the principal of, interest on and redemption premium, if any, on the Prior Bonds To Be Refunded when due at maturity or call for redemption as required by the Escrow Agreement.

14. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, redemption premium, if any, and interest on all or any portion of the Refunding Bonds, shall have been deposited in trust, this resolution shall be defeased and the owners of the Refunding Bonds shall have no further rights under this resolution except to receive payment of the principal of, redemption premium, if any, and interest on the Refunding Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Refunding Bonds as provided herein.

15. APPROVAL OF DEPARTMENT OF TREASURY. The issuance and sale of the Refunding Bonds shall be subject to the County obtaining qualified status or prior approval from the Department of Treasury of the State of Michigan pursuant to Act 34 and, if necessary, the Authorized Officer is hereby authorized and directed to make application to the Department of Treasury for approval to issue and sell the Refunding Bonds as provided by the terms of this resolution and by Act 34. The Authorized Officer is authorized to pay any filing fees required in connection with obtaining qualified status or prior approval from the Department of Treasury. The Authorized Officer is further authorized to request any exemptions or exceptions from any requirements of the Department of Treasury or Act 34 that the Authorized Officer shall determine to be necessary or desirable in connection with the sale of the Refunding Bonds.

16. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The Refunding Bonds shall be sold at a competitive sale as hereinafter provided. The Authorized Officer is hereby authorized to approve an Official Notice of Sale for the Refunding Bonds and publish the same in accordance with law in *The Bond Buyer* at least seven days before the date set for the sale of the Refunding Bonds. Sealed bids for the purchase of the Refunding Bonds shall be received up to such time as shall hereafter be determined by the Authorized Officer. Following the receipt of bids for the Refunding Bonds, the Refunding Bonds shall be awarded to the successful bidder therefor pursuant to an order to be executed by the Authorized Officer at the time of sale of the Refunding Bonds, which order shall set forth, with respect to the Refunding Bonds, the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions, if any, and purchase price to be paid by the successful bidder, as well as such other terms and provisions as the Authorized Officer determines to be necessary or appropriate in connection with the sale of the Refunding Bonds. Alternatively, if determined to be in the best interest of the County, the Authorized Officer is authorized to reject all bids and negotiate the terms of sale with a purchaser as determined by the Authorized Officer. In making determinations in the order awarding the Refunding Bonds to the low bidder with respect to principal maturities and dates, interest rates and purchase price of the Refunding Bonds, the Authorized Officer shall be limited as follows:

- (a) The interest rate on any Refunding Bond shall not exceed 3% per annum.
- (b) The final maturity date of the Refunding Bonds shall not be later than October 1, 2032.
- (c) The purchase price of the Refunding Bonds shall not be less than 100% nor more than 110% of the principal amount thereof.
- (d) The minimum net present value savings of the Refunding Bonds shall not be less than 3%.

The Chairperson of the Board, the County Treasurer, the County Clerk, the County Administrator, and other officers and employees of the County are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of bonds in accordance with this Bond Resolution.

17. OFFICIAL STATEMENT. The Authorized Officer is authorized to cause the preparation of an official statement for the Refunding Bonds for purposes of compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the “Rule”) and to do all other things necessary to comply with the Rule. After the award of the Refunding Bonds, the County will provide copies of a “final official statement” (as defined in paragraph (e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the purchasers to enable the purchasers to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board. The Authorized Officer is authorized to enter into such agreements as may be required to enable the purchasers to comply with the Rule.

18. CONTINUING DISCLOSURE. The Authorized Officer is authorized to execute and deliver in the name and on behalf of the County a continuing disclosure certificate to comply with the requirements for a continuing disclosure undertaking of the County pursuant to paragraph (b)(5) of the Rule, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

19. REPLACEMENT OF BONDS. Upon receipt by the County Treasurer of proof of ownership of an unmatured Refunding Bond, of satisfactory evidence that the Refunding Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity that complies with applicable law and is satisfactory to the County Treasurer, the County Treasurer may authorize the bond registrar and paying agent to deliver a new executed Refunding Bond to replace the Refunding Bond lost,

apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured Refunding Bond is lost, apparently destroyed or wrongfully taken, the County Treasurer may authorize the bond registrar and paying agent to pay the Refunding Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Refunding Bond. The bond registrar and paying agent, for each new Refunding Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Refunding Bond delivered pursuant to the provisions of this Section in lieu of any Refunding Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Refunding Bond in substitution for which such Refunding Bond was delivered.

20. TAX COVENANT. The County covenants to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the "Code"), necessary to assure that the interest on the Refunding Bonds will be and will remain excludable from gross income for federal income tax purposes. The Chairperson of the Board of Commissioners, the County Clerk, the County Treasurer, the County Administrator, the Deputy County Administrator and other appropriate officials of the County are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Refunding Bonds will be and will remain excludable from gross income for federal income tax purposes.

21. QUALIFIED TAX-EXEMPT OBLIGATIONS. If determined by the Authorized officer at the time of sale, all or part of the Refunding Bonds may be designated as Qualified Tax Exempt Obligations as described in Section 265(b)(3)(B) of the Code.

22. BOND INSURANCE. The Authorized Officer is authorized and directed to take any actions that may be necessary or appropriate to purchase a policy or policies of municipal bond insurance with respect to the Refunding Bonds to the extent that the Authorized Officer determines that the

purchase of such municipal bond insurance is in the best interests of the County. If the Authorized Officer makes such a determination, the purchase of a policy or policies and the payment of premiums therefor and the execution by the Authorized Officer of any necessary commitments with respect thereto is hereby authorized.

23. APPOINTMENTS. PFM Financial Advisors LLC and Dickinson Wright PLLC are hereby appointed to serve as registered municipal advisor and bond counsel, respectively, in connection with the sale and issuance of the Refunding Bonds.

24. CONFLICTING RESOLUTIONS. All resolutions and parts of resolutions insofar as they may be in conflict herewith are rescinded.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2021-04-051

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution to submit the Estimated 2022 General Fund Budget to the Allocation Board – Fiscal Services

WHEREAS, the Tax Allocation Board meets yearly to review the proposed budgets of each respective township, school district and the County; and

WHEREAS, in compliance with statutory requirement, the Tax Allocation Board will meet on Monday, April 19, 2021.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby
authorizes the submission of the attached Estimated 2022 General Fund Budget for
Livingston County, by activity, to the Tax Allocation Board.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY

Estimated 2022 General Fund Budget

REVENUES	ACTUAL 2019	ACTUAL 2020 (PRE-AUDIT)	BUDGET 2021	ESTIMATED 2022
<u>Judicial</u>				
FINES AND FORFEITURE	324,923	232,444	342,695	300,021
CHARGES FOR SERVICE	2,517,262	2,113,196	2,119,053	2,249,837
RENTAL INCOME	-	3,600	3,600	2,400
OTHER REVENUE	254,878	165,868	216,536	212,427
STATE SOURCES	1,008,963	835,582	1,045,544	963,363
TRANSFERS IN	65,765	-	-	-
Subtotal: Judicial	4,171,791	3,350,690	3,727,428	3,728,048
Percent of Total General Fund	8.2%	6.5%	7.3%	7.1%
<u>Sheriff</u>				
FINES AND FORFEITURE	5,715	3,718	1,500	3,644
CHARGES FOR SERVICE	392,171	291,822	379,028	354,340
RENTAL INCOME	1,949,934	2,241,082	2,088,810	2,093,275
OTHER REVENUE	947,021	1,053,419	660,700	887,047
FEDERAL SOURCES	51,501	40,285	49,500	47,095
STATE SOURCES	49,987	10,541	32,000	30,842
CAPITAL GRANTS/CONTRIBUTIONS	-	2,322	-	774
TRANSFERS IN	136,978	142,857	330,000	280,000
Subtotal: Sheriff	3,533,307	3,786,045	3,541,538	3,697,019
Percent of Total General Fund	6.9%	7.4%	6.9%	7.0%
<u>Other Public Safety</u>				
OTHER REVENUE	-	1,229	0	
TRANSFERS IN	40,344	41,321	41,548	41,548
Subtotal: Other Public Safety	40,344	42,550	41,548	41,548
Percent of Total General Fund	0.1%	0.1%	0.1%	0.1%
<u>Infrastructure & Development</u>				
LICENSE & PERMITS	357,835	407,865	300,000	355,233
CHARGES FOR SERVICE	23,011	23,468	24,255	23,578
OTHER REVENUE	851,596	1,007,371	973,327	944,098
STATE SOURCES	135,015	49,939	5,000	63,318
CONT FROM LOCAL UNIT	14,074	20,146	25,000	19,740
CAPITAL GRANTS/CONTRIBUTIONS	10,170	38,770	37,500	28,813
Subtotal: I&D	1,391,701	1,547,558	1,365,082	1,434,781
Percent of Total General Fund	2.7%	3.0%	2.7%	2.7%
<u>Health & Human Services</u>				
FINES & FORFEITURES	-	1,611	-	537
LICENSE & PERMITS	111,217	89,601	154,000	118,273
CHARGES FOR SERVICE	66,598	65,163	70,700	67,487
OTHER REVENUE	10,542	5,380	6,000	7,307
Subtotal: H&HS	188,357	161,755	230,700	193,604
Percent of Total General Fund	0.4%	0.3%	0.5%	0.4%
<u>General Government</u>				
TAXES	30,710,422	31,929,473	32,485,000	32,728,930
FINES AND FORFEITURE	41,542	68,752	25,000	45,098
LICENSE & PERMITS	5,510	5,150	4,600	5,087
CHARGES FOR SERVICE	3,327,129	3,863,173	3,017,800	3,402,701
RENTAL INCOME	245,014	311,905	251,585	269,502
INTEREST	765,636	389,128	565,000	573,255
OTHER REVENUE	1,397,228	1,618,281	1,176,855	1,397,455
STATE SOURCES	4,895,943	3,754,114	4,729,375	4,905,361
CAPITAL GRNTS/CONTRB	2,229	2,493	-	1,574
TRANSFERS IN	317,670	371,593	103,577	150,000
Subtotal	41,708,323	42,314,061	42,358,792	43,478,961
Percent of Total General Fund	81.7%	82.6%	82.6%	82.7%
TOTAL REVENUE	51,033,824	51,262,659	51,265,088	52,573,960

