



# BOARD OF COMMISSIONERS

## REVISED AGENDA

April 10, 2018

7:30 PM

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

"The mission of Livingston County is to be an effective and efficient steward in delivering quality 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. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
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  - b. Closed Session Minutes Dated: March 19, 2018
  - c. Minutes of Meeting Dated: March 28, 2018
  - d. Closed Session Minutes Dated: March 28, 2018
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
10. **APPROVAL OF CONSENT AGENDA ITEMS**

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Resolution to Adopt the 2018 County Equalization Report as Submitted with the  
Accompanying Statements - Equalization

**12. CALL TO THE PUBLIC**

**13. ADJOURNMENT**

# **LIVINGSTON COUNTY BOARD OF COMMISSIONERS MEETING MINUTES**

March 19, 2018, 7:30 p.m.

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

Members Present: D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, G. Childs  
Members Absent: K. Lawrence

## **1. CALL MEETING TO ORDER**

The meeting was called to order by the Chairperson, Donald Parker at 7:30 p.m.

## **2. PLEDGE OF ALLEGIANCE**

All rose for the Pledge of Allegiance.

## **3. ROLL CALL**

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

## **4. CORRESPONDENCE**

### **4.a Oakland County Resolution 18062**

Motion to accept and place on file the correspondence.

It was moved by C. Griffith

Seconded by G. Childs

Yes (8): D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0);  
Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

## **5. CALL TO THE PUBLIC**

Karen Pierce invited everyone to the Brighton District Library on Wednesday, March 21, 2018, for the Crossroads Sierra Club presentation on Saving the Huron River with Laura Rubin at 7:00 p.m.

## **6. APPROVAL OF MINUTES**

1. Minutes of Meeting Dated: March 5, 2018

2. Minutes of Meeting Dated: March 14, 2018

Motion to approve the minutes as presented.

It was moved by W. Green

Seconded by R. Bezotte

Yes (8): D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0);  
Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

## **7. TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

## **8. APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.



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

Yes (8): D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0);  
Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**9. REPORTS**

Certificate of Recognition - John Evans

D. Parker presented a Certificate of Recognition and introduced Mr. Evan's family. In attendance were his wife, Cindy Evans, son, Scott Evans, daughter Michelle Magee and her husband, John Magee. Also in attendance were Mr. Evan's grandsons, Oliver and Owen Magee. Honorable Michael P. Hatty also thanked Mr. Evans for his years of service.

**10. FOIA APPEAL**

Appellant: James K. Fett

Counsel, Matt Nordfjord, addressed the Board in regards to the FOIA request. Counsel recommended the Board uphold the FOIA denial.

Motion to accept Counsel's recommendation and uphold the FOIA denial.

It was moved by D. Domas  
Seconded by W. Green  
Discussion

Roll Call Vote: Yes (8): D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0); Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**11. APPROVAL OF CONSENT AGENDA ITEMS**

It was moved by C. Griffith  
Seconded by G. Childs

Motion to adopt the resolutions on the Consent Agenda.

Roll Call Vote: Yes (8): D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0); Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**11.a 2018-03-048**

Resolution Authorizing Reorganization of the County Clerk Legal Division – County Clerk

**11.b 2018-03-049**

Resolution Authorizing the Construction of a New 911 Central Dispatch Facility – Central Dispatch

**11.c 2018-03-050**

Resolution Authorizing the Reorganization of the Human Resources Department – Human Resources

**11.d 2018-03-051**

Resolution Authorizing an Amendment to The Five Year Master Agreement with The Michigan Department of Transportation - L.E.T.S.

**11.e 2018-03-052**

Resolution Authorizing Granting an Easement to Consumers Energy - Facility Services

**12. RESOLUTIONS FOR CONSIDERATION**

Motion to adopt the Resolutions for Consideration.

**12.a 2018-03-053 (Roll Call)**

Resolution to Adopt an Animal Control Ordinance - Livingston County Animal Services

Motion to adopt the Ordinance.

It was moved by G. Childs

Seconded by D. Dolan

Discussion

Roll Call Vote: Yes (8): D. Parker, D. Dolan, W. Green, D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0); Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**12.b 2018-03-054**

Resolution Approving Appointments to the Livingston County Board of Public Works - Board of Commissioners

Motion to adopt the Resolution.

It was moved by C. Griffith

Seconded by W. Green

Yes (8): D. Parker, D. Dolan, W. Green, D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0); Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**12.c 2018-03-055**

Resolution to Approve an Appointment to the 2018 Tax Allocation Board – County Clerk

Motion to adopt the Resolution.

It was moved by C. Griffith

Seconded by R. Bezotte

Yes (8): D. Parker, D. Dolan, W. Green, D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0); Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**12.d 2018-03-056**

Resolution Authorizing Submittal of an Application for Rezoning to Genoa Charter Township for the Zoning of Fillmore County Park - Planning Department/Parks and Open Space Advisory Committee

Motion to adopt the Resolution.

It was moved by G. Childs

Seconded by D. Helzerman

Discussion

Yes (8): D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0);  
Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**13. CLOSED SESSION**

Discuss Purchase of Real Estate

Motion to go into a closed session to discuss purchase of real estate at 7:52 p.m.

It was moved by D. Dolan

Seconded by W. Green

Roll Call Vote: Yes (8): D. Parker, D. Dolan, W. Green, D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and  
G. Childs; No (0); Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

Motion to return to Open Session at 8:50 p.m.

It was moved by G. Childs

Seconded by R. Bezotte

Yes (8): D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0);  
Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**14. CALL TO THE PUBLIC**

None.

**15. ADJOURNMENT**

Motion to adjourn the meeting at 8:51 p.m.

It was moved by D. Helzerman

Seconded by G. Childs

Yes (8): D. Parker, D. Dolan , W. Green , D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0);  
Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

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Elizabeth Hundley, Livingston County Clerk

# **LIVINGSTON COUNTY BOARD OF COMMISSIONERS**

## **MEETING MINUTES**

March 28, 2018

IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE

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

Members Present      D. Parker, D. Dolan , K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, G. Childs

Members Absent      D. Domas

### **1.      CALL MEETING TO ORDER**

The meeting was called to order by Chairman Donald Parker at 8:54 a.m.

### **2.      PLEDGE OF ALLEGIANCE**

All rose for the Pledge of Allegiance.

### **3.      ROLL CALL**

Indicated the presence of a quorum as follows:

Present (8): D. Parker, D. Dolan , K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (1): D. Domas

### **4.      CALL TO THE PUBLIC**

None.

### **5.      APPROVAL OF AGENDA**

Motion approve the agenda as presented.

**Moved By** C. Griffith

**Seconded By** G. Childs

Yes (8): D. Parker, D. Dolan , K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (1): D. Domas

**Motion Carried (8-0-1)**

### **6.      CLOSED SESSION**

Discuss Purchase of Real Estate

Motion to recess to Closed Session at 8:56 a.m.

**Moved By** K. Lawrence

**Seconded By** G. Childs

Yes (8): D. Parker, D. Dolan , K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (1): D. Domas

**Motion Carried (8-0-1)**

Motion to return to Open Session at 9:54 a.m.

**Moved By** K. Lawrence

**Seconded By** G. Childs

Yes (8): D. Parker, D. Dolan , K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (1): D. Domas

**Motion Carried (8-0-1)**

Motion to accept the recommendation by the County Administrator.

**Moved By** W. Green

**Seconded By** R. Bezotte

Yes (7): D. Parker, K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

No (1): D. Dolan

Absent (1): D. Domas

**Motion Carried (7-1-1)**

**7. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS**

Dated: March 28, 2018

Motion to approve the Claims.

**Moved By** K. Lawrence

**Seconded By** C. Griffith

Yes (8): D. Parker, D. Dolan , K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (1): D. Domas

**Motion Carried (8-0-1)**

**8. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES**

Dated: 3-15-18 through 3-28-18

Motion to approve the Payables.

**Moved By** K. Lawrence

**Seconded By** C. Griffith

Yes (8): D. Parker, D. Dolan , K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (1): D. Domas

**Motion Carried (8-0-1)**

**9. CALL TO THE PUBLIC**

Ken Hinton, County Administrator informed the Board that he attended the MAC Legislative Conference yesterday, Commissioner Helzerman and Commissioner Domas were present as well. Ken attended a couple of meetings, including a meeting with County Administrators. At this meeting there was a more detailed presentation from the MAC Legislative Coordinator, regarding legislation for Indigent Defense that may have a financial impact on the County, passed by the House. MAC urges all Commissioners to contact our representatives to communicate that our resources are limited and these minor impositions do not help us to provide all the services required by the State. Also, of note is that there is proposed legislation to strip away immunity from government entities regarding sexual harassment law suits.

**10. ADJOURNMENT**

Motion to adjourn the meeting at 10:08 a.m.

Yes (8): D. Parker, D. Dolan , K. Lawrence , W. Green , D. Helzerman, R. Bezotte, C. Griffith, and G. Childs

Absent (1): D. Domas

**Motion Carried (8-0-1)**

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Elizabeth Hundley, Livingston County Clerk

RESOLUTION

NO: 2018-04-057

LIVINGSTON COUNTY

DATE: April 10, 2018

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**Resolution Recognizing the Observance of National Public Safety Telecommunicators Week, April 08-14, 2018 – 9-1-1 Central Dispatch**

**WHEREAS,** annually, the second full week of April has been designated as *National Public Safety Telecommunicators Week* in recognition of the estimated 300,000 men and women dedicated to the country's 9-1-1 service; and

**WHEREAS,** public safety answering points are the first and single point of contact for persons seeking immediate and effective relief during an emergency, as well as those reporting crimes, suspicious persons, unusual incidents or matters of homeland safety and security; and

**WHEREAS,** the number 9-1-1 is universally recognized as dedicated to summon police, fire or medical assistance whenever and wherever needed; and

**WHEREAS,** the 9-1-1 telecommunicators of Livingston County provide the first-line, 24-hour, seven-days-a-week link between our citizens and public safety's first responders; and

**WHEREAS,** public safety telecommunicators exhibit compassion, understanding and technical expertise during the performance of their demanding jobs; and

**WHEREAS,** the public safety telecommunicators of Livingston County 9-1-1 Central Dispatch contributed to saving lives, apprehending criminals and preventing property loss this past year.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners joins with the United States Congress to declare the week of April 8th through April 14<sup>th</sup>, 2018, *National Public Safety Telecommunicators Week* in honor of the men and women whose unswerving diligence keep our citizens safe in Livingston County.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

**300 S. Highlander Way, Howell, Michigan 48843**  
**Phone 517.546.4620 Fax 517.546.5008**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To:** Public Safety Committee  
Board of Commissioners

**From:** Chad Chewning, 911 Director

**Date:** March 9, 2018

**Re:** National Public Safety Telecommunicators Week  
April 08-14, 2018

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The Livingston County Board of Commissioners historically joins with the United States Congress to annually recognize the second full week of April as National Public Safety Telecommunicators Week. I respectfully request the Board of Commissioners continue this observance for the men and women of the Livingston County 9-1-1 Central Dispatch by resolution.



**RESOLUTION**

**NO: 2018-04-058**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution Authorizing The Creation of the 911 Central Dispatch Capital Construction Fund - Treasurer**

**WHEREAS,** Resolution 2018-03-049, dated March 19, 2018, authorized the construction project of a new 911 Central Dispatch Facility to be funded entirely by 911 Central Dispatch Special Revenue Fund Reserves; and

**WHEREAS,** Accounting guidelines require all financial transactions associated with a capital project be recorded in a Capital Project Fund; and

**WHEREAS,** In accordance with the State Chart of Accounts, the Livingston County Treasurer recommends Fund 461 be created as the 911 Central Dispatch Capital Construction Fund; and

**WHEREAS,** transfers out of the 911 Central Dispatch Special Revenue Fund will be required to fund the construction costs in the new Capital Construction Fund.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the creation of Fund 461 as the 911 Central Dispatch Capital Construction Fund.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to initiate the transfer of funds from the 911 Central Dispatch Special Revenue Fund to the 911 Central Dispatch Capital Construction Fund as costs are incurred.

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**MOVED:  
SECONDED:  
CARRIED:**

**RESOLUTION**

**NO: 2018-04-059**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution Authorizing the 2018 Michigan Medical Marihuana Operation and Oversight Grant – Sheriff**

**WHEREAS,** the Livingston County Office of the Sheriff has determined a need to establish a medical marihuana operation and oversight program which includes education, communication and enforcement of the Michigan Medical Marihuana Act; and

**WHEREAS,** the State of Michigan, Department of Licensing and Regulatory Affairs has invited Livingston County to enter a grant agreement to financially assist in the operation of Livingston County Office of the Sheriff's education, communication and enforcement of the Michigan Medical Marihuana Act for FY 2018; and

**WHEREAS,** for participation in the Michigan Medical Marihuana Operation and Oversight Grant, Livingston County will be reimbursed up to \$47,229 of the County's authorized expenditures incurred during the grant period of January 1, 2018 to September 30, 2018.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the FY 2018 Grant Application documents and authorizes the Livingston County Office of the Sheriff to enter into agreement for financial assistance with the State of Michigan, Department of Licensing and Regulatory Affairs for the term of January 1, 2018 to September 30, 2018.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes the purchase of a vehicle from grant funds at a total purchase price not to exceed \$30,000 and also authorizes this vehicle to be an increase to the Sheriff Department total fleet.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendment to the 2018 Operating Budget in Org 23930100 necessary to effectuate the \$47,229 grant award.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendment to the 2018 Operating Budget in Fund 266 for current year fuel, maintenance and insurance. Ongoing future maintenance and upkeep costs for this vehicle will be reviewed and budgeted for annually where funding is available.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners be authorized to sign the Application, subsequent Grant Agreement and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

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**MOVED:  
SECONDED:  
CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LIVINGSTON COUNTY JAIL**

**150 S. Highlander Way, Howell, MI 48843**  
**Phone 540-7946 Fax 545-9627**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Lt. Eric J. Sanborn**  
**Date: 03/14/2018**  
**Re: RESOLUTION AUTHORIZING THE 2018 MICHIGAN MEDICAL  
MARIHUANA OPERATION AND OVERSIGHT GRANT BETWEEN  
THE OFFICE OF THE SHERIFF AND THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**

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The Livingston County Office of the Sheriff has determined a need to establish a medical marihuana operation and oversight program which will includes education, communication and enforcement of the Michigan Medical Marihuana Act.

The State of Michigan, Department of Licensing and Regulatory Affairs has invited Livingston County to enter into a grant agreement to financially assist Livingston County in the education, communication and enforcement of the Michigan Medical Marihuana Act for FY 2018.

For participation in the Michigan Medical Marihuana Operation and Oversight Grant, Livingston County will be reimbursed up to \$47,229.00 of the County's authorized expenditures incurred, with no matching funds required during the grant period of January 1, 2018 to September 30, 2018.

Included in this grant is the purchase of a new vehicle, which is fully funded by the grant. In addition to the other equipment identified in the grant, we are seeking authorization to purchase the vehicle and increase the number of Sheriff's Office's authorized fleet vehicles by one.

We are requesting the Livingston County Board of Commissioners authorizes the Livingston County Office of the Sheriff to enter into this agreement for financial assistance with the State of Michigan, Department of Licensing and Regulatory Affairs for the term of January 1, 2018 to September 30, 2018.

