



# LIVINGSTON COUNTY BOARD OF COMMISSIONERS

## MEETING AGENDA

June 13, 2022, 6:00 p.m.

Board of Commissioners Meeting Location

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

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

<https://us02web.zoom.us/j/3997000062>

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

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# CASS COUNTY BOARD OF COMMISSIONERS

R-120-22

## A RESOLUTION OPPOSING MICHIGAN HOUSE BILLS 4729, 4730, 4731, & 4732

**WHEREAS**, Zillow, a for-profit corporation from Seattle, WA, has been lobbying the Michigan Legislature to pass legislation that undermines the integrity of Register of Deeds and Treasurer Offices across the State of Michigan; and

**WHEREAS**, the legislation that Zillow is lobbying for would require Register of Deeds and Treasurer Office across the State of Michigan to provide for-profit corporations copies of any official records maintained by those offices at a significant discount or in some instances free of any charge. As a result, the taxpayers will be responsible for picking up the tab for providing these records and the financial burden created by the loss of revenue for these offices; and

**WHEREAS**, if these Bills become law, Zillow and other for-profit corporations will have the ability to demand the manner in which the Register of Deeds and Treasurer must provide copies of official records; and

**WHEREAS**, if these Bills become law, they would impose new restrictions and limits on what Register of Deeds and Treasurer Offices can charge for parcel cards, and would burden Michigan taxpayers with the cost to provide records to out-of-state entities and corporate organizations; and

**WHEREAS**, Zillow and other corporations will capitalize on selling publicly owned records, provided to them free of charge, while at the same time placing Michigan residents at a higher risk for fraud and theft; and

**WHEREAS**, the Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, Michigan Association of Register of Deeds, and the Michigan Municipal League are united in opposing Michigan House Bills 4729, 4730, 4731, & 4732.

**THEREFORE, BE IT RESOLVED**, that the Cass County Board of Commissioners OPPOSE Michigan House Bills 4729, 4730, 4731, & 4732, as private corporations should not benefit financially from public records at the expense of Michigan taxpayers; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be sent to Governor Gretchen Whitmer, the Speaker of the Michigan House of Representatives, the Majority Leader of the Michigan Senate, Senator Kim LaSata, Representative Steve Carra, Representative Brad Paquette, the Michigan Association of Counties, the Michigan Association of County Treasurers, the Michigan Association of County Clerks, the Michigan Association of Register of Deeds, and the Michigan Municipal League.

**ADOPTED THIS 2<sup>nd</sup> DAY OF JUNE 2022**

**ATTEST:**



Monica McMichael, Clerk/Register  
COUNTY OF CASS



Dwight Dyes, Chair  
CASS COUNTY BOARD OF COMMISSIONERS



# Iosco County Board of Commissioners

9

COURT HOUSE  
Tawas City, Michigan 48763

## RESOLUTION

**DATE: June 1, 2022**

### **THE HONORABLE BOARD OF COMMISSIONERS:**

**WHEREAS, Zillow has spearheaded legislation to undermine the integrity of the Register of Deeds' and Treasurers' offices across the state of Michigan, which will greatly reduce revenues needed to fund the daily operation of both offices, and,**

**WHEREAS, Zillow, a for profit corporation, is lobbying the State of Michigan legislature to pass legislation that will provide them copies of any official records maintained by both the Register of Deeds' and the Treasurers' offices at an insignificant fee or, in some cases, 100% free of charge and,**

**WHEREAS, if these Bills become law, Zillow will have the ability to demand the manner in which the Register of Deeds and Treasurer must provide copies of official records and,**

**WHEREAS, if these Bills become law, they would impose new restrictions and limits on what the Register of Deeds and Treasurer Offices can charge for parcel cards and,**

**WHEREAS, the burden to fund the Register of Deeds and the Treasury Departments would fall more heavily on the taxpayers of Iosco County due to providing official records to out-of-state entities and corporate organizations and,**

**WHEREAS, Zillow will profit on selling publicly owned records, provided to them free of charge, while at the same time placing Iosco County and other Michigan residents at a higher risk for fraud and theft and,**

WHEREAS, the Michigan Association of Counties, the Michigan Association of County Treasurers, Michigan Association of County Clerks, the Michigan Municipal League, and the Michigan Association of Register of Deeds, all bipartisan organizations, are united in opposing Michigan House Bills 4729, 4730, 4731, 4732 and,

NOW THEREFORE BE IT RESOLVED, that the Iosco County Board of Commissioners stand in solidarity with the Iosco County Register of Deeds and the Iosco County Treasurer to oppose HB's 4729, 4730, 4731, 4732 and stand up to corporations that data mine and benefit financially from public records at the expense of the taxpayers and,

BE IT FURTHER RESOLVED, that a copy of this resolution in opposition to the above bills be forwarded to the Speaker of the House of Representatives, Representative Jason Wentworth, Senate Majority Leader, Senator Mike Shirkey, the Senate Representative for Iosco County, Senator Jim Stamas, the House of Representatives for Iosco County, Representative Sue Allor, and the Governor of the State of Michigan, Governor Gretchen Whitmer, The Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, and the Michigan Association of Register of Deeds.

Move:



Support:



Roll Call:    Ayes 4  
                  Nays 0  
                  Absent 1

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

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

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 26<sup>th</sup> day of May, 2022 with the meeting called to order at 8:00 a.m.

Commissioners Present: Thomas Young, Thomas Bardwell, Kim Vaughan,  
Doug DeRussel, Dan Grunshaw

Commissioners Absent: none

The following resolution was offered by Commissioner DeRussel, seconded by  
Commissioner Vaughan,

## RESOLUTION 2022-12

### *RESOLUTION OPPOSING MICHIGAN HOUSE BILLS 4729, 4730, 4731, & 4732*

**WHEREAS**, Zillow, a for-profit corporation from Seattle, WA, has been lobbying the Michigan Legislature to pass legislation that undermines the integrity of Register of Deeds and Treasurer Offices across the State of Michigan; and

**WHEREAS**, the legislation that Zillow is lobbying for would require Register of Deeds and Treasurer Office across the State of Michigan to provide for-profit corporations copies of any official records maintained by those offices at a significant discount or in some instances free of any charge. As a result, the taxpayers will be responsible for picking up the tab for providing these records and the financial burden created by the loss of revenue for these offices; and

**WHEREAS**, if these Bills become law, Zillow and other for-profit corporations will have the ability to demand the manner in which the Register of Deeds and Treasurer must provide copies of official records; and

**WHEREAS**, if these Bills become law, they would impose new restrictions and limits on what Register of Deeds and Treasurer Offices can charge for parcel cards, and would burden Michigan taxpayers with the cost to provide records to out-of-state entities and corporate organizations; and

**WHEREAS**, Zillow and other corporations will capitalize on selling publicly owned records, provided to them free of charge, while at the same time placing Michigan residents at a higher risk for fraud and theft; and

**WHEREAS**, the Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, Michigan Association of Register of Deeds, and the Michigan Municipal League are united in opposing Michigan House Bills 4729, 4730, 4731, & 4732.

**THEREFORE, BE IT RESOLVED**, that Tuscola County Board of Commissioners OPPOSE Michigan House Bills 4729, 4730, 4731, & 4732, as private corporations should not benefit financially from public records at the expense of Michigan taxpayers; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be sent to Governor Gretchen Whitmer, Speaker of the Michigan House of Representatives, Majority Leader of the Michigan Senate, Senator Kevin Daley, Representative Phil Green, the Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, Michigan Association of Register of Deeds, and the Michigan Municipal League.

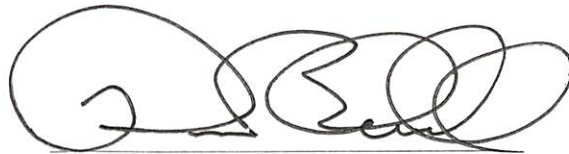
Ayes: *Young, Vaughan, Durkiewicz, Bardwell*

Nays: *Mumshaw*

Absent: *none*

Resolution declared approved dated this 26<sup>th</sup> day of May, 2022.

Date *May 26, 2022*



*Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners*

I, Jodi Fetting, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of an agreement approved by the Board of Commissioners at a regular meeting on May 26, 2022.

Date *May 26, 2022*

*Jodi Fetting*  
Jodi Fetting  
Tuscola County Clerk

# LIVINGSTON COUNTY BOARD OF COMMISSIONERS

## MEETING MINUTES



May 23, 2022, 6:00 P.M.

Board of Commissioners Meeting Location  
304 E. Grand River Ave., Board Chambers, Howell, Michigan  
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC  
<https://us02web.zoom.us/j/3997000062>

Members Present: Wes Nakagiri, Carol Griffith, Martin Smith, Carol Sue Reader, Douglas Helzerman, Jay Drick, Mitchell Zajac, Jay Gross

Members Absent: Brenda Plank

### 1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Wes Nakagiri at 6:00 m.

### 2. MOMENT OF SILENT REFLECTION

### 3. PLEDGE OF ALLEGIANCE TO THE FLAG

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

### 4. ROLL CALL

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

### 5. CORRESPONDENCE

#### 5.a Kalamazoo County

Resolution Urging State Legislature to Amend the Michigan Auto Insurance Reform Act

Motion to receive and place on file the Correspondence.

It was moved by J. Gross

Seconded by C. Griffith

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

### 6. CALL TO THE PUBLIC

None.

### 7. APPROVAL OF MINUTES

#### 7.a Minutes of meeting dated: May 9, 2022

Motion to receive and place on file the Correspondence.

It was moved by M. Zajac

Seconded by C. Griffith

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

### 8. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

**9. APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

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

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

**10. REPORTS**

None.

**11. RESOLUTIONS FOR CONSIDERATION**

Resolutions 2022-05-063 through 2022-05-067

**11.a 2022-05-063**

Resolution to Levy 2022 Allocation Millage

Motion to adopt the Resolution.

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

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

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

**11.b 2022-05-064**

Resolution to Approve The FY 2021-2022 Hazardous Materials Emergency  
Preparedness Grant Program Award Agreement

Motion to adopt the Resolution.

It was moved by C. Griffith  
Seconded By M. Smith

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

**11.c 2022-05-065**

Resolution Authorizing Specialty Courts & Programs to Apply for the State Court  
Administrative Office (SCAO) Grants FY 2023

Motion to adopt the Resolution.

It was moved by M. Zajac  
Seconded by C. Reader

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

**11.d 2022-05-066**

Resolution Authorizing the Addition of Field Service Uniform Deputies to the Livingston  
County Sheriff's Office

Motion to adopt the Resolution.

It was moved by M. Zajac  
Seconded by D. Helzerman

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

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



**11.e 2022-05-067**

Resolution Authorizing the Purchase of East Complex Rooftop HVAC Equipment

Motion to adopt the Resolution.

It was moved by D. Helzerman  
Seconded by M. Zajac

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

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

**12. ACCOUNTS PAYABLE REPORTS**

**12.a Claims dated: May 23, 2022**

Motion to approve the Claims Report.

It was moved by C. Griffith  
Seconded by M. Zajac

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

**12.b Payables dated: April 30 through May 13, 2022**

Motion to approve the Payables Report.

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

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

**13. CALL TO THE PUBLIC**

None.

**14. ADJOURNMENT**

Motion to adjourn the meeting at 6:13 p.m.

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

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

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Elizabeth Hundley Livingston County Clerk

RESOLUTION

NO: 2022-06-068

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing the County Treasurer to Establish Fund 237 – Opioid Settlement Fund – Treasurer**

**WHEREAS,** resolution #2019-02-029 authorized legal representation on behalf of Livingston County in litigation against manufacturers and wholesale distributors of opioids; and

**WHEREAS,** a settlement has been reached in which Livingston County is a named Litigating Subdivision; and

**WHEREAS,** said settlement includes a monetary award (exact dollar amount yet to be determined) payable to Livingston County, which is expected to be received over the course of 18 years in annual installments, with the first expected to be received in 2022; and

**WHEREAS,** the terms of the settlement restrict the use of the settlement funds to the “approved uses” included on the attached schedule; and

**WHEREAS,** the Livingston County Treasurer recommends establishing a special revenue Fund 237 for the specific purpose of tracking revenues and expenditures related to these restricted funds.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to establish Fund 237-Opioid Settlement Fund.

**THEREFORE BE IT FURTHER RESOLVED** the Livingston County Board of Commissioners hereby authorizes the necessary transfers and budget amendments to effectuate this resolution.

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





**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY TREASURER**

**200 E. Grand River  
Howell, MI 48843**

**Phone 514-546-7010 Fax 517-545-9638**

**Web Site: [livingstonlive.org](http://livingstonlive.org)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jennifer M. Nash, Treasurer**  
**Date: May 27, 2022**  
**Re: RESOLUTION AUTHORIZING CREATION OF OPIOID  
SETTELEMENT FUND- 237**

Resolution #2019-02-029 authorized legal representation on behalf of Livingston County in litigation against manufacturers and wholesale distributors of opioids.

That litigation has resulted in a settlement which awards Livingston County a monetary sum. That sum is not yet specifically known, but we do know the sum is expected to be paid in annual installments over the course of 18 years. We expect the first payment to be received in 2022.

The use of these funds is restricted under the terms of the settlement agreement. I have included that "approved list" for your information. Since these funds are "restricted" in use, the accounting guidelines require a special revenue fund be used for the recording of the financial transactions related to these funds. For these reasons, I am requesting authorization to establish Fund 237 as the Opioid Settlement Special Revenue Fund,

Thank you for your consideration and I am happy to answer any further questions you may have.

## **EXHIBIT E**

### **List of Opioid Remediation Uses**

#### **Schedule A Core Strategies**

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“*Core Strategies*”).<sup>14</sup>

A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO  
REVERSE OPIOID OVERDOSES**

1. Expand training for first responders, schools, community support groups and families; and
2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

B. **MEDICATION-ASSISTED TREATMENT (“MAT”)  
DISTRIBUTION AND OTHER OPIOID-RELATED  
TREATMENT**

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

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<sup>14</sup> As used in this Schedule A, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment (“*SBIRT*”) services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder (“*OUD*”) and other Substance Use Disorder (“*SUD*”) /Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME (“*NAS*”)**

1. Expand comprehensive evidence-based and recovery support for NAS babies;
2. Expand services for better continuum of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

## Schedule B Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT
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### A. **TREAT OPIOID USE DISORDER (OUD)**

Support treatment of Opioid Use Disorder (“*OUD*”) and any co-occurring Substance Use Disorder or Mental Health (“*SUD/MH*”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:<sup>15</sup>

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“*MAT*”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“*ASAM*”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“*OTPs*”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

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<sup>15</sup> As used in this Schedule B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

**B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY**

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED  
(CONNECTIONS TO CARE)**

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.



14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

**D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS**

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
  1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARF*”);
  2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
  3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
  4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
  5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
  6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“*CTT*”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

**E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME**

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“*NAS*”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION
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**F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS**

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

**G. PREVENT MISUSE OF OPIOIDS**

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

#### **H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)**

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

<b>PART THREE: OTHER STRATEGIES</b>
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**I. FIRST RESPONDERS**

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

**J. LEADERSHIP, PLANNING AND COORDINATION**

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

#### **K. TRAINING**

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

#### **L. RESEARCH**

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.



RESOLUTION

NO: 2022-06-069

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Optimizing Election Integrity as it Pertains to the Acceptance of Unregulated Private Monies for Funding Elections – Board of Commissioners**

**WHEREAS,** Livingston County through the Board of Commissioners has the authority to accept or reject a proposed donation/grant to the County in the form of cash, personal property, and real property; and

**WHEREAS,** funding and managing elections has always been a government function, not a private one, and for good reason. Private organizations are not subject to the laws for public employees and institutions — they are not required to hold public hearings, cannot be monitored via open-records requests and other mechanisms of administrative and financial transparency, are not subject to the normal checks and balances of the governmental process, and are not accountable to citizens if the public disapproves of their actions; and

**WHEREAS,** while Livingston County did not accept any of Zuckerberg’s funding, considering election irregularities across our nation, it is appropriate to implement a new County policy to eliminate any future possibility of private monies being used to skew elections in our County.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners affirms that funding and managing elections is a government function, not a private one.

**BE IT FUTHER RESOLVED** that prior to acceptance or any other action including provision of a donation/grant receipt, County Departments shall submit any proposed donation/grant of cash or personal or real property for use in, or purposes of funding and managing elections to the Board of Commissioners for consideration of whether such donation/grant shall be accepted or rejected by Livingston County. Proposed donations/grants requiring Board of Commissioner approval will be first submitted to the Finance and Asset Management Committee, and if approved by the Finance and Asset Management Committee, shall be placed on the agenda for full Board of Commissioners consideration.

**BE IT FURTHER RESOLVED** that it is position of the Livingston County Board of Commissioners that the Board of Commissioners shall not approve or accept the donations/grants of private monies or personal or real property to the County for use in or purposes of funding and managing elections.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners directs the County Clerk to send a copy of this resolution to all Michigan counties and our State Representatives, State Senator, and Members of Congress.

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**MOVED:  
SECONDED:  
CARRIED:**



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June 6, 2022

Livingston County Board of Commissioners  
304 E Grand River Ave  
Suite 201  
Howell, MI 48843

Dear Fellow Commissioners,

I have submitted a resolution titled, “Resolution Optimizing Election Integrity as it Pertains to the Acceptance of Unregulated Private Monies for Funding Elections.” This letter summarizes my rationale for submitting this resolution.

Private organizations funded by multi-billionaire Mark Zuckerberg, poured millions of dollars into the 2020 Elections. To put it in perspective, federal and state matching funds for COVID-19-related election expenses in 2020 totaled \$479.5 million. The Zuckerberg-funded Center for Tech and Civic Life (CTCL) and Center for Election Innovation and Research (CEIR) contributed \$419.5 million. These two private non-profits were responsible for an 85 percent increase in total additional election funding — and that largess was concentrated in a relatively small number of municipalities which shared Zuckerberg’s political ideology.

Zuckerberg’s private unregulated “tainted money” had nothing to do with traditional financing of modern elections. It had to do with financing the infiltration of election offices at the city and county level by activists and using those offices as a platform to implement preferred administrative practices, voting methods, and data-sharing agreements, as well as to launch intensive outreach campaigns in areas heavy with voters sharing the billionaire’s political preferences.

CTCL also demanded the promotion of universal mail-in voting through suspending election laws, extending deadlines that favored mail-in over in-person voting, greatly expanding opportunities for “ballot curing,” expensive bulk mailings, and other lavish “community outreach” programs that were directed by private activists.

CTCL drove the proliferation of unmonitored private drop boxes (which created major chain of custody issues) and opportunities for novel forms of “mail-in ballot electioneering,” allowed for the submission of numerous questionable post-election-day ballots and created opportunities for illegal ballot harvesting.

Funding and managing elections have always been a government function, not a private one, and for good reason. Private organizations are not subject to the laws for public employees and institutions — they are not required to hold public hearings, cannot be monitored via open-records requests and other mechanisms of administrative and financial transparency, are not subject to the normal checks and balances of the governmental process, and are not accountable to citizens if the public disapproves of their actions.

Your approval of this resolution prevents private entities from wielding their influence in our election process.

Thank you for your consideration of this important topic.

Wes Nakagiri  
Chairman  
Livingston County Board of Commissioners

**RESOLUTION**

**NO: 2021-06-070**

**LIVINGSTON COUNTY**

**DATE: June 13, 2022**

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**Resolution Authorizing Acceptance of the County Clerk's 2021 Annual Report – County Clerk**

**WHEREAS,** the office of the Livingston County Clerk is furnishing a report of their activities for the period of January 1, 2021 through December 31, 2021, in printed form compromised of the 2021 Annual Report; and

**WHEREAS,** the Livingston County Clerk has provided a copy of the 2021 Annual Report to the Board of Commissioners.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby accepts the Livingston County Clerk's 2021 Annual Report.

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**MOVED:  
SECONDED:  
CARRIED:**





# Livingston County Clerk **2021 ANNUAL REPORT**

Agenda Page 32 of 117



**LIVINGSTON COUNTY CLERK**  
INTEGRITY • DEDICATION





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\*Cover Photo Courtesy of George Moses

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

*January 25, 2022*

It is my pleasure to submit the Clerk's 2021 Annual Report. While this year presented us with some new and unique challenges, it also provided the opportunity to showcase our ability to improve processes and work collaboratively with other departments to provide our community with outstanding service.

Our team invested significant time and energy ensuring the County Apportionment Commission was able to complete their mandated duties within prescribed timeframes. The Apportionment Commission utilized the most open and transparent process in its history. I would like to thank Ms. Diane Gregor and Mr. Sandon Lettieri for their invaluable assistance to the Apportionment Commission.

I am proud of the professionalism and hard work of the staff within the Clerk's Office. This annual report summarizes their dedication and commitment to public service. However, it would be impossible for us to accomplish all we do without the support of many others. I appreciate the support from my fellow elected officials, our County departments, administration, and our Board of Commissioners. It is truly an honor and privilege to serve as your Clerk.

Sincerely,



***Elizabeth Hundley***  
***Livingston County Clerk***  
***Livingston County, Michigan***



***Elizabeth Hundley***  
***Livingston County Clerk***

## FUNCTIONS AND DUTIES OF THE CLERK

The County Clerk is an elected position mandated by Article VII, Section 4 of the State Constitution. The Clerk derives its authority from the Michigan Constitution and statutory law.

This position has a diverse range of duties, including but not limited to:

- Clerk of the Board of Commissioners
- Registrar of Vital Records
- Clerk of the Circuit Court
- Chief Election Officer for the County

## CLERK OF THE BOARD OF COMMISSIONERS

### Division Overview

Michigan law establishes the County Clerk as the Clerk to the Board of Commissioners. We are tasked with attending meetings, taking the meeting minutes, and preserving the minutes, which become the official record of the meetings.

We attended 49 regularly scheduled Board of Commissioner meetings and two work sessions during 2021.

The Board of Commissioners' meeting schedule and committee structure has been modified for 2022. This year, the Board of Commissioners meetings will take place on the second and fourth Monday evenings each month at 6:00 p.m. Meetings are held in the Board chambers located on the second floor of the Administration Building located at 304 E. Grand River Avenue in downtown Howell.

The public may participate in public comment either in person or virtually via Zoom. More information, instructions for virtual attendance, and the full meeting schedule is available on the Board of Commissioners' [website](#).

### County Directory

The Clerk's Office maintains and updates 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. The County Directory can be accessed online at the Clerk's [website](#).



Photo Courtesy of Richard Lim

**"Great service and friendly as well!"**

Customer comment –  
March 19, 2021

**"Everyone was so helpful and made a stressful process very simple!"**

Customer comment  
– August 16, 2021

## REGISTRAR OF VITAL RECORDS

### Division Overview

The Clerk is the official registrar for birth certificates, death certificates, marriage licenses, concealed pistol licenses, notary applications, and business license registrations. The public is provided certified copies of these documents pursuant to legal guidelines. Certified copies can be obtained by visiting our office located in the Historic Courthouse, by mail, or by use of our [online request system](#).

### Home Births

Livingston County remains the largest county in Michigan, based on population, without a hospital birthing center. Home births are an option selected for various reasons. All births that take place within Livingston County are processed by our office. The Vital Records Division recorded 23 home birth registrations during 2021.

### Business Registration

Any business that operates in Livingston County is required to register with our office, unless it is a corporation, a limited liability company, or limited liability partnership. Our office processed 601 business registrations and dissolutions during 2021.

### Notary Public

A notary public is an officer appointed by the Michigan Secretary of State to attest to the authenticity of a person's signature, to administer oaths, and to witness acknowledgments. The most common function of a notary is to prevent fraud by attesting to the identity of a person signing a document. Our office processed 432 notary applications during 2021. More information about the notary public process or how to become a notary is available online at the Clerk's [website](#).