EXPENDITURES	ACTUAL 2019	ACTUAL 2020 (PRE-AUDIT)	BUDGET 2021	ESTIMATED 2022
<u>Judicial</u>				
PERSONNEL	7,275,774	7,497,195	7,967,500	8,236,667
SUPPLIES	213,418	196,294	167,407	192,373
CONTRACTUAL SERVICES	105,679	101,536	72,665	93,293
PROFESSIONAL SERVICE	418,926	242,311	276,628	312,622
OTHER EXPENSE AND CHARGES	198,838	107,348	187,415	164,534
COMPUTER AND PHONE	891,970	749,887	758,712	781,473
FACILITIES MANAGEMENT	682,376	770,184	740,500	755,310
VEHICLE	6,549	7,448	6,203	6,203
MAINTENANCE & REPAIR	10,385	12,904	9,240	10,843
TRAVEL	21,639	2,999	36,591	20,410
TRAINING	7,725	1,099	8,085	5,636
CAPITAL EQUIPMENT	42,160	-	-	-
TRANSFER OUT	2,678,789	2,522,906	1,796,823	1,796,823
Subtotal: Judicial	12,554,227	12,212,111	12,027,769	12,376,187
<i>Percent of Total General Fund</i>	<i>25.9%</i>	<i>25.7%</i>	<i>23.4%</i>	<i>23.5%</i>
<u>Sheriff Department</u>				
PERSONNEL	14,374,671	12,754,791	15,361,385	15,864,217
SUPPLIES	392,986	453,087	357,209	401,094
CONTRACTUAL SERVICES	1,972,649	1,957,114	2,069,818	1,999,860
PROFESSIONAL SERVICE	2,075	3,565	4,000	3,213
OTHER EXPENSE AND CHARGES	51,155	42,528	45,402	46,362
COMPUTER AND PHONE	729,636	606,526	576,073	593,355
FACILITIES MANAGEMENT	893,062	1,017,026	1,026,145	1,046,668
VEHICLE	785,057	713,693	777,253	777,253
MAINTENANCE & REPAIR	68,118	131,262	96,090	98,490
TRAVEL	31,627	9,489	76,035	39,050
TRAINING	50,450	34,803	69,449	51,567
CAPITAL EQUIPMENT	57,000	89,178	396,724	280,000
TRANSFER OUT	174,037	75,000	54,908	131,555
Subtotal: Sheriff Dept	19,582,523	17,888,061	20,910,491	21,332,685
<i>Percent of Total General Fund</i>	<i>40.3%</i>	<i>37.6%</i>	<i>40.7%</i>	<i>40.6%</i>
<u>Other Public Safety</u>				
PERSONNEL	114,422	120,378	127,655	131,785
SUPPLIES	2,117	1,048	3,100	3,100
CONTRACTUAL SERVICES	-	-	-	-
OTHER EXPENSE AND CHARGES	4,100	4,100	5,000	5,000
COMPUTER AND PHONE	10,489	8,249	16,031	8,496
FACILITIES MANAGEMENT	1,562	2,841	2,963	3,022
VEHICLE	9,350	7,970	6,808	6,808
TRAVEL	14	-	1,200	1,200
TRAINING	880	350	1,710	1,710
TRANSFER OUT	916,689	920,165	935,940	939,606
Subtotal: Other Public Safety	1,059,624	1,065,101	1,100,407	1,100,728
<i>Percent of Total General Fund</i>	<i>2.2%</i>	<i>2.2%</i>	<i>2.1%</i>	<i>2.1%</i>

Infrastructure/Development:

PERSONNEL	2,462,595	2,594,205	2,756,917	2,846,734
SUPPLIES	13,202	12,377	17,227	14,269
CONTRACTUAL SERVICES	1,339,856	1,059,148	1,216,367	1,205,124
PROFESSIONAL SERVICE	113,994	88,983	65,284	89,420
OTHER EXPENSE AND CHARGES	26,817	49,405	75,222	50,481
COMPUTER AND PHONE	163,994	132,507	122,941	126,629
FACILITIES MANAGEMENT	68,429	45,970	44,624	45,516
VEHICLE	5,009	1,304	6,320	6,383
MAINTENANCE & REPAIR	4,191	3,666	7,000	7,000
TRAVEL	7,706	1,569	9,225	6,167
TRAINING	4,867	4,689	5,800	5,119
Total: Infrastructure/Dvlpmnt	4,210,660	3,993,823	4,326,927	4,402,842
<i>Percent of Total General Fund</i>	<i>8.7%</i>	<i>8.4%</i>	<i>8.4%</i>	<i>8.4%</i>

Health & Human Services:

PERSONNEL	544,704	596,943	643,251	687,564
SUPPLIES	41,132	51,086	72,300	54,839
CONTRACTUAL SERVICES	1,255,373	1,288,577	1,208,697	1,250,882
OTHER EXPENSE AND CHARGES	2,342	288	9,000	3,877
COMPUTER AND PHONE	36,314	39,477	39,382	40,563
FACILITIES MANAGEMENT	70,592	52,928	54,524	55,614
VEHICLE	16,458	21,024	18,276	18,276
TRAVEL	450	386	1,050	629
TRAINING	1,193	1,225	3,350	1,923
TRANSFER OUT	1,114,675	430,000	738,000	738,000
Total: Health & Human Svcs	3,083,232	2,481,933	2,787,830	2,852,167
<i>Percent of Total General Fund</i>	<i>6.4%</i>	<i>5.2%</i>	<i>5.4%</i>	<i>5.4%</i>

General Government:

PERSONNEL	4,668,620	6,630,861	6,334,847	6,559,581
SUPPLIES	92,830	290,949	98,048	160,609
CONTRACTUAL SERVICES	376,003	447,012	443,541	422,185
PROFESSIONAL SERVICE	77,492	72,809	85,560	78,620
OTHER EXPENSE AND CHARGES	1,006,498	1,185,044	1,427,277	1,496,742
COMPUTER AND PHONE	260,873	255,669	246,128	253,512
FACILITIES MANAGEMENT	445,852	515,944	422,475	430,925
VEHICLE	1,776	245	3,605	3,605
MAINTENANCE & REPAIR	18,247	11,915	15,452	15,205
TRAVEL	19,860	4,966	25,280	16,702
TRAINING	21,775	25,042	33,175	26,664
CAPITAL EQUIPMENT	91,099	9,880	-	-
TRANSFER OUT	973,000	490,000	1,043,000	1,045,000
Total: General Government	8,053,926	9,940,335	10,178,388	10,509,350
<i>Percent of Total General Fund</i>	<i>16.6%</i>	<i>20.9%</i>	<i>19.8%</i>	<i>20.0%</i>

TOTAL EXPENDITURES	48,544,192	47,581,365	51,331,812	52,573,961
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Fund Balance at Year End (estimated for 2020-2022)

\$	26,809,901	\$	30,431,196	\$	30,364,472	\$	30,364,472
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I hereby certify that I have received the 2022 Estimated Tax Allocation Board budget and found it to be in good order and an appropriate representation.