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

GRANT NO. 2018 MMOOG LIVINGSTON

GRANT BETWEEN  
THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
AND  
LIVINGSTON COUNTY SHERIFF'S OFFICE

GRANTEE/ADDRESS:

Eric J. Sanborn  
Livingston County Sheriff's Office  
150 S. Highlander Way  
Howell, MI 48843  
(517) 546-2440  
[esanborn@livgov.com](mailto:esanborn@livgov.com)

GRANT ADMINISTRATOR/ADDRESS:

Jennifer Piggott  
Bureau of Medical Marihuana Regulation  
Department of Licensing and Regulatory Affairs  
611 W. Ottawa Street  
P.O. Box 30205  
Lansing, Michigan 48909  
Office number: 517-284-8596  
Email: [PiggottJ3@michigan.gov](mailto:PiggottJ3@michigan.gov)

GRANT PERIOD:

From January 1, 2018 to September 15, 2018

TOTAL AUTHORIZED BUDGET: \$47,229

Federal Contribution: \$  
State Contribution: \$47,229  
Local Contribution: \$  
Other Contributions: \$

ACCOUNTING DETAIL:

Accounting Template No.: 6411113T010

## GRANT

This is Grant #2018 MMOOG LIVINGSTON between the Department of Licensing and Regulatory Affairs (Grantor), and the Livingston County Sheriff's Office (Grantee), subject to terms and conditions of this grant agreement (Agreement).

### 1.0 Statement of Purpose

The Michigan Medical Marihuana Operation and Oversight Grant to County Law Enforcement Offices is provided for in the Michigan Medical Marihuana Act, MCL 333.26421 et seq. The purpose of the Grant is to provide funding to law enforcement agencies within each county to be used for education, communication and enforcement of the Michigan Medical Marihuana Act.

### 1.1 Statement of Work

The Grantee agrees to undertake, perform, and complete the services that are more specifically described in the Grantee's Proposal, Attachment A.

### 1.2 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. Attachment B is the Budget. The Grantee agrees that all funds shown in the Budget are to be spent as detailed in the Budget.
- C. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the Grant Administrator.

**Changes in the Budget will be allowed only upon prior review and written approval by the Grant Administrator.**

### 1.3 Payment Schedule

The maximum amount of grant assistance offered is \$47,229. Progress payments up to a total of 85% of the Total Authorized Budget may be made upon submission of a Grantee request indicating grant funds received to date, project expenditures to date (supported with computer printouts of accounts, general ledger sheets, balance sheets, etc.), and objectives completed to date. Backup documentation such as computer printouts of accounts, ledger sheets, check copies, etc. shall be maintained for audit purposes in order to comply with this Agreement. The payment of the final 15% of the grant amount shall be made after completion of the project and after the Grant Administrator has received and approved a final report, if applicable. The final

payment is also contingent upon the submission of a final invoice that includes expenditures of grant funds reported by line item and compared to the approved Budget.

Public Act 279 of 1984 states that the state shall take all steps necessary to assure that payment for goods or services, is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

#### **1.4 Monitoring and Reporting Program Performance**

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished.
- B. Reports. The Grantee shall submit to the Grant Administrator 3 performance reports that briefly present the following information:
  - 1. Percent of completion of the project objectives. This should include a brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period.
  - 2. A breakdown of the expenses that occurred within the reporting period along with supporting documentation that the expenses to be reimbursed were incurred by the county department.
  - 3. Brief description of problems or delays, real or anticipated, which should be brought to the attention of the Grant Administrator.
  - 4. Statement concerning any significant deviation from previously agreed-upon Statement of Work.
  - 5. The reports are due on **April 1, 2018, July 1, 2018 and September 15, 2018**. Further, the Department of Licensing and Regulatory Affairs has provided a Financial Status Report form that is to be completed with each report submission.
- C. A Final Report is required. The Grantee will do the following:
  - 1. The Grantee shall submit 1 final electronic copy of the report to the Grant Administrator by **September 15, 2018**.
  - 2. The final report will include the following information:
    - a. A summary of the project implementation plan and any deviations from the original project as proposed.

- b. Accomplishments and problems experienced while carrying out the project activities.
  - c. Coordinated efforts with other organizations to complete the project.
  - d. Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
  - e. Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
  - f. Any experience in applying the project products and anticipated "next steps".
  - g. Actual Budget expenditures compared to the Budget in this Agreement. Include the basis or reason for any discrepancies.
3. The final report may be combined with the September 15, 2018 report provided that it includes all of the data requested in Sections 1.4(B) and 1.4 (C).

## PART II - GENERAL PROVISIONS

### 2.1 Project Changes

Grantee must obtain prior written approval for project changes from the Grant Administrator. **See Section 1.2, Detailed Budget.**

### 2.2 Delegation

Grantee may not delegate any of its obligations under the Grant without the prior written approval of the State. Grantee must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

### 2.3 Project Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total

program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

#### **2.4 Share-in-savings**

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

#### **2.5 Order of Spending**

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

#### **2.6 Purchase of Equipment**

The purchase of equipment not specifically listed in the Budget, Attachment B, must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

#### **2.7 Accounting**

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

#### **2.8 Records Maintenance, Inspection, Examination, and Audit**

The State or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount



is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance (\$750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

## **2.9 Competitive Bidding**

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

## **3.0 Liability**

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

## **3.1 Intellectual Property**

Unless otherwise required by law, all intellectual property developed using funds from this Agreement, including copyright, patent, trademark and trade secret, shall belong to the Grantee.

## **3.2 Safety**

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

## **3.3 General Indemnification**

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including

judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

### **3.4 Termination**

#### **A. Termination for Cause**

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

#### **B. Termination for Convenience**

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

### **3.5 Conflicts and Ethics**

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting

to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

### **3.6 Non-Discrimination**

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Grant.

### **3.7 Unfair Labor Practices**

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

### **3.8 Force Majeure**

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

### **3.9 Media Releases**

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

### **4.0 Website Incorporation**

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

### **4.1 Certification Regarding Debarment**

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If

the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

#### **4.2 Illegal Influence**

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

#### **4.3 Governing Law**

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this

Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint agents in Michigan to receive service of process.

#### **4.4 Compliance with Laws**

Grantee must comply with all federal, state and local laws, rules and regulations.

#### **4.5 Disclosure of Litigation, or Other Proceeding**

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

#### **4.6 Assignment**

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

#### **4.7 Entire Grant and Modification**

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

#### **4.8 Grantee Relationship**

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

#### **4.9 Dispute Resolution**

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program

Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

## **5.0 Severability**

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.


## **5.1 Waiver**

Failure to enforce any provision of this Grant will not constitute a waiver.

***SIGNATURES APPEAR ON THE FOLLOWING PAGE***

## 5.2 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

  
\_\_\_\_\_  
LeAnn Droste, Director  
Bureau of Finance and Administrative Services  
Department of Licensing and Regulatory Affairs  
State of Michigan

3-1-18  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Eric J. Sanborn  
Field Services Lieutenant  
Livingston County Sheriff's Office

\_\_\_\_\_  
Date

GRANT NO. 2018 MMOOG LIVINGSTON

Michael J. Murphy  
Sheriff

ATTACHMENT A

Jeffrey A. Warder  
Undersheriff

LIVINGSTON COUNTY

## OFFICE OF THE SHERIFF

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843  
TELEPHONE (517) 546-2440 • FAX (517) 552-2542

December 14, 2018

Department of Licensing and Regulatory Affairs  
P.O. Box 30004  
Lansing, MI 48909

Dear Sir or Madam:

The Livingston County Sheriff's Office is formally applying for the Medical Marihuana Operation and oversight grant administered through the Michigan Department of Licensing and Regulatory Affairs.

The Livingston County Sheriff's Office will conduct educational sessions and compliance operations with the assistance of these grant funds. The Livingston County Sheriff's Office intends to raise public awareness and raise the legal compliance to the Medical Marihuana Act.

Below is detailed how the funds are intended to be used and what we intend on accomplishing with the assistance of the funds. We requested funds for personnel enforcement, equipment to assist in those efforts and educational materials. Also attached is a detailed budget to account for how the Livingston County Sheriff's Office intends to expend those funds, including the specific equipment, personnel costs and educational material.

With the equipment the Livingston County Sheriff's Office will be purchasing, we will be the main agency to handle the enforcement and education aspects for Livingston County. We participate with a multi-jurisdictional task force and will be coordinating our efforts through our representative on the concept team.

The Livingston county Sheriff's Office intends to hold community forums for education through the county to encompass other jurisdictions, including presentations and printed materials. With coming changes to the MMA, educational awareness will be key. We have intentions of bringing in a national speaker.

The impact it will have on communities is an increased awareness of the law, the impact on society and increased compliance to the Medical Marihuana Act. The impact will span all age groups from school aged children to the elderly population.

The Livingston County Sheriff's Office hopes to accomplish an increased awareness and a closer adherence to the law as written. We intend on reducing the amount of people who are out of compliance, therefore, affecting the overall health, well-being and safety of our community.

The equipment, educational materials and personnel enforcement cost will all be supplemental to our ongoing efforts to insure compliance and adherence to the Medical Marihuana Act. If necessary, we will use our general fund dollars to supplement and conduct the operations, educational programs and enforcement efforts. These will not stop if all of the grant funding is denied.



Michael J. Murphy  
Sheriff

Jeffrey A. Warder  
Undersheriff

LIVINGSTON COUNTY

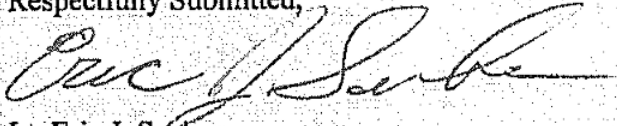
OFFICE OF THE SHERIFF

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843  
TELEPHONE (517) 546-2440 • FAX (517) 552-2542

The Livingston County Sheriff's Office anticipates a proactive and aggressive enforcement strategy and community educational component that will raise awareness and compliance to the law. Through the assistance of the grant funding we will be able to be more active in the education and enforcement realms. We anticipate increase community support for our effort to insure compliance.

Attached to this document you will find the Livingston County Sheriff's Office's detailed budget as to how our grant funds are to be expended. While the amount in total exceeds our County's allotment, this is only to insure that we will be able to purchase the items we will need to conduct our operations and programs as specific needs arise. We understand that we are bound to the maximum allotment and are restricted to the items on the submitted list.

Respectfully Submitted,



Lt. Eric J. Sanborn  
Livingston County Sheriff's Office  
Field Services Lieutenant

# Livingston County LARA Grant Detailed Budget

Item	Quantity	Budgeted	Medical marihuana Nexus
Pickup Truck	1	\$30,000.00	Needed to securely haul trailer housing evidence and equipment. Also used to move and set up for educational programming (Tables, displays ect)
Portable Fingerprint Scanners	2	\$6,200.00	Necessary to identify those on scene as card holders/caregivers. Current LARA issued cards do not provide photo identification. Subjects commonly try to conceal their identity by failing to display state identification.
Hand held Thermal Imagers	2	\$1,250.00	With search warrants able to confirm heat signatures on suspected illegal grow sites. With search warrants able to detect heat signatures on vehicles. During surveillance / checks able to detect subjects outside of buildings. Able to quickly confirm presence of multiple illegal grow sights during operations. Able to locate possible suspects that have fled location.
Educational Literature		\$3,000.00	Educational Program, literature and speaker for community
Overtime		\$3,000.00	Overtime dedicated to conduct educational programing and services
Hailer/mobile communicator	1	\$2,500.00	Needed to increase effective communication with individuals during operations
Tablet Computer	2	\$4,000.00	For mobile ID, photos, report writing, logging of evidence. Documentation and fill out forms. Used for educational programing
Laptop Computer	1	\$4,000.00	For mobile ID, photos, report writing, logging of evidence Documentation and fill out forms. Used for educational programing
GPS Cameras	2	\$2,000.00	Need to document items during operations
Mobile printing/Scanning	2	\$2,500.00	Needed for printing out property receipts and returns Needed to scan in documents during operations
Protective Vests	2	\$2,200.00	Needed for Safety of Deputies conducting services
Total			

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,  
VEHICLE AND TRAVEL SERVICES (VTS)  
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES  
Effective January 1, 2018**

**MICHIGAN SELECT CITIES \***

	Individual	Group Meeting pre-arranged and approved
Lodging**	\$75.00	\$75.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

**MICHIGAN IN-STATE ALL OTHER**

	Individual	Group Meeting pre-arranged and approved
Lodging**	\$75.00	\$75.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00

<b>Per Diem</b>	<b>\$81.50</b>
Lodging	\$45.50
Breakfast	\$ 8.50
Lunch	\$ 8.50
Dinner	\$19.00

**OUT-OF-STATE SELECT CITIES \***

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

**OUT-OF-STATE ALL OTHER**

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50

<b>Per Diem</b>	<b>\$89.50</b>
Lodging	\$45.50
Breakfast	\$10.25
Lunch	\$10.25
Dinner	\$23.50

**Incidental Costs (per overnight stay) \$5.00**

**Mileage Rates**

Premium Rate	\$0.545 per mile
Standard Rate	\$0.340 per mile

\*See Select High Cost City Listing

\*\*Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)

**SELECT HIGH COST CITY LIST**  
**TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED**  
**EMPLOYEES EFFECTIVE October 1, 2017**

**Michigan Select Cities/Counties**

Cities	Counties
Ann Arbor, Auburn Hills, Detroit, Grand Rapids Holland, Mackinac Island, Petoskey Pontiac, South Haven, Traverse City, Leland	All of Wayne and Oakland

**Out of State Select Cities/Counties**

State	City/County	Counties
Arizona	Phoenix, Scottsdale, Sedona	Massachusetts Boston (Suffolk), Burlington, Cambridge, Woburn, Martha's Vineyard
California	Los Angeles (Los Angeles, Orange & Ventura Counties, Edwards AFB), Eureka, Arcata, McKinleyville, Mammoth Lakes, Mill Valley/San Rafael/Novato Monterey, Palm Springs, San Diego, San Francisco, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Minnesota Minneapolis/St. Paul (Hennepin and Ramsey Counties)
Colorado	Aspen, Steamboat Springs, Telluride, Vail	Nevada Las Vegas
Connecticut	Bridgeport/Danbury	New Mexico Santa Fe
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	New York Lake Placid, Manhattan (the borough of Manhattan, Brooklyn, Bronx, Queens and Staten Island, Riverhead, Ronkonkoma, Melville
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West	Pennsylvania Bucks County, Pittsburgh
Idaho	Sun Valley/Ketchum	Rhode Island Bristol, Jamestown, Middletown/Newport (Newport County) Providence
Illinois	Chicago (Cook and Lake counties)	Texas Austin, Dallas, Houston (L.B. Johnson Space Center)
Louisiana	New Orleans	Utah Park City (Summit County)
Maine	Bar Harbor	Vermont Manchester, Montpelier, Stowe (Lamoille County)
Maryland	Montgomery & Prince George County Baltimore City, Ocean City	Virginia Alexandria, Falls Church, Fairfax
		Washington Port Angeles, Port Townsend, Seattle

**RESOLUTION**

**NO: 2018-04-060**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution Authorizing the Creation of the Livingston County Solid Waste Management Committee**

**WHEREAS,** a Solid Waste Management Plan (“Plan”) was prepared by Livingston County and its municipalities under the provisions of Part 115 of Act No. 451 of the Public Acts of 1994, as amended, known as the Natural Resources and Environmental Protection Act in 1998; and

**WHEREAS,** this Plan addresses the solid waste management needs of Livingston County for a five-year planning period and ensures that all non-hazardous waste generated is collected, recovered, processed and disposed of in a manner consistent with state law; and

**WHEREAS,** there has been no need to update the Plan due to the expense and no direction from the State of Michigan’s Department of Environmental Quality; and,

**WHEREAS,** one of the objectives of the Plan is for the County to establish and continue the role of the Livingston County Solid Waste Management Committee to manage the goals and objectives of the Plan; and

**WHEREAS,** in Livingston County, the Office of the Drain Commissioner, is the agency that implements the Plan with the guidance and assistance of the Solid Waste Management Committee; and

**WHEREAS,** this resolution will serve to supersede any previous resolutions previously adopted by the Livingston County Board of Commissioners concerning the Solid Waste Management Committee; and

**WHEREAS,** the Committee will meet on a frequency that is necessary to perform their role and will be paid at the current per diem rate for committee meetings as established by the Livingston County Board of Commissioners; and

**WHEREAS,** Solid Waste Management Committee members will be appointed by the Livingston County Board of Commissioners; and

**WHEREAS,** the term of office of a committee member shall be for 3 years and until his/her successor is appointed, except that of the members first appointed, 3 shall be appointed for a term of 1 year, 3 for 2 years, and 3 for 3 years, so that no more than one third of the committee member’s terms will expire in one calendar year. A vacancy shall be filled for an unexpired term in the same manner as an original appointment; and

**WHEREAS,** members of this Committee will consist of nine members and represent the following categories:

Solid Waste Industry	1 member
Environmental Interests	1 member
City/Village Representative	1 member
Health Interests	1 member
Township Representatives	3 members
General Public	2 members

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**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the creation of the Livingston County Solid Waste Management Committee consisting of nine members (with the representations above). New committee members shall be appointed upon the recommendations of the standing Livingston County Solid Waste Management Committee and will serve a term of three years. However, notwithstanding the above, the Livingston County Board of Commissioners may reject any recommendation from the Livingston County Solid Waste Management Committee and request additional names. The terms will be staggered so that no more than one third of the committee member's terms will expire in one calendar year.