### FOIA Coordinator

The County Clerk also serves as the County's FOIA (Freedom of Information Act) Coordinator. When a FOIA request is filed with the County, we are responsible for tracking the progress of that request and resulting response. Learn more about the FOIA process, as well as create an online FOIA account on the County's [website](#). Our office managed 1,400 FOIA requests

## Vital Records Comparison

(2017 - 2021)

	2017	2018	2019	2020	2021
Deaths Recorded & Filed	1,142	1,141	1,135	1,389	1,387
Births Recorded & Filed	14	24*	23*	34	23
Marriage Licenses Issued & Filed	1,104	1,103	969	930	1,030
Assumed Names Filings	782	531	509	548	601
Concealed Pistol License Applications	3,562	3,420	3,754	5,712	4,776
Notary Commissions Issued, Bonds Filed	295	501	468	389	432
FOIA Requests	739	865	932	968	1,400
Military Discharge Recording	72	76	160	47	42

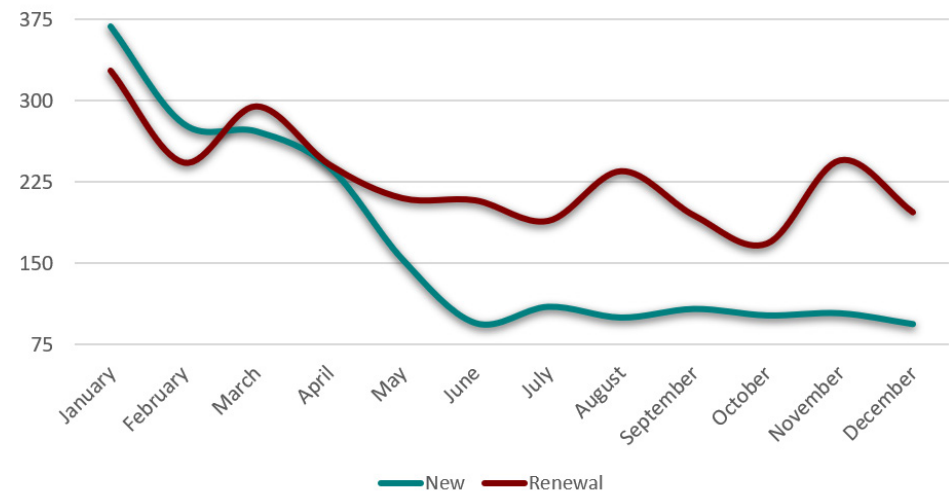
\*Home births recorded after annual report prepared.

received by 29 departments within the County during 2021.

### Concealed Pistol Licenses (CPL)

The Vital Records division accepts and processes CPL applications for residents of Livingston County. In Michigan, a resident must obtain a concealed pistol license, commonly known as a CPL, in order to carry a pistol concealed. Individuals applying for a new CPL are required by law to apply at the County Clerk's Office. CPL renewals can be filed with the County Clerk; or by mail and online with the Michigan State Police. Our office processed 4,776 CPL applications during 2021.

### CONCEALED PISTOL LICENSE APPLICATIONS





"You guys are awesome,  
amazing attitudes!"

Customer comment  
- July 13, 2021

"Very efficient and  
friendly. It was a  
pleasure."

Customer comment  
- August 5, 2021

### Our Goals

We continually strive to improve our service to the public. We are working to reduce our paper consumption and streamline processes within our Vital Records division to include online applications for marriage licenses, concealed pistol licenses, notary, and business registrations. In addition, we are working to improve our online ordering program. These changes will improve service to the public.

## CLERK OF THE TAX ALLOCATION BOARD

The Tax Allocation Board is the process by which the allowed millage rate is allocated between the county, townships which are not charter townships, and the intermediate school district when a county does not have a fixed millage approved by the voters. The Board convenes annually on the third Monday in April pursuant to Michigan law.

The County Clerk serves as clerk to the Board and takes minutes of the Board proceedings. These minutes are maintained in the Clerk's Office and are available to the public upon request. The Tax Allocation Board met four times during 2021.

## COUNTY APPORTIONMENT COMMISSION

Every 10 years the County Apportionment Commission determines the number and boundaries of the County Commissioner districts. This process takes place following the release of the most recent federal census data. The Commission members include the County Clerk, Treasurer, and Prosecuting Attorney, along with the county chairs of the two major political parties.

The Apportionment Commission convened for their organizational meeting during July 2021. Prosecutor Reader was elected chairperson and rules of procedure were adopted, creating the most open and

transparent apportionment process used to date in Livingston County. Meetings were held in a hybrid format allowing the public to address the Commission remotely if they wished. Members of the public were invited to submit proposed maps for consideration for the first time. A total of 14 maps were submitted for the Commission's consideration.

The Apportionment Commission met five times and a final map was adopted on October 6, 2021. More information about the Apportionment Commission along with the minutes from these meetings are available on the County [website](#).

## CLERK OF THE CIRCUIT COURT

### Division Overview

The Constitution for the State of Michigan tasks the County Clerk with the preservation of all court records for future generations. To that end, the Circuit Court division of the Clerk's Office is responsible for maintaining and preserving court records. Those records include, but are not limited to those associated with the following types of cases: felony criminal cases, domestic relations matters, personal protection orders, general civil matters involving claims of \$25,000 or more, appeals from

lower courts, and juvenile matters, among others. These records are preserved in strict accordance with the record retention guidelines set forth by the State of Michigan.

The legal division continues to work on methods that lend themselves to greater efficiencies, such as:

- Development of a kiosk system for payments and docket look up. We hope to eventually enhance these kiosks to allow for QR code check-ins;
- A robust facsimile filing system;
- Preparing for e-filing;



- An organized, clear website to assist self-represented litigants to gather all of the forms they need to file various types of proceedings;
- Preparing to change case management systems as required by the State;
- We continue to utilize existing software for electronic file storage, creating cost savings.

Our staff continues to recognize that our community needs our flexibility as well as our compassion. We keep a constant eye on

methods to improve the user experience where we are able.

On a personal level, we are proud of the fact that our staff again hosted and/or participated in events to benefit our community, such as a food drive; a coat drive; and a toy drive at Christmas. Our staff continued our perfect record of 100% participation in the County's United Way fundraiser.

### Criminal

The duties of the Clerk's Office regarding criminal files include preparing the various judgments involved, collecting the monies assessed, and reporting convictions to the State of Michigan for entry onto criminal histories and to the Secretary of State for entry onto driving records.

The number of criminal case filings are trending upward nationwide. Our court saw an increase from 2020, which was expected. We believe it will continue to trend upward over the next few years.

To ensure the accuracy of the permanent records, our clerks attend most sessions of court involving criminal cases.

Clerk Hundley and Deputy Clerk Cox stand with the baskets Clerk staff put together for an Animal Shelter fundraiser.

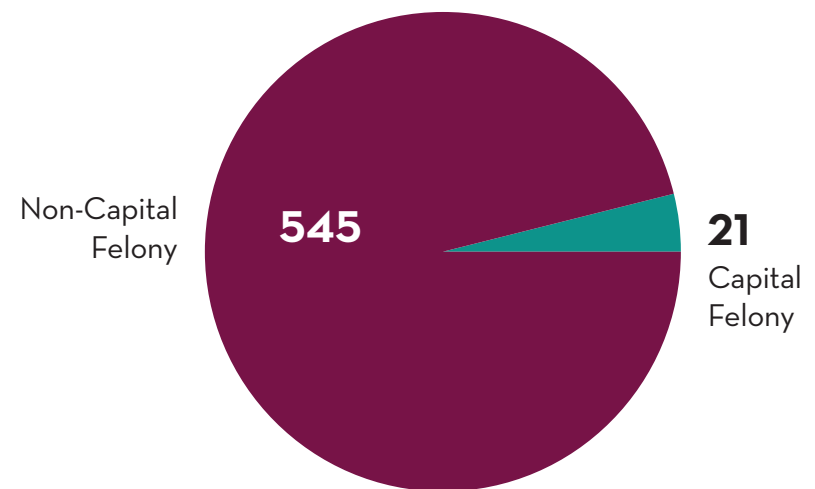


## 2021 Accomplishments Of County Clerk Hundley

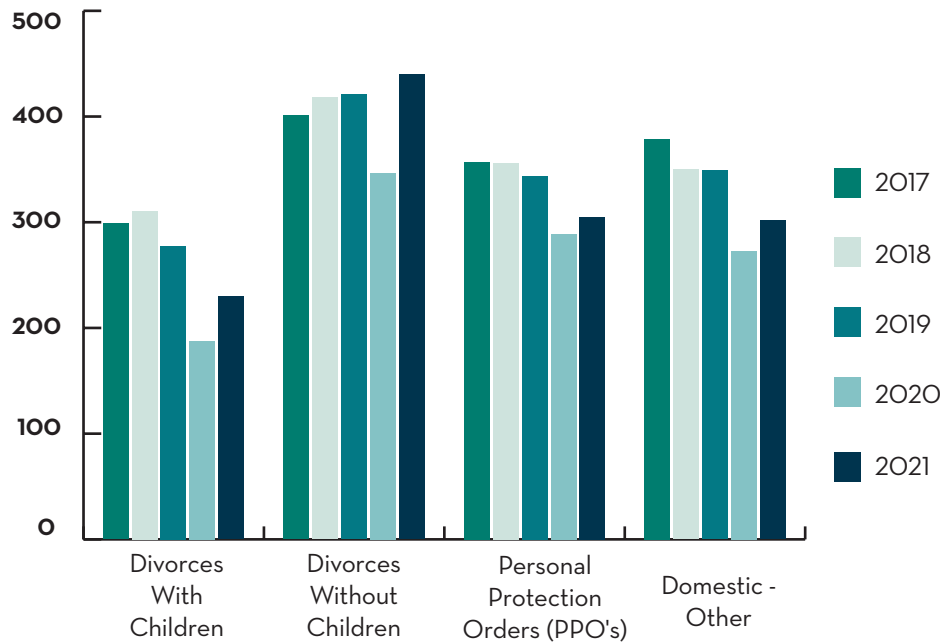
County Clerk Elizabeth Hundley was invited by Justice Brian Zahra of the Michigan Supreme Court to sit on a panel tasked with reimagining the courthouses of the future, where she was able to apply the lessons learned from the pandemic and provide that valuable input to the Michigan Supreme Court's task force.

County Clerk Elizabeth Hundley was nominated by the Michigan Association of County Clerks to represent County Clerks on the U.S. Election Assistance Commission Local Leadership Council. This is a federal advisory board providing the Election Assistance Commission expert input on various local election administration topics.

### 2021 Criminal Filings



## Domestic Filings 2017 - 2021



### Domestic and PPO's

Domestic files can remain active upward of 18 years. It naturally follows that they require a great deal more handling and attention to detail over the life of the file. Many different file types fall under this category.

### Civil and Appeals

Civil cases can encompass a whole host of different issues from contract disputes to real estate disputes. The complexity of these cases can be daunting and often, monies are escrowed with the courts and additional accounting is required.

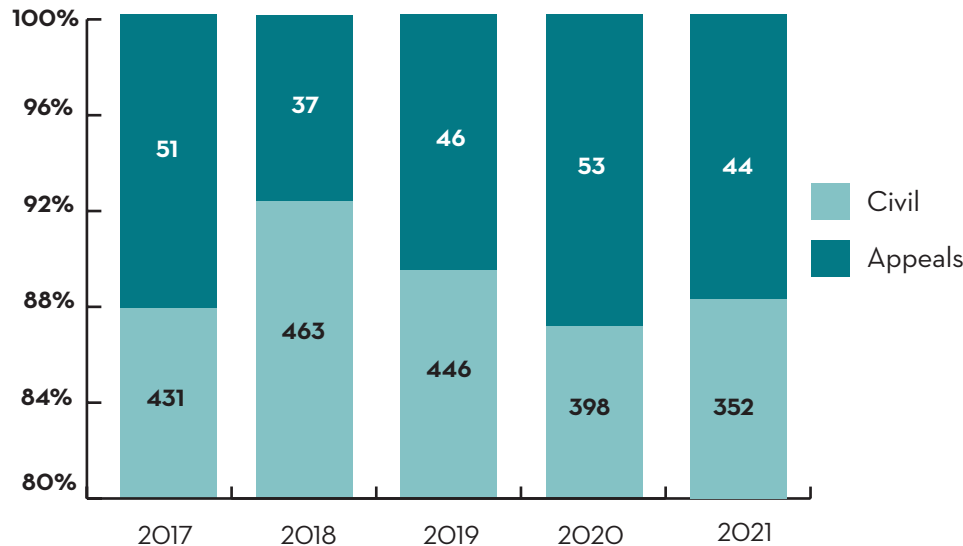
The vast majority of appeals from the lower court is within the civil division. These filings can range from landlord/tenant matters to dog cases. There are very strict

timelines that must be adhered to when dealing with appeals.

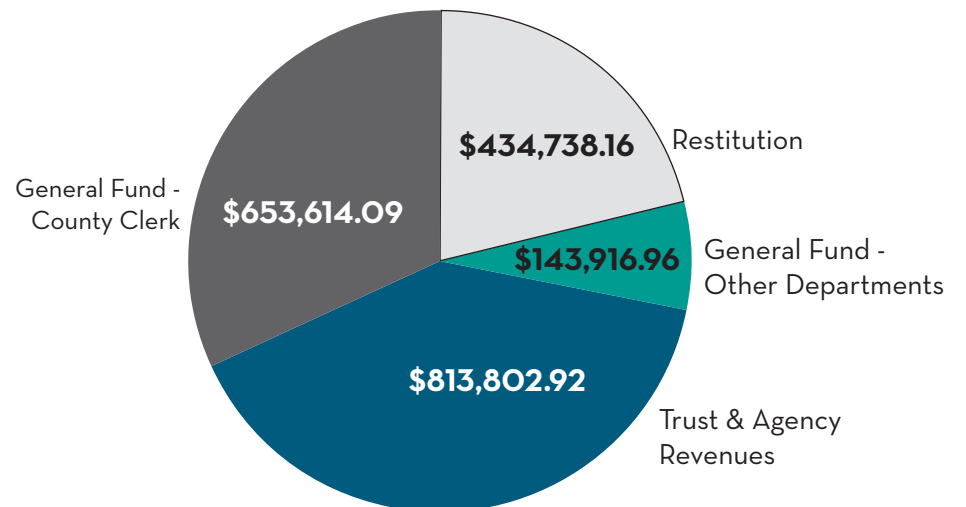
### Fiscal Responsibilities

One of the roles of the County Clerk's Circuit Court branch is to collect the monies assessed in criminal cases, along with filing fees, motion fees, and all other financial transactions concerning Circuit Court's files. Some of these monies are transmitted to the State or County's general fund, some are held in escrow, and some are transmitted to victims. We manage over 80 accounts that monies traverse through monthly. This year our revenue was greater than the monies assessed. This milestone makes Livingston County unique throughout the State and is a result of our improved collection program.

## Civil and Appeals 2017 - 2021



## Total 2021 44th Circuit Court Revenues





### **Business Court**

We are proud to announce that the Business Court of our civil division is growing. The Business Court was established in March of 2019. To date, there have been 131 cases filed in the Business Court, 45 of which were filed in 2021. These cases can be moved through the system expeditiously for the benefit of the business owner(s).

### **Our Goals**

This year brings many initiatives created by the Supreme Court and the legislature. Programs such as automatic expungement signed into law in 2020 will require us to begin adjusting procedures this year to prepare for implementation in 2023. These additional considerations while in the midst of converting to e-filing and replacing the case management system creates difficulties. However, our goal is to continue adapting to the changing landscapes of the courts during these challenging times. We commit ourselves to continuous growth and implementation of these programs while focusing on providing excellent service foremost.

## **Kristi Cox Earned Prestigious Certified Court Executive Distinction**

Kristi Cox, Chief Deputy County Clerk, obtained the designation of Certified Court Executive (CCE) from the National Center for State Courts. It is the second certification in a three-level certification program. One must apply for acceptance into the third step, the Fellows program. There have been approximately 1,200 Fellows in the world, of which approximately 1,000 remain. We are proud to announce Kristi has been accepted into this prestigious program. The program itself takes 14 months. This designation will allow her to consult with courts throughout not only the United States, but foreign countries, as well, to assist them in assessing existing systems and/or designing new justice systems. She is very excited to join the ranks of this unique group. These skills will help guide our legal division through the rapidly changing needs of the litigants, attorneys, and Judges.



## **THE ELECTIONS DIVISION**

### **Division Overview**

The County Clerk is the chief election official within Livingston County. The Elections division provides guidance and instruction to the local jurisdictions who conduct many of the day-to-day election operations. The Elections division is also responsible for the accumulation of election results and maintenance of the permanent election records.

We administered three elections during the 2021 election cycle: a Special Election in May, the City Primary and Special Election in August, and the City General and Special Election in November. In addition, we accepted candidate

filings and produced ballots for the Livingston Educational Service Agency (LESA) election conducted in June.

### **Livingston County Voters**

As of December 31, 2021, Livingston County had 161,402 registered voters, 699 of which were new voter registrations processed by the Elections division.

If a citizen has a valid Michigan driver's license or state identification card, registering to vote online is an easy option via the Michigan Voter Information Center. This online tool can be used to register to vote and to update your voter registration address.

**"Great people, very friendly and quick to help!"**

Customer comment  
– August 20, 2021

**"The ladies are great. Keep them forever!!"**

Customer comment  
– September 27, 2021

**"A perfect visit. Completed all I needed to."**

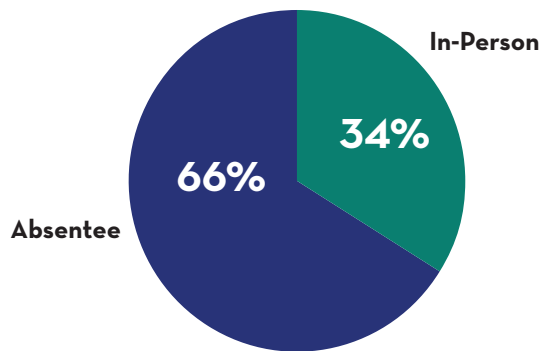
Customer Comment  
– November 18, 2021

# 2021 Elections Rundown



## May 4, 2021 Special Election

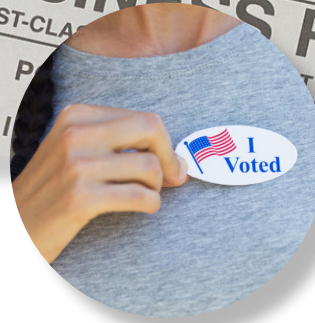
How Were Ballots Cast?



**1,771**  
Ballots Cast

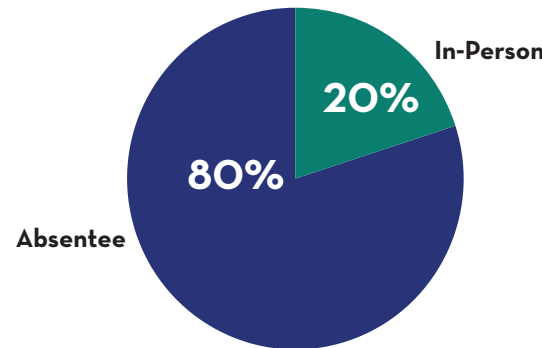
Voter Turnout

▼ 13.82%



## August 3, 2021 City Primary - Special Election

How Were Ballots Cast?



**3,595**  
Ballots Cast

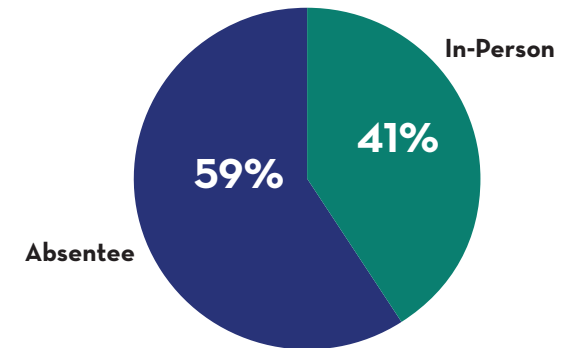
Voter Turnout

▼ 16.05%



## November 2, 2021 City General - Special Election

How Were Ballots Cast?



**5,449**  
Ballots Cast

Voter Turnout

▼ 20.01%





## Accessible Voting Presentation

The Clerk's office presented virtually to the staff of the Disability Community Action Lab. Our goal was to educate individuals who service those with disabilities or those in need of assistance while voting. The presentation covered important issues about voters' rights, the voting process, rights within the polling location on election day, absentee voting, and the voting equipment.



### Campaign Finance

All candidate committees, ballot question committees, and political action 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 maintain the accuracy, integrity, and transparency of the elections process. We processed 24 new campaign finance filings during 2021.

### 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, county, and local elections held within Livingston County. In addition, Commission members are responsible for holding hearings to determine the factualness and clarity of the wording used on recall petitions filed against certain county and local-level officials.

The Livingston County Election Commission met four times during the 2021 election cycle.

### Board of Canvassers

The County Board of Canvassers is composed of two Democratic members and two Republican members. Members are appointed by the Livingston County Board of Commissioners to a 4-year term. Ms. Joan Runyan was welcomed to the Board of Canvassers following her appointment in 2021 and we thanked Mr. Russ Spencer for his service over the past four years.

The Canvassers' primary responsibility is to canvass and/or certify elections held within the county. In 2021, the May, August, and November elections were canvassed and certified by the Board of Canvassers.

The County Clerk serves as clerk to the Board and is responsible for attending the canvass, taking minutes for each meeting, and preserving these permanent records.

### Precinct Inspector Training

Polling locations and absentee counting boards are staffed on election day by hired election

inspectors, also known as poll workers. Election inspectors are critical to ensure fair and accurate elections are conducted. Michigan election law requires the County Clerk to conduct training schools for 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.

The Elections division offers training classes prior to every election. Two training classes were conducted during 2021 which certified 17 inspectors.

Post Election Audit of the November City Election at the City of Brighton  
From Left To Right: Kristi Cox, Chief Deputy County Clerk; Joseph Bridgman, Elections Coordinator/Deputy Clerk; Elizabeth Hundley, County Clerk; Tara Brown, City of Brighton Clerk.





### School District Election Coordinating Agreements

Michigan election law requires all school district election coordinating committees to meet every 4 years to review and, if necessary, revise the election agreements that are filed with the Michigan Secretary of State. The election coordinating plan sets forth each election administrator's responsibilities when conducting all special school district elections.

Michigan election law specifies the individuals serving on the election coordinating committee. Members include city and township clerks, the secretary of the school board or their designee, and the County Clerk. All meetings of the election coordinating committee are held in accordance with the Michigan Open Meetings Act.

In January, the Elections division organized and chaired election coordinating committee meetings with:

- Livingston Educational Service Agency
- Brighton Area Schools
- Fowlerville Community Schools
- Hartland Consolidated Schools
- Howell Public Schools
- Pinckney Community Schools.

The Elections division also participated in meetings for Genesee County Intermediate School District (ISD), Ingham County ISD, Lansing Community College, Oakland Community College, South Lyon Community Schools, Oakland ISD, Byron Area Schools, Morrice Area Schools, Shiawassee Regional Educational Service District, Dexter Community Schools, Washtenaw ISD, and Whitmore Lake Public Schools.