Kate Lawrence
Livingston County Finance Committee Chair

Cynthia Catanach
Deputy County Administrator/Financial Officer

RESOLUTION

NO: 2021-04-052

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution to Adopt the 2021 County Equalization Report as Submitted with the Accompanying Statements - Equalization

WHEREAS, the Equalization Department has examined the assessment rolls of the sixteen townships and three cities within Livingston County to ascertain whether the real and personal property in the respective townships and cities have been equally and uniformly assessed at true cash value, and

WHEREAS, based on its studies, the Equalization Department has presented to the Board of Commissioners the 2021 data that will equalize the townships' and cities' valuations, by adding to or deducting from the valuation of said taxable property in the sixteen townships and three cities, an amount representing the true cash value, and

WHEREAS, the attached report is the result of the above process.

THEREFORE BE IT RESOLVED by the Board of Commissioners, of the County of Livingston, that the accompanying statements be approved and adopted as the equalized value of all taxable property, both real and personal, for each of the sixteen townships and three cities within Livingston County. The total value for all real property being equalized at \$12,518,989,552; personal property equalized at \$590,357,709; for a total County Equalized Value of \$13,109,347,261, pursuant to Section 211.34 MCL, 1948, as amended.

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**MOVED:
SECONDED:
CARRIED:**

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

PAGE: 1 OF 9

REPORT OF TOTAL REAL AND PERSONAL PROPERTY VALUATIONS

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROP. VALUATIONS		PERS. PROP. VALUATIONS		COMB'D PROP. VALUATIONS	
	←----- ASSESSED	-----→ EQUALIZED	←----- ASSESSED	-----→ EQUALIZED	←----- ASSESSED	-----→ EQUALIZED
<u>TOWNSHIPS:</u>						
CONWAY	179,511,710	179,511,710	5,025,610	5,025,610	184,537,320	184,537,320
COHOCTAH	190,346,300	190,346,300	7,087,300	7,087,300	197,433,600	197,433,600
DEERFIELD	283,584,237	283,584,237	9,452,700	9,452,700	293,036,937	293,036,937
TYRONE	678,835,400	678,835,400	50,729,500	50,729,500	729,564,900	729,564,900
HANDY	399,736,270	399,736,270	35,433,950	35,433,950	435,170,220	435,170,220
HOWELL	479,059,600	479,059,600	50,838,000	50,838,000	529,897,600	529,897,600
OCEOLA	815,351,500	815,351,500	47,665,800	47,665,800	863,017,300	863,017,300
HARTLAND	970,335,200	970,335,200	42,696,000	42,696,000	1,013,031,200	1,013,031,200
IOSCO	204,150,150	204,150,150	28,562,253	28,562,253	232,712,403	232,712,403
MARION	699,999,480	699,999,480	34,441,800	34,441,800	734,441,280	734,441,280
GENOA	1,555,957,261	1,555,957,261	65,304,200	65,304,200	1,621,261,461	1,621,261,461
BRIGHTON	1,415,965,300	1,415,965,300	37,595,000	37,595,000	1,453,560,300	1,453,560,300
UNADILLA	192,046,400	192,046,400	6,978,200	6,978,200	199,024,600	199,024,600
PUTNAM	504,851,780	504,851,780	32,551,370	32,551,370	537,403,150	537,403,150
HAMBURG	1,472,999,831	1,472,999,831	26,570,726	26,570,726	1,499,570,557	1,499,570,557
GREEN OAK	<u>1,405,059,900</u>	<u>1,405,059,900</u>	<u>58,693,900</u>	<u>58,693,900</u>	<u>1,463,753,800</u>	<u>1,463,753,800</u>
TOTAL TWPS:	11,447,790,319	11,447,790,319	539,626,309	539,626,309	11,987,416,628	11,987,416,628
<u>CITIES:</u>						
HOWELL	439,487,638	439,487,638	20,567,200	20,567,200	460,054,838	460,054,838
BRIGHTON	631,711,595	631,711,595	30,164,200	30,164,200	661,875,795	661,875,795
FENTON	0	0	0	0	0	0
TOTAL CITIES:	1,071,199,233	1,071,199,233	50,731,400	50,731,400	1,121,930,633	1,121,930,633
TOTAL COUNTY:	12,518,989,552	12,518,989,552	590,357,709	590,357,709	13,109,347,261	13,109,347,261

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

PAGE: 2 OF 9

REPORT OF ASSESSED VALUATIONS ----REAL PROPERTY

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROPERTY VALUATIONS BY CLASSIFICATION					COMBINED REAL PROP. VALUES
	AGR.	COM.	IND.	RES.	DEV.	

TOWNSHIPS:

CONWAY	36,236,570	248,230	55,140	142,971,770	0	179,511,710
COHOCTAH	26,809,800	2,744,700	1,804,600	158,987,200	0	190,346,300
DEERFIELD	29,837,200	2,353,700	2,338,900	249,054,437	0	283,584,237
TYRONE	6,402,300	21,743,900	6,774,800	640,822,200	3,092,200	678,835,400
HANDY	24,458,890	47,361,730	48,233,660	279,681,990	0	399,736,270
HOWELL	23,228,200	85,390,300	45,203,200	325,237,900	0	479,059,600
OCEOLA	20,364,300	36,812,600	1,280,700	756,893,900	0	815,351,500
HARTLAND	16,162,200	123,251,900	6,581,900	818,600,600	5,738,600	970,335,200
IOSCO	28,054,700	1,263,200	190,500	174,641,750	0	204,150,150
MARION	18,252,900	11,556,500	2,045,500	668,144,580	0	699,999,480
GENOA	9,588,400	252,042,000	34,448,500	1,259,878,361	0	1,555,957,261
BRIGHTON	176,900	126,518,500	43,698,100	1,245,571,800	0	1,415,965,300
UNADILLA	15,063,950	2,728,900	251,600	174,001,950	0	192,046,400
PUTNAM	11,216,190	29,473,630	2,216,270	461,945,690	0	504,851,780
HAMBURG	2,747,860	43,813,590	6,147,070	1,420,291,311	0	1,472,999,831
GREEN OAK	<u>1,808,900</u>	<u>129,303,700</u>	<u>91,624,200</u>	<u>1,182,323,100</u>	<u>0</u>	<u>1,405,059,900</u>
TOTAL TWPS.	270,409,260	916,607,080	292,894,640	9,959,048,539	8,830,800	11,447,790,319

CITIES:

HOWELL	0	130,768,300	39,982,500	268,736,838	0	439,487,638
BRIGHTON	0	244,393,668	34,365,200	352,952,727	0	631,711,595
FENTON	0	0	0	0	0	0
TOTAL CITIES:	0	375,161,968	74,347,700	621,689,565	0	1,071,199,233

TOTAL COUNTY:	270,409,260	1,291,769,048	367,242,340	10,580,738,104	8,830,800	12,518,989,552
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REPORT OF ASSESSED VALUATIONS ----PERSONAL PROPERTY

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	PERSONAL PROPERTY VALUATIONS BY CLASSIFICATION					COMBINED PERS. PROP. VALUES
	COMM.	IND.	RES.	UTILITY		

TOWNSHIPS:

CONWAY	171,090	0	0	4,854,520	5,025,610
COHOCTAH	653,600	262,900	0	6,170,800	7,087,300
DEERFIELD	375,700	0	0	9,077,000	9,452,700
TYRONE	727,500	207,100	0	49,794,900	50,729,500
HANDY	7,019,750	10,751,470	0	17,662,730	35,433,950
HOWELL	12,619,300	2,589,500	0	35,629,200	50,838,000
OCEOLA	3,126,900	222,800	0	44,316,100	47,665,800
HARTLAND	11,539,400	906,000	0	30,250,600	42,696,000
IOSCO	635,658	0	0	27,926,595	28,562,253
MARION	2,890,600	0	0	31,551,200	34,441,800
GENOA	25,514,000	5,030,400	0	34,759,800	65,304,200
BRIGHTON	13,183,100	5,601,900	0	18,810,000	37,595,000
UNADILLA	515,800	143,900	0	6,318,500	6,978,200
PUTNAM	3,395,300	414,740	0	28,741,330	32,551,370
HAMBURG	4,884,346	527,280	0	21,159,100	26,570,726
GREEN OAK	22,651,700	11,279,200	0	24,763,000	<u>58,693,900</u>
TOTAL TWPS.	109,903,744	37,937,190	0	391,785,375	539,626,309

CITIES:

HOWELL	8,767,600	2,266,700	0	9,532,900	20,567,200
BRIGHTON	18,169,500	3,580,900	0	8,413,800	30,164,200
FENTON	0	0	0	0	0
TOTAL CITIES:	26,937,100	5,847,600	0	17,946,700	50,731,400

TOTAL COUNTY:	136,840,844	43,784,790	0	409,732,075	590,357,709
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REPORT OF ADJUSTMENTS ---- ASSESSED TO EQUALIZED VALUATIONS

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROPERTY CLASSIFICATION					PERSONAL PROPERTY CLASS.
	AGR.	COM.	IND.	RES.	DEV.	

TOWNSHIPS:

CONWAY	0	0	0	0	0	0
COHOCTAH	0	0	0	0	0	0
DEERFIELD	0	0	0	0	0	0
TYRONE	0	0	0	0	0	0
HANDY	0	0	0	0	0	0
HOWELL	0	0	0	0	0	0
OCEOLA	0	0	0	0	0	0
HARTLAND	0	0	0	0	0	0
IOSCO	0	0	0	0	0	0
MARION	0	0	0	0	0	0
GENOA	0	0	0	0	0	0
BRIGHTON	0	0	0	0	0	0
UNADILLA	0	0	0	0	0	0
PUTNAM	0	0	0	0	0	0
HAMBURG	0	0	0	0	0	0
GREEN OAK	0	0	0	0	0	0
TOTAL TWPS:	0	0	0	0	0	0

CITIES:

HOWELL	0	0	0	0	0	0
BRIGHTON	0	0	0	0	0	0
FENTON						
TOTAL CITIES:	0	0	0	0	0	0

TOTAL COUNTY:	0	0	0	0	0	0
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LIVINGSTON COUNTY BOARD OF COMMISSIONERS

PAGE: 7 OF 9

REPORT OF MULTIPLIERS ---- ASSESSED TO EQUALIZED VALUATIONS

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROPERTY CLASSIFICATION					PERSONAL PROPERTY CLASS.
	AGR.	COM.	IND.	RES.	DEV.	

TOWNSHIPS:

CONWAY	1.00000	1.00000	1.00000	1.00000	NC	1.00000
COHOCTAH	1.00000	1.00000	1.00000	1.00000	NC	1.00000
DEERFIELD	1.00000	1.00000	1.00000	1.00000	NC	1.00000
TYRONE	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
HANDY	1.00000	1.00000	1.00000	1.00000	NC	1.00000
HOWELL	1.00000	1.00000	1.00000	1.00000	NC	1.00000
OCEOLA	1.00000	1.00000	1.00000	1.00000	NC	1.00000
HARTLAND	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
IOSCO	1.00000	1.00000	1.00000	1.00000	NC	1.00000
MARION	1.00000	1.00000	1.00000	1.00000	NC	1.00000
GENOA	1.00000	1.00000	1.00000	1.00000	NC	1.00000
BRIGHTON	1.00000	1.00000	1.00000	1.00000	NC	1.00000
UNADILLA	1.00000	1.00000	1.00000	1.00000	NC	1.00000
PUTNAM	1.00000	1.00000	1.00000	1.00000	NC	1.00000
HAMBURG	1.00000	1.00000	1.00000	1.00000	NC	1.00000
GREEN OAK	1.00000	1.00000	1.00000	1.00000	NC	1.00000

CITIES:

HOWELL	NC	1.00000	1.00000	1.00000	NC	1.00000
BRIGHTON	NC	1.00000	1.00000	1.00000	NC	1.00000
FENTON	NC	NC	NC	NC	NC	NC

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

REPORT OF PARCEL COUNT BY CLASS

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	AGR.	COM.	IND.	RES.	DEV.	EXE.	TOTAL REAL	TOTAL PERS.	TOTAL REAL & PERS.
<u>TOWNSHIPS:</u>									
CONWAY	296	2	3	1,541	0	0	1,842	31	1,873
COHOCTAH	198	17	17	1,678	0	0	1,910	72	1,982
DEERFIELD	221	7	42	1,884	0	0	2,154	63	2,217
TYRONE	32	54	36	4,194	10	0	4,326	560	4,886
HANDY	197	223	76	3,077	0	0	3,573	336	3,909
HOWELL	107	153	74	3,282	0	0	3,616	359	3,975
OCEOLA	110	61	12	5,574	0	0	5,757	153	5,910
HARTLAND	79	256	27	5,443	9	0	5,814	370	6,184
IOSCO	245	7	4	1,799	0	0	2,055	48	2,103
MARION	90	48	11	5,234	0	0	5,383	141	5,524
GENOA	49	376	85	7,712	0	0	8,222	750	8,972
BRIGHTON	1	439	52	7,749	0	0	8,241	821	9,062
UNADILLA	144	41	4	1,953	0	0	2,142	82	2,224
PUTNAM	74	132	20	3,787	0	0	4,013	218	4,231
HAMBURG	9	132	27	10,048	0	0	10,216	267	10,483
GREEN OAK	<u>9</u>	<u>250</u>	<u>145</u>	<u>7,717</u>	<u>0</u>	0	<u>8,121</u>	<u>728</u>	<u>8,849</u>
TOTAL TWP:	1,861	2,198	635	72,672	19	0	77,385	4,999	82,384
<u>CITIES:</u>									
HOWELL	0	364	31	2,694	0	0	3,089	566	3,655
BRIGHTON	0	293	55	3,015	0	130	3,493	826	4,319
FENTON	0	0	0	0	0	1	<u>1</u>	0	<u>1</u>
TOTAL CITIES:	0	657	86	5,709	0	131	6,583	1,392	7,975
COUNTY TOTAL:	1,861	2,855	721	78,381	19	131	83,968	6,391	90,359

TAXABLE VALUE - AD VALOREM - 2021

TOWNSHIPS	AGR	COM	IND	REAL	RES	DEV	TOTAL REAL	COM PERS	IND PERS	PERSONAL UTIL PERS	TOTAL PERS	AD VALOREM TOTAL
CONWAY	19,645,160	143,246	19,884	108,300,411			128,108,701	171,090		0	4,854,520	133,134,311
COHOCTAH	15,289,782	1,514,506	695,769	104,775,794			122,275,851	653,600	262,900		6,170,800	129,363,151
DEERFIELD	13,413,026	1,591,819	1,362,248	180,675,171			197,042,264	375,700		0	9,077,000	206,494,964
TYRONE	3,515,151	14,284,805	3,463,069	489,828,638	1,737,634		512,829,297	727,500	207,100	49,794,900	50,729,500	563,558,797
HANDY	13,454,010	35,010,020	38,489,180	205,590,450			292,543,660	7,019,750	10,751,470	17,662,730	35,433,950	327,977,610
HOWELL	10,851,500	67,683,800	35,804,000	245,481,100			359,820,400	12,619,300	2,589,500	35,629,200	50,838,000	410,658,400
OCEOLA	10,509,673	28,232,439	962,088	604,473,126			644,177,326	3,126,900	222,800	43,869,677	47,219,377	591,396,703
HARTLAND	8,060,628	96,514,368	5,238,784	623,972,324	2,989,772		736,775,876	11,539,400	906,000	30,250,600	42,696,000	779,471,876
IOSCO	15,147,276	898,397	93,881	131,378,197			147,517,751	635,658	0	27,925,473	28,561,131	176,078,882
MARION	9,075,607	8,724,791	1,347,404	516,141,392			535,289,194	2,890,600	0	31,551,200	34,441,800	569,730,994
GENOA	5,767,517	186,791,833	25,317,951	1,017,257,688			1,235,134,989	25,514,000	5,030,400	34,759,800	65,304,200	1,300,439,189
BRIGHTON	110,565	107,253,265	38,862,289	1,037,591,662			1,183,817,781	13,183,100	5,601,900	18,810,000	37,595,000	1,221,412,781
UNADILLA	7,461,289	1,867,227	100,891	117,536,096			126,965,503	515,800	143,900	6,318,500	6,978,200	133,943,703
PUTNAM	6,323,060	21,274,590	1,042,620	344,649,700			373,290,370	3,395,300	414,740	28,741,330	32,551,370	405,841,740
HAMBURG	1,588,096	30,267,060	4,518,829	1,108,497,593			1,144,871,578	4,884,346	527,280	21,159,100	26,570,726	1,171,442,304
GREEN OAK	885,573	100,792,385	57,374,917	932,916,432			1,091,969,307	22,651,700	11,231,700	24,763,000	58,646,400	1,150,615,707
TWP TOTAL:	141,097,913	702,844,951	214,693,804	7,769,065,774	4,727,406	8,832,429,848	109,903,744	37,889,690	391,337,830	539,131,264	9,371,561,112	