**BE IT FURTHER RESOLVED** that the role of the Livingston County Solid Waste Management Committee will be to guide and assist the Office of the Livingston County Drain Commissioner in implementing the current and any future Livingston County Solid Waste Management Plans.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Robert A. Spaulding., DPW Coordinator**  
**Date: 03/16/2018**

## **Resolution Authorizing the Creation of the Livingston County Solid Waste Management Committee**

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The Livingston County Solid Waste Management Plan ("Plan") was prepared by Livingston County and its municipalities in 1998. The implementation of the Plan falls under the responsibility of the Office of the Livingston County Drain Commissioner. The Livingston County Solid Waste Management Committee (SWMC) provides guidance and assistance to the Livingston County Drain Commissioner.

It was noticed by the County Administrator and the DPW Coordinator that some clarification was necessary regarding the SWMC and its appointed member's terms, particularly the staggering of the three year appointments.

It is the intention of this resolution to provide this clarification.

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

**RESOLUTION**

**NO: 2018-04-061**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution Authorizing a Supplemental Appropriation to the 2018 Central Services Budget for Document Imaging- Central Services**

**WHEREAS,** resolution 2017-06-100 authorized District Court to convert microfiche cases to digital images at a cost not to exceed \$20,000; and

**WHEREAS,** the project was not completed in 2017, therefore, the funds for this project were not fully expended; and

**WHEREAS,** Central Services did not anticipate this project continuing into 2018 and thereby did not include in the 2018 Operating Budget for it and are requesting a supplemental appropriation in the amount of \$14,490; and

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a supplemental appropriation to the Central Services budget in the amount of \$14,490.

ORG	2018 REVISED BUDGET	PROPOSED AMENDMENT	2018 PROPOSED REVISED BUDGET
General Fund	\$45,573,039	\$14,490	\$47,587,529
Court Central Services 10116800	\$2,576,697	\$14,490	\$2,591,187

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**MOVED:  
SECONDED:  
CARRIED:**



RESOLUTION

NO: 2017-06-100

LIVINGSTON COUNTY

DATE: June 5, 2017

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**RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE 2017  
CENTRAL SERVICES APPROVED BUDGET - Central Services / Finance**

- WHEREAS,** the District Court has several drawers of case history on microfiche sheets; and
- WHEREAS,** the microfiche viewer/printer is broken and cannot be repaired; and
- WHEREAS,** District Court gets several requests per month for copies of these case histories; and
- WHEREAS,** the cost to replace the viewer/printer and supporting equipment would be \$7,845; and
- WHEREAS,** the District Court will be using the OnBase Content Management (Imaging) System within the next few years; and
- WHEREAS,** the cost of converting the microfiche cases to digital images and providing indexing from said cases has been quoted at not-to-exceed \$20,000; and the cost for one shared OnBase license is \$780, for a total of \$20,780; and
- WHEREAS,** over a six (6) year period, using a purchased viewer/printer along with associated costs totals \$35,528; converting the microfiche to digital images and using OnBase for storage and retrieval amounts to \$17,572; and
- WHEREAS,** the District Court is requesting an FY 2017 budget amendment of \$13,780; and
- WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and
- WHEREAS,** this Resolution has been recommended for approval by the Finance Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an FY 2017 budget amendment in the amount of \$13,780.

Org	Amended Budget	Proposed Budget Amendment	Proposed Amended Budget
101 16800	2,2013,058	\$13,780	\$2,026,838

**BE IT FURTHERED RESOLVED** that the Budgetary Status Reports showing the line item changes for this amendment will be attached as part of this amendment.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

**Commissioner Griffith**  
**Commissioner Green**  
**9-0-0**

**Roll Call Vote: Yes: Griffith, Dolan, Childs, Lawrence, Green, Domas, Helzerman, Parker, Bezotte. No: None. Absent: None**

Date	Order #
2/12/2018	21422

Bill To	Ship To
ACCOUNTS PAYABLE LIVINGSTON DISTRICT COURT JUDICIAL CENTER 204 S HIGHLANDER WAY HOWELL MI 48843 United States	LIVINGSTON DISTRICT COURT JUDICIAL CENTER 204 S HIGHLANDER WAY HOWELL MI 48843 United States

Terms	PO #		Ship Via	Account #	
Due on receipt				385406	
Item	Qty	Description	Unit Price	Amount	Serial #
Labor/Imaging	1	Livingston County District Court for Microfilm Conversion:  Scanning 36 rolls of film x \$120 per roll	4,320.00	4,320.00	
Labor/Imaging	1	Indexing/Separating Documents 606 hours x \$15 per hour	9,090.00	9,090.00	
Labor/Imaging	1	Image Cleanup/Rework = 72 hours x \$15	1,080.00	1,080.00	
Thank you for your business. Payment Option: Credit card accepted for payment with an additional 3% surcharge to be added.			Total		\$14,490.00

RESOLUTION

NO: 2018-04-062

LIVINGSTON COUNTY

DATE: April 10, 2018

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**Resolution Approving the Change in Funding Sources for the Resource Coordinator Position in Central Services – Circuit Court**

**WHEREAS,** the Livingston County Board of Commissioners approved the Court to create the Resource Coordinator Position for Adult Drug Court in Resolution 2017-11-179; and

**WHEREAS,** the Court Programs Department has a need to re-assign a portion of the Resource Coordinator Position's duties from Adult Drug Court to Intensive Treatment Mental Health Court; and

**WHEREAS,** this position is currently fully funded through the SAMHSA federal grant (23816800); and

**WHEREAS,** the new funding sources for this position will be 75% through the SAMHSA federal grant (23816800 704000) and 25% through the MMHCGP state grant (23916800 704000); and

**WHEREAS,** the Intensive Treatment Mental Health Court is funded by MMHCGP and has sufficient funding to support 25% of this position; and

**WHEREAS,** if sufficient funding in these grants are not available to support this position, the position will be eliminated.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the allocation change in funding from fully Federal funded to 75% Federal and 25% State funded for the full-time term Resource Coordinator Position in Courts Central Services.

Position #	Description	▼ Stat	# E...	CY FTE
16800117	RESOUCOE COORDINATOR	A	1	1.000

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes the appropriate Budget Amendment(s) to effectuate the above.

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**MOVED:**

**SECONDED:**

**CARRIED:**



## CONTACT INFORMATION

Requester: Ashley Gillies

Title of Requester: Court Administrative Coordinator

Dept. Phone Number/Extension: 7771

Date Requested: 3/8/2018

## POSITION INFORMATION

Position Title: Court Resource Coordinator (PC: 16800117)

Supervisor: Sara Applegate

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes ☐ No ☒

If so, name of person last holding this position: \_\_\_\_\_

2. Is the purpose of this request to reclassify a current position? Yes ☐ No ☒3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: \_\_\_\_\_ To: \_\_\_\_\_

If so, name of current incumbent: \_\_\_\_\_

4. Is the purpose of this request to transfer a current position? Yes ☒ No ☒ Partial

If so, Current Department: 23816800

Proposed Department: 23816800 &amp; 23816900

Position Type: Regular ☐ Term/Grant ☒ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: \_\_\_\_\_

Justification of request / change of position (REQUIRED): This position is currently funded through the SAMHSA grant.

The Mental Health Court is in need of resource assistance. The resource assistance can be funded 25% by the state grant.

The Court will change this position from fully funded by 23816800 to funded 75% through 23816800 and 25% through 23916800.

## FUNDING INFORMATION

Base Annual Salary: \$38,815.00 This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100%

Allocation (Required): Current: Org. 23816800 % 100 Proposed (If changing): Org. 23816800/23916800 % 75/25

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

## REQUIRED APPROVALS

Supervisor (if applicable) 3/8/2018 Date

Department Head 3/8/2018 Date

## HR OFFICE ONLY

Job Class: 10666 Job Title: Resource Coordinator Grade/Step: NU5, 1

FTE: 1 Employee Group: N/A HR Reviewed: Date: 3/12/18

## BUDGET OFFICE ONLY

Position Control #: 16800117 Org. 23816800 &amp; 23916800 1680 location

Funds Available: Yes ☐ No ☒ Object Code: 704000 ☒ 706000 ☐ 706001 ☐ note!

Comments: NO change in FTE Budget Amendment needed to transfer funds Allocate to Federal 75% State 25%

Budget Reviewed: Cynthia Catarucha Date: 3/14/18

Resolution #: \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_



**LIVINGSTON COUNTY, MICHIGAN**  
**44<sup>TH</sup> CIRCUIT COURT**

**Judicial Center, 204 S. Highlander Way**  
**Phone 517-540-7664 Email [sapplegate@livgov.com](mailto:sapplegate@livgov.com)**

**Memorandum**

**To: Livingston County Board of Commissioners**  
**From: Sara Applegate, Court Programs Liaison**  
**Date: 3/15/2018**  
**Re: Resolution Authorizing the Change in Funding Sources for the Resource Coordinator Position in Central Services – Circuit Court**

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Central Services is requesting the Board of Commissioners' approval to change the funding sources for the Resource Coordinator Position. This position is responsible for maintaining records, establishing statistics, generating quarterly and annual reports, attending all drug court staffing meetings and hearings, assisting with ideas for program planning and development, among other administrative resource responsibilities.

Currently, the position is funded 100% through a SAMHSA federal grant. This grant supports funding for the Adult Drug Court. The Intensive Treatment Mental Health Court also requires resource assistance. It is funded through MMHCGP state grant. Central Services would like to utilize the Resource Coordinator position to assist with the Intensive Treatment Mental Health Court.

In order to allow for this change, Central Services would need to change the funding sources of the Resource Coordinator. The Intensive Treatment Mental Health Court budget has sufficient funding to support a line item transfer to the salary line.

Current Funding for Resource Coordinator:

100% 23816800 704000 (federal grant funding)

New Funding for Resource Coordinator:

75% 23816800 704000 (federal grant funding)

25% 23916800 704000 (state grant funding)

The new funding will be effective beginning with pay period 3/25/18 – 4/7/18 (pay date: 4/12/18). The last pay period for the current funding will be pay period 3/11/18 - 3/24/18 (pay date: 3/29/18).

Thank you for your consideration in this matter and your continued support of Livingston County's Specialty Courts.

**RESOLUTION**

**NO: 2018-04-063**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution Authorizing the Re-Creation of the Office Assistant Position Located in Central Services – Circuit Court**

**WHEREAS,** Resolution 2017-12-214 approved the elimination of the Office Assistant position (16800111); and

**WHEREAS,** after a review of current operations within the Central Services Department, the need for additional office assistance was identified; and

**WHEREAS,** funding is available within federal and various state grants; and

**WHEREAS,** the position of the full-time Office Assistant, Grade 2, will be funded 50% through federal grant and 50% through various state grants.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a full-time term Office Assistant position in the Courts Central Services Division, Pay Grade 2, effective immediately.

Position #	Description	▼ Stat	# E...	CY FTE
16800111	OFFICE-ASSISTANT	I	0	1.000

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes any budget amendments to the grant divisions of the Court Central Services to effectuate the above.

**BE IT FURTHER RESOLVED** this term position is authorized for as long as the grant funding is available to support it, and if grant funding for the position is no longer available the position will be eliminated.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**44<sup>TH</sup> CIRCUIT COURT**

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**Judicial Center, 204 S. Highlander Way**  
**Phone 517-540-7814 Email RSacharski@livgov.com**

**Memorandum**

**To: Livingston County Board of Commissioners**  
**From: Roberta Sacharski, Circuit/Probate Court Administrator**  
**Date: 3/20/2018**  
**Re: Resolution Authorizing the Re-Creation of the Office Assistant Position Located in Central Services – Circuit Court/Finance/Full Board**

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The attached resolution authorizes the re-creation of the Office Assistant position located in Central Services within the Livingston County Courts. Recently, the Central Services Department reviewed the current operations of the Specialty Courts and identified a need for additional office assistance.

This position will be responsible for maintaining records, establishing statistics, assisting with quarterly and annual reports, assisting with data entry, among other administrative responsibilities.

This position will be funded 50% through federal grant and 50% through various state grants.

If you have any questions regarding this matter, please contact me. Thank you for your consideration and continued support of the Livingston County Specialty Courts.





## CONTACT INFORMATION

Requester: Roberta Sacharski/Sara ApplegateTitle of Requester: Circuit Probate Administrator/Court Programs LiaisonDept. Phone Number/Extension: 7814/7664Date Requested: 3/20/2018

## POSITION INFORMATION

Position Title: Office Assistant (16800111)Supervisor: Sara Applegate

1. Is the purpose of this request to fill a position as a result of a vacancy?

Yes ☒No ☒

If so, name of person last holding this position:

unfunded, unauthorized position

2. Is the purpose of this request to reclassify a current position?

Yes ☐No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position?

Yes ☐No ☒

From: \_\_\_\_\_ To: \_\_\_\_\_

If so, name of current incumbent: \_\_\_\_\_

4. Is the purpose of this request to transfer a current position?

Yes ☐No ☒

If so, Current Department: \_\_\_\_\_

Proposed Department: \_\_\_\_\_

Position Type: Regular ☐Term/Grant ☒Temp. ☐Unpaid ☐Special ☐Position Status: Full Time (30+) ☒Part-Time (21-29) ☐Part-Time (20 or Less) ☐

Number of hours per week: \_\_\_\_\_

Justification of request / change of position (REQUIRED): The Court Programs Liaison has reviewed the needs of her departmentand identified the necessity of filling this position. Based on available grant funding, the position will be funded 50% through 23816800 and 50% through 23916800.

## FUNDING INFORMATION

Base Annual Salary: \$15,028/hrThis position is funded in whole or in part by a grant: Yes ☒No ☐% Funded: 100Allocation (Required): Current: Org. N/A

%

Proposed (If changing): Org. 23816800/23916800

%

50/50Position will be funded by: General Fund ☐Enterprise Fund ☐Special Revenue Fund ☒Internal Service Fund ☐

## REQUIRED APPROVALS

Supervisor (if applicable) [Signature]Date 3/20/18Department Head [Signature]Date 3/20/18

## HR OFFICE ONLY

Job Class: 1068Job Title: Office AssistantGrade/Step: NU 2, 1FTE: 1Employee Group: NUHR Reviewed: [Signature]Date: 3/21/18

## BUDGET OFFICE ONLY

Position Control # 16800111Org. Division 16800Funds Available: Yes ☐No ☒Object Code: 704000 ☒706000 ☐706001 ☐Comments: POSITION ELIMINATED PER RESOLUTION 2017-12-214. REQUEST TOAUTHORIZE POSITION AS FULL TIME - TERM. WILL REQUIRE FUNDING. 100% Grant FundedBudget Reviewed: Cynthia CatarachDate: 3/21/18

Resolution #:

Board Authorized on Date:



RESOLUTION

NO: 2018-04-064

LIVINGSTON COUNTY

DATE: April 10, 2018

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**Resolution to Amend Resolution 2013-03-079 Adopting the Planning Commission Ordinance**

**WHEREAS,** this ordinance was last amended and adopted March 4, 2013 by resolution #2013-03-079; and

**WHEREAS,** it has been recommended by the Livingston County Planning Department and Livingston County Planning Commission that an updated ordinance regarding the creation of a Planning Commission for Livingston County, Michigan, be adopted by the Livingston County Board of Commissioners; and

**WHEREAS,** the proposed ordinance will include an amended Section IV., that correctly states that all members of the County Planning Commission shall be entitled to compensation for services in such amount fixed by the Livingston County Board of Commissioners, and additionally may be reimbursed for actual, reasonable, and necessary expenses incurred in the performance of activities authorized by the Livingston County Board of Commissioners; and

**WHEREAS,** this Resolution has been recommended for approval by the Livingston County Planning Commission.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves and adopts the Planning Commission Ordinance for Livingston County, Michigan attached hereto.