### Staff Service Awards



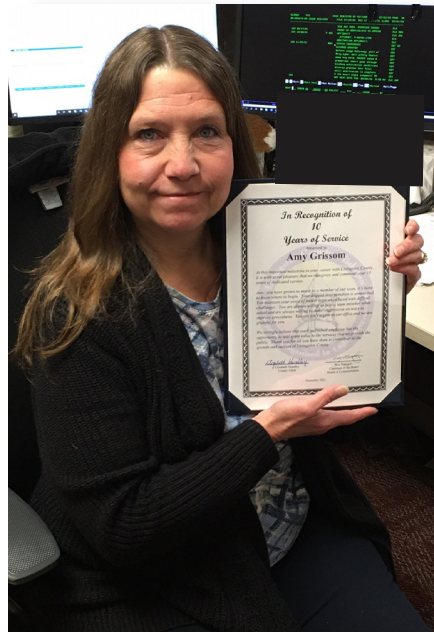
Michele Coan-Bradley - 20 years of service



Shawn Shaw - 15 years of service



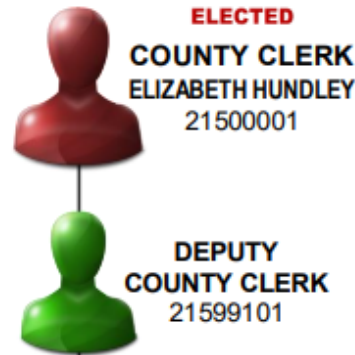
Kelly Ochodnicki - 10 years of service



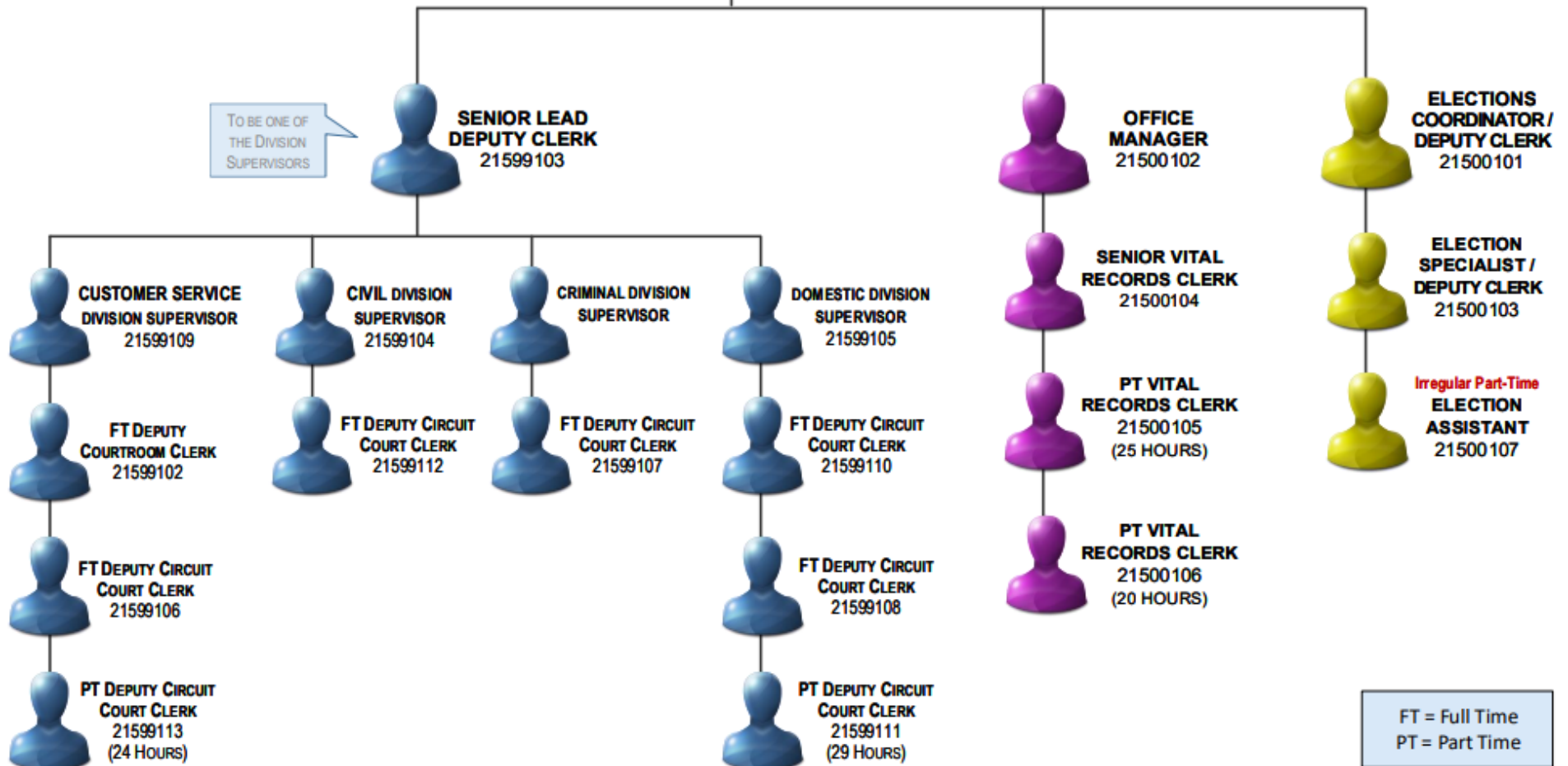
Amy Grissom - 10 years of service



Jacqueline Hawkins - 10 years of service



# COUNTY CLERK



Eff: 2/2022



## 2021 ANNUAL ACTIVITIES & STATISTICAL REPORT

### OFFICE OF THE LIVINGSTON COUNTY CLERK

#### CIRCUIT COURT CLERK'S OFFICE

Civil Cases Filed .....	352
Domestic Cases Filed .....	837
Criminal Cases Filed .....	566
Reopened Cases .....	119
Appeals .....	44
PPO's Filed .....	440
<b>Total Cases Opened .....</b>	<b>2,358</b>

Cases Pending January 1, 2021 .....	921
Cases Closed in 2021 .....	2,390
Cases Pending December 31, 2021 .....	883

#### CIRCUIT COURT COLLECTIONS

General Fund - For the County Clerk .....	\$653,614.09
General Fund - For other departments .....	\$143,916.96
<b>Total .....</b>	<b>\$797,531.05</b>
For the State .....	\$813,802.92
Restitution .....	\$434,738.16
<b>Total .....</b>	<b>\$1,248,541.08</b>
<b>Total Circuit Court Receipts .....</b>	<b>\$2,046,072.13</b>

#### COUNTY CLERK SUMMARY

Writs Issued .....	0
Attorneys at Law Registered .....	6
Notary Commissions Issued/Bonds Filed .....	432
Concealed Weapon Permits Issued .....	4,776
Assumed Names/Co-Partnerships & Dissolutions Filed .....	601
Marriage Licenses Issued and Filed .....	1,030
Births Recorded and Filed .....	23
Deaths Recorded and Filed .....	1,387
Number of FOIAs Processed .....	1,400
Veterans ID Cards Issued .....	39
Military Discharges (DD-214's) Recorded .....	42
Elections and Recounts Canvassed .....	3
Election Inspectors Schools of Instruction .....	2
Number of Precinct Inspectors Trained .....	17
Campaign Finance Statements Filed .....	24
Voter Registrations Sent to Township & City Clerks .....	699





## 2021 ELECTIONS DIVISION ANNUAL ACTIVITIES & STATISTICAL REPORT

### ELECTIONS CANVASSED: 3

Special Election, May 4, 2021

Fowlerville Community Schools

City Primary - Special Election, August 3, 2021

Cities of Brighton and Howell Primary, Fenton Area Public Schools,  
Linden Community Schools

City General - Special Election, November 2, 2021

Cities of Brighton and Howell General, Fowlerville Community Schools

### ELECTION REIMBURSEMENTS: 3

#### MAY 4, 2021

6 Townships

6 Polling Precincts

1 AV Counting Boards

3 Combined Precincts

6 Ballot Styles

Proposals: 1 School District

Ballots = 7,860

Election Reimbursement

Programming Revenue: \$2,100.00

Reimbursed Supplies: \$4,686.97

**Total: \$6,786.97**

#### NOVEMBER 2, 2021

2 Cities, 6 Townships

11 Polling Precincts

3 AV Counting Boards

3 Combined Precincts

11 Ballot Styles

City General, Brighton and Howell

Proposals: 2 School Districts

Ballots = 16,955

Election Reimbursement

Programming Revenue: \$4,200.00

Reimbursed Supplies: \$7,359.91

**Total: \$11,559.91**

#### AUGUST 3, 2021

2 Cities, 7 Townships

8 Polling Precincts

2 AV Counting Boards

4 Combined Precincts

8 Ballot Styles

City Primary, Brighton and Howell

Proposals: 2 School Districts

Ballots = 14,340

Election Reimbursement

Programming Revenue: \$3,300.00

Reimbursed Supplies: \$5,643.29

**Total: \$8,943.29**

### ELECTION INSPECTOR SCHOOLS OF INSTRUCTION: 2

### NUMBER OF PRECINCT INSPECTORS TRAINED: 17

In-person: 17    Online: 0

### CAMPAIGN FINANCE STATEMENTS FILED: 24

(158819 - 158842)

### VOTER REGISTRATIONS SENT TO CITY AND TOWNSHIP CLERKS: 699

### CANDIDATE FILING FEES FOR THE YEAR ENDING DECEMBER 31, 2021

State Representative Candidates: \$100.00

Refundable Filing Fees: \$0.00

Non-Refundable Filing Fees: School District, Library Candidates: \$200.00

Campaign Finance Late Filing Fees: \$500.00

**Total 2021 Filing Fees Collected: \$800.00**



RESOLUTION

NO: 2022-06-071

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing an Agreement with Fidlar Technologies for the APEX Vital Records Document Management Software System – County Clerk**

**WHEREAS,** The Livingston County Clerk has used DEKETO for vital records indexing and imaging since 2004; and

**WHEREAS,** Although the current system has met our basic needs, it has not been enhanced to provide needed efficiencies for the staff, nor provide self-service or online functionality for the public; and

**WHEREAS,** the Clerk and Livingston County IT viewed on-site demonstrations and received quotes from multiple vendors as well as held discussions with DEKETO in regards to potential future enhancements; and

**WHEREAS,** the Clerk has selected Fidlar's APEX vital records document management software system because it will improve staff efficiencies, provide online functionality for the public, and APEX LifeCycle includes important future enhancements; and

**WHEREAS,** Fidlar Technologies of Davenport, Iowa submitted a proposal including Apex LifeCycle for \$15,000 annually (for the first 5 years) plus a one time charge of \$45,000 for Services and Hardware for a total project cost of \$120,000; and

**WHEREAS,** Livingston County's Strategic Plan 2022 – 2026 identifies technology modernization of systems as a priority; and

**WHEREAS,** this has been identified as a potential ARPA eligible project.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize entering into an agreement with Fidlar Technologies for APEX Vital Records Document Management Software System at the rate of \$60,000 for the first year and \$15,000 annually for the next 4 years.

**THEREFORE BE IT FURTHER RESOLVED** the initial cost of \$60,000 for year one will be paid with General Fund Contingency and the Annual LifeCycle fee of \$15,000 for years two through five will be paid through the IT Department Budget and charged back to the Clerk's Office as operating costs.

**BE IT FURTHER RESOLVED** that the necessary budget amendment to effectuate this agreement for the first year is authorized with funding being transferred from General Fund Contingency and ongoing maintenance and support for years two through five will be included as an IT chargeback in the Clerks operating budget in future years.

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

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



# ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

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**COUNTY CLERK**  
200 East Grand River  
Howell, Michigan 48843-2399  
517-546-0500

**CIRCUIT COURT CLERK**  
204 S. Highlander Way, Suite 4  
Howell, Michigan 48843-1953  
517-546-9816

E-mail: [ehundley@livgov.com](mailto:ehundley@livgov.com)

DATE: May 20, 2022

TO: Livingston County Board of Commissioners

FROM: Elizabeth Hundley, Clerk

RE: Vital Records Indexing and Imaging Software

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Dear Commissioners:

I am respectfully requesting authorization to modernize the vital records indexing and imaging software. The current vital records software has been used since 2004. This software met our needs at the time but has not been enhanced to provide much needed efficiencies for staff and the public. Modernizing will allow for online applications while expanding online ordering capabilities both which improve efficiencies for staff and the public.

The Clerk's department worked with IT to research available options and conducted on-site demonstrations. Fidar's APEX software has been selected based on review of the products, pricing, and future enhancements in progress. Fidar is able to offer reduced pricing as their software is already being used within the Register-of-Deed's department.

This project aligns with the County's current Strategic Plan (technology modernization of systems) and also qualifies for use of ARPA funds.

As always, I appreciate your consideration and support. Please do not hesitate to contact me at 517-546-0500 with questions or concerns.

## APEX Vital Statistics Pricing Summary

Description	Module or Service	Cost
<b>Apex LifeCycle</b>		\$15,000/annually
	APEX Software	Included
	Online County Portal	Included
	Future Vitals LifeCycle Modules	Included
	Unlimited Support / Maintenance	Included
<b>Services</b>		\$45,000/One Time
	Installation and Configuration	Included
	Workflow	Included
	Project Management	Included
	Data Conversion	Included
	Image Conversion	Included
	Training	Included
<b>Hardware</b>		
	3 x Counter Kiosks	Included
	3 x Scanners	Included
<b>Bastion Cloud Hosting</b>		
	Estimated DB size of 17GB	\$750/per quarter

### Billing Milestones:

#### Billing Options:

LifeCycle: Billing commences upon live-day. Invoices will be sent each year based on anniversary date.

Bastion Cloud Hosting: The monthly charge shown above is based on an estimated repository size of between 17 - 50GB. Billing will occur on actual repository size at the time of conversion.



RESOLUTION

NO: 2022-06-072

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing the Entrance Into a Participating Addendum Through the NASPO ValuePoint Cooperative Purchasing Program and the Authorization of a 2022 -2023 Stock Computer Hardware Order – Information Technology**

**WHEREAS,** Livingston County has the need to purchase technology equipment to support the functions of the County’s operations in a fiscally responsible manner using the NASPO ValuePoint Cooperative Purchasing Program; and

**WHEREAS,** utilization of the NASPO contract will result in significant cost savings for mission critical projects for the Information Technology Department; and

**WHEREAS,** based upon recommendation of Legal Counsel, participation in a Participating Addendum is updated; and

**WHEREAS,** participation in a Participating Addendum will result in effectively “piggy-backing” off of the Master Agreement entered into between the State of Minnesota and Hewlett-Packard, Co (now HP, Inc.) and its addendums. This “piggy-backing” was authorized under the Master Agreement subject to the approval of the State Chief Procurement Official (“CPO”); and

**WHEREAS,** Information Technology has a need to place a stock order of hardware to support the County’s users. Desktop computers, laptops, docking stations, and monitors are needed to replace outdated equipment in our environment and to support requests for additional necessary hardware; and

**WHEREAS,** through the use of a Participating Addendum through the NASPO ValuePoint Cooperative Purchasing Program, the vendor Sehi Computer Products, Inc. is able to provide hardware at a significant cost savings.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves and authorizes entrance into a Participating Addendum through the NASPO ValuePoint Cooperative Purchasing Program.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby approves and authorizes a purchase order to be issued to Sehi Computer Products Inc. for the purchase of stock technology hardware including 128 desktops, 91 laptops, 129 docking stations, and 239 monitors at an amount not to exceed \$350,000.00 spread over the 2022 & 2023 budgetary years.

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

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes any budget amendment needed to effectuate the above.

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



**Livingston County  
Information Technology  
Department**

# Report

**To:** Livingston County Board of Commissioners, Livingston County Administrator - Nathan Burd, Livingston County Deputy Administrator & Chief Financial Officer - Cindy Catanach

**From:** Kristoffer Tobbe  
Livingston County Chief Information Officer

**Date:** May 26, 2022

**Re:** Livingston County Information Technology Department: Livingston County Stock Computer and accessories order

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## **Request for approval Livingston County Stock Computer and accessories order:**

A stock replacement computer and accessory order is part of the normal computer stock turn over year after year in the County. This year's stock order is larger than the past year based on the fact that we have many departments converting from desktop computers to laptops (or notebook computers) and other departments requesting new laptops for staff. Additionally, considering the global supply chain issues that we are continuing to see with many items including significant delays with technology related equipment, the Livingston County Information Technology Department is recommending pulling ahead and combining the 2022 and 2023 stock orders into one purchase to combat both the global supply chain issues and inflation.

We plan to utilize the NASPO contract to ensure best possible pricing and streamline the procurement process through the use of a cooperative governmental contract. We were able to achieve these discounts for Livingston County by continuing to build and maintain strong partnerships and cooperation with our partners. Along with our trusted partners at Sehi Computer, Inc. and HP, Inc we have secured pricing below standard corporate contract pricing averaging 53% and 32% below standard government contract pricing for accessories.

This order also standardizes the 2022-2023 computer order models based on the departments and the intended utilization of the machines including high performance computers for Central Dispatch 911.

Incorporating the 2022 & 2023 orders into one order will distribute the funding of this order over two budgetary years. Which could cause a budgetary issue under normal circumstances. The Information Technology Team has worked with the fiscal services team on this and the suppliers to come up with a reasonable solution.

We will place the bulk order with HP and instead of HP drop shipping the items directly to Livingston County they will be shipped to the Sehi warehouse in Rochester Michigan for on demand delivery. This will allow us to have the 2023 items held in a Michigan based warehouse until January of 2023. We would then be billed for those items received at that time.

## Current purchase pricing

Livingston County Information Technology Pricing Summary														
2022-2023 Livingston County IT NASPO ValuePoint Computer Pricing Summary														
Note: Current Build and Shipping estimates: 16-36 weeks from order date to delivery to Livingston County IT due to supply issues related to microchip shortages and COVID-19														
2022 Computers														
Computer	Model	Type	Standard Corporate MSRP	Standard Governmental Contract pricing	\$Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$Savings off MSRP	% Savings off MSRP	\$Savings off Government Contract	% Savings off Government Contract	Qty	Per unit \$	Sub Total
840 G9 Elitebook 14 inch screen	HP 840 G9 HP IDS UMA I7-1265U 840 G9 BNBPC	Laptops Standard	\$ 2,956.00	\$ 1,979.00	\$ 977.00	33%	\$ 1,375.00	\$ 1,581.00	53%	\$ 604.00	31%	40	\$ 1,375.00	\$ 55,000.00
860 G9 Elitebook 16 inch screen	HP 860 G9 HP IDS UMA I7-1265U 860 G9 BNBPC	10 Key Power Notebook	\$ 3,005.00	\$ 1,899.00	\$ 1,106.00	37%	\$ 1,406.00	\$ 1,599.00	53%	\$ 493.00	26%	7	\$ 1,406.00	\$ 9,842.00
Firefly 14 Elitebook	HP Zbook Firefly 14	Z-book	\$ 3,584.00	\$ 2,489.00	\$ 1,095.00	31%	\$ 1,643.00	\$ 1,941.00	54%	\$ 846.00	34%	1	\$ 1,643.00	\$ 1,643.00
Elite 600 SFF G9		Desktops	\$ 2,117.00	\$ 1,555.00	\$ 562.00	27%	\$ 1,004.00	\$ 1,113.00	53%	\$ 551.00	35%	77	\$ 1,004.00	\$ 77,308.00
Out	(Central Dispatch)	Z Desktop	\$ 3,271.00	\$ 1,899.00	\$ 1,372.00	42%	\$ 1,478.00	\$ 1,793.00	55%	\$ 421.00	22%	16	\$ 1,478.00	\$ 23,648.00
HP Elitebook x360 1030 or 1040	HP X360 1030 G8	Tablet or 3 in 1	\$ 3,497.00	\$ 2,589.00	\$ 908.00	26%	\$ 1,540.00	\$ 1,957.00	56%	\$ 1,049.00	41%	6	\$ 1,540.00	\$ 9,240.00
Sub-Total			\$ 379,186.00	\$ 260,595.00	\$ 118,591.00	32%	\$ 176,681.00	\$ 202,505.00	54%	\$ 83,914.00	31%			\$ 176,681.00
2022 Accessories														
Preferials			Standard Corporate MSRP	Standard Governmental Contract pricing	\$Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$Savings off MSRP	% Savings off MSRP	\$Savings off Government Contract	% Savings off Government Contract	Qty	Per unit \$	Sub Total
E24 G4		Dock	\$ 439.00	\$ 369.00	\$ 70.00	16%	\$ 268.00	\$ 171.00	39%	\$ 101.00	27%	214	\$ 160.00	\$ 34,240.00
Thunderbolt G4		Upgrade High Res Monitor	\$ 314.00	\$ 234.00	\$ 80.00	25%	\$ 160.00	\$ 154.00	49%	\$ 74.00	32%	64	\$ 268.00	\$ 17,152.00
Sub-Total			\$ 114,042.00	\$ 93,942.00	\$ 20,100.00	21%	\$ 51,392.00	\$ 62,650.00	44%	\$ 42,550.00	29%	Total		\$ 51,392.00
Total Order			\$ 493,228.00	\$ 354,537.00	\$ 138,691.00	28%	\$ 228,073.00	\$ 265,155.00	54%	\$ 126,464.00	36%			\$ 228,073.00
2023 Computers														
Computer	Model	Type	Standard Corporate MSRP	Standard Governmental Contract pricing	\$Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$Savings off MSRP	% Savings off MSRP	\$Savings off Government Contract	% Savings off Government Contract	Qty	Per unit \$	Sub Total
840 G9 Elitebook 14 inch screen	HP 840 G9 HP IDS UMA I7-1265U 840 G9 BNBPC	I7 or Better	\$ 2,956.00	\$ 1,979.00	\$ 977.00	33%	\$ 1,375.00	\$ 1,581.00	53%	\$ 604.00	31%	35	\$ 1,375.00	\$ 48,125.00
860 G9 Elitebook 16 inch screen	HP 860 G9 HP IDS UMA I7-1265U 860 G9 BNBPC	0	\$ 3,005.00	\$ 1,899.00	\$ 1,106.00	37%	\$ 1,376.00	\$ 1,629.00	54%	\$ 523.00	28%	2	\$ 1,406.00	\$ 2,812.00
Firefly 14 Elitebook	HP Zbook Firefly 14	0	\$ 3,584.00	\$ 2,489.00	\$ 1,095.00	31%	\$ 1,377.00	\$ 2,207.00	62%	\$ 1,112.00	45%	0	\$ 1,643.00	\$ -
Elite 600 SFF G9	0	0	\$ 2,117.00	\$ 1,555.00	\$ 562.00	27%	\$ 1,378.00	\$ 739.00	35%	\$ 177.00	11%	35	\$ 1,004.00	\$ 35,140.00
Out	(Central Dispatch)	0	\$ 3,271.00	\$ 1,899.00	\$ 1,372.00	42%	\$ 1,379.00	\$ 1,892.00	58%	\$ 520.00	27%	0	\$ 1,478.00	\$ -
HP Elitebook x360 1030 or 1040	HP X360 1030 G8	0	\$ 3,497.00	\$ 2,589.00	\$ 908.00	26%	\$ 1,380.00	\$ 2,117.00	61%	\$ 1,209.00	47%	0	\$ 1,540.00	\$ -
Sub-Total			\$ 183,565.00	\$ 127,488.00	\$ 56,077.00	32%	\$ 86,077.00	\$ 97,488.00	54%	\$ 41,411.00	31%			\$ 86,077.00
2023 Accessories														
Preferials			Standard Corporate MSRP	Standard Governmental Contract pricing	\$Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$Savings off MSRP	% Savings off MSRP	\$Savings off Government Contract	% Savings off Government Contract	Qty	Per unit \$	Sub Total
E24 G4		0	\$ 439.00	\$ 369.00	\$ 70.00	16%	\$ 268.00	\$ 171.00	39%	\$ 101.00	27%	25	\$ 268.00	\$ 6,700.00
Thunderbolt G4		0	\$ 314.00	\$ 234.00	\$ 80.00	25%	\$ 160.00	\$ 154.00	49%	\$ 74.00	32%	65	\$ 160.00	\$ 10,400.00
Sub-Total			\$ 31,385.00	\$ 24,435.00	\$ 6,950.00	21%	\$ 17,100.00	\$ 14,285.00	44%	\$ 7,335.00	29%	Total		\$ 17,100.00
2023 Total Order			\$ 214,950.00	\$ 151,923.00	\$ 63,027.00	29%	\$ 103,177.00	\$ 111,773.00	52%	\$ 48,746.00	32%			\$ 103,177.00
Combined 2022 & 2023 Order	Standard Corporate MSRP	Standard Governmental Contract pricing	\$Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$Savings off MSRP	% Savings off MSRP	\$Savings off Government Contract	% Savings off Government Contract	Sub Total				
2022	\$ 379,186.00	\$ 260,595.00	\$ 118,591.00	32%	\$ 176,681.00	\$ 202,505.00	54%	\$ 83,914.00	31%	\$ 228,073.00				
2023	\$ 214,950.00	\$ 151,923.00	\$ 63,027.00	29%	\$ 103,177.00	\$ 111,773.00	52%	\$ 48,746.00	32%	\$ 103,177.00				
Grand Total	\$ 594,136.00	\$ 412,518.00	\$ 181,618.00	31%	\$ 279,858.00	\$ 314,278.00	53%	\$ 132,660.00	32%	\$ 331,250.00				

## Recommendation

To move forward with the purchase of the Livingston County stock order in an amount not to exceed \$350,000.00.