CITIES	AGR	COM	IND	REAL	RES	DEV	TOTAL REAL	COM PERS	IND PERS	PERSONAL UTIL PERS	TOTAL PERS	AD VALOREM TOTAL
HOWELL	0	106,473,040	27,501,349	200,857,106	0	0	334,831,495	8,767,600	2,266,700	9,532,900	20,567,200	355,398,695
BRIGHTON	0	175,367,010	24,659,442	277,533,368	0	0	477,559,820	18,169,500	3,580,900	8,413,800	30,164,200	507,724,020
CITY TOTAL:	0	281,840,050	52,160,791	478,390,474	0	0	812,391,315	26,937,100	5,847,600	17,946,700	50,731,400	863,122,715
COUNTY TOTAL:	141,097,913	984,685,001	266,854,595	8,247,456,248	4,727,406	9,644,821,163	136,840,844	43,737,290	409,284,530	589,862,664	10,234,683,827	

***INFORMATIONAL ONLY (VILLAGE TAXABLE VALUES ARE REPORTED AS PART OF THE TAXABLE VALUE OF THEIR RESPECTIVE TOWNSHIPS)**

VILLAGES	AGR	COM	IND	REAL	RES	DEV	TOTAL REAL	COM PERS	IND PERS	PERSONAL UTIL PERS	TOTAL PERS	AD VALOREM TOTAL
FOWLerville	0	24,591,470	21,125,980	43,669,080	0	0	89,386,530	3,610,800	10,519,200	3,379,100	17,509,100	106,895,630
PINKNEY	0	15,860,370	294,590	65,135,540	0	0	81,290,500	2,367,150	271,380	2,892,780	5,531,310	86,821,810
VILLAGE TOTAL:	0	40,451,840	21,420,570	108,804,620	0	0	170,677,030	5,977,950	10,790,580	6,271,880	23,040,410	193,717,440



Memorandum

To: Livingston County Board of Commissioners
From: Sue Bostwick, Equalization Director
Date: March 31, 2021
Re: 2021 Equalization Report

Attached you will find the 2021 Livingston County Equalization Report. This report consists of nine pages listing each local unit of government in Livingston County and its corresponding assessed and county equalized values.

The pages consist of the following:

Page 1 – Total assessed and equalized values for each unit of government.

Page 2 – Total real property assessed values.

Page 3 – Total real property equalized values.

Page 4 – Total personal property assessed values.

Page 5 – Total personal property equalized values.

Page 6 – Report of adjustment. This page will state any dollar amount needed to bring the class to 50% of True Cash Value.

Page 7 – Report of multipliers. This page states the multiplier needed to bring the class to 50% of True Cash Value.

Page 8 – Report of parcel count by class.

Page 9 – Tentative taxable values

This report indicates that all classes of property in each unit of government will be equalized as assessed.

The following is the breakdown by class:

	<u>2021 S.E.V.</u>	<u>2020 S.E.V.</u>	<u>Change</u>	<u>% Change</u>
Agriculture	270,409,260	264,144,350	+6,264,910	+2.4%
Commercial	1,291,769,048	1,222,573,294	+69,195,758	+5.6%
Industrial	367,242,340	338,197,690	+29,044,650	+8.6%
Residential	10,580,738,104	10,042,217,988	+538,520,116	+5.4%
Developmental	8,830,800	8,864,500	-33,700	-.4%
Personal Property	590,357,709	573,142,430	+17,215,279	+3.0%
Total	13,109,347,261	12,449,140,248	660,207,013	+5.54%

The total county equalized value increased \$660,207,013 or 5.54% from 2020 to 2021.

Also included for your information on page 9 are the tentative taxable values by class in each unit of government. These preliminary taxable values indicate an increase of \$ 428,176,502 or 4.37% from 2020. However, these values will not be final until after final State Equalization which will take place on May 24, 2021.

If you have any questions or need additional information please feel free to contact the Equalization Department.

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

RESOLUTION

NO: 2021-04-053

LIVINGSTON COUNTY

DATE: April 13, 2021

Resolution Authorizing Amendment to the Livingston County Board of Commissioners 2021 Rules – Board of Commissioners

WHEREAS, the use of virtual meetings has been necessitated by the issuance of various orders issued by the State of Michigan; and

WHEREAS, these orders have changed the way public meetings have been conducted; and

WHEREAS, the Livingston County Board of Commissioners wishes to memorialize these changes in its Board Rules; and

WHEREAS, the Open Meetings Act (OMA – Act 267 of 1976) states a public body is required to hold meetings that are “open to the public and held in a place available to the general public;” and

WHEREAS, the OMA also states that “a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting;” and

WHEREAS, the attached document titled Livingston County Board of Commissioners Public Meeting Rules of 2021 contains “reasonable rules and regulations in order to minimize the possibility of disrupting the meeting,” and therefore, complies with the OMA; and

WHEREAS, the attached document titled Livingston County Board of Commissioners Public Meeting Rules of 2021 has been reviewed by Livingston County’s legal counsel.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the Livingston County Board of Commissioners Public Meeting Rules of 2021 as an amendment to the Livingston County Board of Commissioners 2021 Rules.

BE IT FURTHER RESOLVED that this amendment shall be placed in the Livingston County Board of Commissioners 2021 Rules under Section V (Conduct of Board Meetings) and identified as Item N.

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**MOVED:
SECONDED:
CARRIED:**

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

2021 RULES

ADOPTED: JANUARY 4, 2021

RESOLUTION #2021-01-003

AMENDED: JANUARY 11, 2021

RESOLUTION 2021-01-011

AMENDED: APRIL 13, 2021

RESOLUTION 2021-04-053

- I -

BOARD MEETINGS - TIME AND PLACE

- A. **REGULAR AND ADJOURNED REGULAR MEETINGS, COMMITTEES AND FINANCE COMMITTEE MEETINGS.** The Board of County Commissioners shall convene for the purpose of holding regular, adjourned regular and Committee meetings in the Commission Chambers at 5:30 p.m. For purposes of approving claims, all Finance Committee meetings shall be immediately followed by a Board Meeting and scheduled for 7:30 a.m. at the Administration Building, 304 E. Grand River Avenue, Howell, Michigan, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, except as otherwise provided for in these Rules, and as set forth at the end of this Section I. Reference Attached Calendar.
- B. **MANDATORY ANNUAL MEETINGS:** The Board shall convene for the purpose of holding Mandatory Meetings as follows:
- ♦ **STATUTORY EQUALIZATION MEETING:** The Tuesday immediately following the 2nd Monday of each April of each year.
 - ♦ **STATUTORY ANNUAL MEETING:** October 12, 2021.
- C. **SPECIAL MEETINGS.** The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third ($\frac{1}{3}$) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each commissioner within 48 hours in one of the manner provided as follows:
- ♦ via e-mail transmission to the commissioner;
 - ♦ via personal delivery of the notice of the special meeting to the commissioner;
 - ♦ leaving the notice of the special meeting at the residence of the commissioner.
- The Clerk shall post a public notice at least 18 hours before the meeting, as required by 1976 PA 267.
- D. **MEETINGS ON LEGAL HOLIDAYS.** Any regular or adjourned meetings of the Board which fall on a legal holiday shall automatically be set over to the next working day following that is not a legal holiday, at the same time and place indicated for the original meeting.