~~**BE IT FURTHER RESOLVED** that the Livingston County Clerk is directed to cause the Ordinance to be published in a newspaper of general circulation.~~

**BE IT FURTHER RESOLVED** that the Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation.

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**MOVED:**

**SECONDED:**

**CARRIED:**



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Kathleen Kline-Hudson, Planning Department Director**  
**Date: 3/22/18**  
**Re: An Amended Ordinance for the Creation of a Planning  
Commission for Livingston County**

The Livingston County Planning Commission was established by a 1955 ordinance. This ordinance was recently amended and adopted March 4, 2013 (Resolution #2013-03-079), to include all revisions required by the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended.

It has recently come to my attention that Section IV. of this ordinance contained an error. Language stated that "All members of the County Planning Commission shall serve as such without compensation; provided that they may be reimbursed for actual, reasonable, and necessary expenses incurred in the discharge of their duties."

A legal review was requested of the firm of Cohl, Stoker and Toskey, P.C. and the following amendments are suggested:

- Section IV. As authorized by MCL 125.3823 (1), all members of the County Planning Commission shall be entitled to compensation for services in such amount fixed by the Livingston County Board of Commissioners. Members of the County Planning Commission may, in addition, be reimbursed for actual, reasonable, and necessary expenses incurred in the performance of activities authorized by the Livingston County Board of Commissioners.
- Repeal of the 2013 ordinance.

Based on their review, a final draft was completed. Attached you will find a copy of the revised ordinance.

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

## **AN ORDINANCE FOR THE CREATION OF A PLANNING COMMISSION FOR LIVINGSTON COUNTY, MICHIGAN**

An Ordinance to create a County Planning Commission for the County of Livingston, to provide for the appointment of such Commission consisting of seven (7) members; to make a plan for the development of the county and to serve as a coordinating agency for all planning committees and commissions within the county:

The County of Livingston Ordains:

### **Section I.**

There is hereby created the Livingston County Planning Commission in accordance with the provisions of Michigan Planning Enabling Act, Public Act 33 of 2008 as amended, being MCL 125.3801 *et seq.*, which Commission shall consist of seven (7) members who are qualified electors in the County and shall individually be representative of the important segments of the economic, governmental, social life and development of Livingston County including agriculture, recreation, education, residential areas, government, transportation, industry, and commerce. The Planning Commission shall consist of one (1) member representing agricultural interests; one (1) member representing recreational interests; one (1) member representing industrial interests; one (1) member representing residential areas; one (1) member representing transportation interests; one (1) member representing commercial interests, and one (1) member representing education (as required by MCL 125.3815), provided no more than 1/3 of the membership of said Commission shall hold another office or position in the county government.

### **Section II.**

The term of office of each member of the Commission shall be three (3) years; provided that the appointment of the first Commission may consist of terms of less than three (3) years in order to provide for the establishment of over lapping terms of office. The Chair, Vice-Chair, and Secretary for the Planning Commission shall be elected annually from its membership.

### **Section III.**

The members of the County Planning Commission shall be appointed by Livingston County Board of Commissioners and said Board shall provide for the filling of any vacancies for the unexpired terms and may remove any member for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing.

### **Section IV.**

As Authorized by MCL 125.3823 (1) all members of the County Planning Commission shall be entitled to compensation for services in such amount fixed by the Livingston County Board of Commissioners. Members of the County Planning Commission may, in addition, be reimbursed for actual, reasonable, and necessary expenses incurred in the performance of activities authorized by the Livingston County Board of Commissioners. The County Planning Commission shall hold not less than four (4) regular meetings each year and by resolution shall determine place and time of meetings. All meetings of the Planning Commission shall be held in compliance with the Open Meetings Act, MCL 15.261 *et. seq.* The Planning Commission shall adopt bylaws for the transaction of business and keep a public record of its resolutions,

transactions, findings, and determinations, subject to compliance with the Freedom of Information Act, MCL 15.231 *et. seq.*

#### **Section V.**

It shall be the function of the County Planning Commission to make a plan for the development of the county as a whole. A master plan shall address land use and infrastructure issues and may project twenty (20) years or more into the future. A master plan shall include maps, plats, charts, and any other descriptive or explanatory matter that shall guide the Planning Commission's recommendations for physical development of the planning jurisdiction. It shall be the duty of the County Planning Commission to: (1) make studies, investigations, and surveys relative to the economic, social, and physical development of the county; (2) formulate plans and make recommendations for the most effective economic, social, and physical development of the county; (3) cooperate with all departments of the state and federal governments and other public agencies concerned with programs directed towards the economic, social, and physical development of the county, and seek the maximum coordination of the county programs of these agencies; (4) consult with representatives of adjacent counties in respect to their planning so that conflicts in overall county plans may be avoided. The County Planning Commission shall serve as a coordinating agency for all planning committees and commissions within the county.

#### **Section VI.**

It shall be the duty of the County Planning Commission to adopt a plan for the development of the county. The County plan with accompanying maps, plats, charts, and descriptive and explanatory matter shall show the Commission's recommendations for the development of the county. The County Planning Commission may adopt the plan as a whole by a single resolution, or may by successive resolutions adopt successive parts of the plan, said parts corresponding to major geographical sections of the county or to functional division of the subject matter of the plan, and may adopt any amendment or extension thereof, or addition thereto. The adoption of the plan, or any such part, amendment, extension, or addition, shall by resolution be carried by the affirmative votes of not less than a majority of the full membership of the Commission after duly advertised public hearing. The resolution shall refer expressly to the maps, plats, charts, and descriptive and explanatory matter intended by the Commission to form the whole or part of the plan, and the action taken shall be recorded on the maps, plats, charts, and descriptive and explanatory matter by the identifying signature of the Chairman of the Commission. Following adoption of the county plan or any part thereof and the certification by the Commission to the County Board of Commissioners of a copy of the county plan, no work shall be initiated on any project involving the expenditure of funds by a county board, department or agency for the acquisition of land, the erection of structures, the extension, construction or improvement of any physical facility by any county board, department, or agency unless a full description of the project, its proposed location and extent thereof shall have been submitted to the County Planning Commission and the report and advice of the Commission thereon shall have been received by the County Board of Commissioners and by the county board, department or agency submitting the proposal. The requirement for Planning Commission's review shall be deemed to be waived if within thirty (30) days after the proposal has been filed with the commission, the commission fails to furnish in writing, its report and advice upon the proposal. Copies of said report and advice shall be furnished to the county board, department, or agency sponsoring the proposal.

Any plan describing the recommended development of an incorporated area shall not be recognized as an official plan or part of the official plan for that area unless adopted by the municipality in the manner prescribed for the adoption of such plans by municipalities under the provisions of the state statutes or the local charter. At least every five (5) years after adoption of a master plan, the Planning Commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the Planning Commission.

#### **Section VII.**

The Commission shall have the power to promote public interest in an understanding of the plan and to that end may publish and distribute copies of the county plan or of any report thereon and may employ such other means of publicity and education as it may determine advisable. Members of the Commission, when duly authorized by the Commission, may attend conferences and meetings dealing with planning issues and techniques, and any hearings on pending planning legislation and the Commission, may, by resolution, pay the reasonable traveling expenses incidental to such attendance. The County Planning Commission, as part of its duties, shall consult and advise with public officials and public agencies, other planning commissions or committees, private organizations and agencies, and citizens of the county, to develop adequate support and understanding of the objectives of the county plan. In general the Commission shall have such powers as may be necessary to fulfill its functions and carry out the purposes of Public Act 33 of 2008, as amended.

#### **Section VIII.**

To further desirable future development of the county, the County Planning Commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the Commission is exempted from this requirement by the County Board of Commissioners.

The capital improvements program shall show those public structures and improvements, in the general order of their priority, which in the Commission's judgment will be needed or desirable and can be undertaken within the ensuing six (6) year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the Planning Commission with lists, plans, and estimates of time and cost of those public structures and improvements.

#### **Section IX**

The County Planning Commission may appoint advisory committees or councils which may be composed of individuals qualified by experience, training, or interests to assist in the consideration and solution of county issues and representative of the governmental subdivisions within the county, such as townships or incorporated places and other functional groups or agencies.

All official actions taken by all Livingston County Planning Commissions preceding the Planning Commission created by this Ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this Ordinance shall continue

with the Planning Commission created by this Ordinance, subject to the requirements of this Ordinance, and shall be deemed a continuation of any previous Livingston County Planning Commission. This Ordinance shall be in full force and effect from and after its adoption and publication. The Livingston County Planning Commission Ordinance of June 27, 1955 is hereby repealed.

Passed by the Board of Commissioners of Livingston County, Michigan, this 10th day of April, 2018.

**Donald S. Parker** - Chair

**Elizabeth Hundley** - Livingston County Clerk

Yeas:

Nays:

Absent:

**RESOLUTION**

**NO: 2018-04-065**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution to Submit Estimated 2019 Budget to Allocation Board - Administration**

**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 16, 2018.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the submission of the attached Estimated 2019 General Fund Budget for Livingston County, by activity, to the Tax Allocation Board.

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**MOVED:  
SECONDED:  
CARRIED:**

REVENUES	Actual 2016	Actual Pre-Audit 2017	Budget 2018	Estimated 2019
<b><u>Public Safety / Judiciary:</u></b>				
<b><u>Court System</u></b>				
FINES AND FORFEITURE	339,230	311,717	319,000	325,473
CHARGES FOR SERVICE	2,891,568	2,690,659	2,915,910	2,791,114
INTEREST AND RENTS	4,210	12,730	13,080	8,470
OTHER REVENUE	217,114	247,736	233,025	232,425
STATE SOURCES	1,044,665	897,887	1,085,928	971,276
TRANSFERS IN	-	123,759	100,000	111,880
<b>Subtotal: Court System</b>	<b>4,496,786</b>	<b>4,284,489</b>	<b>4,666,943</b>	<b>4,440,638</b>
<i>Percent of Total General Fund</i>	<i>9.8%</i>	<i>9.3%</i>	<i>9.9%</i>	<i>9.3%</i>
<b><u>Sheriff Department</u></b>				
FINES AND FORFEITURE	297	1,839	-	712
CHARGES FOR SERVICE	416,548	465,450	366,600	416,199
INTEREST AND RENTS	1,617,438	1,649,377	1,611,608	1,650,000
OTHER REVENUE	613,538	701,913	537,930	617,794
FEDERAL SOURCES	18,412	13,400	16,800	16,204
STATE SOURCES	28,312	56,355	33,000	39,222
CONT FROM LOCAL UNIT	4,500	-	-	-
<b>Subtotal: Sheriff Dept</b>	<b>2,699,046</b>	<b>2,888,334</b>	<b>2,565,938</b>	<b>2,740,131</b>
<i>Percent of Total General Fund</i>	<i>5.9%</i>	<i>6.3%</i>	<i>5.4%</i>	<i>5.7%</i>
<b><u>Other Public Safety</u></b>				
TRANSFERS IN	26,996	34,019	34,019	38,000
<b>Subtotal: Other Public Safety</b>	<b>26,996</b>	<b>34,019</b>	<b>34,019</b>	<b>38,000</b>
<i>Percent of Total General Fund</i>	<i>0.1%</i>	<i>0.1%</i>	<i>0.1%</i>	<i>0.1%</i>
<b>Total: Public Safety / Judiciary</b>	<b>7,222,829</b>	<b>7,206,842</b>	<b>7,266,900</b>	<b>7,218,769</b>
<i>Percent of Total General Fund</i>	<i>15.8%</i>	<i>15.7%</i>	<i>15.4%</i>	<i>15.1%</i>
<b><u>Infrastructure/Development:</u></b>				
LICENSE & PERMITS	305,840	326,935	311,100	336,743
CHARGES FOR SERVICE	24,253	24,336	28,280	25,623
OTHER REVENUE	803,209	749,723	801,300	784,744
CONT FROM LOCAL UNIT	28,291	27,773	26,000	27,355
TRANSFERS IN	-	4,922	-	-
CAPITAL GRANTS/CONTRIBUTIONS	740	9,146	9,146	-
<b>Total: Infrastructure/Dvlpmnt</b>	<b>1,162,333</b>	<b>1,142,834</b>	<b>1,175,826</b>	<b>1,174,464</b>
<i>Percent of Total General Fund</i>	<i>2.5%</i>	<i>2.5%</i>	<i>2.5%</i>	<i>2.5%</i>
<b><u>Health &amp; Human Services:</u></b>				
OTHER REVENUE	100	-	-	-
TRANSFERS IN	357,428	243,848	424,623	341,966
<b>Total: Health &amp; Human Svcs</b>	<b>357,528</b>	<b>243,848</b>	<b>424,623</b>	<b>341,966</b>
<i>Percent of Total General Fund</i>	<i>0.8%</i>	<i>0.5%</i>	<i>0.9%</i>	<i>0.7%</i>
<b><u>General Government:</u></b>				
TAXES	28,094,901	28,127,208	29,474,617	29,966,736
FINES AND FORFEITURE	35,649	30,966	22,000	29,538
LICENSE & PERMITS	114,978	113,524	118,425	115,642
CHARGES FOR SERVICE	3,136,992	3,110,540	2,916,650	3,141,646
RENTAL INCOME	17,610	66,881	66,400	71,150
INTEREST AND RENTS	369,485	362,153	333,300	365,819
OTHER REVENUE	1,313,256	1,087,844	1,099,101	1,166,734
STATE SOURCES	3,946,907	4,433,879	4,081,333	4,081,333
TRANSFERS IN	63,615	68,905	131,248	27,382
<b>Total: General Government</b>	<b>37,093,393</b>	<b>37,401,899</b>	<b>38,243,074</b>	<b>38,965,980</b>
<i>Percent of Total General Fund</i>	<i>80.9%</i>	<i>81.3%</i>	<i>81.2%</i>	<i>81.7%</i>
<b>TOTAL REVENUE</b>	<b>45,836,082</b>	<b>45,995,423</b>	<b>47,110,423</b>	<b>47,701,180</b>