2022 Purchase \$228,073.00

2023 Purchase \$103,177.00

**Funding Recommendation:**

Funds will be pulled from the budgeted Livingston County Information Technology Department Supplies and Operating Equipment budget, the appropriate enterprise funds and grant funds, in the fiscal years 2022 & 2023.

Livingston County Information Technology Pricing Summary														
2022-2023 Livingston County IT NASPO ValuePoint Computer Pricing from HP														
Note: Current Build and Shipping estimates: 16-36 weeks from order date to delivery to Livingston County IT due to supply issues related to microchip shortages and COVID-19														
				Discounts										
2022 Computers														
Computer	Model	Type	Standard Corporate MSRP	Standard Governmental Contract pricing	\$\$ Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$\$ Savings off MSRP	% Savings off MSRP	\$\$ Savings off Government Contract	% Savings off Government Contract	Qty	Per unit \$	Sub Total
840 G9 Elitebook 14 inch screen	HP 840 G9 HP IDS UMA i7-1265U 840 G9 BNBPC	Laptops Standard	\$ 2,956.00	\$ 1,979.00	\$ 977.00	33%	\$ 1,375.00	\$ 1,581.00	53%	\$ 604.00	31%	40	\$ 1,375.00	\$ 55,000.00
860 G9 Elitebook 16 inch screen	HP 860 G9 HP IDS UMA i7-1265U 860 G9 BNBPC	10 Key Power Notebook	\$ 3,005.00	\$ 1,899.00	\$ 1,106.00	37%	\$ 1,406.00	\$ 1,599.00	53%	\$ 493.00	26%	7	\$ 1,406.00	\$ 9,842.00
Firefly 14 Eilitebook	HP Zbook Firefly 14	Z-book	\$ 3,584.00	\$ 2,489.00	\$ 1,095.00	31%	\$ 1,643.00	\$ 1,941.00	54%	\$ 846.00	34%	1	\$ 1,643.00	\$ 1,643.00
Elite 600 SFF G9		Desktops	\$ 2,117.00	\$ 1,555.00	\$ 562.00	27%	\$ 1,004.00	\$ 1,113.00	53%	\$ 551.00	35%	77	\$ 1,004.00	\$ 77,308.00
Out	(Central Dispatch)	Z Desktop	\$ 3,271.00	\$ 1,899.00	\$ 1,372.00	42%	\$ 1,478.00	\$ 1,793.00	55%	\$ 421.00	22%	16	\$ 1,478.00	\$ 23,648.00
HP Elitebook x360 1030 or 1040	HP X360 1030 G8	Tablet or 3 in 1	\$ 3,497.00	\$ 2,589.00	\$ 908.00	26%	\$ 1,540.00	\$ 1,957.00	56%	\$ 1,049.00	41%	6	\$ 1,540.00	\$ 9,240.00
Sub-Total			\$ 379,186.00	\$ 260,595.00	\$ 118,591.00	32%	\$ 176,681.00	\$ 202,505.00	54%	\$ 83,914.00	31%			\$ 176,681.00
2022 Accessories														
Preferials			Standard Corporate MSRP	Standard Governmental Contract pricing	\$\$ Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$\$ Savings off MSRP	% Savings off MSRP	\$\$ Savings off Government Contract	% Savings off Government Contract	Qty	Per unit \$	Sub Total
E24 G4		Dock	\$ 439.00	\$ 369.00	\$ 70.00	16%	\$ 268.00	\$ 171.00	39%	\$ 101.00	27%	214	\$ 160.00	\$ 34,240.00
Thunderbolt G4		Upgrade High Res Monitor	\$ 314.00	\$ 234.00	\$ 80.00	25%	\$ 160.00	\$ 154.00	49%	\$ 74.00	32%	64	\$ 268.00	\$ 17,152.00
Sub-Total			\$ 114,042.00	\$ 93,942.00	\$ 20,100.00	21%	\$ 51,392.00	\$ 62,650.00	44%	\$ 42,550.00	29%	Total		\$ 51,392.00
Total Order			\$ 493,228.00	\$ 354,537.00	\$ 138,691.00	28%	\$ 228,073.00	\$ 265,155.00	54%	\$ 126,464.00	36%			\$ 228,073.00

2023 Computers				Discounts										
Computer	Model	Type	Standard Corporate MSRP	Standard Governmental Contract pricing	\$\$ Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$\$ Savings off MSRP	% Savings off MSRP	\$\$ Savings off Government Contract	% Savings off Government Contract	Qty	Per unit \$	Sub Total
840 G9 Elitebook 14 inch screen	HP 840 G9 HP IDS UMA i7-1265U 840 G9 BNBPC	i7 or Better	\$ 2,956.00	\$ 1,979.00	\$ 977.00	33%	\$ 1,375.00	\$ 1,581.00	53%	\$ 604.00	31%	35	\$ 1,375.00	\$ 48,125.00
860 G9 Elitebook 16 inch screen	HP 860 G9 HP IDS UMA i7-1265U 860 G9 BNBPC	0	\$ 3,005.00	\$ 1,899.00	\$ 1,106.00	37%	\$ 1,376.00	\$ 1,629.00	54%	\$ 523.00	28%	2	\$ 1,406.00	\$ 2,812.00
Firefly 14 Elitebook	HP Zbook Firefly 14	0	\$ 3,584.00	\$ 2,489.00	\$ 1,095.00	31%	\$ 1,377.00	\$ 2,207.00	62%	\$ 1,112.00	45%	0	\$ 1,643.00	\$ -
Elite 600 SFF G9		0	\$ 2,117.00	\$ 1,555.00	\$ 562.00	27%	\$ 1,378.00	\$ 739.00	35%	\$ 177.00	11%	35	\$ 1,004.00	\$ 35,140.00
Out	(Central Dispatch)	0	\$ 3,271.00	\$ 1,899.00	\$ 1,372.00	42%	\$ 1,379.00	\$ 1,892.00	58%	\$ 520.00	27%	0	\$ 1,478.00	\$ -
HP Elitebook x360 1030 or 1040	HP X360 1030 G8	0	\$ 3,497.00	\$ 2,589.00	\$ 908.00	26%	\$ 1,380.00	\$ 2,117.00	61%	\$ 1,209.00	47%	0	\$ 1,540.00	\$ -
Sub-Total			\$ 183,565.00	\$ 127,488.00	\$ 56,077.00	32%	\$ 86,077.00	\$ 97,488.00	54%	\$ 41,411.00	31%			\$ 86,077.00
2023 Accessories														
Preferials			Standard Corporate MSRP	Standard Governmental Contract pricing	\$\$ Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$\$ Savings off MSRP	% Savings off MSRP	\$\$ Savings off Government Contract	% Savings off Government Contract	Qty	Per unit \$	Sub Total
E24 G4		0	\$ 439.00	\$ 369.00	\$ 70.00	16%	\$ 268.00	\$ 171.00	39%	\$ 101.00	27%	25	\$ 268.00	\$ 6,700.00
Thunderbolt G4		0	\$ 314.00	\$ 234.00	\$ 80.00	25%	\$ 160.00	\$ 154.00	49%	\$ 74.00	32%	65	\$ 160.00	\$ 10,400.00
Sub-Total			\$ 31,385.00	\$ 24,435.00	\$ 6,950.00	21%	\$ 17,100.00	\$ 14,285.00	44%	\$ 7,335.00	29%	Total		\$ 17,100.00
2023 Total Order			\$ 214,950.00	\$ 151,923.00	\$ 63,027.00	29%	\$ 103,177.00	\$ 111,773.00	52%	\$ 48,746.00	32%			\$ 103,177.00
Combined 2022 & 2023 Order	Standard Corporate MSRP	Standard Governmental Contract pricing	\$\$ Savings Standard Gov Contract pricing	% Savings Standard Gov Contract pricing	Final Negotiated pricing	\$\$ Savings off MSRP	% Savings off MSRP	\$\$ Savings off Government Contract	% Savings off Governm ent Contract	Sub Total				
2022	\$ 379,186.00	\$ 260,595.00	\$ 118,591.00	32%	\$ 176,681.00	\$ 202,505.00	54%	\$ 83,914.00	31%	\$ 228,073.00				
2023	\$ 214,950.00	\$ 151,923.00	\$ 63,027.00	29%	\$ 103,177.00	\$ 111,773.00	52%	\$ 48,746.00	32%	\$ 103,177.00				
Grand Total	\$ 594,136.00	\$ 412,518.00	\$ 181,618.00	31%	\$ 279,858.00	\$ 314,278.00	53%	\$ 132,660.00	32%	\$ 331,250.00				

Livingston County Draft 2022 Stock Replacment computer order

5/23/2022

Elite Class Machines		Units		
Laptops Standard	840 G9 Elitebook 14 inch screen	2022	2023	Total Order Number
16GB RAM	Replacement	27		
i7 or Better	Health Dept.	4		
	Kay Baker	1		
	Prosecutor	2		
	Facilities	1		
	Stock	5	5	
	Sub Total	40		
	2023 Pull ahead	0	30	
	Subtotal	40	35	75
10 Key Power Notebook	860 G9 Elitebook 16 inch screen			
16GB RAM	Courts	1		
i7 or Better	Courts	1		
	Stock	2		
	Health	2		
	Clerk	1		
	Sub Total	7		
	2023 Pull Ahead	0	2	
	Total	7	2	9
Z-book	Firefly 14 Eilitebook			
32 GB RAM	I. T.	1		
i7 or Better	Total	1		1
Desktops	Elite 600 SFF G9			
16GB RAM	Replacement	56		
i7 or Better	Stock	10		
	Sherriff	1		
	Central Dispatch Standard	10		
	Sub Total	77		
	2023 Pull Ahead	0	35	
	Total	77	35	112
Z Desktop	Z2 SFF			
32 GB RAM	Central Dispatch (14 stations & 2 hot spares)	16	0	
Xenon Processor	Total	16	0	
	2023 Pull Ahead	0	0	
	Total	16	0	16
Monitors	E24 G4			
	Laptop Replacment monitors	54		
	Desktop Replacement	80	0	
	Health Grant Funded	80	0	
	2023 Pull Ahead		25	
	Total	214	25	239
Tablet or 3 in 1	HP Elitebook x360 1030 or 1040		0	
	Health Tablet or iPad	6	0	
			0	
	Total	6	0	6
Docks	Thunderbolt G4			
or equivelent	Replacement	27		
	Health	4		
	Sheriff's Office Administration	1		
	Prosecutor	2		
	Super Dock	1		
	10 key	7		
	Stock	15	35	
	Sub Total	57		
	2023 Pull Ahead	0	30	
	10 Key	7		
	Total	64	65	129

### Quote For:

Livingston County

NASPO Pricing

Quote Date 5-25-2002 good for 60 days

#### HP 840 G9

Quantity	Part #	Product Description	Purchase Price	Extended Price
75	4B857AV	HP IDS UMA i7-1265U 840 G9 BNBPC	\$1,375.00	\$103,125.00
	4B889AV	Standard Packaging		
	4SS11AV	OS Localization		
	4X7P8AV	OST Win 11 Pro 64 DG106		
	4B865AV	DM 5MP USB2 IR NFOV Intgrtd Cam		
	4B868AV	14.0 AG WUXGAUWVALED250f5MPIRbntLCDPanel		
	4B8B3AV	16GB (1x16GB) DDR5 4800 SODIMM Mem		
	4B8C7AV	512GB PCIe NVMe TLC SSD		
	4B883AV	No Near Field Communication (No NFC)		
	4B8D0AV	Intel AX211 Wi-Fi6e 160MHz +BT5.2 WLAN		
	4B887AV	No WWAN		
	4B8C0AV	SEC Fingerprint Sensor		
	4B884AV	MISC No SmartCard Reader		
	4B848AV	WP Long Life 51Whr FstCrg 3 cell Batt		
	4B846AV	65 Watt nPFC USB-C AC Adapter		
	4B8L2AV	C5 1.0m stkr CNVTL Power Cord		
	4N735AV	HP Tamper Lock		
	4B8K8AV	1/1/0 Warranty		
	X9H42AV	No vPro AMT supported		
	4B8L0AV	Country Localization		
	4B8L3AV	Clickpad SR Premium KBD		
	52Y66AV	Wolf Grey Security Unit Label		
	2E0U2AV	InTile Capable		
	3E755AV	Electronic TCO Certified labeling		
	1Y629AV	Electronic Energy Star labeling (EStar)		
	4W1M6AV	Core i7 sz3 G12 Label		
	U4391E	HP 3Y NBD ON-SITE SERVICE		

#### HP 860 G9

Quantity	Part #	Product Description	Purchase Price	Extended Price
9	4C154AV	HP IDS UMA i7-1265U 860 G9 BNBPC	\$1,406.00	\$12,654.00
	4C186AV	Standard Packaging		
	4SS11AV	OS Localization		
	4X7Y5AV	OST Win 11 Pro 64 DG106		
	4C162AV	DM 5MP USB2 IR NFOV Intgrtd Cam		
	4C165AV	16.0 AG WUXGAUWVALED250f5MPIRbntLCDPanel		
	4C1B0AV	16GB (1x16GB) DDR5 4800 SODIMM Mem		
	4C1C4AV	512GB PCIe NVMe TLC SSD		
	4C180AV	No Near Field Communication (No NFC)		
	4C1C7AV	Intel AX211 Wi-Fi6e 160MHz +BT5.2 WLAN		
	4C184AV	No WWAN		
	4C1B7AV	SEC Fingerprint Sensor		
	4C181AV	MISC No SmartCard Reader		
	4C145AV	WP Long Life 76Whr FstCrg 6 cell Batt		
	4C142AV	65 Watt nPFC USB-C AC Adapter		
	4C1H6AV	C5 1.0m stkr CNVTL Power Cord		
	4N735AV	HP Tamper Lock		
	4C1H0AV	1/1/0 Warranty		



**Quote For:**

**NASPO Pricing**

X9H42AV	No vPro AMT supported
4C1G9AV	Country Localization
4C1H7AV	CP num kypd SR KBDPM
52Y66AV	Wolf Grey Security Unit Label
2E0U2AV	InTile Capable
3E755AV	Electronic TCO Certified labeling
1Y629AV	Electronic Energy Star labeling (EStar)
4W1M6AV	Core i7 sz3 G12 Label
U4391E	HP 3Y NBD ON-SITE SERVICE

**HP Zbook FireFly 14**

Quantity	Part #	Product Description	Purchase Price	Extended Price
1	4C3U6AV	HP IDS DSC T550 i7-1265U 14 G9 BNBPC	\$1,643.00	\$1,643.00
	4C3Y5AV	Standard Packaging		
	4SS11AV	OS Localization		
	4X8N6AV	OST Win 11 Pro 64 DG106		
	4C3V8AV	DM 5MP USB2 IR NFOV Intgrtd Cam		
	4C3W1AV	14.0 AG WUXGAUWVALED250f5MPIRbntLCDPanel		
	4C411AV	16GB (1x16GB) DDR5 4800 SODIMM Mem		
	4C426AV	512GB PCIe NVMe TLC SSD		
	4C3X9AV	No Near Field Communication (No NFC)		
	4C432AV	Intel AX211 Wi-Fi 6E vPro 160MHz+BT5.2 WLAN		
	4C3Y7AV	No WWAN for DSC		
	4C418AV	SEC Fingerprint Sensor		
	4C3Y0AV	MISC No SmartCard Reader		
	4C3U1AV	WP Long Life 51Whr FstCrg 3 cell Batt		
	4C3U0AV	65 Watt nPFC USB-C AC Adapter		
	4C6A0AV	C5 1.0m tag CNVTL Power Cord		
	4N732AV	HP Tamper Lock		
	4C694AV	1/1/0 Warranty		
	X9H50AV	AMT Disabled		
	4C691AV	Country Localization		
	4C693AV	Clickpad SR Premium KBD		
	3E756AV	Electronic TCO Certified labeling		
	2E0U1AV	InTile Capable		
	52Y67AV	Wolf Grey Security Unit Label		
	1Y630AV	Electronic Energy Star labeling (EStar)		
	4W1M5AV	Core i7 sz3 G12 Label		
	U4391E	HP 3Y NBD ON-SITE SERVICE		

**HP 600SFF G9**

Quantity	Part #	Product Description	Purchase Price	Extended Price
112	54K52AV	HP Elite SFF 600 G9 260W RCTO BU DT PC	\$1,004.00	\$112,448.00
	4F5H4AV	Electronic TCO Certified labeling		
	4F5G7AV	Intel Core i7-12700 12C 2.10G 65W		
	4YH35AV	OS Localization		
	4U9U8AV	OST Win 11 Pro 64 DG106		
	4F5U3AV	16GB (1x16GB) DDR5 4800 UDIMM Mem		
	4F5X8AV	512GB PCIe NVMe TLC SSD		
	4Y7M8AV	HP 655 WRLS KB/MSE Combo		
	4F5J9AV	HDMI Port v2		
	4F5Q2AV	No Front Opt Port		
	54K56AV	No Intel vPro		
	4F5U1AV	C13 1.83m stkr CNVTL DT PWRCORD		
	4F5Q3AV	No Included ODD		
	4F5Z0AV	1/1/1 SFF Warranty		
	4F5K0AV	HP Elite SFF G9 Stand		
	4F5N8AV	Single Unit SFF Packaging		
	4F5F8AV	HP 600 G9 SFF CKIT		
	6E689AV	1/1/1 SFF LBL US		
	4F5N3AV	Intel Core i7 Alder Lake Label		
	U6578E	HP 3yr NBD On-site Srv		

**Quote For:**

**NASPO Pricing  
HP Z2 SFF G9**

Quantity	Part #	Product Description	Purchase Price	Extended Price
16	4Y0G1AV	HP Z2 SFF G9 450W RCTO BU	\$1,478.00	\$23,648.00
	4YQ39AV	OS Localization		
	4Q3A1AV	OST Win 11 Pro 64 DG106		
	4Q2K7AV	Operating System Load to M.2		
	4Q366AV	Intel Core i9-12900 16C 3.20G 125W		
	4Q3C0AV	32GB (2x16GB) DDR5 4800 UDIMM NECC Mem		
	4Q2M1AV	HP 512GB PCIe 2280 Val M.2 SSD		
	4Q2P5AV	HP USB 320K KB		
	4Q384AV	HP WRD 320M Mouse		
	4Q389AV	No Included ODD		
	4Q3D2AV	3/3/3 Warranty		
	289D0AV	No Load Flex Port		
	4Q3D5AV	C13 1.83m stkr CNVTL DT PWRCORD		
	289C9AV	No Adapters Needed		
	4Q383AV	Single Unit SFF HP WKS Packaging		
	4Q2P7AV	HP Z2 G9 SFF CKIT		

**HP X360 1030 G8**

Quantity	Part #	Product Description	Purchase Price	Extended Price
6	1G7F8AV	HP IDS UMA i7-1165G7 16GB 1030 G8 BNBPC	\$1,540.00	\$9,240.00
	1Y629AV	Electronic Energy Star labeling (EStar)		
	53Q51AV	OST Win 11 Pro 64		
	4SS11AV	OS Localization		
	1P2X1AV	Wacom AES 2.0 Pen wApp Btn G3		
	1P2V7AV	13.3 FHD AG LED UWVA 400 uslim TS LP		
	1P3A3AV	512GB PCIe NVMe Value SSD		
	25T85AV	No Near Field Communication (No NFC)		
	1P3B3AV	IntelWiFi6AX201ax2x2MUMIMOnvP160MHz+BT5W		
	1P2W8AV	No WWAN		
	1P2V2AV	4 Cell 54 WHr Long Life		
	1P2V1AV	65 Watt nPFC USB-C AC Adapter		
	1X6F9AV	C5 1.0m stkr CNVTL Power Cord		
	1P3G3AV	Clickpad BL SR Premium Keyboard		
	1P3D8AV	Country Localization		
	1X6H1AV	3/3/0 Warranty		
	X9H42AV	No vPro AMT supported		
	1P2X0AV	Standard Packaging		
	18N35AV	Core i7 sz2 G11 Label		
	3E755AV	Electronic TCO Certified labeling		
	206D8AV	Preinstall HEVC CODEC		
	2E0U2AV	InTile Capable		
	U4391E	HP 3Y NBD ON-SITE SERVICE		

**HP OPTIONS**

Quantity	Part #	Product Description	Purchase Price	Extended Price
239	9VF99AA	E24 -G4	\$160.00	\$38,240.00
129	3TR87AA	Thunerbolt Dock 230W G2	\$268.00	\$34,572.00

<b>Total Project</b>	<b>\$335,570.00</b>
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RESOLUTION

NO: 2022-06-073

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing Driver Reorganization to Increase a Part Time to a Full Time Driver Position – Veteran Services**

**WHEREAS,** the Veteran Services Department provides multiple services to, Livingston County veterans and dependents including transportation to medical appointments; and

**WHEREAS,** there is an increase in demand for veteran transportation to medical appointments and LETS has recommended the addition of a second daily route; and

**WHEREAS,** for purposes of timely, quality and consistent transportation services, the Veteran Services Department would function more efficiently with the creation of a full time driver position to cover the recommended route; and

**WHEREAS,** the position changes were discussed and approved by Livingston County Veteran Services Committee and the Driver is a position already established within the County.

**WHEREAS,** funding for this position will be provided by millage monies.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize the increase of a part time driver to a full time driver position at grade 3.

**CURRENT:**

Position #	Description	Group	Grade	FTE
68200106	VETERAN SVCS DRIVER	NU	3	0.48

**PROPOSED:**

Position #	Description	Group	Grade	FTE
68200106	VETERAN SVCS DRIVER	NU	3	1.00

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize any budget amendments or fund transfers necessary to effectuate the above.

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**MOVED:**

**SECONDED:**

**CARRIED:**



## Memorandum

**To:** Board of Commissioners  
**From:** Elizabeth J. Young, Veteran Services Office Manager  
**Date:** May 27, 2022  
**RE:** **Resolution Authorizing Driver Reorganization to Increase a Part Time to a Full Time Driver Position**

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Livingston County Veteran Services (LCVS) offers transportation services to medically necessary appointments in County and to select Veteran Affairs locations in Ann Arbor. Last year, we experienced an increase in ridership and provided more than 800 rides or an average of 18 rides per week. Our veterans have come to rely on LCVS transportation services.

Currently, the need for medical necessary transportation services offered to Livingston County Veterans has continued to grow and now exceeds our current capacity to meet the need. For example, from May 1 to May 20, seven (7) veterans were unable to schedule a ride with LCVS or LETS transportation services. To provide a better continuity of the services, a second daily route is necessary to meet our veteran medical transportation needs.

Currently, LCVS has one (1) part-time driver position open. To accommodate the current and estimated increase in transportation requests, we are requesting this driver position be increased to one (1) FTE at a pay grade 3.

On May 24, 2022, this resolution was reviewed and approved by the Livingston County Veteran Services Committee to move forward for your consideration.