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21	22	23
24	25	26	27	28	29	30 31

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21*	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19*	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21*	22	23	24
25	26	27	28	29	30	31

4/13 Statutory EQ Meeting

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
14	16	17	18*	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21	22	23
24	25	26	27	28	29	30 31

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	JAN 1

10/12 Annual Meeting

- II -

CHAIRPERSON

- A. **ELECTION.** At the first meeting in each calendar year, the Board shall elect, from among its members, a chairperson and a vice-chairperson, who shall take office and assume their respective duties immediately upon their election; provided that, at the first meeting of each newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office by the County Clerk, or duly qualified designee, to the members-elect, if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. Said officers shall hold their respective offices for a term of one (1) year, or until their successors are duly elected and qualified, as set forth above.
- B. **DUTIES.** The chairperson (and during his/her absence, the vice-chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. Upon his/her election, the chairperson shall appoint all standing and special committees, subject to approval by a majority of all members of the Board. The chairperson shall arbitrate all jurisdictional disputes between committees, subject to these Rules and subject to appeal to the Board. The chairperson shall be a member ex-officio of all Committees but shall not have the power to vote on such Committees except to break a tie vote or create a quorum.
- C. **ORIENTATION SESSION.** For the purpose of more fully informing the new members of the Board of Commissioners about the workings and procedure of Livingston County government, the chairperson of the Board may provide for an orientation session which may be convened in the month of December in the even-numbered years for the purpose of explaining the structure, functions and procedures of county government.

- III -

CLERK OF THE BOARD / OPEN MEETINGS ACT

OFFICIAL CLERK AND DUTIES. The duly elected Clerk of Livingston County shall be the clerk of the Board. He/She or his/her duly appointed deputy shall perform all duties pertaining to such office, as required by law.

OPEN MEETINGS ACT POSTING. The County Clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267.

- IV -

COMMITTEES

- A. **STANDING COMMITTEES.** The Board of Commissioners shall have the following standing Committees with the following number of members:

Committees**Members**

Finance:	9
Personnel:	3
General Government/Health & Human Services:	4
Public Safety/Infrastructure and Development:	4

B. DUTIES OF STANDING COMMITTEES. Standing committees shall have and perform the following specific duties:

1. FINANCE COMMITTEE. The Finance Committee shall consist of all members of the Board of Commissioners. It shall meet on the second and fourth Wednesdays of each month at 7:30 a.m. unless determined otherwise. This Committee shall review all items having a financial impact on the County. All items of a financial nature which require Board consideration will first be considered by this Committee.

MATTERS TO BE REVIEWED BY THE FINANCE COMMITTEE INCLUDE:		
BUDGET PREPARATION		
MONITORING OF DEPARTMENTAL BUDGET PERFORMANCE	REVIEW REVENUES	
	REVIEW EXPENSES	
AMENDMENTS TO BUDGET		
INSURANCE		
CLAIMS/APPROPRIATIONS		
COST/BENEFIT ANALYSIS		
AUDIT		
FINANCIAL REVIEW OF PROJECT PROPOSALS		
MAJOR EXPENSE/PURCHASE REVIEW		
COURTS / DEPARTMENTS ASSIGNED TO FINANCE COMMITTEE:		
CIRCUIT COURT	COMMUNITY CORRECTIONS	DISTRICT COURT
FRIEND OF THE COURT	JUVENILE COURT	PROBATE COURT

2. PERSONNEL COMMITTEE.

PERSONNEL	PERSONNEL ISSUES; SALARIES & BENEFITS
	LABOR NEGOTIATIONS
	BOARD & COMMITTEE APPOINTMENTS

3. GENERAL GOVERNMENT/HEALTH AND HUMAN SERVICES COMMITTEE.

GENERAL GOVERNMENT AND HEALTH & HUMAN SERVICES	AIRPORT	INFORMATION TECHNOLOGY
	ANIMAL SHELTER	MEDICAL EXAMINER
	BOARD OF COMMISSIONERS	MOTOR POOL
	FACILITY SERVICES	MSU EXTENSION
	COUNTY ADMINISTRATION	L.E.T.S.
	COUNTY CLERK	REGISTER OF DEEDS
	EMS (AMBULANCE)	TREASURER
	EQUALIZATION	VETERANS AFFAIRS
	HEALTH: PUBLIC & ENVIRONMENTAL	FISCAL SERVICES
	CMH - COMMUNITY MENTAL HEALTH AUTHORITY	
	DHS - DEPARTMENT OF HUMAN SERVICES	
	HSCB - HUMAN SERVICES COLLABORATIVE BODY	
	NON-PROFIT AGENCIES	
	O.L.H.S.A.	

4. PUBLIC SAFETY AND INFRASTRUCTURE DEVELOPMENT COMMITTEE.

PUBLIC SAFETY AND INFRASTRUCTURE & DEVELOPMENT	911 CENTRAL DISPATCH	DRAIN – SOLID WASTE
	BUILDING DEPARTMENT	PLANNING DEPARTMENT
	DRAIN COMMISSIONER OFFICE	PROSECUTOR
	DRAIN – DPW	SHERIFF’S OFFICE
	MICHIGAN WORKS!	PUBLIC DEFENDER
	EMERGENCY MANAGEMENT	
	ECONOMIC DEVELOPMENT COUNCIL	

C. GENERAL DUTIES OF STANDING COMMITTEES. In addition to the foregoing, the standing Committees shall have and perform the following other duties:

- ▶ Facilitate the adequate and full implementation and administration of Board policies affecting the various County departments, offices and agencies;
- ▶ Serve as liaison - to study and advise the Board of Commissioners with respect to matters relative to the family of services involved requiring immediate action or long-range planning;

- ▶ Recommend modifications and changes in Board policy and procedures;
- ▶ Study and submit recommendations for adoption of County Ordinances;
- ▶ Study and advise the Finance Committee and Board as to acquisition, disposition and construction of facilities and equipment necessary to realize the services and activities directed by the Board of Commissioners;
- ▶ Review the activities of the County departments, agencies and offices to attain appropriate levels of coordination and operational effectiveness;
- ▶ Study, recommend and, where possible, assist promotion of applications for new grant funding for County services; and
- ▶ Review and recommend priorities identified in meeting the objectives of the area of County services.
- ▶ All routine operational and budgeted activities will go directly to the Finance Committee.

D. **SPECIAL COMMITTEES.** There shall be, in addition to the standing Committees, such other special Committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board. The membership of all such special Committees shall automatically be vacated upon a new Board of Commissioners taking office.

E. **COMMITTEE VOTING REQUIREMENTS.** Recommendations by the Committees shall be forwarded to the Board of Commissioners, by way of resolution, after a vote of the members of the Committee. For all Committees, at least 50% of members shall constitute a quorum and action shall require the affirmative vote of a majority of the quorum present to carry a motion forward for recommendation. Each proposed resolution shall state how each Committee member voted. If any resolutions are defeated at the Committee, the Committee Chair shall report those to the Board at the next Board meeting for informational purposes.

F. **COMMITTEE APPOINTMENT.** The Board Chairperson will assign Commissioners to each Committee and appoint each Committee's chairperson and vice chairperson.

G. **CONVENING OF COMMITTEES AND MINUTES REQUIREMENTS.** Meetings of a Committee may be convened by its chairperson or by a majority of its members at any time upon reasonable notice to its members and to the chairperson of the Board, provided said notice complies with the requirements of the *Open Meetings Act, 1976 PA 267*. All Committee meetings shall be open to the public, with the exception of closed meetings as provided by the *Open Meetings Act, 1976 PA 267*. Each Committee shall prepare an agenda. The Committee schedule shall be posted in compliance with the *Open Meetings Act* and shall be made available to the public as requested. The agenda shall be prepared by the chairperson of the Committee. The chairperson of a Committee may cancel a regularly scheduled meeting due to lack of agenda items. The County Administrator shall hereby have the authority to designate a department director to assist the Committee chairperson in handling these responsibilities. All Committees shall keep minutes as required by the *Open Meetings Act*, at a minimum containing: date of meeting; names of those present and absent; and, motions made, with names of maker and supporter, as well as count of vote taken. A quorum is required to conduct business at a Committee meeting.

Minutes shall be permanently kept on file in the office of the Board of Commissioners. Every Committee shall provide an opportunity for the public to be heard near the beginning and end of the agenda. Members of the public may address a Committee for up to three (3) minutes. Individuals desiring to speak shall be required to identify themselves.