<b>Expenditures</b>	<b>Actual 2016</b>	<b>Actual Pre-Audit 2017</b>	<b>Budget 2018</b>	<b>Estimated 2019</b>
<b><u>Public Safety/Judiciary:</u></b>				
<b><u>Court System</u></b>				
PERSONNEL	6,268,701	6,566,476	7,271,916	7,511,167
SUPPLIES	195,728	197,990	261,092	218,270
CONTRACTUAL SERVICES	696,519	767,974	826,166	763,553
PROFESSIONAL SERVICE	736,299	706,901	788,000	743,733
FEES AND CHARGES	269,144	272,776	298,615	280,178
COMPUTER AND PHONE	1,042,774	893,380	857,238	856,175
FACILITIES MANAGEMENT	614,806	606,673	642,611	661,889
VEHICLE	7,688	7,801	8,161	8,243
MAINTENANCE & REPAIR	16,313	15,419	26,265	19,332
TRAVEL	22,011	18,711	27,790	22,837
TRAINING	14,902	13,946	16,925	15,258
CAPITAL EQUIPMENT	-	243,523	288,156	-
TRANSFER OUT	2,232,794	2,647,939	2,667,847	2,657,893
<b>Subtotal: Court System</b>	<b>12,117,679</b>	<b>12,959,510</b>	<b>13,980,782</b>	<b>13,758,530</b>
<i>Percent of Total General Fund</i>	<i>26.6%</i>	<i>28.5%</i>	<i>29.4%</i>	<i>28.8%</i>
<b><u>Sheriff Department</u></b>				
PERSONNEL	12,451,243	13,107,824	13,450,560	13,911,032
SUPPLIES	268,940	316,078	417,385	289,328
CONTRACTUAL SERVICES	1,585,833	1,836,012	1,918,182	1,975,727
PROFESSIONAL SERVICE	-	-	1,500	500
FEES AND CHARGES	26,567	33,250	52,855	37,557
COMPUTER AND PHONE	390,488	437,849	585,090	530,543
FACILITIES MANAGEMENT	591,347	742,340	833,366	858,367
VEHICLE	718,744	767,001	659,684	666,281
MAINTENANCE & REPAIR	16,909	126,878	43,330	62,372
TRAVEL	14,366	23,419	41,800	26,528
TRAINING	39,884	34,259	41,200	38,448
CAPITAL EQUIPMENT	-	-	-	-
TRANSFER OUT	1,343,682	123,154	176,345	157,410
<b>Subtotal: Sheriff Dept</b>	<b>17,448,001</b>	<b>17,548,063</b>	<b>18,221,297</b>	<b>18,554,093</b>
<i>Percent of Total General Fund</i>	<i>38.3%</i>	<i>38.5%</i>	<i>38.3%</i>	<i>38.9%</i>
<b><u>Other Public Safety</u></b>				
PERSONNEL	86,164	107,925	112,717	116,419
SUPPLIES	1,266	1,452	5,210	5,210
CONTRACTUAL SERVICES	14,920	1,000	5,000	5,000
FEES AND CHARGES	-	3,735	5,200	5,200
COMPUTER AND PHONE	173	3,302	55,167	3,401
FACILITIES MANAGEMENT	2,433	1,227	3,855	3,971
VEHICLE	39,082	8,471	8,924	8,924
TRAVEL	120	448	10,000	10,100
TRAINING	826	980	2,000	2,000
TRANSFER OUT	-	-	45,000	-
<b>Subtotal: Other Public Safety</b>	<b>144,984</b>	<b>128,539</b>	<b>253,073</b>	<b>160,224</b>
<i>Percent of Total General Fund</i>	<i>0.3%</i>	<i>0.3%</i>	<i>0.5%</i>	<i>0.3%</i>
<b>Total: Public Safety / Judiciary</b>	<b>29,710,664</b>	<b>30,636,113</b>	<b>32,455,152</b>	<b>32,472,847</b>
<i>Percent of Total General Fund</i>	<i>65.3%</i>	<i>67.3%</i>	<i>68.2%</i>	<i>68.1%</i>

**Infrastructure/Development:**

PERSONNEL	2,063,320	2,137,821	2,335,508	2,418,462
SUPPLIES	13,701	13,117	19,225	15,348
CONTRACTUAL SERVICES	997,203	1,022,564	1,030,172	1,016,646
PROFESSIONAL SERVICE	34,502	40,811	65,202	46,838
FEES AND CHARGES	49,693	48,596	68,776	55,688
COMPUTER AND PHONE	155,560	135,405	163,084	167,977
FACILITIES MANAGEMENT	66,744	50,432	60,785	62,609
VEHICLE	8,478	6,042	9,605	9,701
MAINTENANCE & REPAIR	6,131	3,586	7,100	5,606
TRAVEL	7,613	7,721	9,000	8,111
TRAINING	5,320	6,801	6,700	6,274
CAPITAL EQUIPMENT	98,444	4,785	-	-
TRANSFER OUT	-	10,000	-	-
<b>Total: Infrastructure/Dvlpmnt</b>	<b>3,506,709</b>	<b>3,487,681</b>	<b>3,775,157</b>	<b>3,813,260</b>
<i>Percent of Total General Fund</i>	<i>7.7%</i>	<i>7.7%</i>	<i>7.9%</i>	<i>8.0%</i>

**Health & Human Services:**

PERSONNEL	457,486	125,781	129,866	133,810
SUPPLIES	7,350	523	5,500	4,458
CONTRACTUAL SERVICES	1,082,023	1,074,293	1,234,058	1,130,124
PROFESSIONAL SERVICE	2,170	-	-	723
FEES AND CHARGES	325	-	-	108
COMPUTER AND PHONE	59,562	11,105	15,884	16,361
FACILITIES MANAGEMENT	24,671	18,658	21,031	21,662
VEHICLE	17,638	13,766	11,341	11,454
TRAVEL	1,703	238	1,150	1,030
TRAINING	505	690	1,000	732
TRANSFER OUT	734,592	788,292	688,292	734,592
<b>Total: Health &amp; Human Svcs</b>	<b>2,388,025</b>	<b>2,033,346</b>	<b>2,108,122</b>	<b>2,055,055</b>
<i>Percent of Total General Fund</i>	<i>5.2%</i>	<i>4.5%</i>	<i>4.4%</i>	<i>4.3%</i>

**General Government:**

PERSONNEL	6,579,656	6,120,248	5,234,345	5,904,042
SUPPLIES	232,317	171,907	356,679	253,634
CONTRACTUAL SERVICES	326,323	374,256	378,657	359,745
PROFESSIONAL SERVICE	43,532	51,671	62,530	52,578
FEES AND CHARGES	1,209,359	1,243,224	1,613,120	1,255,656
COMPUTER AND PHONE	348,038	315,300	326,325	336,115
FACILITIES MANAGEMENT	347,623	313,584	382,614	394,092
VEHICLE	21,414	29,064	26,539	26,804
MAINTENANCE & REPAIR	17,071	12,114	14,869	14,685
TRAVEL	18,400	12,866	32,950	21,405
TRAINING	19,944	13,660	34,680	22,761
CAPITAL EQUIPMENT	-	-	60,000	-
TRANSFER OUT	735,700	735,700	718,500	718,500
<b>Total: General Government</b>	<b>9,899,377</b>	<b>9,393,593</b>	<b>9,234,608</b>	<b>9,360,018</b>
<i>Percent of Total General Fund</i>	<i>21.8%</i>	<i>20.6%</i>	<i>19.4%</i>	<i>19.6%</i>

<b>TOTAL EXPENDITURES</b>	<b>45,504,775</b>	<b>45,550,732</b>	<b>47,573,039</b>	<b>47,701,180</b>
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Fund Balance at Year End (estimated for  
2018-2019)

\$ 27,484,512 \$ 27,929,203 \$ 27,466,587 \$ 27,466,587

I hereby certify that I have received the 2018 Estimated Tax Allocation Board budget and found it to be in good order and an appropriate representation.

Carol S. Griffith  
Livingston County Finance Committee Chair

Cynthia Catanach  
Livingston County Financial Officer

RESOLUTION

NO: 2018-04-066

LIVINGSTON COUNTY

DATE: April 10, 2018

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**Resolution to Approve an Appointment to the Livingston County Community Mental Health Authority Board – Board of Commissioners**

**WHEREAS,** the term(s) of representative(s) on the Livingston County Community Mental Health Authority Board have expired and/or seats have been vacated; and

**WHEREAS,** the following appointment(s) have been recommended:

**Community Mental Health Authority Board**

Mary Pizzimenti ..... Term expires 12.31.2020

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the above referenced appointment and expiration date.

# # #

**MOVED:  
SECONDED:  
CARRIED:**

**RESOLUTION**

**NO: 2018-04-067**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution Authorizing the Acceptance of the County Clerk's 2017 Annual Report - County Clerk**

**WHEREAS,** the office of the Livingston County Clerk is furnishing a report of its activities for the period of January 1, 2017 through December 31, 2017, in printed form composed of the 2017 Annual Report; and

**WHEREAS,** the Livingston County Clerk has provided a copy of the 2017 Annual Report to the Board of Commissioners.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby accepts the 2017 Annual Report of the Livingston County Clerk .

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**MOVED:  
SECONDED:  
CARRIED:**



## Livingston County Clerk **2017 ANNUAL REPORT**

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## ***A Message From Your Livingston County Clerk***

*March 30, 2018*

I, along with the dedicated staff in the Clerk's Office, would like to present our 2017 Annual Report. Our goal remains to provide excellence in the preservation of our public records along with excellent customer service to the residents of Livingston County. The annual report is a two-fold effort to provide a concise description of the duties and functions of the County Clerk as well as reflect on the accomplishments of the year. It is an honor and privilege to serve as your County Clerk.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Hundley". The script is fluid and cursive.

***Livingston County Clerk  
Livingston County, Michigan***



***Elizabeth Hundley  
Livingston County Clerk***

The Clerk's Office is one of the most diverse in County Government and is governed by nearly 600 statutes



## FUNCTIONS AND DUTIES OF THE CLERK

The Office of the County Clerk is an elected position mandated by Article VII, Section 4 of the State Constitution. This position serves as Clerk to the Board of Commissioners as well as Clerk of the Circuit Court. The Clerk is elected by the people of Livingston County by popular vote on a partisan basis for a term of 4 years.

The Clerk's Office is one of the most diverse in county government and is governed by nearly 600 statutes. The Clerk is responsible for the management of five separate budgets and numerous Trust and Agency Accounts. The Clerk's Office has four primary divisions: Vital Records Division, Elections Division, Official Record Keeper and Clerk to the Board of Commissioners, and Clerk of the Circuit Court.

## THE VITAL RECORDS DIVISION

### Division Overview

The Vital Records Division assists Livingston County residents with the filing of and obtaining birth certificates, death certificates, applications for marriage licenses, marriage certificates and genealogy research. Certified copies can be obtained by visiting our office located in the Historic Courthouse, by mail, or by use of our online request system.

In addition, the Vital Records Division assists with applications for concealed pistol license applications (CPL's), recording home births, Notary applications, and business registrations (DBA's).

### Home Births

For a variety of reasons parents are opting for home births. After the baby's arrival, the parents must visit our office to file the required paperwork to obtain the child's Birth Certificate. There were 14 home births recorded and filed during 2017.

### Business Registration

The Vital Records Division also administers and oversees business registrations for all of Livingston County. The law requires a business that opens in Livingston County to register with our office unless it is a corporation, limited liability company, or limited liability partnership. We assisted 782 business owners who registered their businesses during 2017.



### Notary Public

A notary public is an officer commissioned by the Michigan Secretary of State to serve as an unbiased and impartial witness. Notarization on a document certifies that the person whose signature is entered on the document personally appeared before the notary, established his or her identity, and personally signed the document in the presence of the notary.

The Vital Records Division is responsible for administering an oath to each notary applicant, along with filing and managing the required surety bond. The surety bond protects the public from a notary's misconduct or negligence. Attorneys in good standing with the State Bar of Michigan are only required to file an oath with the county; no bond is required. We processed 295 notary applications during 2017.

### Military Discharge Record (DD-214)

Our office records military discharge documents (DD-214) free of charge for veterans residing in Livingston County. Certified copies are available at no charge if needed in the future. Military discharge documents are confidential and not viewable by the public. The individual, with proper ID, or a family member with a death certificate and proof of relationship, may obtain copies. Our office assisted 72 veterans with recording their DD-214 during 2017.

In addition, Livingston County Veterans are eligible to purchase a Veterans ID Card that identifies them as eligible for discounts offered by various businesses within the county. Our office processed and issued 71 Veterans ID cards during 2017.

### Oaths of Office

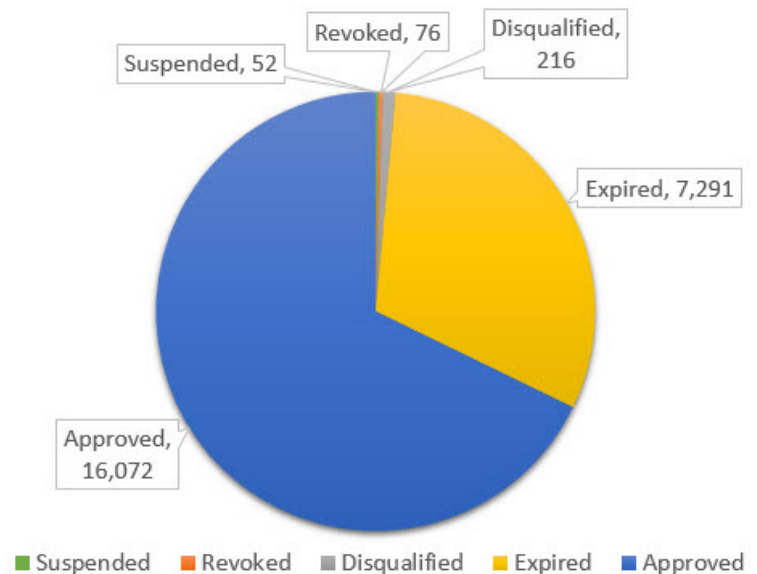
An Oath of Office is required for certain individuals prior to serving in their elected or appointed capacity. Our Vital Records Division prepares and files the required Oaths of Office for Livingston County.

### Concealed Pistol Licenses (CPL)

The Vital Records Division accepts and processes CPL applications for residents of Livingston County. Michigan State Police became responsible for performing the background checks on all applicants effective December 1, 2015. However, the County Clerk is still responsible for storing and maintaining all records; issuing the license; and issuing statutory disqualifications, notices of suspensions and revocations.

In 2017, a total of 3,562 concealed pistol licenses were issued. This is compared to 2016 when 4,244 were issued.

**Livingston County CPL Applications By Status**  
(As of 1/2/2018)



**"You have an exceptional staff. Thank you for being so wonderful!"**  
– December 6, 2017

**"The employee went the extra mile for us. I appreciate her services."**  
– April 4, 2017



"So very friendly. Thank you for your help and service!"  
- May 24, 2017

### Plat Board

The Plat Board is a statutory committee consisting of the County Register of Deeds, County Treasurer, and County Clerk. The Board reviews preliminary subdivision plan presented by engineers and approves final plats.

The Board approved one preliminary and one final plat during 2017.

### FOIA Coordinator

The County Clerk also serves as the County's FOIA Coordinator. Our office received and placed on file 739 FOIA requests received by various county departments during 2017.

## Vital Records Comparison (2015 - 2017)

	2017	2016	2015
Deaths Recorded & Filed	1,142	1,401	1,024
Births Recorded & Filed	14	30	18
Marriage Licenses Issued & Filed	1,104	1,011	1,042
Assumed Names Filings	782	872	932
Concealed Pistol License Applications	3,562	4,244	3,405
Notary Commissions Issued, Bonds Filed	295	310	338

## THE ELECTIONS DIVISION

### Division Overview

The County Clerk is the chief election official within Livingston County. Local jurisdictions conduct many of the day-to-day operations of elections. However, the Elections Division is responsible for the proper administration of elections, accumulation of countywide results, and maintenance of the permanent elections records.

The Division administered three elections during the 2017 cycle: the May Special Election, the August Special Election and the November City General Elections and Special Election.

Livingston County transitioned to new election equipment during 2017. Selection of the specific election system to be used in each county was made by the County Clerk in consultation with the local clerks. The Election Division dedicated many hours to researching and learning about each of the three systems that were approved to select from. Hart InterCivic was selected as the vendor of choice for Livingston County.

Acceptance of the new equipment for the entire county took place late in July and early August. Each piece of equipment was tested to verify it functioned properly. Once cataloged, the devices were distributed to the appropriate local jurisdictions. This was a large project that took considerable effort to organize and conduct. First use of the new equipment took place on November 7, 2017.