Thank you for your consideration of this request. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing Driver Reorganization to Increase a Part Time to a Full Time Driver Position – Veteran Services**

**WHEREAS,** the Veteran Services Department provides multiple services to, Livingston County veterans and dependents including transportation to medical appointments; and

**WHEREAS,** there is an increase in demand for veteran transportation to medical appointments and LETS has recommended the addition of a second daily route; and

**WHEREAS,** for purposes of timely, quality and consistent transportation services, the Veteran Services transportation program would function more efficiently with the creation of a full-time driver position to cover the recommended route; and

**WHEREAS,** the position changes and cost out were discussed and approved by Livingston County Veteran Services Committee and the Driver position is already established within the County.

**WHEREAS,** funding for this position will be provided by millage monies.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize the increase of a part time driver to a full time driver position at grade 3.

**<Insert Tables> Current / Proposed**

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize any budget amendments or fund transfers necessary to effectuate the above.

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

RESOLUTION

NO: 2022-06-074

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing an Agreement with Michigan Veterans Affairs Agency to Support Livingston County Veteran Services to Enhance and Improve Operations – Veteran Services**

**WHEREAS,** under PA 192 of 1953, The Michigan Veterans Affairs Agency (MVAA) shall make the County Veterans Services grant available to each County that meets grant conditions; and

**WHEREAS,** the Livingston County Veterans Service Grant application in the amount of \$127,432.50 for FY2023 covering the period of October 1, 2022 to September 30, 2023 with no County match or additional positions required; and

**WHEREAS,** the grant is to be utilized for the goal of enhancing, improving or maintaining new initiatives that support County veteran services operations and cannot be used to supplant current funds; and

**WHEREAS,** Livingston County Veteran Services meet all MVAA criteria and would like to use the 2023 grant funds to fund FY23 office lease and net lease expenses and fund the Administrative Aide position.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize the submission of an application in the amount of \$127,432.50 FY2023 covering the period of October 1, 2022 to September 30, 2023, and if awarded, accepts the grant agreement with the MVAA to support expanding Veteran Services in Livingston County.

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

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendments or transfers necessary to effectuate this grant agreement.

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**MOVED:  
SECONDED:  
CARRIED:**





## Memorandum

**To:** Board of Commissioners

**From:** Elizabeth J. Young, Veteran Services Office Manager

**Date:** May 27, 2022

**RE:** **Resolution Authorizing an Agreement with Michigan Veterans Affairs Agency to Support Livingston County Veteran Services to Enhance and Improve Operations**

Livingston County Veteran Services (LCVS) offers a variety of services to our Veterans including: transportation services, relief program counseling and benefits counseling. LCVS is funded in part by millage, Michigan Veteran Affairs Agency (MVAA) grant and general funds. The MVAA grant is an annual grant application to support LCVS operations. The MVAA grant application requests funding for lease expenses and the Administrative Aide position. The grant amount requested is \$127,432.50. The MVAA fiscal year 2023 grant application was due on May 20, 2022.

Due to the recent resignation of the Veteran Services Director and on-going transition, the proper process to request authorization to submit the application was not completed prior to the grant deadline. The attached resolution will authorize LCVS to submit the application and to use the awarded funds.

On May 24, 2022, this resolution was reviewed and approved by the Livingston County Veteran Services Committee to move forward for your consideration.

Thank you for your consideration of this request. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.



RESOLUTION

NO: 2022-06-075

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing Millage Election for the County Veterans Services Program  
Millage Proposal and Certifying Ballot Language – Veteran Services**

**WHEREAS,** a millage is necessary to serve Livingston County veterans of active United States military service and their dependents; and

**WHEREAS,** County veterans' services program is essential to the citizens of the County of Livingston; and

**WHEREAS,** it is statutorily mandated to levy a millage of up to 1/10th of a mil (2/10th of a mil in emergencies) to fund the County Veterans Relief Fund per 1899 Public Act 214 (MCL 35.21 et seq) for the funding of indigent veterans and their dependents claims, but that millage if levied does fund the remaining cost of the Department of Veterans Affairs including any benefits or services to non-indigent veterans and their dependents; and

**WHEREAS,** 0.1127 mills is required in order to adequately provide County veterans services program; and

**WHEREAS,** 0.1127 mills is less than the 2016 amount requested of 0.139 mills, but will still meet department and veteran needs; and

**WHEREAS,** the Board of Commissioners of the County of Livingston has determined that it is appropriate to submit a special millage proposition to the electors of the County at the election to be held on November 8, 2022.

**THEREFORE, BE IT RESOLVED** that the following question be submitted to a vote of the electorate of Livingston County at the election to be held Tuesday, November 8, 2022.

**COUNTY OF LIVINGSTON  
COUNTY VETERANS SERVICES PROGRAM PROPOSAL**

For the purpose of funding dedicated services and programs to Livingston County veterans of active United States military service and their dependents, including providing funding for the County Department of Veterans' Services, shall the constitutional limitation on general ad valorem taxes which may be assessed in any one (1) year upon all property within the County of Livingston, Michigan, be increased by up to a maximum of an additional 0.1127 of one (1) mill (0.1127 per \$1,000.00 of taxable value) for the period of six (6) years from 2022 through 2027 inclusive?

If approved and levied in full, this millage will raise an estimated \$1,158,850 in the first calendar year of the levy. As required by law, a small portion of the millage may also be disbursed to the Downtown Development Authorities of the Cities of Brighton and Howell, and the Villages of Fowlerville and Pinckney; the Tax Increment Finance Authority of the City of Howell; and the Local Development Finance Authorities of the City of Brighton and the Village of Fowlerville.

[ ] Yes [ ] No

**BE IT FURTHER RESOLVED** that this question be reviewed by legal counsel and upon approval is certified to the County Clerk.

**BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to cause the proposed to be stated on the Tuesday, November 8, 2022, election ballot and to be prepared and distributed in the manner required by law.

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



# Memorandum

**To:** Board of Commissioners  
**From:** Elizabeth J. Young, Veteran Services Office Manager  
**Date:** May 27, 2022  
**RE:** **Resolution Authorizing Millage Election for the County Veterans Services Program  
Millage Proposal and Certifying Ballot Language**

Livingston County Veteran Services (LCVS) offers a variety of services to our Veterans including: transportation services, relief program counseling and benefits counseling. LCVS is funded in part by millage, grant and general funds. At this time, the millage has expired. This millage funded the recent build-out of our leased location, operational needs and staffing.

To insure the continuity of LCVS operations and veteran programs, we are requesting a millage be placed on the November ballot. Based on the analysis conducted by PFM Financial Advisors, LLC and in alignment with the recommendation of Fiscal Services and County Administration, we are requesting the mills collected be at a reduced rate. This will allow LCVS to use the current surplus while determining the on-going operational cost to supporting the current and necessary new positions (i.e. Veteran Service Officer, Claims I, Driver and Administrative Aide) to meet the needs of our veteran population.

On May 24, 2022, this resolution was reviewed and approved by the Livingston County Veteran Services Committee to move forward for your consideration.

Thank you for your consideration of this request. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.





# County of Livingston

## 2022 Veteran's Millage Analysis

March, 2022

### **PFM Financial Advisors LLC**

555 Briarwood Circle  
Suite 333  
Ann Arbor, MI 48108





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## Introduction

Act 214, Public Acts of Michigan, 1899, as amended (“Act 214”), provides for “relief outside of the soldiers’ home for honorably discharged indigent soldiers, sailors, marines, nurses and members of women’s auxiliaries and the indigent wives, widows and minor children of such indigent or deceased soldiers, sailors, marines, nurses and members of women’s auxiliaries, and to repeal certain acts and parts of acts.”<sup>1</sup> Section 1 of Act 214 requires counties to fund for the purpose of providing relief to indigent veterans and their families, as further defined in the legislation. Act 192, Public Acts of Michigan, 1953<sup>2</sup> superseded Act 214 and transferred the powers and duties to the counties.

The County of Livingston (the “County” or “Livingston”) Veteran Services department (the “Department”) currently contains three distinct departments: Veteran Affairs (VA) Claims and Advocacy and Representation, Livingston County Veteran Assistance Programs (formerly known as Emergency Relief), and Livingston County Veteran Medical Transportation.

- *VA Claims Advocacy and Representation* – assists service members, dependents and survivors in exploring and receiving benefits to which they are entitled.
- *Veteran Assistance Programs* – provides services including but not limited to: emergency financial relief, county burial allowance, general case management for financial situations or billing issues, Mental Health Assessment Program, gas and food assistance.
- *Medical Transportation Program* – provides transportation, including handicap accessible vans, five days a week to and from appointments within Livingston County, the Ann Arbor VA, and surrounding VA satellite offices. Use of L.E.T.S. or local transportation is provided through this program when the County is unable to provide transportation directly.
- *Auxiliary Services* – funding for County Clerk Veteran ID cards, notary for veteran related services, dry food pantry, medical supply and clothing closet, complimentary flag boxes, in addition to other services designed to provide support and assist in providing basic needs to the County veteran community.

The Veteran Services department relocated to a new office resulting in increased foot traffic and significantly more walk-in appointments. The new office provides a more welcoming experience and greater visibility within the community.

Due to COVID-19, gatherings held by the Veteran Services department have been limited in number and size over the past two years. With mandates for COVID-19 ending, the need for services and programs for veterans are anticipated to increase, which may require additional staffing in the department in order to meet the increased needs. In spite of the challenges, the Department focused on providing a high level of service in alignment with its purpose.

Select statistics from 2020 include:

- Processed 160 Relief Applications
- Funded 45 Mental Health Assessments
- Provided over \$127,000 in Emergency Relief
- Processed 180 VA claims
- Submitted 1,970 VA forms
- Served 2,047 individuals through appointments
- Provided transportation on 585 occasions

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<sup>1</sup> Act 214, Public Acts of Michigan, 1899, as amended can be found in its entirety at [www.legislature.mi.gov](http://www.legislature.mi.gov).

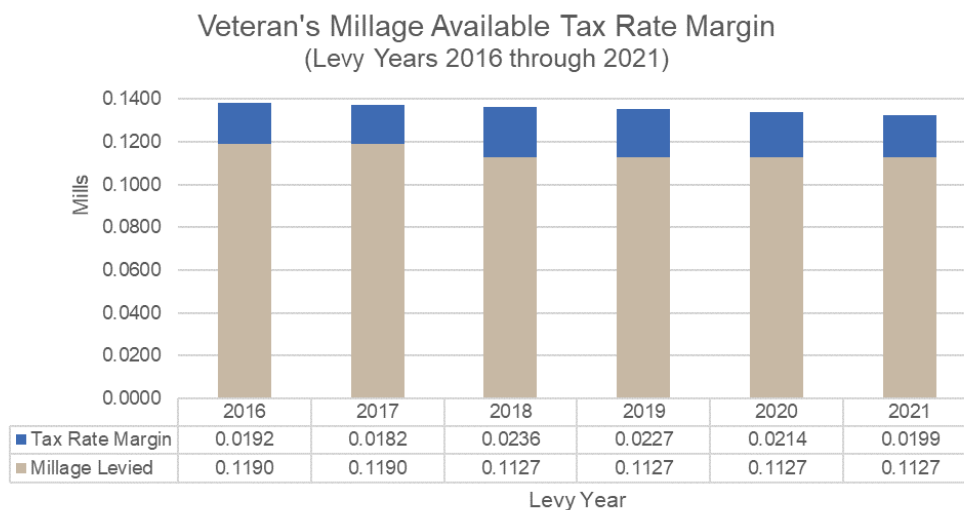
<sup>2</sup> Act 192, Public Acts of Michigan, 1953, as amended can be found in its entirety at [www.legislature.mi.gov](http://www.legislature.mi.gov).



The County authorized 0.1390 mills in 2016, which has been rolled back due to Headlee to 0.1325 mills in 2021, for the purpose of providing relief to indigent veterans and their families. This millage was authorized by a vote of the qualified electors of the County in August of 2016 for a term of six years, which expired with the December 2021 levy. Historically, the County has not levied the full authorization, levying 0.1127 in 2021, or 0.0198 mills under the authorized maximum after the application of the Headlee Rollback.

Year	Maximum Allowable Millage after Rollback	Millage Levied	Tax Rate Margin
2016	0.1390	0.1190	0.2000
2017	0.1372	0.1190	0.0182
2018	0.1363	0.1127	0.0236
2019	0.1354	0.1127	0.0227
2020	0.1341	0.1127	0.0214
2021	0.1325	0.1127	0.0198

State law allows Michigan counties to levy up to 1/10th of one mill, or 0.10 mills per \$1,000 of taxable value for specific veterans' relief uses. However, State of Michigan Attorney General Opinion No. 7287<sup>3</sup> ("Opinion No. 7287"), states that any millage levied for the purpose of veterans' relief, along with other county operating levies, must be within the limitations of the county's operating levy as authorized by law or charter.



The County's Veterans' Services Department (the "Department") is currently seeking to place a proposal to renew this millage on the August 2, 2022 ballot. A renewal of the dedicated, voted millage would allow the County to continue to provide and expand the services available to veterans within the County, as well as continue not using the County's millage rate limitation, allowing it to be available, if necessary for County operations.

<sup>3</sup> <http://www.ag.state.mi.us/opinion/datafiles/2010s/op10366.htm>



## Timing Considerations

In order to have the millage renewal on the August 2, 2022 ballot, the County will need to file the petition to place the ballot with County and local government clerks by 5:00 p.m. on April 26, 2022 and provide the certified ballot language to the County and local government clerks by 4:00 p.m. May 10, 2022.<sup>4</sup> The County could also place the millage renewal on the November 8, 2022 ballot which would still allow for inclusion on the December 2022 tax bills.

Date	Action Item
March, 2022	Final 2022 Veteran's Millage Analysis provided to the County
April 4, 2022	Finance Asset Management Meeting
April 12, 2022	Introduction of Renewal at Full Board Meeting
April 25, 2022	Approval of Renewal at Full Board Meeting
April 26, 2022	File Petition to place millage on the ballot with County and local government clerks by 5:00 p.m.
May 10, 2022	Provide certified ballot language to County and local government clerks by 4:00 p.m.
August 2, 2022	Qualified Electors Vote on Millage Renewal
December 1, 2022	Levy millage, if successful

## Scope of Report and Acknowledgements

PFM Financial Advisors LLC ("PFM") was requested to prepare this report for the purposes of reviewing historical veteran affairs expenditures minimum reserve requirements, and providing the estimated millage required to fund the desired program cost.

In preparing this report, PFM relied on information provided to it by the Livingston County Veterans Services Department, Livingston County finance office, and the Livingston County Equalization Department.

<sup>4</sup> Dates and times as listed in 2022 Michigan Election Dates document provided by the Michigan Secretary of State: [michigan.gov/documents/sos/2022\\_Election\\_Dates\\_Booklet\\_738675\\_7.pdf](https://michigan.gov/documents/sos/2022_Election_Dates_Booklet_738675_7.pdf)



## Projected Cash Flow Analysis

PFM reviewed certain financial information provided by Mary Durst, Director of the Department and prepared a cash flow analysis on the estimated veteran's millage needed over a six-year period beginning with the 2022 tax year, to satisfy the existing veteran program expenditures as well as the anticipated future needs of the Department. While the analysis is for a set period of six years, the term of the millage authorized should best match the Department's needs and does not need to coincide with the term of the analysis.

The County's taxable value, the millage rate levied, and the collection rates are the three factors that determine the annual revenue which could be generated by the proposed veteran millage. For purposes of this report, we have used the 2021 "Net" Taxable Value as the initial basis to compute the revenues which may be produced. The computation used to determine the "Net" Taxable Value for the 2021 levy year is shown below.

<b>2021 Ad Valorem Taxable Value</b>	<b>\$10,234,683,627</b>
<b>Plus: 2021 Industrial Facility Tax roll "equivalent" Taxable Value<sup>1</sup></b>	<b>16,619,287</b>
<b>Less: 2021 Captured Taxable Value</b>	<b>(286,956,517)</b>
<b>Net 2021 Taxable Value</b>	<b>\$9,964,346,397</b>

To estimate the potential revenue that could be realized for the millage under various millage rates and Taxable Value growth rates, the table below illustrates the estimated annual revenue that would be collected throughout the County using the net 2021 Taxable Value of \$9,964,346,397 as the base year, and apply various taxable value growth or loss rates, under different millage rates. For example, assuming a 0.1127 mill levy which is the same amount levied in 2018 through 2021, and a 3% growth rate in taxable value, as well as a 98% collection rate, the millage would produce approximately \$1,133,538 in revenue annually in the first year.

<b>ESTIMATED ANNUAL REVENUE FROM VETERANS MILLAGE</b>								
	<b>Estimated County Taxable Value Growth (as compared to the County's net 2021 Taxable Value)</b>							
	<b>-1.00%</b>	<b>0.00%</b>	<b>1.00%</b>	<b>2.00%</b>	<b>3.00%</b>	<b>4.00%</b>	<b>5.00%</b>	
<b>Veterans Millage</b>	<b>\$9,864,703,000</b>	<b>\$9,964,346,397</b>	<b>\$10,063,990,000</b>	<b>\$10,163,633,000</b>	<b>\$10,263,277,000</b>	<b>\$10,362,920,000</b>	<b>\$10,462,564,000</b>	
<b>0.1127</b>	\$1,089,517	\$1,100,522	\$1,111,527	\$1,122,533	\$1,133,538	\$1,144,543	\$1,155,548	
<b>0.1200</b>	1,160,089	1,171,807	1,183,525	1,195,243	1,206,961	1,218,679	1,230,398	
<b>0.1250</b>	1,208,426	1,220,632	1,232,839	1,245,045	1,257,251	1,269,458	1,281,664	
<b>0.1300</b>	1,256,763	1,269,458	1,282,152	1,294,847	1,307,541	1,320,236	1,332,931	

\* 0.00% Figure Includes 2021 Taxable Value of \$10,234,683,627 and 2021 Equivalent IFT value of \$16,619,287 less 2021 Captured Value of \$286,956,517.

\* Based on an estimated uncollectable percentage of 2.00%.

\* Assumes the millage is not rolled back.

<sup>1</sup> Industrial Facility Tax roll properties are taxed at ½ rate for new facilities, so are shown at 50% of their taxable value for these calculations.



To illustrate the impact of year over year annual Taxable Value increases or declines over a six-year period of the Veterans' millage given various millage rates, the table below projects the total estimated revenue to be received over a six-year period utilizing various taxable value growth rates. For example, assuming a 0.1127 mill levy, and an annual 3% growth rate in taxable value, as well as a 98.00% collection rate, the millage would produce approximately \$7,332,188 over the course of six years:

TOTAL ESTIMATED REVENUE FROM 6 YEAR VETERANS MILLAGE							
Veterans Millage	Estimated Annual County Taxable Value Growth						
	-1.00%	0.00%	1.00%	2.00%	3.00%	4.00%	5.00%
0.1127	\$6,375,837	\$6,603,133	\$6,838,133	\$7,081,072	\$7,332,188	\$7,591,726	\$7,859,939
0.1200	6,788,824	7,030,843	7,281,065	7,539,739	7,807,121	8,083,471	8,369,056
0.1250	7,071,692	7,323,795	7,584,443	7,853,895	8,132,417	8,420,282	8,717,767
0.1300	7,354,559	7,616,746	7,887,820	8,168,051	8,457,714	8,757,093	9,066,478

\* Includes 2021 Taxable Value of \$10,234,683,627 and 2021 Equivalent IFT value of \$16,619,287 less 2021 Captured Value of \$286,956,517.

\* Based on an estimated uncollectable percentage of 2.00%.

The table below shows the potential annual cost of the County's taxpayers based on various millage rates and property values:

ESTIMATED ANNUAL IMPACT ON INDIVIDUAL TAXPAYERS												
Veterans Millage	Estimated Market Value of Property											
	\$100,000	\$130,000	\$150,000	\$170,000	\$200,000	\$230,000	\$250,000	\$300,000	\$350,000	\$400,000	\$450,000	\$500,000
	Estimated Taxable Value of Property											
0.1127	\$5.64	\$7.33	\$8.45	\$9.58	\$11.27	\$12.96	\$14.09	\$16.91	\$19.72	\$22.54	\$25.36	\$28.18
0.1200	6.00	7.80	9.00	10.20	12.00	13.80	15.00	18.00	21.00	24.00	27.00	30.00
0.1250	6.25	8.13	9.38	10.63	12.50	14.38	15.63	18.75	21.88	25.00	28.13	31.25
0.1300	6.50	8.45	9.75	11.05	13.00	14.95	16.25	19.50	22.75	26.00	29.25	32.50

NOTE: The above figures denote the ESTIMATED amount that will be on the individual taxpayer's tax bill. If a taxpayer qualifies for the State Homestead Property Tax Credit or itemizes deductions on their federal income tax return and does not exceed the State and local cap, the "Net Tax Impact" will be less than shown above.

For this report, revenue projections consisted of the following assumptions:

- A first levy date of December 2022
- Future annual taxable value growth rates of 5.30% for 2022, 3.00%<sup>1</sup> for 2023 and 2.00% thereafter
- Tax collection rates of 98%
- No Headlee rollback<sup>2</sup> throughout on the millage for a period of six years

<sup>1</sup> Based on the County's current Taxable Value growth rate projections of 5.30% for 2022 and 3% for 2023.

<sup>2</sup> Article IX, Section 31 of the Michigan Constitution requires that if the total value of existing taxable property in a local taxing unit, exclusive of new construction and improvements, increases faster than the U.S. Consumer Price Index from one year to the next, the maximum authorized tax rate for that local taxing unit must be permanently reduced through a Millage Reduction Fraction unless reversed by a vote of the electorate of the local taxing unit.





Based on information and direction provided to us from the County, the following expenditure assumptions were made in the detailed cash flow analysis:

- Veterans' relief support services expenditure annual growth rate of 3.00% to account for inflation while maintaining current services
- Current staffing and services cost continue into the future
- Additional staffing including:
  - One Grade 3 full-time position
  - Moving a Grade 4 part-time position into a Grade 3 full-time position
- Healthcare cost inflation of 10%
- Additional enhancement programs are anticipated to be funded by grant dollars and are not included in the cash flow.
- The right size staff would include an additional Veteran Benefits Counselor and Community Outreach position.
- Current salaries do not include any potential salary adjustments that may occur following the County's pending 2022 review of all salaries

Projected expenditures for the Department were adjusted for inflation, according to Department estimates, to calculate the estimated projected millage required to fund the Department's projected future needs. The detailed expenditures can be found in the Appendix.