- H. **CONSENT AGENDA.** At the discretion of the Committee chairperson, all of the resolutions and actions of the Committee which are on the agenda may be acted upon in one vote; provided, however, that any member of the Committee may identify specific resolutions and actions which are not to be included in the one vote but which are to be discussed and voted upon separately.

Prior to the Committee chairperson calling for a vote on the consent agenda, Commissioners shall have the opportunity to identify those resolutions and actions which are not to be included but which are to be discussed and voted on separately.

-V-

CONDUCT OF BOARD MEETINGS

- A. **QUORUM.** A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary. Commissioners unable to attend in-person meetings due to military duty or medical restriction shall be permitted to participate in the discussion and votes of committee and board meetings by telephone or video conference provided that the requirements of the Open Meetings Act are met. Any meeting held virtually, in-person, or in hybrid format in 2021 shall be held in accordance with the Open Meetings Act.

B. **ORDER OF BUSINESS.**

1. AGENDA:

- a) Call to Order
- b) Moment of Silent Reflection
- c) Pledge of Allegiance
- d) Roll Call
- e) Correspondence
- f) Call to the Public
- g) Approval of Board Minutes
- h) Tabled Items
- i) Approval of Agenda
- j) Reports
- k) Consent Agenda Items
- l) Resolutions for Consideration

- m) Call to the Public
- n) Adjournment

2. SPECIFIC AGENDA PRIORITIES. All matters shall be placed upon the agenda of the Board within a specific section, as listed immediately above.
3. CONSENT AGENDA. At the discretion of the Board Chairperson, resolutions may be placed on a Consent Agenda. All of the resolutions and actions of the Board which are on the Consent Agenda may be acted upon in one (1) roll call vote. Any member of the Board may identify specific resolutions and actions which they do not wish to be included in the Consent Agenda and same will be discussed and voted upon separately. Resolutions and actions requiring a roll call vote and/or a $\frac{2}{3}$ majority vote, however, shall not be included in the Consent Agenda.

Prior to the Board Chairperson calling for a vote on the approval of the Consent Agenda, Commissioners shall have the opportunity to identify and move those resolutions and actions which are not included, to the Consent Agenda for consideration.

4. AGENDA DEADLINE. All information to be placed on the agenda must be received by the individual designated by the Board from Committees not later than noon on the seventh day immediately preceding the Board meeting. On or before the fourth day before each Board meeting, the individual designated by the Board shall mail or provide electronically to each Commissioner the agenda for the meeting, arranged as described in these Rules, and briefly describing all matters to be considered, including a copy of all Committee reports and individual resolutions to be acted upon at said meeting. No Committee report, other than reports on routine matters, shall ordinarily be considered unless a copy thereof has been mailed or provided electronically to each Commissioner with the agenda or otherwise delivered to each Commissioner not later than the fourth day prior to the meeting. Late Committee items shall be distributed to all Commissioners at the beginning of the Board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five minute recess may be granted at the request of any Commissioner prior to the consideration of late items. Individual resolutions, which have not been moved at Committee, shall ordinarily be referred to Committee unless $\frac{2}{3}$ of the members present vote to allow the resolution to be considered by the Board immediately.

C. RIGHTS AND DUTIES OF MEMBERS.

1. SPEAKING PRIORITIES. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to five minutes after the formal introduction, but prior to any discussion of the matter on the floor. In any case, where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the chairperson which person shall exercise the right given by this Rule to first speak on the pending matter. Each commissioner shall be limited to speak for a 5-minute time limit per recognition by the chairperson. Before speaking, each member shall address himself/herself to the chairperson. If two or more members desire to speak at the same time, the chairperson shall designate the order in which they shall speak. No member shall speak more than twice on the same question, except upon special permission by the chairperson; provided, however, that the chairperson of a committee shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her

committee's activities and recommendations. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, he/she shall immediately cease talking. Every commissioner shall vote on all questions unless excused by the chairperson. The chairperson shall vote on all questions unless excused by the Board.

Before speaking to an audience member, County employee, or official in attendance at a meeting, each member of the Board shall request permission to address said individual from the Chairperson and shall not proceed with the question unless authorized by the Chairperson or by majority vote of the Board

2. LEAVING SEAT, INTERRUPTIONS. While the chairperson is putting any question or while the roll is being called by the clerk, no member shall leave his/her seat or entertain private discourse. When a member is speaking, he/she shall not be unduly interrupted.
3. LEAVING THE MEETING. No member shall leave a meeting prior to adjournment, unless first excused by the chairperson. The clerk shall record in the official journal the time and point in the proceedings at which a member enters and leaves the meeting while the Board is in session.
4. PHYSICAL PRESENCE. A Commissioner may participate in a Board meeting without being physically present if they are: (i) in the active military service and he/she has been ordered to serve out of the State of Michigan; (ii) participating in a virtual or hybrid meeting in accordance with the Open Meetings Act; or (iii) unable to attend due to medical restrictions and all of the following terms and conditions are met:
 - a) A quorum of the Board of Commissioners is physically present at a duly constituted Board meeting.
 - b) The Commissioner must participate by speaker phone or by video conference so that he/she can be heard at the meeting.
5. ORDER AND DECORUM. The Chairperson shall at all times preserve order and decorum pursuant to these Rules.

D. MOTIONS, RESOLUTIONS AND COMMITTEE REPORTS. No motion shall be debated or voted upon unless seconded. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the Board. All motions, resolutions, committee reports and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn. Each recommended ordinance introduced shall be headed by a title of twenty-five words or less, briefly describing or identifying it. Each title shall begin with the words "An Ordinance ... ". If such title is lacking, the clerk of the Board shall return it to the commissioner who submitted it. Each recommended ordinance introduced and referred to committee, postponed, or tabled before its substance is voted upon shall be printed in the minutes by title only, unless otherwise ordered by a majority of the members-elect.

1. VOTING. The vote on any question shall be taken by a yea and nay roll call when called for by any member of the Board. Closed sessions may be held, provided the Open Meetings Act, 1976 PA 267, is adhered to.

2. ORDER OF PRECEDENCE OF MOTIONS. When a motion is seconded and before the Board, no other motion shall be received except the following:
 - a) To adjourn -- not debatable.
 - b) To rise to a question or privilege -- not debatable.
 - c) To lay on the table -- not debatable.
 - d) To call for the previous question -- not debatable.
 - e) To limit or extend limits of debate.
 - f) To postpone to a certain day.
 - g) To commit or refer or re-commit to a committee.
 - h) To amend.
 - i) To postpone indefinitely.
 - j) To reconsider (may be debated if original motion was debatable).

These motions shall have precedence in the order named above.

3. MOTIONS TO ADJOURN. A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor.
4. MOTIONS TO RECONSIDER. A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event, the moving member shall file written notice of his/her intention to move for a reconsideration in the office of the clerk of the Board at least one day before making such a motion.
5. AMENDMENTS. No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment. Commissioners shall give all amendments in writing or orally to the clerk. If oral, the clerk shall write it out and read it back prior to a vote being taken on the matter.
6. RESOLUTIONS AND ORDINANCES. Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the Board in writing.
7. DIVISION OF QUESTION. Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that, upon division, each of the resulting questions is a complete question, permitting independent consideration and action.
8. REPORTS AND MOTIONS REQUIRING SIGNATURES. All reports of Committees shall be in writing or presented verbally and the names of the members of such Committees concurring in such reports shall be noted thereon. Every written resolution or motion shall have noted the name of the member or members introducing the same.