**New Election Equipment**  
First Used November 7, 2017  
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## BALLOT ICONOGRAPHY BILL

County Clerk Elizabeth Hundley and Elections Coordinator Joan Runyan joined State Representative Hank Vaupel for a ceremonial bill signing by Governor Rick Snyder on Tuesday, September 19th. The Governor signed the bill that was initiated and led by Joan Runyan and the Clerk's Association. The goal of the bill was to remove the political vignettes, or icons, from future ballots. Political vignettes began appearing on ballots in Michigan in the 1890s and were considered a tool to help voters identify candidates by their party affiliation. In current times, these icons are proving to be more of a hindrance. Ballots have become longer and complex and thus, the vignettes have been reduced in size to the point where it is often difficult to recognize what they are portraying. These icons are now causing confusion and some voters have circled them thinking they were casting a straight ticket ballot. A mistake like this has caused votes like this to not count, which is a serious problem. The bill took effect immediately, so the icons were not seen on the November 2017 ballots.



The Elections Division saw a change in leadership as Ms. Kathryn Joan Runyan retired after 16 years of service as the Elections Coordinator. Ms. Runyan's attention to detail, expertise, and dedication benefited all who have interacted with the Elections Division. She will be missed by all who had the pleasure of working with her.

### Livingston County Voters

As of the November 7, 2017 City General Elections and Special Election, Livingston County had 141,610 registered voters. The Elections Division processed 3,269 new voter registration records in 2017.

### Campaign Finance

All candidates, political action committees and ballot question committees at the county and local level are required to report the revenues and expenditures of their campaign by filing campaign finance reports with the Office of the County Clerk. These documents are kept on file with the Elections Division and help to maintain the accuracy, integrity and openness of the elections process. The Division processed 17 campaign finance filings during 2017.

### Election Commission

The Livingston County Election Commission is composed of the County Clerk, the Judge of the Probate Court, and the County Treasurer. The Commission is responsible for approving ballots for use at federal, state and countywide elections held within Livingston County. In addition, Commission members are responsible for holding hearings to determine the factualness/clarity of the wording used on recall petitions filed against certain county and local-level officials.

The Livingston County Election Commission met 4 times during the 2017 election cycle.

### Precinct Inspector Training

Michigan election law requires the County Clerk to conduct training schools for precinct election inspectors within the county. The County Clerk must train inspectors for all cities and townships within Livingston County with a population of less than 10,000. Election inspectors must be certified every 2 years.

Precinct inspector trainings were conducted in October for the new election equipment. A total of 48 inspectors were trained on the new election equipment for November.



## Board of Canvassers

The County Board of Canvassers is composed of two Democratic members and two Republican members. The County Clerk serves as clerk of the Board and is responsible for taking notes and preparing minutes of each Board meeting. The Canvassers' principal responsibility is to canvass and certify all elections held in the county.

The Board of Canvassers canvassed and certified the three elections during 2017.

Members of the Board of Canvassers are appointed by the Livingston County Board of Commissioners to a 4-year term. Two terms expired on October 31, 2017 (one Democrat and one Republican). Ms. Ruth Munzel honorably served the residents of Livingston County as a Canvass Member since 1985, and retired after 32 years of service. Her experience, knowledge, and attention to detail will be greatly missed. Ms. Judy Williams was appointed to represent the Democratic Party and Mr. Russ Spencer was appointed to represent the Republican Party to terms that will expire on October 31, 2021.

## CLERK OF THE BOARD OF COMMISSIONERS

### Division Overview

The County Clerk serves as the Clerk to the Board of Commissioners and is the keeper of all official Board records. The primary responsibility of the Clerk in this capacity is to record and prepare the minutes for the Board of Commissioners. Though we do not print or distribute the agendas, we do attend all Board meetings.

Regular meetings begin at 7:30 p.m. and are generally held on the first and third Monday of each month. The meetings are open to the public and are normally held in the Board Chambers located on the second floor of the Administration Building at 304 E. Grand River Avenue in downtown Howell.

### County Directory

The Clerk's Office is responsible for updating the County Directory. The directory is a resource guide published to assist the residents of Livingston County in communicating with government offices and agencies, as well as elected and appointed officials at the local, state and federal levels. A great deal of staff hours was put into collecting information and gathering data for this directory. The directory is available on-line at the County Clerk's website. In addition, funding was granted that allowed a printed copy of the directory to be available during 2017.



**"They went above and beyond to help us out at the last minute"  
- October 30, 2017**



## CLERK OF THE CIRCUIT COURT

### Division Overview

The Circuit Court has jurisdiction over felony criminal cases, civil cases with alleged damages totaling over \$25,000, and all Family Court cases including divorce, custody, support, and related cases, and all Juvenile Court cases. The County Clerk's Circuit Court Division is responsible for maintaining all civil, criminal, and family division records. An emphasis is placed on providing high quality service to the public, judges, and attorneys.

The County Clerk's Circuit Court Division continues the use of OnBase, an electronic imaging system currently being utilized within the Domestic docket. The success of this project relies on joint cooperation among Judges, Friend of the Court, County Clerk and Information Technology.

In addition to the following chart, please refer to the attached reports for a caseload and collections summary.

### Case Load Comparison

(2016 - 2017)

Circuit Court County Clerk's Office	2017 Cases	2016 Cases	Actual Change	Increase / Decrease
Civil Cases Filed	431	412	+19	+4.5%
Domestic Cases Filed	1,035	1,023	+12	+1.16%
Criminal Cases Filed	726	741	-15	-2.02%
Reopened Cases	91	103	-12	-11.65%
Appeals	51	51	0	0%
PPO's Filed	401	474	-73	-15.40%
<b>Total Cases Opened</b>	<b>2,735</b>	<b>2,804</b>	<b>-69</b>	<b>-2.52%</b>

### Trial Court Caseload Data Report

The County Clerk's Circuit Court Division annually provides the State Court Administrator's Office a caseload report that includes important data, such as the number of cases filed each year and the age of all cases completed in that year. This data is used to determine the level of service being provided to the public and identify areas for improvement. The Clerk's Office works with Circuit Court staff to implement improvements.

### Financial Accounting

The Clerk's Office is responsible for receipting all payments made to the 44th Circuit Court. The Clerk's Office receipted \$1,726,466.06 during 2017, which include \$445,010.62 of General Fund revenues. The total amount receipted includes filing fees, court ordered fines, costs, restitution and bonds among other receipts.

Improving circuit court collections is a high priority. I look forward to reporting on our success in the future.

### Reports to State Agencies

The Clerk's Office is also tasked with reporting all convictions of felonies, high court misdemeanors, and probation violations to the Secretary of State, State Police, and Department of Corrections. This assists in creating accurate records at the State level, which are then accessible by agencies and the public. And finally, all cases involving motor vehicles are abstracted to the Secretary of State.

In addition to statistical reports, there are financial reports which include reports to the Crime Victim Services Commission concerning restitution assessed and collected; and the State of Michigan, concerning the monies collected.

All of these reports are critical and their accuracy is of the utmost importance to our office. This information is relied upon by every agency and level. We take our role as the Court's record keeper seriously and strive to provide reliable information. In this vein, we have set some goals for improvement in the area of collections and abstract reporting. We are pleased to announce that we have already been making great strides in these areas and look forward to this year's results.



## CONCLUSION

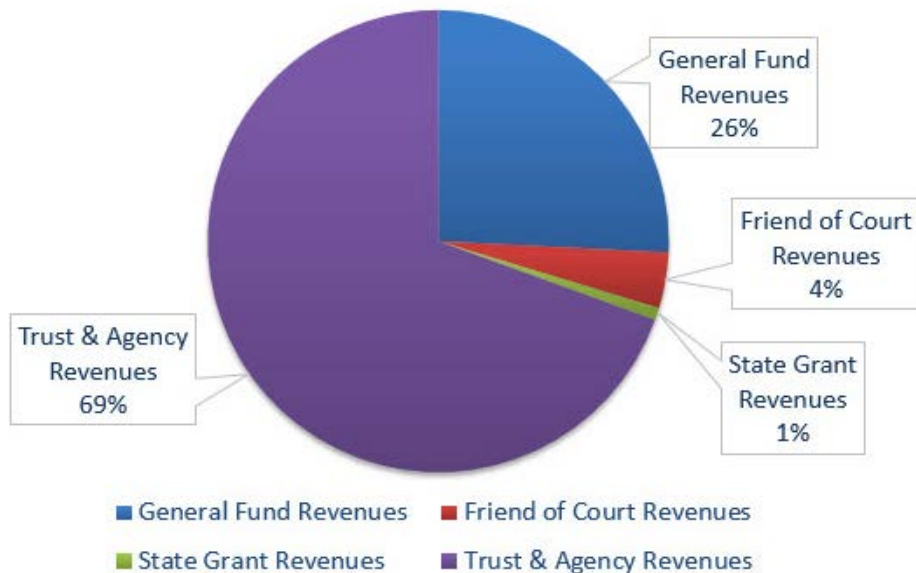
The County Clerk's Office interacts with almost every department within the county, all local municipalities and many residents. I am grateful to my staff for their hard work and dedication to providing excellent customer service. Their knowledge and skills are crucial to our success, and I thank each and every member of my staff.

Many thanks to our Board of Commissioners and the Administrative team. We could not do the work we do without the cooperation and support you provide. It is a privilege to serve as your County Clerk.

— Elizabeth Hundley

*Elizabeth Hundley*

### Total 2017 44th Circuit Court Revenues (\$1,726,466.06)



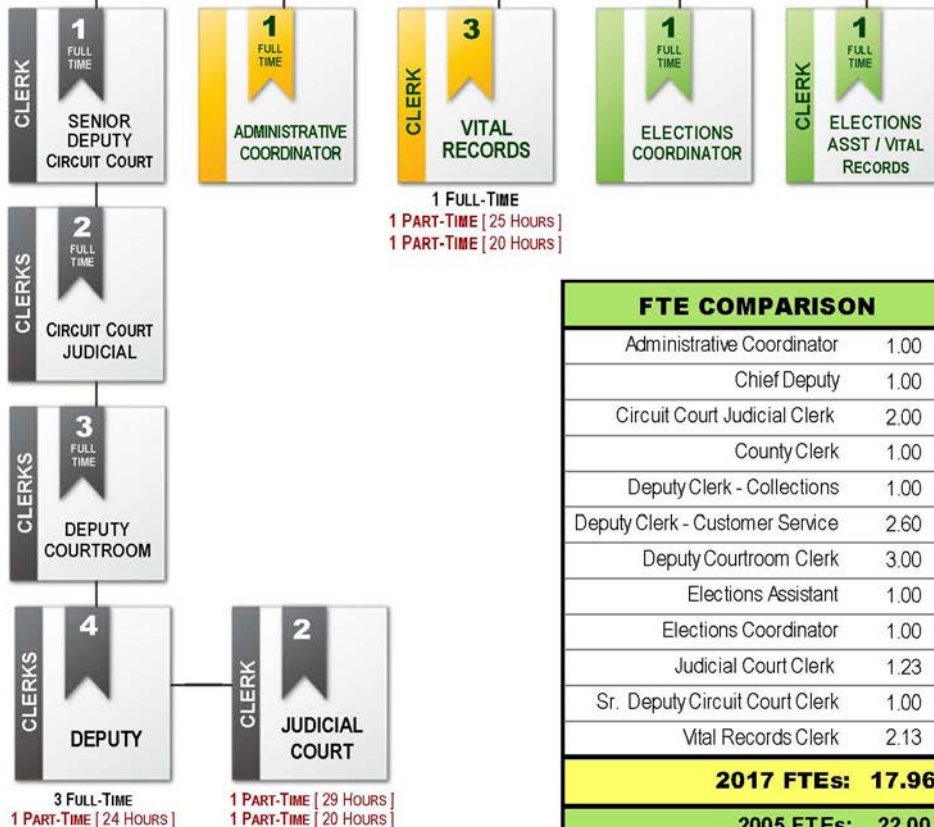
### Holiday Decorating Contest 2017

### Employee Service Award

A Service Awards reception was held at the Judicial Center in November recognizing employees for their service to Livingston County. Lynne Schickling was recognized for her 5 years of service to the Livingston County Clerk's Office. Lynne's knowledge and skills are exceptional and she is a valuable asset to our team!



# COUNTY CLERK



FTE COMPARISON	
Administrative Coordinator	1.00
Chief Deputy	1.00
Circuit Court Judicial Clerk	2.00
County Clerk	1.00
Deputy Clerk - Collections	1.00
Deputy Clerk - Customer Service	2.60
Deputy Courtroom Clerk	3.00
Elections Assistant	1.00
Elections Coordinator	1.00
Judicial Court Clerk	1.23
Sr. Deputy Circuit Court Clerk	1.00
Vital Records Clerk	2.13
<b>2017 FTEs:</b>	<b>17.96</b>
<b>2005 FTEs:</b>	<b>22.00</b>

## 2017 ANNUAL ACTIVITIES & STATISTICAL REPORT OFFICE OF THE LIVINGSTON COUNTY CLERK

### CIRCUIT COURT CLERK'S OFFICE

Civil Cases Filed .....	431
Domestic Cases Filed .....	1,035
Criminal Cases Filed .....	726
Reopened Cases .....	91
Appeals .....	51
PPO's Filed .....	401
<b>Total Cases Opened .....</b>	<b>2,735</b>

Cases Pending January 1, 2017 .....	822
Cases Closed in 2017 .....	2,336
Cases Pending December 31, 2017 .....	842

### CIRCUIT COURT COLLECTIONS

General Fund Revenues .....	\$445,010.62
Friend of Court Revenues .....	\$67,360.00
State Grant Revenue .....	\$14,538.89
Trust & Agency Revenues .....	\$1,199,556.55

### COUNTY CLERK SUMMARY

Writs Issued .....	1
Attorneys at Law Registered .....	5
Notary Commissions Issued/Bonds Filed .....	295
Concealed Weapon Permits Issued .....	3,562
Assumed Names/Co-Partnerships & Dissolutions Filed .....	782
Marriage Licenses Issued and Filed .....	1,104
Births Recorded and Filed .....	14
Deaths Recorded and Filed .....	1,142
Number of FOIAs Processed .....	739
Elections and Recounts Canvassed .....	3
Election Inspectors Schools of Instruction .....	8
Number of Precinct Inspectors Trained .....	48
Campaign Finance Statements Filed .....	17
Voter Registrations sent to Township and City Clerks .....	3,399

## ADDENDUM TO ANNUAL ACTIVITIES & STATISTICAL REPORT

Office of the Livingston County Clerk - Elections Division  
GEMS Programming Revenue (May & August) for 2017

### May 2, 2017 Special Election

(Unadilla Township & Hartland Schools)

10 Polling Precincts @ \$275 GEMS Programming: \$2,750

3 AVCB Precincts @ \$275 GEMS Programming: \$825

\*\*\*\*\*

**Total: \$3,575**

### August 8, 2017 Special Election

(Byron, Dexter, Morrice Schools)

3 Polling Precincts @ \$275 GEMS Programming: \$825

\*\*\*\*\*

**Total: \$825**

## **2017 Grand Total GEMS Programming Revenue: \$4,400**

### November 7, 2017 General/Special Election

(City of Brighton, City of Howell, Linden Schools, WISD)

12 Polling Precincts @ \$225: \$2,700

1 AVCB Precinct @ \$225: \$225

\*\*\*\*\*

**Total: \$2,925**

## **2017 Grand Total HART Programming Revenue: \$2,925**

Filing Fees & Miscellaneous Revenues for 2017

\*\*\*\*\*

1 Qualified Voter File/Election Data Request: \$42.50

## 2017 ELECTIONS DIVISION ANNUAL ACTIVITIES & STATISTICAL REPORT

### **ELECTIONS CANVASSED: 3**

May 2 Special Election for Unadilla Township and Hartland Consolidated Schools

August 8 Special Election for Byron Area Schools, Dexter Community Schools, and Morrice Area Schools

November 7 City General Elections (Brighton and Howell) and Special Election (Linden Community Schools and Washtenaw Intermediate School District)

### **ELECTION REIMBURSEMENTS: 3**

#### MAY 2

7 Townships

10 Polling Precincts

3 AVCB Precincts

3 Combined Precincts

10 Ballot Styles

Proposals: Unadilla Township (3)

And School District

Election Reimbursement

**\$8,011.25**

#### NOVEMBER 7

2 Cities

12 Polling Precincts

2 Combined Precincts

Proposals: Washtenaw Intermediate School District; Linden Community Schools

City General Election: City of Howell and City of Brighton

Election Reimbursement: \$6,202.16

#### AUGUST 8

3 Townships

3 Polling Precincts

1 Split Precinct

1 Folded-in Precinct

3 Ballot Styles

Proposals: 3 School Districts

Election Reimbursement

**\$2,670.23**

### **ELECTION INSPECTOR SCHOOLS OF INSTRUCTION**

8 New Equipment Inspector Trainings

### **NUMBER OF PRECINCT INSPECTORS TRAINED: 48**

### **CAMPAIGN FINANCE STATEMENTS FILED: 17**

**VOTER REGISTRATIONS SENT TO CITY, TOWNSHIP, AND OUT-COUNTY CLERKS: 3,399**



**RESOLUTION**

**NO: 2018-04-068**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution Amending Resolution 2018-03-046 Authorizing an Agreement with St. John Providence Ascension – Human Resources**

**WHEREAS,** Resolution #2018-03-046 authorized the Board Chair to sign a Business Associate Agreement with St. John Providence Ascension in order to provide pre-employment employee physicals, drug screening, fitness for duty examinations and other occupational health services; and

**WHEREAS,** legal counsel for St. John Providence Ascension would not agree to the Business Associate Agreement drafted by Livingston County civil counsel and instead requires a service agreement to be signed with an attestation that St. John Providence Ascension and Livingston County remain HIPAA compliant; and

**WHEREAS,** civil counsel for Livingston County has negotiated the terms of the agreement and has approved as to form the attached agreement.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the attached agreement with St. John Providence Ascension for occupational health services and authorizes the Board Chair to sign same.