Below is a summary of the projected veteran's expenditures to be paid for from proceeds of the proposed veteran's millage, broken down by category:

### Summary of Annual Operating Expenditures

Veterans' Millage Year:	1	2	3	4	5	6
Taxable Value Year:	2022	2023	2024	2025	2026	2027
Calendar Year Millage Revenue will be available:	2023	2024	2025	2026	2027	2028
<b>Estimated Veteran's Expenditures</b>						
Total Veteran's Relief Expenditures	\$248,500	\$255,955	\$263,634	\$271,543	\$279,689	\$288,080
Total Current Staffing Expenditures	503,439	518,992	535,267	552,456	570,638	589,897
Total Current Service Cost	193,852	191,053	194,532	198,080	201,700	205,392
Total Additional Employee Cost	121,035	128,816	137,411	146,414	155,856	165,773
<b>Total Estimated Expenditures</b>	<b>\$1,066,826</b>	<b>\$1,094,816</b>	<b>\$1,130,844</b>	<b>\$1,168,494</b>	<b>\$1,207,883</b>	<b>\$1,249,141</b>



Based on the revenue projections previous discussed, below is a breakdown of each expense categories estimated cost in terms of millage

**PROJECTED MINIMUM MILLAGE REQUIRED  
TO COVER PROJECTED OPERATING EXPENSE  
USING TAXABLE VALUE GROWTH RATES OF 5.30% FOR 2022,  
3.50% FOR 2023 AND 2.00% THEREAFTER**

<b>Veterans' Millage Year:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Taxable Value Year:</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Calendar Year Millage Revenue will be available:</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Veterans' Millage Breakdown</b>						
Current Relief Supportive Services:	0.0242	0.0241	0.0243	0.0245	0.0248	0.0250
Current Staffing:	0.0490	0.0488	0.0493	0.0499	0.0505	0.0512
Current Service Cost:	0.0189	0.0180	0.0179	0.0179	0.0179	0.0178
Additional Staffing:	0.0118	0.0121	0.0127	0.0132	0.0138	0.0144
<b>Total Estimated Veterans Millage Required:</b>	<b>0.1038</b>	<b>0.1029</b>	<b>0.1042</b>	<b>0.1055</b>	<b>0.1070</b>	<b>0.1084</b>

To provide an estimate of the potential impact of a different annual Taxable Value growth rate over the life of the proposed veteran's millage, below is a breakdown of each expense category assuming an annual Taxable Value growth rate of 5.30% for 2022 and 1.50% thereafter:

**PROJECTED MINIMUM MILLAGE REQUIRED  
TO COVER PROJECTED OPERATING EXPENSE  
USING GROWTH IN TAXABLE VALUE OF 5.30% FOR 2022 AND 1.50% THERAFTER**

<b>Veterans' Millage Year:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Taxable Value Year:</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Calendar Year Millage Revenue will be available:</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Veterans' Millage Breakdown</b>						
Current Relief Supportive Services:	0.0242	0.0246	0.0251	0.0256	0.0261	0.0267
Current Staffing:	0.0490	0.0500	0.0510	0.0521	0.0533	0.0546
Current Service Cost:	0.0189	0.0184	0.0185	0.0187	0.0189	0.0190
Additional Staffing:	0.0118	0.0124	0.0131	0.0138	0.0146	0.0153
<b>Total Estimated Veterans Millage Required:</b>	<b>0.1038</b>	<b>0.1054</b>	<b>0.1078</b>	<b>0.1103</b>	<b>0.1129</b>	<b>0.1156</b>



As illustrated in the summary cash flow table below, based on the established revenue projections and a first levy date of December 2022; annual taxable value growth rate of 5.30% for 2022, 3.00% for 2023, and 2.00% thereafter, and projected future veteran's expenditures to be paid for from the proposed veteran's millage, a millage rate of 0.1127 mills is projected to just cover expenditures, leaving a projected increase to fund balance of \$49,139 in the sixth year. Though, 0.1127 mills would not allow for the proposed veteran's millage to pay the cost of an additional unforeseen veteran's expenditures or demand, if the County's actual Taxable Value growth rate was 1.00%. However, the Veteran's Fund has a substantial fund balance, with an unaudited balance of \$2,204,012 as of December 31, 2021, which represents 310.1% of the annual operating expenses, which would provide a buffer for such instances, as well as a source of funds for special projects.

For illustration purposes, below are summary cash flow tables at 0.1127 mills, 0.1200 mills, 0.1250 mills and 0.1300 mills depicting the respective projected cumulative ending balances:

**CASH FLOW SCHEDULES  
AT VARIOUS MILLAGE RATES  
ASSUMING TAXABLE VALUE GROWTH RATES OF 5.30% FOR 2022,  
3.50% FOR 2023 AND 2.00% THEREAFTER**

Veterans' Millage Year:		1	2	3	4	5	6
Taxable Value Year:		2022	2023	2024	2025	2026	2027
Calendar Year Millage Revenue will be available:		2023	2024	2025	2026	2027	2028
<b>0.1127 mills</b>	Estimated Veteran's Millage Cash Flow						
	Total Estimated Revenue:	\$1,158,850	\$1,199,410	\$1,223,398	\$1,247,866	\$1,272,823	\$1,298,280
	Total Estimated Expenditures:	1,066,826	1,094,816	1,130,844	1,168,494	1,207,883	1,249,141
	Annual Surplus / (Deficit)	\$92,024	\$104,593	\$92,554	\$79,372	\$64,940	\$49,139
	Cumulative Balance:	\$92,024	\$196,617	\$289,171	\$368,543	\$433,483	\$482,622
<b>0.1200 mills</b>	Estimated Veteran's Millage Cash Flow						
	Total Estimated Revenue:	\$1,233,913	\$1,277,100	\$1,302,642	\$1,328,695	\$1,355,269	\$1,382,374
	Total Estimated Expenditures:	1,066,826	1,094,816	1,130,844	1,168,494	1,207,883	1,249,141
	Ending Cumulative Balance:	\$167,087	\$182,283	\$171,798	\$160,201	\$147,385	\$133,233
	Cumulative Balance:	\$167,087	\$349,370	\$521,169	\$681,370	\$828,755	\$961,988
<b>0.1250 mills</b>	Estimated Veteran's Millage Cash Flow						
	Total Estimated Revenue:	\$1,285,326	\$1,330,312	\$1,356,919	\$1,384,057	\$1,411,738	\$1,439,973
	Total Estimated Expenditures:	1,066,826	1,094,816	1,130,844	1,168,494	1,207,883	1,249,141
	Annual Surplus / (Deficit)	\$218,500	\$235,496	\$226,075	\$215,563	\$203,855	\$190,832
	Cumulative Balance:	\$218,500	\$453,996	\$680,071	\$895,634	\$1,099,489	\$1,290,321
<b>0.1300 mills</b>	Estimated Veteran's Millage Cash Flow						
	Total Estimated Revenue:	\$1,336,739	\$1,383,525	\$1,411,195	\$1,439,419	\$1,468,208	\$1,497,572
	Total Estimated Expenditures:	1,066,826	1,094,816	1,130,844	1,168,494	1,207,883	1,249,141
	Annual Surplus / (Deficit)	\$269,913	\$288,708	\$280,352	\$270,926	\$260,324	\$248,431
	Cumulative Balance:	\$269,913	\$558,622	\$838,973	\$1,109,899	\$1,370,223	\$1,618,654



## Veteran's Fund Available Fund Balance

Currently, the Veteran's Fund is projected to add to the most recent audited fund balance figure of \$1,783,954 in both the unaudited 2021 figures and the 2022 draft budget figures provided for this report. The table below provides the ending available fund balance in the Veteran's Fund, as well as the percentage of total expenditures, and the equated number of days of expenditures the fund balance represents.

Year	Available Fund Balance	Operating Expenditures	Fund Balance as % of Operating Exp.	Days Cash on Hand
2017	\$610,633	\$430,792	141.7%	\$517.37
2018	933,435	718,475	129.9%	474.20
2019	1,336,837	684,491	195.3%	712.86
2020	1,783,954	657,499	271.3%	990.33
2021*	2,204,012	710,769	310.1%	1,131.82
2022**	2,398,703	978,757	245.1%	894.53

\*Unaudited.

\*\*Budgeted

Source: County of Livingston Audited Financial Statements for the fiscal years ended December 31, 2017 through December 31, 2020, unaudited fiscal year ended December 31, 2021 report, and fiscal year ending December 31, 2022 budgeted figures.

According to Government Finance Officers Association (GFOA), working capital should be at least 45 days of annual operating expenses and other working capital needs of an enterprise fund.<sup>1</sup> Given the low absolute value of the annual operating cost of the Veteran's Fund, we believe the Veteran's Fund should strive for working capital of at least 120 days expenditures. Using the FY2022 projections from the budget, this would equate to \$321,783, which the current fund balance is well over, representing 1,132 days expenditures as of its fiscal year end December 31, 2021 unaudited balance of \$2,204,012.

## Use of Fund Balance

In addition to the maintenance of a fund balance reserve as described above, the current fund balance may be utilized to fund one-time capital or other costs, or to provide additional services by the Department. The Department as indicated an example which could utilize the funds on hand included veteran assistance with wills and taxes as well as to provide any additional equipment the Department may consider useful in its duty to provide support to the County's veteran community.

## Annual Review of Veteran's Millage

Each year, the projected Department cost should be analyzed during budget cycle and prior to September, when the levy would need to be set. An analysis of taxable value growth and Department anticipated expenditures, allowing for a small reserve to guard against unforeseen expenditures or circumstances, would determine the millage requirement for that budget cycle. An annual review, with flexibility to increase or decrease the millage within the authorized amount, may prevent a large buildup of funds as well as identify any potential shortfalls each year. In both circumstances, an adjustment in the millage levied in that year would allow the Department to better match revenues with that year's projected expenditures.

<sup>1</sup> "Working Capital Targets for Enterprise Funds" Government Finance Officers Association, accessed electronically at <https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund>



## Conclusion

Based on the estimated revenues and expenditures provided by the Department, and using the revenue assumptions outlined in this report, the estimated required veterans' millage to meet its annual operating cost is 0.1127 mills. However, to mitigate the risk of unforeseen variables, the County may want to consider a higher rate, such as 0.1200 mills, which is still below the most recent authorized millage rate, after Headlee rollback, of 0.1325 mills.

Whatever millage rate the County decides to place before the electorate would be the "maximum" amount of millage which could be levied. As noted earlier, the County should review and adjust the levy annually so that the taxes to be generated do not substantially exceed the annual expenditure needs of the Veteran's Department.

Additionally, we believe considering a term that would match or exceed the expiration date of the renewal with the Department's current building lease, with a remaining term of 8 years, would be prudent and offer security for the lease payments.

This strategy of setting the millage rate at a level slightly higher than the minimum levy required would:

- Protect the Department and County from unforeseeable future veteran's expenditures and demand, while still offering flexibility for large one time or unforeseen expenditures given the level of the current fund balance
- Offset unforeseen future Taxable Value loss or Headlee rollbacks of the authorized millage rate
- Preserve the Department's ability to generate revenue through the remaining duration of the building lease

As shown previously and using the revenue and expenditure projections noted earlier, over the course of the next six years, 0.1127 mills would result in a balanced veterans' budget in the sixth year.

Our experience with millage renewals and/or replacement millages has indicated that millage renewals are much more likely to pass if they are not an increase over prior authorized millage.

We also recommend utilizing a portion of the existing fund balance for one-time expenditures and/or one-time or short-term special services that align with the Department's current programs and goals. Use of fund balance and close alignment of the millage levied each year to the estimated expenditures of the Department would allow greater utilization of revenues generated each year. We also recommend the review of fund balance to expenditures each year in order for the Department to continue to maintain a reserve for the purpose of unexpected expenditures and to mitigate any potential taxable valuation fluctuation that may impact projected revenues in any budget year.

See the Appendix for additional supporting schedules.



# **Appendix – Detailed Projected Expenditures**





Veterans' Millage Year:	1	2	3	4	5	6
Taxable Value Year:	2022	2023	2024	2025	2026	2027
Calendar Year Millage Revenue will be available:	2023	2024	2025	2026	2027	2028
Proj. Taxable Value Growth:	5.30%	3.50%	2.00%	2.00%	2.00%	2.00%
Net Taxable Value:	\$10,492,456,756	\$10,859,692,743	\$11,076,886,597	\$11,298,424,329	\$11,524,392,816	\$11,754,880,672
Est. Uncollectable Percentage:	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Est. Headlee Rollback:	1.000	1.000	1.000	1.000	1.000	1.000
<b>Current Veteran's Relief Expenditures</b>						
Relief Supportive Services	\$248,500	\$255,955	\$263,634	\$271,543	\$279,689	\$288,080
Total Veteran's Relief Expenditures	\$248,500	\$255,955	\$263,634	\$271,543	\$279,689	\$288,080
Relief Supportive Services Est. Millage:	0.0242	0.0241	0.0243	0.0245	0.0248	0.0250
<b>Current Staffing Expense</b>						
Administrative Specialist	\$55,579	\$56,691	\$57,824	\$58,981	\$60,160	\$61,364
Veteran Benefit Counselor - Relief III	53,946	55,025	56,125	57,248	58,393	59,561
Veteran Benefit Counselor - Claims I	47,496	48,446	49,415	50,403	51,411	52,439
Veteran Benefit Counselor - Claims II	47,683	48,637	49,609	50,602	51,614	52,646
Veterans Affairs Director	75,957	77,476	79,026	80,606	82,218	83,863
Driver (part time)	19,612	20,004	20,404	20,812	21,229	21,653
Driver (part time)	18,975	19,355	19,742	20,136	20,539	20,950
Driver (part time)	20,921	21,339	21,766	22,202	22,646	23,098
FICA (ER share)	26,022	26,542	27,073	27,614	28,167	28,730
Healthcare Insurance (ER share)	66,985	73,684	81,052	89,157	98,073	107,880
MERS	61,944	63,183	64,446	65,735	67,050	68,391
Workers Comp	4,261	4,347	4,433	4,522	4,613	4,705
Life Insurance	626	638	651	664	678	691
LT Disability	914	958	977	996	1,016	1,037
ST Disability	2,517	2,669	2,723	2,777	2,833	2,889
Total Current Staffing Expenditures	\$503,439	\$518,992	\$535,267	\$552,456	\$570,638	\$589,897
Current Staffing Est. Millage Required:	0.0490	0.0488	0.0493	0.0499	0.0505	0.0512
<b>Current Service Cost</b>						
Office Supplies	\$12,272	\$12,517	\$12,768	\$13,023	\$13,284	\$13,549
OP Supplies & Equip	17,000	17,340	17,687	18,041	18,401	18,769
Publications	5,000					
Professional Services	13,375	13,643	13,915	14,194	14,478	14,767
Other Exp & Charges	2,912	320	326	333	340	346
Computers & Phones	39,619	41,827	42,664	43,517	44,387	45,275
Facilities Mgmt	8,919	9,097	9,279	9,465	9,654	9,847
Facility Lease	17,100	17,100	17,100	17,100	17,100	17,100
Utilities	6,431	6,559	6,690	6,824	6,961	7,100
Auto Leasing	32,309	32,955	33,614	34,287	34,972	35,672
Travel	10,300	10,506	10,716	10,930	11,149	11,372
Tuition Reimbursement	15,000	15,300	15,606	15,918	16,236	16,561
Training	5,000	5,100	5,202	5,306	5,412	5,520
Total Current Service Cost	\$185,237	\$182,265	\$185,568	\$188,937	\$192,374	\$195,880
Current Service Cost Est Millage Required:	0.0180	0.0171	0.0171	0.0171	0.0170	0.0170
<b>Additional Staffing Needs</b>						
Grade 3 position - Administrative Aide	\$36,979	\$39,267	\$41,601	\$43,982	\$46,411	\$48,888
Grade 3 position (formerly grade 4) Driv	36,979	39,055	41,173	43,333	45,536	47,784
FICA	5,657	5,991	6,332	6,679	7,034	7,395
Pension	13,468	14,262	15,073	15,900	16,743	17,604
Health	26,794	29,473	32,421	35,663	39,229	43,152
Workers Comp	208	220	233	245	258	272
Life Insurance	178	136	144	152	160	168
LT Disability	204	108	115	121	128	135
ST Disability	568	302	320	338	357	376
Total Additional Employee Cost	\$121,035	\$128,816	\$137,411	\$146,414	\$155,856	\$165,773
Additional Staffing Est Millage Required:	0.0118	0.0121	0.0127	0.0132	0.0138	0.0144

RESOLUTION

NO: 2022-06-076

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Amending Resolution 2021-11-177 Authorizing Capital Expenditure for the Purchase of an Accessible Minivan for the Veterans Services Department – Car Pool**

- WHEREAS,** Resolution 2021-11-177 authorized the Car Pool Department to purchase one (1) additional vehicle for the Veterans Services Department which will increase the Department’s fleet count from the current (2) two vehicles to (3) three; and
- WHEREAS,** due to the ongoing production capacity issues across the auto industry Car Pool was unable to locate a van within the approved budget in 2021; and
- WHEREAS,** Car Pool has located a wheelchair lift-equipped minivan using a newly available State of Michigan cooperative transit vehicle purchasing contract; and
- WHEREAS,** the new vehicle will be a 2022 Chrysler Voyager van purchased on the State of Michigan MiDeal cooperative purchasing contract from Hoekstra Transportation of Grand Rapids, MI; and
- WHEREAS,** the cost of the van is not to exceed \$63,377 and will be funded by the Department’s awarded FY 2022 County Veteran Service Fund (CVSF) Grant; and
- WHEREAS,** the CVSF Grant Guidelines require vehicles to be purchased and not leased and must be titled in the recipient agency’s name; and
- WHEREAS,** the van will be included in the Car Pool Department’s maintenance management program and all vehicle operating costs will be charged back to the Veterans Services Department through Munis; and
- WHEREAS,** annual vehicle operating costs for the van including fuel, maintenance, and insurance are estimated at \$4,700 and are included in the Car Pool and Veterans Services 2022 operating budgets.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Car Pool Department to purchase a 2022 Chrysler Voyager van for the Veterans Services Department from Hoekstra Transportation of Grand Rapids, MI for a cost not to exceed \$63,377.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize any budget amendments or transfers necessary to effectuate the above.

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**MOVED:  
SECONDED:  
CARRIED:**



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 05/31/2022**  
**Re: Resolution Amending Resolution 2021-11-177 Authorizing Capital Expenditure for the Purchase of an Accessible Minivan for the Veterans Services Department**

Livingston County Veteran Services (LCVS) offers transportation services to medically necessary appointments in County and to select Veteran Affairs locations in Ann Arbor. In resolution 2021-11-177, a capital expenditure for a modified mini-van was approved to increase the LCVS fleet by one vehicle and authorized up to \$39,626. Due to the ongoing production capacity issues across the auto industry, Car Pool was unable to locate a van within the approved budget in 2021 and will not be able to order a 2022 model for delivery prior to the expiration of the Michigan Veteran Affairs Agency (MVAA) grant funds on Sept. 30, 2022.

As a result, another purchase opportunity was identified through the newly available State of Michigan cooperative transit vehicle purchasing program but will need approval to order prior to July to insure timely delivery and availability of the van. The amendments to the resolution include the price increase to \$63,377, the vendor name and location. The annual cost to LCVS from Car Pool remains the same.

On June 1, 2022, this resolution was reviewed and approved by the Livingston County Veteran Services Committee to move forward for your consideration.

Thank you for your consideration of this request. If you have any questions or concerns regarding this matter, please do not hesitate to contact me at 517-540-7843.

RESOLUTION

NO: 2021-11-177

LIVINGSTON COUNTY

DATE: November 8, 2021

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**Resolution Authorizing Capital Expenditure and Increase in Authorized Vehicles for the Veterans Services Department – Car Pool**

**WHEREAS,** the Car Pool Department is requesting authorization to purchase one (1) additional vehicle for the Veterans Services Department which will be used for non-medical transportation needs, including veterans outreach, seminars, and appointments at the Veterans Services office; and

**WHEREAS,** the additional vehicle will increase the Department's fleet count from the current two vehicles to three; and

**WHEREAS,** the new vehicle will be a 2022 Chrysler Voyager van purchased on the State of Michigan MiDeal cooperative purchasing contract from Lafontaine Chrysler Dodge Jeep RAM of Lansing, MI; and

**WHEREAS,** the cost of the van is not to exceed \$39,626 and will be funded by the Department's awarded FY 2022 County Veteran Service Fund (CVSF) Grant; and

**WHEREAS,** the CVSF Grant Guidelines require vehicles to be purchased and not leased and must be titled in the recipient agency's name; and

**WHEREAS,** the van will be included in the Car Pool Department's maintenance management program and all vehicle operating costs will be charged back to the Veterans Services Department through Munis; and

**WHEREAS,** annual vehicle operating costs for the van including fuel, maintenance, and insurance are estimated at \$4,700 and are included in the Car Pool and Veterans Services 2022 budget requests.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Car Pool Department to purchase a 2022 Chrysler Voyager van for the Veterans Services Department from Lafontaine Chrysler Dodge Jeep RAM of Lansing, MI for a cost not to exceed \$39,626.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an increase in the Veterans Services Department fleet from the current two vehicles to three.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize any budget amendments or transfers necessary to effectuate the above.

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**MOVED:**

**B. Plank**

**SECONDED:**

**J. Gross**

**CARRIED:**

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



NEW VEHICLE ORDER FORM - HOEKSTRA TRANSPORTATION  
Modified Mini-Van  
4 Years/100,000 Miles



**Instructions:** (1) Complete sections I & II. (2) For sections III and IV, simply type in the quantity and the form will automatically calculate costs. (3) For section V (local options), type in the quantity, item descriptions, and unit prices as the form will automatically calculate costs. (4) Sign and date the form in section VII. (5) Submit completed and signed form to the vendor. (6) Once new bus is received and accepted, a copy of this completed form shall be submitted to MDOT with payment request (see *State Vehicle Purchasing Program Guidelines*).

<b>I Contact Information</b>							
<b>Transit Agency Name:</b>		Livingston County Veteran Services					
<b>Contact Name:</b>		Elizabeth Young					
<b>Phone Number:</b>		517-546-6338		<b>E-mail:</b>		eyoung@livgov.com	
<b>II Contract, Funding, and Vehicle Information</b>							
<b>Program:</b>		<b>State Vehicle Contract No.</b>		22000000792			
<b>Agency Contract No.</b>		<b>Vendor Name</b>		Hoekstra Transportation			
<b>Chassis/ Manufacturer</b>		Chrysler Voyager		<b>Vehicle/Body Manufacturer</b>		Braun	
<b>Vehicle Color Base:</b>		<input checked="" type="checkbox"/> White					
<b>Vehicle Color Top:</b>		N/A		<b>Striping Color:</b>		<b>Striping Width:</b>	
<b>Seating Color (Select one):</b>		Fabric & Vinyl: <input checked="" type="checkbox"/> Gray <input type="checkbox"/> Black (Cloth Only)		<b>Flooring Color (Select One):</b>		<input checked="" type="checkbox"/> Gray <input type="checkbox"/> Black	
<b>III Base Vehicle Floor Plans</b>							
	<b>Qty</b>	<b>Description</b>	<b>Price Each</b>	<b>Total Price</b>	<b>Low Bidder Price</b>	<b>Federal/State Share</b>	<b>Local Share</b>
	A	3 + 2 passenger vehicle, side ramp, vinyl seats	\$59,010.16	\$0.00	\$59,010.16	\$0.00	\$0.00
	B	3 + 2 passenger vehicle, side ramp, cloth seats	\$57,981.59	\$0.00	\$57,981.59	\$0.00	\$0.00
	C 1	3 + 2 passenger vehicle, rear ramp, vinyl seats	\$63,275.80	\$63,275.80	\$55,315.40	\$55,315.40	\$7,960.40
	D	3 + 2 passenger vehicle, rear ramp, cloth seats	\$62,247.23	\$0.00	\$55,315.40	\$0.00	\$0.00
			<b>Base Vehicle Totals</b>	\$63,275.80		\$55,315.40	\$7,960.40
<b>IV Contract Options</b>							
	<b>Qty</b>	<b>Contract Options</b>	<b>Price Each</b>	<b>Total Price</b>	<b>Low Bidder Price</b>	<b>Federal/State Share</b>	<b>Local Share</b>
	1	Swing-away Side Entry Ramp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	2	Paint – 3” stripe	\$401.00	\$0.00	\$401.00	\$0.00	\$0.00
	3	Foldaway rear seat foot rest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	4	Donation Box	\$300.75	\$0.00	\$300.75	\$0.00	\$0.00
	5	Additional Wheelchair Occupant Securement Belt	\$250.63	\$0.00	\$250.63	\$0.00	\$0.00
	6	2 Passenger Fold-away seat - Side Entry	\$1,503.75	\$0.00	\$1,503.75	\$0.00	\$0.00
	7 1	Two Way Radio Prep	\$100.25	\$100.25	\$100.25	\$100.25	\$0.00
	8	Video Surveillance System	\$3,057.63	\$0.00	\$3,057.63	\$0.00	\$0.00
	9	Textile Protective Barrier	\$551.38	\$0.00	\$551.38	\$0.00	\$0.00
	10	Video Surveillance Prep	\$195.49	\$0.00	\$195.49	\$0.00	\$0.00
	11	2 Single Passenger Cantilever Seat - Rear Entry Only	\$1,047.61	\$0.00	\$1,047.61	\$0.00	\$0.00
				<b>Contract Options Total</b>	\$100.25	\$100.25	\$0.00
				<b>Base + Contract Option Subtotal</b>	\$63,376.05	\$55,415.65	\$0.00
<b>V Non-Specified Alternate Options (Paid with Federal/State)</b>							
	<b>Qty</b>	<b>Enter Item Description Below</b>	<b>Enter Unit Price Below</b>	<b>Total Price</b>	<b>Low Bidder Price</b>	<b>Federal/State Share</b>	<b>Local Share</b>
	2	Alt. Video Surveillance - Four Camera System		\$0.00	\$3,057.63	\$0.00	\$0.00
	8	Decals/Branding - Limit \$3000		\$0.00	\$3,000.00	\$0.00	\$0.00
	9	Two-way Radio		\$0.00		\$0.00	\$0.00
				Reimbursable Options	\$0.00	\$0.00	\$0.00
<b>V Non-Specified Local Options (Paid 100% Locally)</b>							
	<b>Qty</b>	<b>Enter Item Description Below</b>	<b>Enter Unit Price Below</b>	<b>Total Price</b>	<b>Local Share</b>		
	1 1	<b>BUILD AS SINGLE-CUT, NOT DOUBLE</b>		\$0.00	\$0.00		
	2			\$0.00	\$0.00		
	3			\$0.00	\$0.00		
				<b>Non-specified Alternate and Local Options (Paid 100% Locally) subtotal</b>	\$0.00		
				<b>Total (Base + Contract Options + Alternate Options + Local Options)</b>	<b>\$63,376.05</b>		
			<b>Optional: Administrative Fee</b>	Not to exceed: \$554.16			
				<b>Grand Total</b>	<b>\$63,376.05</b>		
<b>VI Comments/Special Instructions (Attach a separate sheet if more space is needed)</b>							
<b>VII Authorization</b>							
<b>Authorized Signature:</b>				<b>Date:</b>			
<b>VIII Footnotes</b>							