- E. APPEAL FROM DECISION OF CHAIR.** When an appeal is taken from the decision of the chair, the member taking the appeal shall be allowed to state his/her reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the chair be sustained?" The question shall be determined by a majority vote of the members present, except the chairperson shall not preside over such a vote.
- F. REFERRAL TO COMMITTEES.** It shall be the duty of the chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper committee unless objection be made by some members, in which event, a motion made and adopted with reference to the subject shall preclude the chairperson's action.
1. All referrals to committee shall be in one of the following forms:
 - a) General Referral. Any referral which must be referred back to the Board after the committee has reviewed or studied the matter, shall be referred to as a general referral.
 - b) Referral for Information. Any referral which need not be reported back to the Board by the committee to which it is referred, shall be called a referral for information.
- G. DISCHARGE OF COMMITTEE.** The Board may, by a majority vote of all its members, discharge any committee from further consideration of any matter referred to the committee for general referral.
- H. MOTION TO CLEAR THE FLOOR.** If, in the judgment of the chairperson, there is a confusion of Parliamentary procedure existing, the chair shall have the right to request a "motion to clear the floor", which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the chair, and, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.
- I. PUBLIC MEETINGS AND PUBLIC COMMENT.** Board meetings shall be open to the public, as required by the Open Meetings Act, 1976 PA 267. Public comment shall be limited to no more than three (3) minutes per individual and at the times designated in the Agenda.
- J. COMMENTS FROM THE FLOOR.** Only members of the Livingston County Board of Commissioners shall be given the floor to speak during any Board meeting, except:
1. County officials and/or personnel may speak with the consent of the chairperson; or
 2. Any person, with the consent of the chairperson of the Board and/or a majority vote of the Board following a motion to allow the comment from the floor.
- K. WORK SESSIONS.** The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Committees, informing the Board of Commissioners on the progress of Committee work, and for the purpose of promoting a better understanding of County

business, thereby expediting the regular meeting of the Board, provided that proper notice is given to the public pursuant to the Open Meetings Act. Written notice thereof to each commissioner within 48 hours in one of the manner provided as follows:

- ♦ via e-mail transmission to the commissioner;
- ♦ via personal delivery of the notice of the special meeting to the commissioner;
- ♦ leaving the notice of the special meeting at the residence of the commissioner.

L. PARLIAMENTARY AUTHORITY. Robert's Rules of Order, 1990/9th edition, shall govern all questions of procedures which are not otherwise provided by the Rules, or by State law.

M. USE OF CELL PHONES. During meetings of the Board, including Committee meetings, all cell phones or other electronic devices shall be turned off or set to "mute" or "vibrate" in order to avoid disruption. Commissioners choosing to answer cell phone calls shall leave the table, and if necessary, the room, in order to avoid disruption. Notices of Board and Committee meetings shall include a request that all cell phones or other electronic devices be turned off or set to "mute" or "vibrate" in order to avoid disruption during the meeting. Disruption of a meeting by inappropriate use of a cell phone may be addressed in the same manner as other inappropriate disruptions.

N. MEETING RULES: As permitted by Michigan Public Act 267 of 1976 (Open Meetings Act), these rules provide for an orderly meeting while minimizing the possibility of the meeting being disrupted.

The meeting room of this public body is defined as a combination of a physical portion and a virtual portion. This public body offers access to both portions of this meeting room to fulfill the statutory obligations of this public body to hold meetings that are "open to the public and held in a place available to the general public." (MCL 15.263) The physical portion of the meeting room is at 304 E Grand River, Howell, MI 48843. The virtual portion of the meeting room is Zoom, or similar virtual meeting providers, as provided in the meeting's notice.

1. Public Seating:

- a. Seating for the general public in the meeting room of this public body is on a first-come, first-serve basis.
- b. This public body will not reserve specific seats for members of the general public.
- c. For any given meeting, seating capacity may be reduced due to factors outside the control of this public body. These factors include, but are not limited to, Orders from the Michigan Department of Health and Human Services, Executive Orders from the Michigan Governor, etc.
- d. Citizens desiring a specific seat in the meeting room (such as a front-row seat) are encouraged to arrive early.

2. Seating Capacity:

- a. Members of the general public desiring a physical seat in the meeting room are encouraged to arrive early.
- b. Constrained only by physical space, standing room only accommodations will be provided for overflow crowds along with a mechanism to participate in public comment.
- c. If standing room only capacity is exceeded, citizens will be encouraged to attend and participate in the virtual portion of the meeting room using Zoom or other virtual means.

3. Public Comment Period:

- a. There will be at least one public comment period during this meeting. Under most circumstances there will be two public comment periods, one toward the beginning of the meeting and one toward the end.
- b. All citizens wishing to address this public body will be provided with up to three minutes to speak. If there are two public comment periods, citizens will be provided up to three minutes during each period.
- c. This public comment period is not intended to be a dialogue between the citizens and this public body, rather it is an opportunity for the citizens to present information of importance to this public body.
- d. Prior to addressing this public body, each citizen is required to provide their name and address for the record.

Relevant Excerpts from Act 267 of 1976 (Open Meetings Act)

15.262 Definitions.

Sec. 2. As used in this act:

- (a) "Public body" means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function; a lessee of such a body performing an essential public purpose and function pursuant to the lease agreement; or the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.
- (b) "Meeting" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy, or any meeting of the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.

(c) "Closed session" means a meeting or part of a meeting of a public body that is closed to the public.

(d) "Decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; COVID-19 safety measures; tape-recording, videotaping, broadcasting, and telecasting proceedings; accommodation of absent members; remote attendance; rules; exclusion from meeting; exemptions.

Sec. 3. (1) All meetings of a public body must be open to the public and must be held in a place available to the general public. All persons must be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- VI -

ADMINISTRATION

- A. SIGNING OF DOCUMENTS.** The Chairperson shall be the signatory of all contracts, bonds, and other documents which require the signature of the Board of Commissioners. The Chairperson's signature may be provided electronically as authorized by Michigan's Uniform Electronic Transactions Act (UETA), MCL 450.831 et seq. In the event the Chairperson is unable to perform such function, then the vice-chairperson shall act in his/her stead.
- B. NOTICE OF BOARD ACTION.** When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the clerk shall promptly notify the person or agency making the request or demand of the Board's action thereon.
- C. MINUTES.** A copy of the minutes of each Board meeting shall be prepared and mailed or delivered to each member of the Board as soon as possible immediately after each meeting of the Board. The County Clerk or his/her designee shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.
- D. RESOLUTIONS.** All resolutions presented to the Board of Commissioners shall be numbered in consecutive order.
- E. MEMBERS' MANUAL.** As soon as possible after the adoption of these Rules, each member of the Board shall be provided with a manual, with appropriate dividers, or an electronic version of the same, containing the following information:
 - 1. Names, addresses, and telephone numbers (home and business) of all Board members.

2. The most current Board Rules, as amended.
3. All County ordinances (excepting bonding ordinances).
4. All Board resolutions of continuing effect which relate in any manner to County affairs.
5. All statutory deadlines for action respecting taxes within the County.
6. All statutory deadlines for Board action, other than respecting taxes.
7. Said notebook or manual shall also include such other information as the Board, by resolution, from time to time, directs.

Each member of the Board shall be notified of changes in the above information and, from time to time, shall be provided with revised pages for the manual so that the information contained in the manual will be current.

- F. **ANNUAL REPORTS.** Each County department shall submit an annual report for review by the Board.
- G. **LENGTH OF REPORTS TO THE BOARD.** Any report at the Board's meetings shall be limited to 15-minutes unless extended by the Chairperson.
- H. **SCHEDULE OF CLAIMS.** At the end of each regular and adjourned regular meeting of the Board, the Board will consider the claims for allowance or disallowance.
- I. **RELEASE OF ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS.** Attorney-client privileged communications may be released to persons and/or the general public under the following conditions:
 1. A Commissioner requests the release of an Attorney-client privileged communication.
 2. The county attorney provides his or her opinion regarding the release of such privileged communication to the appropriate County Committee. The county attorney will determine if disclosure could have any negative effect on pending litigation or other legal matters.
 3. The County Committee that receives the opinion regarding release shall make a recommendation to the full Board of Commissioners.

- VII-

TITLES AND SUBTITLES

The titles and subtitles of these Rules, and the citations appended thereto, are for convenience only and shall not be considered as part of these Rules.

- VIII-

AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES

- A. These Rules may be amended, suspended, or rescinded only by a majority vote of all of the commissioners-elect. They shall remain in effect until rescinded, amended, or suspended.

- B.** Any amendment to these Rules, properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.
- C.** *Roberts Rules of Order* shall apply when these Board Rules do not address an issue.

- IX - CONCLUSION

To the extent that any of the Rules herein are contrary to statutory requirements, they shall be of no force and effect.

JANUARY 4, 2021	APPROVED & ADOPTED AS PRESENTED	RESOLUTION #2021-01-003
JANUARY 11, 2021	APPROVED & ADOPTED AS AMENDED	RESOLUTION #2021-01-011
APRIL 13, 2021	APPROVED & ADOPTED AS AMENDED	RESOLUTION #2021-04-053

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