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**MOVED:  
SECONDED:  
CARRIED:**

# OCCUPATIONAL HEALTH SERVICES AGREEMENT

This **OCCUPATIONAL HEALTH SERVICES AGREEMENT** ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 ("Effective Date") by and between the **COUNTY OF LIVINGSTON**, a political subdivision and municipal corporation of the State of Michigan (hereinafter referred to as "the County") and **ST. JOHN PROVIDENCE d/b/a ST. JOHN OCCUPATIONAL HEALTH PARTNERS**, a Michigan nonprofit corporation, (hereinafter referred to as "Provider").

## RECITALS:

**WHEREAS**, Provider provides occupational health services as set forth in Exhibit A ("Services"); and

**WHEREAS**, The County wishes to engage Provider to furnish pre-employment employee physicals, drug screening, fitness for duty examinations and other occupational health services in accordance with provisions of this Agreement and state and federal law.

**NOW, THEREFORE**, in consideration of the promises and mutual agreements contained herein, the parties, intending to be legally bound, agree as set forth below.

1. **Term and Termination.** This Agreement shall commence on the date in which it is fully signed by the authorized representatives of both parties and shall continue in effect for three (3) years unless terminated earlier as provided herein. Thereafter, this Agreement shall automatically renew for two (2) consecutive one (1) year terms unless Provider is notified by the County within thirty (30) days of the renewal date that the County does not intend to renew the Agreement. Either party may terminate this Agreement upon thirty (30) days prior written notice to the other party if the other party fails in any material respect to fulfill its obligations under this Agreement and such failure is not cured to the non-breaching party's reasonable satisfaction within thirty (30) days after such written notice.

2. **Services.** Provider shall provide Services to the County's employees and applicants for employment in accordance with this Agreement. All services provided under this Agreement shall be performed in accordance with applicable federal and state laws and consistent with applicable industry standards. No other representation, express or implied, and no warranty or guarantee are included or intended in this Agreement, or in any report, opinion, deliverable, work product, document or otherwise. Furthermore, no guarantee is made as to the efficacy or value of any Services performed or related items delivered. THIS SECTION SETS FORTH THE ONLY WARRANTIES PROVIDED BY PROVIDER CONCERNING THE SERVICES AND RELATED ITEMS PROVIDED UNDER THIS AGREEMENT AND RELATED WORK PRODUCT. THIS WARRANTY IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, NON-INFRINGEMENT, TITLE OR OTHERWISE.

3. **Compensation.** The County shall pay all invoices within thirty (30) days of receipt of invoice in accordance with the fee schedule set forth in Exhibit A.

**4. Privacy and Reports.** Each party agrees that it will comply in all material respects with all federal and state-mandated regulations, rules or orders applicable to privacy, security and electronic transactions related to personal health information and personally identifiable information. Provider shall prepare reports of all Services and shall retain ownership and control of all reports, records and supported documents prepared in connection with Services under this Agreement. Provider's HIPAA compliance attestation form is attached as Exhibit B.

**5. Liability Insurance.** Provider shall not commence work under this Agreement until it has obtained the insurance required under this Section, and shall keep such insurance in force during the entire life of this Agreement. All coverage shall be through a program of self-insurance or with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the County. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of Provider. Provider shall procure and maintain the following insurance coverage:

- A. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included;
- B. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- C. Automobile Liability Insurance including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Professional Liability Insurance in an amount not less than \$1,000,000 per occurrence and aggregate. If this policy is claims made form, then the Provider shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of three (3) years after the termination of this Agreement.
- E. Cancellation Notice: All policies, as described above, shall include an endorsement stating that is it understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Livingston County, ATTN: Jennifer Palmbos Human Resources/Labor Relations Director, 304 East Grand River Avenue, Howell, MI 48843.
- F. Proof of Insurance Coverage: Provider shall provide Livingston County, at the time that the Agreement copies are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.

If any of the above coverage(s) expire during the term of this Agreement, Provider shall deliver renewal certificates and endorsements to Livingston County at least ten (10) days prior to the expiration date.

The required Certificate of Liability Insurance and endorsements must be submitted to the Human Resources Department when this Agreement has been fully executed. The Insurance Certificate and endorsements may be emailed to: [jpalmbo@livgov.com](mailto:jpalmbo@livgov.com).

**6. Own Acts.** Each party shall be legally and financially responsible for the acts and omissions of itself and its employees, directors, officers, representatives and agents and will pay all losses and damages attributable to such acts or omissions for which it is legally liable. NOTWITHSTANDING THE FOREGOING, NEITHER PARTY SHALL BE LIABLE FOR ANY OTHER PARTY'S INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE, INCLUDING, WITHOUT

LIMITATION, LOST PROFITS, REGARDLESS OF WHETHER THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. This Agreement shall not be construed to create a contractual obligation for one party to indemnify the other party for loss or damage resulting from any act or omission of such other party or its employees, directors, officers, representatives or agents, nor to constitute a waiver by either party of any rights to indemnification, contribution or subrogation that the party may have by operation of law.

7. **Compliance with Law.** The parties intend that this Agreement comply at all times with all applicable federal, state and local laws, regulations, statutes and ordinances. If at any time, as the result of the enactment of a new statute, the issuance of regulations, or otherwise, either party receives a written opinion of counsel that there is a substantial risk that, as a result of this Agreement, either party does not comply with applicable law, then the parties shall use good faith efforts to reform this Agreement in such a manner so that it complies with applicable law.

8. **Nondiscrimination.** The Provider, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, programs and services provided, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or political affiliation. Provider shall include the language of this assurance in all subcontracts for service covered by this Agreement. Breach of any provision of this section shall be regarded as a material breach of this Agreement.

9. **Choice of Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan not including, however, the rules relating to choice or conflict of laws.

10. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed given when delivered in person or when deposited in the United States mail, postage prepaid, registered or certified mail, addressed as follows, unless otherwise designated by either party:

PROVIDER	COUNTY
Beth McNeal Account Executive/Occupational Health Partners Acension/ St. John Providence 1225 S. Latson Road, Suite 130 Howell, MI 48843 (517)338-2375 <a href="mailto:Beth.mcneal@ascension.org">Beth.mcneal@ascension.org</a>	Jennifer Palmbos Human Resources/Labor Relations Director 304 East Grand River Avenue Howell, MI 48843 (517)540-8790 <a href="mailto:jpalmbos@livgov.com">jpalmbos@livgov.com</a>

11. **Waiver.** No failure or delay on the part of either party to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

12. **Modification of Agreement.** Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

13. **Successors and Assigns.** This Agreement will inure to the benefit of and be binding upon the successors and assigns of Provider and the County. However, this Agreement is not assignable by any party without prior written consent of the other party.

14. **Section Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

15. **Complete Agreement.** This Agreement and the documents attached hereto contain all of the terms and conditions agreed upon by the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

16. **Survival Clause.** All rights, duties and responsibilities of either Provider or the County that either expressly or by their nature, extend into the future, including but not limited to retention of and access to records, and responsibilities on termination shall extend beyond the end of the term or termination of this Agreement.

17. **Invalid/Unenforceable Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

18. **Non-Beneficiary Contract.** This Agreement is not intended to be a third party beneficiary contract and confers no rights on anyone other than the parties to this Agreement.

19. **Certification of Authority to Sign Agreement.** The people signing this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the party they represent and that this Agreement has been authorized by said party.

**IN WITNESS WHEREOF**, the parties cause this Agreement to be executed effective on the Effective Date.

**COUNTY OF LIVINGSTON**

**BY:**

\_\_\_\_\_  
**DONALD S. PARKER - CHAIRMAN**  
COUNTY BOARD OF COMMISSIONERS

Dated: \_\_\_\_\_

**ST. JOHN PROVIDENCE**

**BY:**

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

(Print or Type)

Title: \_\_\_\_\_

(Print or Type)

Dated: \_\_\_\_\_

APPROVED AS TO FORM FOR  
COUNTY OF LIVINGSTON:

COHL, STOKER & TOSKEY, P.C.

By: SARAH K. OSBURN - 4/4/2018

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Occupational Health Services Agreement v2.doc  
Liv/Personnel #18-003

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Occupational Health Services Agreement v. 2.docx



# OCCUPATIONAL HEALTH PARTNERS



## PRICING QUOTE PREPARED FOR Livingston County 01/17/2018

SERVICE	CORPORATE PRICE	LIVINGSTON COUNTY PRICE
DOT Physical	\$70	\$50
Respirator Physical	\$35	\$35
Human Performance Exam- HPE	\$75	\$75
Basic Physical	\$40	\$40
Return to Work Exam	\$45	\$45
Breath Alcohol Testing (BAT)	\$35	\$35
eScreen Mcup 10A expanded opiates	\$48	\$38
Hair Drug Screen 5 Panel	\$110	\$94
Chain of Custody Urine Drug Collection Only	\$22	\$15
Audiogram	\$30	\$26
Chest X-Ray 1view	\$68	\$64
EKG w/interpretation	\$56	\$56
PFT w/interpretation	\$55	\$32
Respirator Fit Test -Qualitative	\$45	\$45
Ishihara Vision	\$20	\$20
Respirator Questionnaire	\$25	\$24
Lift Test without Physical	\$35	\$35
Lift Test with Physical	\$18	\$18
Special Vision- Titmus	\$23	\$23
TB Skin Test	\$18	\$15
Varicella Immunization	\$154	\$150
Varicella-Titer	\$52	\$52
MMR Titer	\$120	\$115
MMR Immunization	\$85	\$85
Tdap	\$75	\$75
Hepatitis B Titer	\$40	\$40
Hepatitis B Vaccination -3 shot series	\$79per shot	\$79per shot
Work Comp Injury Care	Michigan Fee	Michigan Fee



Dear Valued Partner,

Your employee's and examinee's security is of the utmost importance to us. As a partner within our network, we are confident that you feel this way too.

As a continued reasonable assurance of our commitment to safeguard the protected health information entrusted to us, we are providing an attestation that our facility meets all applicable HIPAA Security requirements.

For additional resources concerning Security Rule requirements and compliance assistance, you may reference the HHS Office of Civil Rights (OCR) website <https://www.hhs.gov/ocr/index.html>. Please note that the Security Rule is subject to periodic amendment, so we advise review of the current requirements on a regular basis. Should you have any additional questions or concerns, please call Beth McNeal at (517)338-2375

I attest that, to the best of my knowledge and as of the date set forth below, our facility materially meets all applicable HIPAA Security Rule requirements.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**RESOLUTION**

**NO: 2018-04-069**

**LIVINGSTON COUNTY**

**DATE: April 10, 2018**

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**Resolution to Adopt the 2018 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 2018 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 \$10,332,368,357; personal property equalized at \$544,536,660; for a total County Equalized Value of \$10,876,905,017, pursuant to Section 211.34 MCL, 1948, as amended.

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**MOVED:  
SECONDED:  
CARRIED:**



## LIVINGSTON COUNTY BOARD OF COMMISSIONERS

## 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

**TOWNSHIPS:**

CONWAY	149,823,300	149,823,300	4,821,820	4,821,820	154,645,120	154,645,120
COHOCTAH	155,978,100	155,978,100	6,815,800	6,815,800	162,793,900	162,793,900
DEERFIELD	238,836,797	238,836,797	9,421,600	9,421,600	248,258,397	248,258,397
TYRONE	544,732,500	544,732,500	49,955,800	49,955,800	594,688,300	594,688,300
HANDY	314,333,110	314,333,110	25,963,490	25,963,490	340,296,600	340,296,600
HOWELL	385,409,800	385,409,800	48,772,900	48,772,900	434,182,700	434,182,700
OCEOLA	648,822,800	648,822,800	46,276,000	46,276,000	695,098,800	695,098,800
HARTLAND	779,678,300	779,678,300	36,909,500	36,909,500	816,587,800	816,587,800
IOSCO	173,963,700	173,963,700	26,256,670	26,256,670	200,220,370	200,220,370
MARION	556,647,500	556,647,500	28,355,400	28,355,400	585,002,900	585,002,900
GENOA	1,321,980,100	1,321,980,100	63,117,500	63,117,500	1,385,097,600	1,385,097,600
BRIGHTON	1,222,622,600	1,222,622,600	38,988,800	38,988,800	1,261,611,400	1,261,611,400
UNADILLA	150,944,350	150,944,350	7,106,500	7,106,500	158,050,850	158,050,850
PUTNAM	415,523,490	415,523,490	23,170,050	23,170,050	438,693,540	438,693,540
HAMBURG	1,226,837,595	1,226,837,595	21,326,130	21,326,130	1,248,163,725	1,248,163,725
GREEN OAK	<u>1,177,120,900</u>	<u>1,177,120,900</u>	<u>52,930,100</u>	<u>52,930,100</u>	<u>1,230,051,000</u>	<u>1,230,051,000</u>
TOTAL TWPS:	9,463,254,942	9,463,254,942	490,188,060	490,188,060	9,953,443,002	9,953,443,002

**CITIES:**

HOWELL	364,053,790	364,053,790	24,193,700	24,193,700	388,247,490	388,247,490
BRIGHTON	505,059,625	505,059,625	30,154,900	30,154,900	535,214,525	535,214,525
FENTON	0	0	0	0	0	0
TOTAL CITIES:	869,113,415	869,113,415	54,348,600	54,348,600	923,462,015	923,462,015

<b>TOTAL COUNTY:</b>	<b>10,332,368,357</b>	<b>10,332,368,357</b>	<b>544,536,660</b>	<b>544,536,660</b>	<b>10,876,905,017</b>	<b>10,876,905,017</b>
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## LIVINGSTON COUNTY BOARD OF COMMISSIONERS