RESOLUTION

NO: 2022-06-077

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing an Agreement with Cruisers, Inc. to Provide Emergency Vehicle Lighting and Equipment Installation and Maintenance Services – Car Pool**

**WHEREAS,** Livingston County has a continuous need for Emergency Vehicle Lighting and Equipment installation and maintenance services; and

**WHEREAS,** in accordance with the County Procurement Policy, a competitive bid process was performed through CoPro+ with bid notifications posted on the County website and BidNet website; and

**WHEREAS,** two bidders submitted proposals, and the evaluation committee recommends awarding a contract to Cruisers, Inc. of Brighton, MI per the proposed rates in RFP-LC-22-15; and

**WHEREAS,** the agreement will have a (3) three year term beginning July 1, 2022 to July 1, 2025 with the option for one (1) additional two-year renewal for a total contract period not to exceed five (5) years; and

**WHEREAS,** funding for the above services is included in the departments' annual operating budgets.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an agreement with Cruisers, Inc. to provide Emergency Vehicle Lighting and Equipment installation and maintenance services for a three (3) year term commencing on July 1, 2022 to July 1, 2025 with the option for one (1) additional two-year renewal for a total contract period not to exceed five (5) years.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Chair of Livingston County Board of Commissioners is authorized to sign a renewal for an additional two-year period as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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**MOVED:  
SECONDED:  
CARRIED:**





**LIVINGSTON COUNTY, MICHIGAN**  
**CAR POOL DEPARTMENT**

3950 W. Grand River, Howell, MI 48855  
Phone 517-540-7847 Fax 517-546-5088  
Web Site: [www.livgov.com/lets](http://www.livgov.com/lets)

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Greg Kellogg, Transportation Director  
**Date:** 05/26/2022  
**Re:** Resolution Authorizing an Agreement with Cruisers, Inc. to Provide Emergency Vehicle Lighting and Equipment Installation and Maintenance Services

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The Car Pool Department is requesting authorization to award a contract for Emergency Vehicle Lighting and Equipment installation and maintenance services on an as-needed basis. The current agreement for these services expires on July 1, 2022.

In accordance with the County Procurement Policy, a competitive bid process was performed through CoPro+ with bid notifications posted on the County website and BidNet website. Two bidders submitted proposals and the evaluation committee is recommending an award to Cruisers, Inc. of Brighton, MI per the attached bid synopsis.

Please do not hesitate to contact me at 517-540-7843 if you have any questions.

RESOLUTION

NO: 2022-06-078

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing Agreements for Preventive Maintenance and Repairs; Major Repairs; Collision Repairs; and Tire Maintenance and Repair for County Fleet Vehicles – Car Pool**

**WHEREAS,** Livingston County has a continuous need for preventive maintenance and repairs, major repairs, collision repairs, and tire maintenance and repair services for County fleet vehicles; and

**WHEREAS,** in accordance with the County Procurement Policy, a competitive bid process was performed through CoPro+ with bid notifications posted on the County website and BidNet website; and

**WHEREAS,** the contract award recommendations proposed by the evaluation committee are as follows:

<b>RFP-LC-22-09: Section Number &amp; Description</b>	<b>Award Recommendation</b>
Section 1: Preventative Maintenance & Repairs	Bob Maxey Ford Roy's Autoworks
Section 2: Major Repairs	Bob Maxey Ford Roy's Autoworks
Section 3: Collision Repairs	Bob Maxey Ford Nelson's Inc.
Section 4: Tire Maintenance & Repair	Bob Maxey Ford Roy's Autoworks

**WHEREAS,** funding for the above services has been allocated and approved as part of the departmental budgets.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into agreements with Bob Maxey Ford of Howell, MI and Roy's Autoworks of Howell, MI to provide the scope of services outlined in RFP-LC-22-09: Section 1: Preventative Maintenance & Repairs for County fleet vehicles for a three (3) year term commencing on July 1, 2022 to July 1, 2025 with the option for one (1) additional two-year renewal for a total contract period not to exceed five (5) years.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into Agreements with Bob Maxey Ford of Howell, MI and Roy's Autoworks of Howell, MI to provide the scope of services outlined in RFP-LC-22-09 Section 2: Major Repairs for County fleet vehicles for a three (3) year term commencing on July 1, 2022 to July 1, 2025 with the option for one (1) additional two-year renewal for a total contract period not to exceed five (5) years.

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**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into Agreements with Bob Maxey Ford of Howell, MI and Nelson's Inc. of Fowlerville, MI and to provide the scope of services outlined in RFP-LC-22-09: Section 3: Collision Repairs for County fleet vehicles for a three (3) year term commencing on July 1, 2022 to July 1, 2025 with the option for one (1) additional two-year renewal for a total contract period not to exceed five (5) years.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into Agreements with Bob Maxey Ford of Howell, MI and Roy's Autoworks of Howell, MI to provide the scope of services outlined in RFP-LC-22-09: Section 4: Tire Maintenance & Repair for County fleet vehicles for a three (3) year term commencing on July 1, 2022 to July 1, 2025 with the option for one (1) additional two-year renewal for a total contract period not to exceed five (5) years.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign a renewal for one (1) additional two-year period for the above services for County fleet vehicles as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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



**Bid Synopsis  
For  
Fleet Vehicle Maintenance Services**

RFQu Issued & Publicly Posted: 04/28/2022	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
Solicitation #: RFP-LC-22-09	
RFP Due Date: 05/19/2022	Bids Received: 3

The Evaluation Committee has completed evaluation of the proposals received for the Request for Qualifications referenced above. The purpose of this project is to secure qualified, full-service vehicle maintenance companies to provide repair and maintenance services for county-owned fleet vehicles on an on-going basis. Awards are being recommended to multiple companies that will provide these services for three years, with the potential for one additional two-year renewal at the discretion of the County. Below is a recap of the bid evaluation.

Three responses were received as follows:

1. Bob Maxey Ford
2. Nelson's Collision
3. Roy's Autoworks

All bid responses were received within the timeline outlined in the RFQu, and all met the minimum qualifications. The bidders are all located in Livingston County, two in Howell and one in Fowlerville. The references provided were complete, and demonstrated the capacity to perform the required services.

The RFQu requested porter services, and all bidders are able to provide these services at no additional cost. The bidders all offer good warranties for parts and service, and the pricing submitted is reasonable.

All three of the bidders are current contract vendors for the County. They have provided satisfactory service, typically prioritize County vehicles to the best of their ability, and perform high-quality work.

Based on the above, the evaluation committee recommends that Bob Maxey Ford, Nelson's Collision, and Roy's Autoworks all be awarded prequalified contracts to provide fleet vehicle repair and maintenance services. Below is a table outlining the services to be awarded based on the RFQu sections:

Section Number & Description	Award Recommendation
1.4.1 Preventative Maintenance & Repairs	Bob Maxey Ford Roy's Autoworks
1.4.2 Major Repairs	Bob Maxey Ford Roy's Autoworks
1.4.3 Collision Repairs	Bob Maxey Ford Nelson's Collision
1.4.4 Tire Maintenance & Repair	Bob Maxey Ford Roy's Autoworks



**LIVINGSTON COUNTY, MICHIGAN**  
**CAR POOL DEPARTMENT**

3950 W. Grand River, Howell, MI 48855  
Phone 517-540-7847 Fax 517-546-5088  
Web Site: [www.livgov.com/lets](http://www.livgov.com/lets)

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Greg Kellogg, Transportation Director  
**Date:** 05/26/2022  
**Re:** Resolution Authorizing Agreements for Preventive Maintenance and Repairs;  
Major Repairs; Collision Repairs; and Tire Maintenance and Repair for  
County Fleet Vehicles

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The Car Pool Department is requesting authorization to award contracts for Maintenance and Repairs for County Fleet vehicles on an as-needed basis. The current agreement for these services expires on July 1, 2022.

In accordance with the County Procurement Policy, a competitive bid process was performed through CoPro+ with bid notifications posted on the County website and BidNet website. Four bidders submitted proposals for the various sections, and the evaluation committee is recommending awards to all four bidders per the attached bid synopsis.

Please do not hesitate to contact me at 517-540-7843 if you have any questions.

RESOLUTION

NO: 2022-06-079

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing Agreements with Bob Maxey Ford and Roy's Autoworks to Provide Maintenance and Repair Services for County-owned Transit Vehicles – L.E.T.S.**

**WHEREAS,** Livingston County has a continuous need for maintenance and repair services for County-owned transit vehicles; and

**WHEREAS,** in accordance with the County Procurement Policy, a competitive bid process was performed through CoPro+ with bid notifications posted on the County website and BidNet website; and

**WHEREAS,** three bidders submitted proposals to provide maintenance and repair services for county-owned transit vehicles on an as-needed basis per the proposed rates in RFP-LC-22-10; and

**WHEREAS,** the bid evaluation committee recommends awards to Bob Maxey Ford of Howell, MI and Roy's Autoworks of Howell, MI for a three (3) year term beginning July 1, 2022 to July 1, 2025 with the option for one (1) additional two-year renewal for a total contract period not to exceed five (5) years; and

**WHEREAS,** funding for the above services is included in the annual LETS budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with Bob Maxey Ford of Howell, MI and Roy's Autoworks of Howell, MI to provide maintenance and repair services for county-owned transit vehicles for a three (3) year term commencing on July 1, 2022 to July 1, 2025 with the option for one (1) additional two-year renewal for a total contract period not to exceed five (5) years.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign a renewal for an additional two-year period for repair and maintenance services for County-owned transit vehicles as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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**MOVED:  
SECONDED:  
CARRIED:**





**LIVINGSTON COUNTY, MICHIGAN**  
**CAR POOL DEPARTMENT**

**3950 W. Grand River, Howell, MI 48855**  
**Phone 517-540-7847 Fax 517-546-5088**  
**Web Site: [www.livgov.com/lets](http://www.livgov.com/lets)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 05/26/2022**  
**Re: Resolution Authorizing Agreements with Bob Maxey Ford and Roy's Autoworks to Provide Maintenance and Repair Services for County-owned Transit Vehicles**

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LETS is requesting authorization to award contracts for Maintenance and Repair services for County-owned transit vehicles on an as-needed basis. The current agreement for these services expires on July 1, 2022.

In accordance with the County Procurement Policy, a competitive bid process was performed through CoPro+ with bid notifications posted on the County website and BidNet website. Three bidders submitted proposals and the evaluation committee is recommending awards to two bidders per the attached bid synopsis.

Please do not hesitate to contact me at 517-540-7843 if you have any questions.



**Bid Synopsis  
For  
Transit Vehicle Maintenance Services**

RFQu Issued & Publicly Posted: 04/28/2022	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
Solicitation #: RFP-LC-22-10	
RFP Due Date: 05/19/2022	Bids Received: 3

The Evaluation Committee has completed evaluation of the proposals received for the Request for Qualifications referenced above. The purpose of this project is to secure qualified, full-service vehicle maintenance companies to provide repair and maintenance services for transit vehicles on an on-going basis. Contracts are being recommended for two companies that will provide these services for three years, with the potential for one additional two-year renewal at the discretion of the County. Below is a recap of the bid evaluation.

Three responses were received as follows:

1. Bob Maxey Ford
2. Metro Airport Truck
3. Roy's Autoworks

All bid responses were received within the timeline outlined in the RFQu, and all met the minimum qualifications. The bidders submitted adequate references and presented information about their repair technicians, certifications, and licenses reflecting complete qualifications.

While Bob Maxey Ford and Roy's Autoworks are both located in Livingston County, Metro Airport Truck is based in Taylor, which is about 60 miles away one-way. This is a concern considering there would be significant down time involved in the transfer of vehicles to the repair facility. Metro Airport Truck does offer porter services, but their charge is \$120 round trip for that service. Roy's Autoworks offers porter services at no charge; Bob Maxey Ford also offers no cost porter service for vehicles that do not require a licensed chauffer endorsement.

The County's LETS program has 32 vehicles, five of which are fueled by diesel. Metro Airport Truck only services diesel trucks and, therefore, would only be able to provide services for a small percentage of the LETS transit fleet.

The pricing submitted by Metro Airport Truck was the highest of the three bidders, and reflected an hourly labor rate of \$10 more per hour than the next lowest bidder.

Bob Maxey Ford and Roy's Autoworks are current contract vendors for the County. They have provided satisfactory service, typically prioritize County vehicles to the best of their ability, and perform high-quality work.

Based on the above, the evaluation committee recommends that Bob Maxey Ford and Roy's Autoworks all be awarded prequalified contracts to provide transit vehicle repair and maintenance services.

RESOLUTION

NO: 2022-06-080

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Amending Resolution 2022-04-051 Authorizing Capital Expenditure for the Purchase of Eight Replacement Vans – L.E.T.S.**

**WHEREAS,** LETS is requesting authorization to order eight (8) replacement full-size lift-equipped vans instead of the five (5) replacement small buses authorized in resolution 2022-04-051; and

**WHEREAS,** the ongoing supply chain issues in the auto industry have further extended lead times for new bus orders, with delivery now expected in late 2024; and

**WHEREAS,** due to the cancellation of a large full-size van order by another transit agency for which the chassis have already been built, the estimated lead time for the vans will be approximately 6-8 months; and

**WHEREAS,** this course of action will ensure the continuity of LETS services and decrease the likelihood of costly repairs on older buses, such as engine or transmission replacement; and

**WHEREAS,** the lower purchase cost will allow LETS to replace additional vehicles that are eligible for replacement or will be eligible for replacement by the end of 2022, thereby improving the overall condition of the LETS fleet; and

**WHEREAS,** LETS has Federal and State grant funding available that will fund 100% of the replacement cost of \$598,248 with no local funds necessary; and

**WHEREAS,** the replacement vans will have a useful life of four (4) years or 100,000 miles.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes capital expenditure for the purchase of eight (8) replacement vans from Hoekstra Transportation of Grand Rapids, MI at an estimated cost of \$598,248.

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

**BE IT FURTHER RESOLVED** that the LETS Director is hereby authorized to dispose of the replaced buses per the County Purchasing/Disposal Policy.

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**MOVED:  
SECONDED:  
CARRIED:**



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 03/25/2022**  
**Re: Resolution Amending Resolution 2022-04-051 Authorizing Capital Expenditure for the Purchase of Eight Replacement Vans**

LETS is requesting authorization to order eight (8) replacement full-size lift-equipped vans instead of the five (5) replacement small buses authorized in resolution 2022-04-051. The ongoing supply chain issues in the auto industry have further extended lead times for new bus orders, with delivery now expected in late 2024.

Due to the cancellation of a large full-size van order by another transit agency for which the chassis have already been built, the estimated lead time for the vans will be approximately 6-8 months.

This course of action will ensure the continuity of LETS services and decrease the likelihood of costly repairs on older buses, such as engine or transmission replacement. Moreover, the lower purchase cost will allow LETS to replace additional vehicles that are eligible for replacement, or will be eligible for replacement by the end of 2022, thereby improving the overall condition of the LETS fleet.

Although the vans have a seating capacity of 9 passengers compared to 14 for the small buses, the Ecolane trip management systems allows routes to be adjusted to accommodate various vehicle capacities, and the vans have multiple advantages over buses including lower purchase and operating costs and the ability to enter driveways.

LETS has Federal and State grant funding available that will fund 100% of the replacement cost of \$598,248 with no local funds necessary. The replacement vans will have a useful life of four (4) years or 100,000 miles.

Please do not hesitate to contact me at 517-540-7843 if you have any questions.

# NEW VEHICLE ORDER FORM - HOEKSTRA TRANSPORTATION

Full-size Van  
4 Years/100,000 Miles

**Instructions:** (1) Complete sections I & II. (2) For sections III and IV, simply type in the quantity and the form will automatically calculate costs. (3) For section V (local options), type in the quantity, item descriptions, and unit prices as the form will automatically calculate costs. (4) Sign and date the form in section VII. (5) Submit completed and signed form to the vendor. (6) Once new van is received and accepted, a copy of this completed form shall be submitted to MDOT with payment request (see *State Vehicle Purchasing Program Guidelines*).

I Contact Information								
Transit Agency Name:		Livingston County Board of Commissioners						
Contact Name:		Greg Kellogg						
Phone Number:		517-540-7843		E-mail:		gkellogg@livgov.com		
Tax ID Number:				Ford FIN Number:				
II Contract, Funding, and Vehicle Information								
Program:		Various		State Vehicle Purchasing Program Contract No.		171-190000000220		
Agency Contract No.				Vendor Name		Hoekstra Transportation, Inc.		
Vehicle Color Base:		<input checked="" type="checkbox"/> Oxford White <input type="checkbox"/> White Gold +\$150 <input type="checkbox"/> Pigot Silver +\$150 <input type="checkbox"/> Race Red <input type="checkbox"/> Blue Jeans +\$150 <input type="checkbox"/> Green Gem +\$150 <input type="checkbox"/> Shadow Black <input type="checkbox"/> Magnetic +\$150 <input type="checkbox"/> Stone Gray +\$150		Striping Color:		Striping Width: <input type="checkbox"/> 1" <input type="checkbox"/> 2" <input type="checkbox"/> 3" <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8" <input type="checkbox"/> 12"		
Seating Covering Type & Color:		<input type="checkbox"/> Fabric <input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Ray <input type="checkbox"/> Blue		Flooring Color (Select One):		<input checked="" type="checkbox"/> Gray <input type="checkbox"/> Tan		
III Base Vehicle Floor Plans								
B a s e V e h i c l e s	Qty	Description	Price Each	Total Price	Low Bidder Price	Federal/State Share	Local Share	
	<b>C. Class II – 130" W.B. – Vinyl Seat Covers</b>							
	1	10 passenger plus driver low roof without lift - RWD	\$39,977.00	\$0.00	\$39,977.00	\$0.00	\$0.00	
	2	10 passenger plus driver medium roof without lift - RWD	\$42,856.00	\$0.00	\$42,856.00	\$0.00	\$0.00	
	3	10 passenger plus driver low roof without lift - AWD	\$44,439.00	\$0.00	\$44,439.00	\$0.00	\$0.00	
	4	10 passenger plus driver medium roof without lift - AWD	\$47,298.00	\$0.00	\$47,298.00	\$0.00	\$0.00	
	<b>D. Class II – 130" W.B. – Fabric Seat Covers</b>							
	1	10 passenger plus driver low roof without lift - RWD	\$40,140.00	\$0.00	\$40,140.00	\$0.00	\$0.00	
	2	10 passenger plus driver medium roof without lift - RWD	\$43,019.00	\$0.00	\$43,019.00	\$0.00	\$0.00	
	3	10 passenger plus driver low roof without lift - AWD	\$44,602.00	\$0.00	\$44,602.00	\$0.00	\$0.00	
	4	10 passenger plus driver medium roof without lift - AWD	\$47,461.00	\$0.00	\$47,461.00	\$0.00	\$0.00	
	<b>E. Class III – 148" W.B. – Vinyl Seat Covers</b>							
	1	13 passenger plus driver low roof without lift - RWD	\$41,235.00	\$0.00	\$41,235.00	\$0.00	\$0.00	
	2	13 passenger plus driver medium roof without lift - RWD	\$44,229.00	\$0.00	\$44,229.00	\$0.00	\$0.00	
	3	13 passenger plus driver high roof without lift - RWD	\$45,504.00	\$0.00	\$45,504.00	\$0.00	\$0.00	
	4	13 passenger plus driver low roof without lift - AWD	\$45,696.00	\$0.00	\$45,696.00	\$0.00	\$0.00	
	5	13 passenger plus driver medium roof without lift - AWD	\$48,689.00	\$0.00	\$48,689.00	\$0.00	\$0.00	
	6	13 passenger plus driver high roof without lift - AWD	\$49,964.00	\$0.00	\$49,964.00	\$0.00	\$0.00	
	<b>F. Class III – 148" W.B. – Fabric Seat Covers</b>							
	1	13 passenger plus driver low roof without lift - RWD	\$41,421.00	\$0.00	\$41,421.00	\$0.00	\$0.00	
	2	13 passenger plus driver medium roof without lift - RWD	\$44,414.00	\$0.00	\$44,414.00	\$0.00	\$0.00	
	3	13 passenger plus driver high roof without lift - RWD	\$45,690.00	\$0.00	\$45,690.00	\$0.00	\$0.00	
	4	13 passenger plus driver low roof without lift - AWD	\$45,882.00	\$0.00	\$45,882.00	\$0.00	\$0.00	
	5	13 passenger plus driver medium roof without lift - AWD	\$48,874.00	\$0.00	\$48,874.00	\$0.00	\$0.00	
	6	13 passenger plus driver high roof without lift - AWD	\$50,150.00	\$0.00	\$50,150.00	\$0.00	\$0.00	
	<b>G. Class IV – 148" W.B. – Dual Rear Wheel - Vinyl Seat Covers</b>							
	1	14 passenger plus driver high roof extended length without lift - RWD	\$46,401.00	\$0.00	\$46,401.00	\$0.00	\$0.00	
	2	8 14 passenger plus driver high roof extended length without lift - AWD	\$53,114.00	\$424,912.00	\$53,114.00	\$424,912.00	#NAME?	
	<b>H. Class IV – 148" W.B. – Dual Rear Wheel - Fabric Seat Covers</b>							
	1	14 passenger plus driver high roof extended length without lift - RWD	\$46,603.00	\$0.00	\$46,603.00	\$0.00	\$0.00	
	2	14 passenger plus driver high roof extended length without lift - AWD	\$53,316.00	\$0.00	\$53,316.00	\$0.00	\$0.00	
				<b>Base Vehicle Totals</b>	\$424,912.00		\$424,912.00	#NAME?
	IV Contract Options							
	C o n t r a c t O n s	Qty	Contract Options	Price Each	Total Price	Low Bidder Price	Federal/State Share	Local Share
		1	Alternate Adjustable Seating and Floor System	\$6,416.00	\$0.00	\$6,416.00	\$0.00	\$0.00
		2	Side Lift System with Power Sliding Side Door 1,000 pound capacity	\$9,023.00	\$0.00	\$9,023.00	\$0.00	\$0.00
3		Power Sliding Side Cargo Door	\$2,506.00	\$0.00	\$2,506.00	\$0.00	\$0.00	
4		8 Emergency Roof Exit	\$301.00	\$2,408.00	\$301.00	\$2,408.00	#NAME?	
5		Cross View Mirror	\$301.00	\$0.00	\$301.00	\$0.00	\$0.00	
6		8 Destination Sign - LED	\$5,013.00	\$40,104.00	\$5,013.00	\$40,104.00	#NAME?	
7		8 Donation box	\$301.00	\$2,408.00	\$301.00	\$2,408.00	#NAME?	
8		Running Boards	\$752.00	\$0.00	\$752.00	\$0.00	#NAME?	
9		Farebox	\$1,805.00	\$0.00	\$1,805.00	\$0.00	\$0.00	
10		Farebox Electrical Prep Only	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	
11		8 Limited Slip Differential	\$401.00	\$3,208.00	\$401.00	\$3,208.00	#NAME?	
12		Paint - Different Full body	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	
13		Paint - One 6" Stripe	\$602.00	\$0.00	\$602.00	\$0.00	\$0.00	
14		Reflective 6" Vinyl Belt Stripe	\$401.00	\$0.00	\$401.00	\$0.00	\$0.00	
15		Lift – Type I – (34 inch wide 800 pound capacity side mounted)	\$4,010.00	\$0.00	\$4,010.00	\$0.00	\$0.00	
16		8 Lift – Type I – (37 inch wide 1,000 pound capacity rear mounted)	\$5,313.00	\$42,504.00	\$5,313.00	\$42,504.00	#NAME?	
17		Lift – Type II – 800 pound Capacity, Powered outer barrier	\$4,912.00	\$0.00	\$4,912.00	\$0.00	\$0.00	
18		Lift - Folding Platform 800# Capacity	\$4,511.00	\$0.00	\$4,511.00	\$0.00	\$0.00	
19		Alternate Lift Manufacturer (in addition to lift choice above)	\$501.00	\$0.00	\$501.00	\$0.00	\$0.00	
20		16 Wheelchair Single Point Securement System	\$977.00	\$15,632.00	\$977.00	\$15,632.00	#NAME?	
21		Wheelchair Position – L Track System	\$902.00	\$0.00	\$902.00	\$0.00	\$0.00	
22		8 Two-way radio prep package	\$201.00	\$1,608.00	\$201.00	\$1,608.00	#NAME?	
23		8 Radio - AM/FM stereo system w/6 speakers (Standard)	\$0.00	\$0.00	\$0.00	\$0.00	#NAME?	
24		Public Address (PA) System Only w/ two speakers	\$301.00	\$0.00	\$301.00	\$0.00	\$0.00	
25		8 Entry Stepwell Heater (Bi-fold Entrance Door Only)	\$501.00	\$4,008.00	\$501.00	\$4,008.00	#NAME?	
26		8 Bi-fold Entrance Door	\$6,516.00	\$52,128.00	\$6,516.00	\$52,128.00	#NAME?	
27		Handrails & Stanchions	\$351.00	\$0.00	\$351.00	\$0.00	\$0.00	
28		Adjustable Flooring Single Forward Facing Flip Seat - Vinyl	\$977.00	\$0.00	\$977.00	\$0.00	\$0.00	
29		Adjustable Flooring Single Forward Facing Flip Seat - Cloth	\$997.00	\$0.00	\$997.00	\$0.00	\$0.00	
30		Adjustable Flooring Double Forward Facing - Vinyl	\$902.00	\$0.00	\$902.00	\$0.00	\$0.00	
31		Adjustable Flooring Double Forward Facing - Cloth	\$942.00	\$0.00	\$942.00	\$0.00	\$0.00	
32		Seating – Forward Facing Standard Single Seat – Vinyl	\$422.00	\$0.00	\$422.00	\$0.00	\$0.00	
33		Seating – Forward Facing Standard Single Seat – Cloth	\$440.00	\$0.00	\$440.00	\$0.00	\$0.00	
34		8 Seating – Forward Facing Standard Single Seat – Vinyl (Deduct)	\$422.00	\$3,376.00	\$422.00	\$3,376.00	#NAME?	
35		Seating – Forward Facing Standard Single Seat – Cloth (Deduct)	\$440.00	\$0.00	\$440.00	\$0.00	\$0.00	
36	Seating – Forward Facing Standard Double Seat - Vinyl	\$683.00	\$0.00	\$683.00	\$0.00	\$0.00		

P t i o n s	37	Seating – Forward Facing Standard Double Seat - Fabric	\$719.00	\$0.00	\$719.00	\$0.00	\$0.00		
	38	32 Seating – Forward Facing Standard Double Seat – Vinyl (Deduct)	-\$683.00	-\$21,856.00	-\$683.00	-\$21,856.00	#NAME?		
	39	Seating – Forward Facing Standard Double Seat – Fabric (Deduct)	-\$719.00	\$0.00	-\$719.00	\$0.00	\$0.00		
	40	Seating – Forward Facing Single Fold-A-Way – Vinyl	\$945.00	\$0.00	\$945.00	\$0.00	\$0.00		
	41	Seating – Forward Facing Single Fold-A-Way – Cloth	\$963.00	\$0.00	\$963.00	\$0.00	\$0.00		
	42	24 Seating – Forward Facing Double Fold-A-Way - Vinyl	\$1,139.00	\$27,336.00	\$1,139.00	\$27,336.00	#NAME?		
	43	Seating – Forward Facing Double Fold-A-Way - Fabric	\$1,159.00	\$0.00	\$1,159.00	\$0.00	\$0.00		
	44	Seating – Double Flip-up – Vinyl	\$835.00	\$0.00	\$835.00	\$0.00	\$0.00		
	45	Seating – Double Flip-up - Fabric	\$1,175.00	\$0.00	\$1,175.00	\$0.00	\$0.00		
	46	Seating – Double w/Single Integrated Child Seat (ICS) – Vinyl	\$902.00	\$0.00	\$902.00	\$0.00	\$0.00		
	47	Seating – Double w/Single Integrated Child Seat (ICS) – Fabric	\$938.00	\$0.00	\$938.00	\$0.00	\$0.00		
	48	8 Seating – Double w/Single Integrated Child Seat (ICS) – Vinyl (Deduct)	-\$902.00	-\$7,216.00	-\$902.00	-\$7,216.00	#NAME?		
	49	Seating – Double w/Single Integrated Child Seat (ICS) – Fabric (Deduct)	-\$938.00	\$0.00	-\$938.00	\$0.00	\$0.00		
	50	Seating – Double w/Double Integrated Child Seat (ICS) - Vinyl	\$1,126.00	\$0.00	\$1,126.00	\$0.00	\$0.00		
	51	Seating – Double w/Double Integrated Child Seat (ICS) - Fabric	\$1,162.00	\$0.00	\$1,162.00	\$0.00	\$0.00		
	52	Driver's Power Seat Base	\$602.00	\$0.00	\$602.00	\$0.00	#NAME?		
	53	Alt. Engine - Propane	\$8,700.00	\$0.00	\$8,700.00	\$0.00	\$0.00		
	54	Alt. Engine - CNG	\$11,529.00	\$0.00	\$11,529.00	\$0.00	\$0.00		
	55	8 Back-up Sensor System	\$401.00	\$3,208.00	\$401.00	\$3,208.00	#NAME?		
	56	Video Surveillance – Two Camera System	\$2,306.00	\$0.00	\$2,306.00	\$0.00	\$0.00		
	57	Video Surveillance – Four Camera System	\$2,506.00	\$0.00	\$2,506.00	\$0.00	\$0.00		
	58	Video Surveillance – Six Camera System	\$3,308.00	\$0.00	\$3,308.00	\$0.00	\$0.00		
	59	Video Surveillance – DVR System Upgrade	\$702.00	\$0.00	\$702.00	\$0.00	\$0.00		
	60	Video Surveillance – Extra Interior Cameras	\$221.00	\$0.00	\$221.00	\$0.00	\$0.00		
	61	Video Surveillance – Extra Exterior Cameras	\$221.00	\$0.00	\$221.00	\$0.00	\$0.00		
	62	Video Surveillance Preparation Package	\$301.00	\$0.00	\$301.00	\$0.00	\$0.00		
	63	8 Bike Rack	\$1,404.00	\$11,232.00	\$1,404.00	\$11,232.00	#NAME?		
				<b>Contract Options Subtotal</b>	\$173,336.00		\$173,336.00	#NAME?	
				<b>Base + Contract Option Subtotal</b>	\$598,248.00		\$598,248.00	#NAME?	
	<b>V Non-Specified Alternate Options (Paid with Federal/State)</b>								
	A l t e r n a t i v e		<b>Qty</b>	<b>Enter Item Description Below</b>	<b>Enter Unit Price Below</b>	<b>Total Price</b>	<b>Low Bidder Price</b>	<b>Federal/State Share</b>	<b>Local Share</b>
		1		Alt. Video Surveillance – Two Camera System		\$0.00	\$2,306.00	\$0.00	\$0.00
2			Alt. Video Surveillance – Four Camera System		\$0.00	\$2,506.00	\$0.00	\$0.00	
3			Alt. Video Surveillance – Six Camera System		\$0.00	\$3,308.00	\$0.00	\$0.00	
4			Alt. Video Surveillance – DVR System Upgrade		\$0.00	\$702.00	\$0.00	\$0.00	
5			Alt. Video Surveillance – Extra Interior Cameras		\$0.00	\$221.00	\$0.00	\$0.00	
6			Alt. Video Surveillance – Extra Exterior Cameras		\$0.00	\$221.00	\$0.00	\$0.00	
7			Alt. Bike Rack (if different than brand above)		\$0.00	\$1,404.00	\$0.00	\$0.00	
8			Decals/Branding - Limit \$3000		\$0.00	\$3,000.00	\$0.00	\$0.00	
9			Two-way Radio		\$0.00		\$0.00	\$0.00	
			Reimbursable Options Subtotal	\$0.00		\$0.00	\$0.00		
<b>VI Non-Specified Local Options (Paid 100% Locally)</b>									
O p t i o n s		<b>Qty</b>	<b>Enter Item Description Below</b>	<b>Enter Unit Price Below</b>	<b>Total Price</b>		<b>Local Share</b>		
	1				\$0.00		\$0.00		
	2				\$0.00		\$0.00		
	3				\$0.00		\$0.00		
	4				\$0.00		\$0.00		
			<b>Non-specified Alternate and Local Options (Paid 100% Locally) subtotal</b>		\$0.00		\$0.00		
			<b>Total (Base + Contract Options + Alternate Options + Local Options)</b>		\$598,248.00		#NAME?		
		<b>Optional: Administrative Fee</b>	Not to exceed: \$5,982.48						
		<b>Grand Total</b>		<b>\$598,248.00</b>		<b>#NAME?</b>			
<b>VII Comments</b>									
<b>VIII Authorization</b>									
	<b>Authorized Signature:</b>			<b>Date:</b>					
<b>IX Footnotes</b>									
	1 Additional wheelchair positions can be added to existing base vehicle floor plans. Please consult with dealer for space and weight restrictions.								
	2 Seats are included with all base vehicle floor plans. Optional seating is available to customize the base vehicle floor plans. Please consult with dealer for space and weight restrictions.								



RESOLUTION

NO: 2022-06-081

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing an Intergovernmental Agreement for Transportation Services Between Livingston County (LETS) and Hamburg Township – LETS**

**WHEREAS,** Livingston County entered into an agreement with Hamburg Township to provide transportation services for the Hamburg Senior Center on July 1, 2019 with an expiration date of July 1, 2022; and

**WHEREAS,** the transportation program has been very successful and Hamburg Township desires to continue the arrangement; and

**WHEREAS,** LETS can continue to provide transportation services under the same terms and conditions as stated in the original agreement; and

**WHEREAS,** the agreement term will be one (1) year beginning July 1, 2022 and ending July 1, 2023 with an option to renew for two (2) additional years.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an intergovernmental agreement for transportation services between Livingston County and Hamburg Township under the terms and conditions set forth therein for an agreement term of one (1) year beginning July 1, 2022 and ending June 30, 2023 with an option to renew for two (2) additional years.

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

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**MOVED:  
SECONDED:  
CARRIED:**

**LETS**



# INTERGOVERNMENTAL AGREEMENT FOR TRANSPORTATION SERVICES

TERM:	LOCAL SHARE FORMULA
7/1/2019 TO 6/30/2020	<u>ACTUAL COST</u> SERVICE DAYS X ANNUAL HOURS X \$62 / Hr <u>FEDERAL CONTRIBUTION (50%)</u> ACTUAL COST - FAREBOX REVENUE ÷ 2 <u>STATE CONTRIBUTION (35%)</u> ACTUAL COST X .35 <u>LOCAL SHARE</u> ACTUAL COST - FED COST- STATE COST
RENEWAL TERM:	
<del>X</del> - 7/1/20 TO 6/30/22	
REVIEWED BY: MARK T. KOERNER - FOSTER SWIFT	

**DESTROY:**

#2019-06-094

**2029**

**6/24/19**

RESOLUTION

NO: 2019-06-094

LIVINGSTON COUNTY

DATE: June 24, 2019

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

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

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

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

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

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

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

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**MOVED:** Lawrence  
**SECONDED:** Dolan  
**CARRIED:** 9-0-0



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 06/11/2019**

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

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

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

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

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

**INTERGOVERNMENTAL AGREEMENT FOR  
TRANSPORTATION SERVICES**

**BETWEEN:**

**COUNTY OF LIVINGSTON**

**AND**

**HAMBURG TOWNSHIP**

## INTERGOVERNMENTAL AGREEMENT FOR TRANSPORTATION SERVICES

This Intergovernmental Agreement for Transportation Services ("Agreement"), is made and entered into this 28th day JUNE, 2019, by and between the COUNTY OF LIVINGSTON, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and the Township of Hamburg, a Michigan General Law Township with offices at 10405 Merrill Road, Whitmore Lake, Michigan 48189 (hereafter referred to as the "Township").

### WITNESSETH

**WHEREAS**, the County, through Livingston Essential Transportation Services ("LETS") provides transportation services throughout Livingston County;

**WHEREAS**, the Township seeks to contract with the County for the provision of demand response service to elderly residents of the Township;

**WHEREAS**, the County has agreed to provide said transportation services on the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

A. *Term.* The term of this Agreement will be ~~three~~ <sup>POH</sup> one (1) year and will commence on July 1, 2019 and terminate on June 30, 2020.

B. *Termination.* Either party may terminate this Agreement upon thirty (30) days advanced written notice to the other party.

C. *Scope of Service.* LETS will provided buses to service riders within the Township Monday, Wednesday and Friday each week during the term of this agreement. Service will be provided on a demand response basis. Riders being transported to and from the senior center will be charged a fare of \$1.00 per one way trip. All other riders will be charged a fare of \$1.00 per round trip for "In-County" service and \$3.00 per round trip for "Out-of-County" service. It is expressly understood that all policies relating to fare collection, personnel and administration of LETS will be the responsibility of the County.

D. *Payment by Township.* The Township agrees to pay the County its "Local Share" of the total cost of the service provided by the County not to exceed Fifteen Thousand and 00/100 Dollars (\$15,000.00) annually. The Local Share is the cost to the County after reducing the actual cost of service by federal and state contributions and will vary depending on farebox revenue and is illustrated by the Local Share Formula attached hereto as Exhibit A. The County will invoice the Township for its Local Share on a monthly basis which shall be paid

within thirty (30) days of receipt. The parties agree that the number of days a week bus service is provided may be increased, upon written agreement, to five (5) days per week and the Local Share shall be adjusted accordingly.

- E. *Insurance.* The County shall provide and maintain public liability insurance in such amounts as necessary to cover all claims which may arise out of the County's operation under the terms of the Agreement. Unemployment compensation coverage and workers Compensation insurance shall be maintained in accordance with the applicable Federal and State law regulations. The County shall name the Township as an additional insured on all general liability and automobile policies of auto insurance applicable to this Agreement.
- F. *Compliance with Laws.* In performing under this this Agreement, the parties shall comply with all applicable Federal, State and local laws, ordinances, rules and regulations, including, but not limited to, all applicable OSHA/MIOSHA requirements, the Americans with Disabilities Act, Federal and/or State licensing and/or certification requirements of persons to provide services under this Agreement.
- G. *Non-Discrimination.* The Parties, as required by law, shall not 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, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this subsection shall be regarded as a material breach of this Agreement.
- H. *Limitation of Liability.* Except as otherwise provided in this Agreement, it is understood that each Party shall be responsible for any claims made against that Party and for the acts or omissions of its respective employees or Township/County Agents. With respect to claims that arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation including attorney fees. Except as otherwise provided in this Agreement, neither Party shall have any right under any legal principle to be indemnified by the other Party or any of its employees or Agents in connection with any claim. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of the privileges and immunities as provided by law afforded to the Parties. The Parties expressly reserve all privileges and immunities as provided by law.
- I. *Choice of Law.* This Agreement shall be construed according to the laws of the State of Michigan. The County and the Township agree that the venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in or is moved to Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.




- J. *Waivers.* No failure or delay on the part of either of the parties 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.
- K. *Amendments.* Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.
- L. *Assignment.* Neither party shall assign its duties and/or obligations or right to receive payments under this Agreement without the prior written consent of the other party.
- M. *Section Titles.* 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.
- N. *Complete Agreement.* This Agreement, the attached Exhibits, and any additional or supplementary documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, 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.
- O. *Binding Agreement.* The covenants and conditions of this Agreement shall be binding upon and for the benefit of the heirs, administrators, executors, successors and assigns of the parties hereto.
- P. *Survival Clause.* All rights, duties and responsibilities of any party that either expressly or by their nature extend into the future, including warranties and indemnification, shall extend beyond and survive the end of the Agreement's term or the termination of this Agreement.
- Q. *Invalid 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 provision was rendered invalid or unenforceable.
- R. *Certification to Sign.* The people signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES TO THIS INTERGOVERNMENTAL AGREEMENT FOR TRANSPORTATION SERVICES HAVE SIGNED THIS AGREEMENT ON THE DATE APPEARING BELOW SIGNATURE AND THIS AGREEMENT HAS BEEN FULLY EXECUTED ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

COUNTY OF LIVINGSTON

BY:


  
Donald S. Parker, Chairperson  
County Board of Commissioners

Dated:

6-28-19

TOWNSHIP OF HAMBURG

BY:

  
Pat Hohl  
Supervisor

Dated:

June 19, 2019

34536:00001:4283926-1

FOSTER SWIFT COLLINS & SMITH, P.C.

Approved as to form:

  
Mark T. Koerner

Dated

6/19/19

# EXHIBIT A

## Local Share Formula

<b>"Actual Cost" =</b>	<b>Service Days x Annual Hours x \$62.00 per hour</b>
<b>"Federal Contribution" (@50%) =</b>	<b>Actual Cost – Farebox Revenue/2</b>
<b>"State Contribution" (@35%) =</b>	<b>Actual Cost x .35</b>
<b>"Local Share" =</b>	<b>Actual Cost – Federal Contribution – State Contribution</b>

34536:00001:4283894-1



**Livingston Essential Transportation Service**  
**3950 W. Grand River Ave., Howell, MI 48855**  
**Tel: (517)546-6600 Fax: (517)546-5088**

Adam Baranski  
Deputy Director

Greg W. Kellogg  
Director

Trisha Reed  
Operations Manager

September 11, 2021

Mr. Pat Hohl  
Supervisor, Hamburg Twp.  
10405 Merrill Road  
Whitmore Lake, MI 48189

**RE: AGREEMENT FOR TRANSPORTATION SERVICES – 2020-22 RENEWAL**

Dear Mr. Hohl:

Pursuant to the conditions of the **INTERGOVERNMENTAL AGREEMENT FOR TRANSPORTATION SERVICES** between Livingston County and the Township of Hamburg that was entered into on July 1, 2019, Livingston County, by this letter, is renewing the terms of the Agreement for an additional Two (2) Years until June 30, 2022. There are zero (0) options to renew remaining.

As part of this renewal, Livingston County agrees to increase service provided to Hamburg Township from 3 days per week to 5 days per week, per Paragraph D of the agreement.

By signing this renewal, Hamburg Township acknowledges that LETS's operational costs have increased and accepts an increase in the billable hourly rate from \$62 per hour to \$68 per hour.

Please acknowledge this letter and acceptance of the additional Two (2) Year renewal by signature to the applicable terms, and return the same **via e-mail** to Carol Sue Jonckheere, Contract Administrator, at: [Carolj@livgov.com](mailto:Carolj@livgov.com). A fully-executed copy will be returned to you for your files.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

**GREG W. KELLOGG**  
LETS DIRECTOR

FOR THE COUNTY:

**WESLEY J. NAKAGIRI** - CHAIRMAN  
COUNTY BOARD OF COMMISSIONERS

DATED: 10/2/2021

FOR TOWNSHIP OF HAMBURG:

**PAT HOHL** - SUPERVISOR  
TOWNSHIP OF HAMBURG

DATED: 9-23-2021



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 05/26/2022**  
**Re: Resolution Authorizing an Intergovernmental Agreement for  
Transportation Services between Livingston County (LETS) and Hamburg  
Township - LETS**

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Hamburg Township is seeking to renew the current agreement with Livingston County for the provision of transportation services for senior citizens residing in the Township. The service agreement will include transportation for seniors between their homes and the Senior Center as well as group outings departing from the senior center to destinations within Livingston County as well as surrounding counties.

The Township will compensate the County for the “local share” of the service cost (i.e., the remaining share not reimbursed by federal and state grant funding) based on the number of service hours each month. The baseline agreement will include 5 service days per week at 8 hours per day with additional service hours available upon request.

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

The agreement term will be one (1) year beginning on July 1, 2022 and ending on June 30, 2023 with an option to renew for an additional two (2) years. The original agreement is attached for your review.

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

RESOLUTION

NO: 2022-06-082

LIVINGSTON COUNTY

DATE: June 13, 2022

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**Resolution Authorizing an Intergovernmental Agreement for Transportation Services between Livingston County (LETS) and the Townships of Putnam and Unadilla – L.E.T.S.**

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

**WHEREAS,** the Townships of Putnam and Unadilla desire to contract with the County for the provision of dedicated bus service for residents of both townships, and LETS is able to provide the service; and

**WHEREAS,** the Townships will compensate the County for the local share of the service cost that is required to match Federal and State grant funding; and

**WHEREAS,** the service cost will be based on the number of service hours provided to the townships, estimated at 40 hours per week; and

**WHEREAS,** the agreement term will be one (1) year beginning July 1, 2022 and ending July 1, 2023 with an option to renew for two (2) additional years.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an Intergovernmental Agreement for Transportation Services between Livingston County (LETS) and the Townships of Putnam and Unadilla under the terms and conditions set forth therein, for a term of one (1) year beginning July 1, 2022 and ending July 1, 2023 with an option to renew for two (2) additional years.

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

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MOVED:  
SECONDED:  
CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 05/26/2022**  
**Re: Resolution Authorizing an Intergovernmental Agreement for Transportation Services between Livingston County (LETS) and the Townships of Putnam and Unadilla**

The Townships of Putnam and Unadilla desire to contract with Livingston County for the provision of dedicated bus service for residents of both Townships. The service agreement will prioritize transportation of seniors from their homes to the new Putnam Township Community Center, which is open to residents of both townships and is the new home of the Pinckney Senior Center.

The Townships will compensate the County for the local share of the service cost that is required to match LETS's Federal and State grant funding. The service cost will be based on the number of service hours dedicated to the townships, which is estimated at 40 hours per week.

Passengers transported to and from the Putnam Township Community Center or other locations within the townships will be charged a fare of \$1.00 per one-way trip. We anticipate senior group outings to other locations within Livingston County, as well as the surrounding counties, similar to the arrangement with Hamburg Township, but those details have not yet been finalized. Passenger fares for group outings outside of the two townships will be \$1.00 per person round trip for in-County destinations and \$3.00 per person round trip for out-of-County destinations.

The initial term of the agreement will be one (1) year beginning on July 1, 2022 and ending on July 1, 2023 with an option to renew for an additional two (2) years.

Please contact me with any questions at 517-540-7843.