## 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	35,087,980	123,660	45,600	114,566,060	0	149,823,300
COHOCTAH	24,253,000	1,957,800	1,451,200	128,316,100	0	155,978,100
DEERFIELD	28,250,797	1,592,100	2,069,000	206,924,900	0	238,836,797
TYRONE	8,471,400	15,511,300	5,466,300	515,283,500	0	544,732,500
HANDY	24,350,140	42,870,390	36,326,110	210,786,470	0	314,333,110
HOWELL	21,162,200	68,116,400	32,947,700	263,183,500	0	385,409,800
OCEOLA	19,217,400	28,533,800	1,000,400	600,071,200	0	648,822,800
HARTLAND	15,571,300	101,976,900	5,845,900	651,744,300	4,539,900	779,678,300
IOSCO	27,310,400	717,600	170,600	145,765,100	0	173,963,700
MARION	17,501,600	7,374,900	1,782,400	529,988,600	0	556,647,500
GENOA	9,016,700	219,224,400	27,439,200	1,066,299,800	0	1,321,980,100
BRIGHTON	1,244,400	103,860,200	37,345,700	1,080,172,300	0	1,222,622,600
UNADILLA	14,627,000	2,276,300	205,600	133,835,450	0	150,944,350
PUTNAM	10,251,150	27,385,930	1,665,140	376,221,270	0	415,523,490
HAMBURG	3,056,830	31,049,360	6,039,370	1,186,692,035	0	1,226,837,595
GREEN OAK	<u>1,735,100</u>	<u>111,074,200</u>	<u>75,493,600</u>	<u>988,818,000</u>	<u>0</u>	<u>1,177,120,900</u>
TOTAL TWPS.	261,107,397	763,645,240	235,293,820	8,198,668,585	4,539,900	9,463,254,942
CITIES:						
HOWELL	0	118,666,900	30,025,200	215,361,690	0	364,053,790
BRIGHTON	0	189,619,500	27,790,400	287,649,725	0	505,059,625
FENTON	0	0	0	0	0	0
TOTAL CITIES:	0	308,286,400	57,815,600	503,011,415	0	869,113,415
TOTAL COUNTY:	261,107,397	1,071,931,640	293,109,420	8,701,680,000	4,539,900	10,332,368,357

## LIVINGSTON COUNTY BOARD OF COMMISSIONERS

## REPORT OF EQUALIZED 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	35,087,980	123,660	45,600	114,566,060	0	149,823,300
COHOCTAH	24,253,000	1,957,800	1,451,200	128,316,100	0	155,978,100
DEERFIELD	28,250,797	1,592,100	2,069,000	206,924,900	0	238,836,797
TYRONE	8,471,400	15,511,300	5,466,300	515,283,500	0	544,732,500
HANDY	24,350,140	42,870,390	36,326,110	210,786,470	0	314,333,110
HOWELL	21,162,200	68,116,400	32,947,700	263,183,500	0	385,409,800
OCEOLA	19,217,400	28,533,800	1,000,400	600,071,200	0	648,822,800
HARTLAND	15,571,300	101,976,900	5,845,900	651,744,300	4,539,900	779,678,300
IOSCO	27,310,400	717,600	170,600	145,765,100	0	173,963,700
MARION	17,501,600	7,374,900	1,782,400	529,988,600	0	556,647,500
GENOA	9,016,700	219,224,400	27,439,200	1,066,299,800	0	1,321,980,100
BRIGHTON	1,244,400	103,860,200	37,345,700	1,080,172,300	0	1,222,622,600
UNADILLA	14,627,000	2,276,300	205,600	133,835,450	0	150,944,350
PUTNAM	10,251,150	27,385,930	1,665,140	376,221,270	0	415,523,490
HAMBURG	3,056,830	31,049,360	6,039,370	1,186,692,035	0	1,226,837,595
GREEN OAK	<u>1,735,100</u>	<u>111,074,200</u>	<u>75,493,600</u>	<u>988,818,000</u>	<u>0</u>	<u>1,177,120,900</u>
TOTAL TWPS:	261,107,397	763,645,240	235,293,820	8,198,668,585	4,539,900	9,463,254,942
CITIES:						
HOWELL	0	118,666,900	30,025,200	215,361,690	0	364,053,790
BRIGHTON	0	189,619,500	27,790,400	287,649,725	0	505,059,625
FENTON	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CITIES:	0	308,286,400	57,815,600	503,011,415	0	869,113,415
TOTAL COUNTY:	261,107,397	1,071,931,640	293,109,420	8,701,680,000	4,539,900	10,332,368,357

## 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		
<b><u>TOWNSHIPS:</u></b>						
CONWAY	155,740	0	0	4,666,080		4,821,820
COHOCTAH	367,400	325,000	0	6,123,400		6,815,800
DEERFIELD	433,700	0	0	8,987,900		9,421,600
TYRONE	852,900	637,700	0	48,465,200		49,955,800
HANDY	7,804,210	2,827,130	0	15,332,150		25,963,490
HOWELL	10,229,100	5,894,600	0	32,649,200		48,772,900
OCEOLA	3,451,800	528,700	0	42,295,500		46,276,000
HARTLAND	9,744,900	1,339,400	0	25,825,200		36,909,500
IOSCO	526,971	0	0	25,729,699		26,256,670
MARION	4,012,000	0	0	24,343,400		28,355,400
GENOA	26,110,200	6,613,300	0	30,394,000		63,117,500
BRIGHTON	12,729,800	9,809,800	0	16,449,200		38,988,800
UNADILLA	608,600	128,800	0	6,369,100		7,106,500
PUTNAM	2,789,530	155,730	0	20,224,790		23,170,050
HAMBURG	4,945,620	1,210,760	0	15,169,750		21,326,130
GREEN OAK	18,831,500	15,330,400	0	18,768,200		<u>52,930,100</u>
TOTAL TWPS.	103,593,971	44,801,320	0	341,792,769		490,188,060
<b><u>CITIES:</u></b>						
HOWELL	9,538,400	6,608,500	0	8,046,800		24,193,700
BRIGHTON	18,418,400	5,498,900	0	6,237,600		30,154,900
FENTON	0	0	0	0		0
TOTAL CITIES:	27,956,800	12,107,400	0	14,284,400		54,348,600
<b>TOTAL COUNTY:</b>	<b>131,550,771</b>	<b>56,908,720</b>	<b>0</b>	<b>356,077,169</b>		<b>544,536,660</b>

## REPORT OF EQUALIZED 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	155,740	0	0	4,666,080	4,821,820
COHOCTAH	367,400	325,000	0	6,123,400	6,815,800
DEERFIELD	433,700	0	0	8,987,900	9,421,600
TYRONE	852,900	637,700	0	48,465,200	49,955,800
HANDY	7,804,210	2,827,130	0	15,332,150	25,963,490
HOWELL	10,229,100	5,894,600	0	32,649,200	48,772,900
OCEOLA	3,451,800	528,700	0	42,295,500	46,276,000
HARTLAND	9,744,900	1,339,400	0	25,825,200	36,909,500
IOSCO	526,971	0	0	25,729,699	26,256,670
MARION	4,012,000	0	0	24,343,400	28,355,400
GENOA	26,110,200	6,613,300	0	30,394,000	63,117,500
BRIGHTON	12,729,800	9,809,800	0	16,449,200	38,988,800
UNADILLA	608,600	128,800	0	6,369,100	7,106,500
PUTNAM	2,789,530	155,730	0	20,224,790	23,170,050
HAMBURG	4,945,620	1,210,760	0	15,169,750	21,326,130
GREEN OAK	18,831,500	15,330,400	0	18,768,200	<u>52,930,100</u>
TOTAL TWPS.	103,593,971	44,801,320	0	341,792,769	490,188,060

**CITIES:**

HOWELL	9,538,400	6,608,500	0	8,046,800	24,193,700
BRIGHTON	18,418,400	5,498,900	0	6,237,600	30,154,900
FENTON	0	0	0	0	0
TOTAL CITIES:	27,956,800	12,107,400	0	14,284,400	54,348,600

<b>TOTAL COUNTY:</b>	<b>131,550,771</b>	<b>56,908,720</b>	<b>0</b>	<b>356,077,169</b>	<b>544,536,660</b>
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## LIVINGSTON COUNTY BOARD OF COMMISSIONER

PAGE: 6 OF 9

## 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

<b>TOTAL COUNTY:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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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	NC	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.
<b><u>TOWNSHIPS:</u></b>									
CONWAY	291	2	3	1,528	0	17	1,841	21	1,862
COHOCTAH	191	25	18	1,668	0	38	1,940	69	2,009
DEERFIELD	234	7	41	1,869	0	56	2,207	43	2,250
TYRONE	40	46	36	4,155	0	42	4,319	132	4,451
HANDY	200	222	76	2,956	0	223	3,677	328	4,005
HOWELL	107	148	76	3,265	0	133	3,729	336	4,065
OCEOLA	112	63	12	5,470	0	131	5,788	140	5,928
HARTLAND	84	251	27	5,305	9	175	5,851	337	6,188
IOSCO	251	7	4	1,787	0	14	2,063	37	2,100
MARION	111	49	11	4,667	0	117	4,955	133	5,088
GENOA	49	374	83	7,672	0	229	8,407	706	9,113
BRIGHTON	4	457	52	7,701	0	269	8,483	854	9,337
UNADILLA	144	42	4	1,952	0	40	2,182	77	2,259
PUTNAM	75	132	19	3,789	0	225	4,240	225	4,465
HAMBURG	10	129	27	9,992	0	331	10,489	261	10,750
GREEN OAK	<u>8</u>	<u>247</u>	<u>145</u>	<u>7,586</u>	<u>0</u>	280	<u>8,266</u>	<u>643</u>	<u>8,909</u>
TOTAL TWP:	1,911	2,201	634	71,362	9	2,320	78,437	4,342	82,779
<b><u>CITIES:</u></b>									
HOWELL	0	364	31	2,709	0	183	3,287	541	3,828
BRIGHTON	0	295	53	2,924	133	0	3,405	831	4,236
FENTON	0	0	0	0	0	1	<u>1</u>	0	<u>1</u>
TOTAL CITIES:	0	659	84	5,633	133	184	6,693	1,372	8,065
<b>COUNTY TOTAL:</b>	<b>1,911</b>	<b>2,860</b>	<b>718</b>	<b>76,995</b>	<b>142</b>	<b>2,504</b>	<b>85,130</b>	<b>5,714</b>	<b>90,844</b>



## TAXABLE VALUE - AD VALOREM - 2018

TOWNSHIPS	AGR	COM	IND	RES	DEV	TOTAL REAL	COM PERS	IND PERS	PERSONAL UTIL PERS	TOTAL PERS	AD VALOREM TOTAL
CONWAY	17,734,748	123,660	18,798	94,858,168	0	112,735,374	155,740	0	4,666,080	4,821,820	117,557,194
COHOCTAH	13,280,702	1,471,003	665,219	90,454,405	0	105,871,329	367,400	325,000	6,123,400	6,815,800	112,687,129
DEERFIELD	13,972,363	1,299,860	1,104,456	153,132,911	0	169,509,590	433,700	0	8,987,900	9,421,600	178,931,190
TYRONE	4,897,847	10,400,755	3,392,501	421,977,429	0	440,668,532	852,900	637,700	48,485,200	49,955,800	490,624,332
HANDY	12,050,580	31,951,540	26,924,670	171,364,880	0	242,291,670	7,804,210	2,827,130	15,332,150	25,963,490	268,255,160
HOWELL	9,879,400	54,568,100	27,333,300	209,215,300	0	300,996,100	10,229,100	5,894,600	32,649,200	48,772,900	349,769,000
OCEOLA	9,375,417	23,863,148	811,751	513,397,964	0	547,448,280	3,451,800	528,700	41,508,433	45,488,933	592,937,213
HARTLAND	7,020,746	80,642,183	4,740,487	527,858,833	2,825,816	623,088,065	9,744,900	1,339,400	25,825,200	36,909,500	659,997,565
IOSCO	14,003,504	370,858	88,735	114,816,446	0	129,279,543	526,971	0	25,653,125	26,180,096	155,459,639
MARION	10,238,927	5,832,785	1,273,481	428,963,926	0	446,309,119	4,012,000	0	24,343,400	28,355,400	474,664,519
GENOA	5,636,324	168,879,651	21,096,375	890,621,655	0	1,086,234,005	26,110,200	6,613,300	30,394,000	63,117,500	1,149,351,505
BRIGHTON	851,383	92,824,825	35,347,845	917,572,376	0	1,046,596,429	12,729,800	9,809,800	16,449,200	38,988,800	1,085,585,229
UNADILLA	6,814,921	1,844,081	95,358	100,006,643	0	108,761,003	608,600	128,800	6,369,100	7,106,500	115,867,503
PUTNAM	5,757,520	19,883,410	571,250	306,923,910	0	333,136,090	2,789,530	155,730	20,224,790	23,170,050	356,306,140
HAMBURG	2,025,077	25,039,616	4,331,197	981,791,479	0	1,013,187,369	4,945,620	1,210,760	15,169,750	21,326,130	1,034,513,499
GREEN OAK	799,726	81,028,306	48,913,066	802,772,297	0	933,513,395	18,831,500	15,330,400	18,768,200	52,930,100	986,443,495
<b>TWP TOTAL:</b>	<b>134,339,185</b>	<b>600,023,781</b>	<b>176,708,489</b>	<b>6,725,728,622</b>	<b>2,825,816</b>	<b>7,639,625,893</b>	<b>103,593,971</b>	<b>44,801,320</b>	<b>340,929,128</b>	<b>489,324,419</b>	<b>8,128,950,312</b>

CITIES	AGR	COM	IND	RES	DEV	TOTAL REAL	COM PERS	IND PERS	PERSONAL UTIL PERS	TOTAL PERS	AD VALOREM TOTAL
HOWELL	0	95,716,288	21,212,692	170,231,694	0	287,160,674	9,538,400	6,608,500	8,046,800	24,193,700	311,354,374
BRIGHTON	0	150,378,987	20,703,837	236,949,361	0	408,032,185	18,418,400	5,498,900	6,237,600	30,154,900	438,187,085
<b>CITY TOTAL:</b>	<b>0</b>	<b>246,095,275</b>	<b>41,916,529</b>	<b>407,181,055</b>	<b>0</b>	<b>695,192,859</b>	<b>27,956,800</b>	<b>12,107,400</b>	<b>14,284,400</b>	<b>54,348,600</b>	<b>749,541,459</b>
<b>COUNTY TOTAL:</b>	<b>134,339,185</b>	<b>846,119,056</b>	<b>218,625,018</b>	<b>7,132,909,677</b>	<b>2,825,816</b>	<b>8,334,818,752</b>	<b>131,550,771</b>	<b>56,908,720</b>	<b>355,213,528</b>	<b>543,673,019</b>	<b>8,878,491,771</b>

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

VILLAGES	AGR	COM	IND	RES	DEV	TOTAL REAL	COM PERS	IND PERS	PERSONAL UTIL PERS	TOTAL PERS	AD VALOREM TOTAL
FOWLerville	0	22,458,000	18,451,370	38,691,780	0	79,601,150	4,052,540	2,567,940	2,487,630	9,108,110	88,709,260
PINCKNEY	0	14,233,580	284,570	60,079,530	0	74,597,680	1,105,520	0	2,687,060	3,792,580	78,390,260
<b>VILLAGE TOTAL:</b>	<b>0</b>	<b>36,691,580</b>	<b>18,735,940</b>	<b>98,771,310</b>	<b>0</b>	<b>154,198,830</b>	<b>5,158,060</b>	<b>2,567,940</b>	<b>5,174,690</b>	<b>12,900,690</b>	<b>167,099,520</b>



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Sue Bostwick, Equalization Director**  
**Date: April 10, 2018**  
**Re: 2018 Equalization Report**

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Attached you will find the 2018 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>2017 S.E.V.</u>	<u>2018 S.E.V.</u>	<u>Change</u>	<u>% Change</u>
Agriculture	260,703,229	261,107,397	404,098	+ .15
Commercial	1,006,855,056	1,071,931,640	65,076,584	+6.46
Industrial	268,925,528	293,109,420	24,183,892	+8.99
Residential	8,393,949,673	8,701,680,000	307,730,327	+3.67
Developmental	4,939,200	4,539,900	-399,300	-8.08
Personal Property	517,866,706	544,536,660	26,669,954	+5.15
Total	10,453,239,392	10,876,905,017	423,665,625	+4.05

The total county equalized value increased \$423,665,625 or 4.05 % from 2017 to 2018.

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 \$415,463,217 or 4.91% from 2017. However, these values will not be final until after final State Equalization which will take place on May 29, 2018.

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.