

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
Thursday, September 24, 2020
7:30 p.m.

Call to Order
Pledge of Allegiance
Members Present/Members Absent
Call to the Public

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. Approval of September 10, 2020 Regular Meeting Minutes
 - b. September 16, 2020 MHOG Minutes/Agenda
 - c. September 16, 2020 HAFA Minutes/Agenda
- 3) Recording Equipment Improvements
- 4) Cedar Lake Board Representative
- 5) Disc Golf Course Modification Request
- 6) AJR Cornerstone Mediation
- 7) Coronavirus Relief Local Government Grants
- 8) ZBA Report

Correspondence and Updates

AT&T Crown Castle Lease Modifications
Hometown Matter
Short Term Rentals
Local Road State Statute
Livingston County Update

Call to the Public

Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, October 1, 2020

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 10, 2020

MEMBERS PRESENT: Les Andersen, Tammy Beal (remotely), Duane Stokes, Scott Lloyd,
Greg Durbin, Dan Lowe, and Bob Hanvey

MEMBERS ABSENT: None

OTHERS PRESENT: Phil Westmoreland, Spicer; Dave Hamann, Zoning Administrator

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 pm.

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

CALL TO THE PUBLIC

Bob Hanvey said that tonight's meeting was also available to attend online.

APPROVAL OF AGENDA

Les Andersen motioned to approve the agenda as presented. Scott Lloyd seconded. **Motion carried.**

CONSENT AGENDA

Greg Durbin motioned to approve the consent agenda. Les Andersen seconded. **Motion carried.**

HECKMAN SHOW CAUSE HEARING

Dave Hamann said that Mr. Heckman provided evidence that two of the vehicles have been registered; the third vehicle is stored in the garage until he can get it licensed. Mr. Hamann said he has complied with the township's request and the show cause hearing should be cancelled.

MUGG & BOPP'S FINAL SITE PLAN AND SPECIAL USE REVIEW

TJ Lekander was present to ask for the board's approval on the final site plan and Special Use permit. He said the issue with the pond has been resolved through the work the Livingston County Road Commission did. Dan Lowe also said the trees on the north side are missing from the site plan; they were on the previous plan. Mr. Lekander questioned a buffer from the swamp. Jim Abraham, owner of Howell Storage, said he is satisfied with the LCRC's counter measure and the flooding has been mitigated. Mr. Abraham said he would prefer not to have a row of big trees blocking his business. The board discussed requesting three trees on the west side, a minimum of six-foot white pines or spruce, and eight trees on the north side before an occupancy permit is given, to be completed by May 15, 2021 or sooner and maintained. Mr. Lowe said he disagrees that the water issue is resolved and the tile needs to be repaired. Mr. Lowe asked if the Livingston County Drain Commission has given final approval. Dave Hamann said

not yet, and before a final zoning compliance is issued, the issues from the first site plan need to be complete.

Duane Stokes motioned to approve the final site plan with modifications and receipt of final approval from the county inspections. Greg Durbin seconded. **Motion carried.**

With regard to the Special Use permit, attorney Mike Kehoe will produce the document to be signed and recorded. Les Andersen motioned to approve the Special Use permit. Duane Stokes seconded. **Motion carried.**

RECORDING EQUIPMENT IMPROVEMENTS

The proposal from AnyNetwork.Com LLC is included in the packet with two options. Greg Durbin asked if these improvements would help with the sound quality in the meeting room; the answer was yes. Les Andersen motioned to accept option #2 for \$3153.66, as presented. Greg Durbin seconded. Roll call vote: Lowe, Lloyd, Hanvey, Andersen, Stokes, Durbin, Beal—all yes. **Motion carried 7-0.**

AT&T CROWN CASTLE LEASE MODIFICATIONS

Les Andersen motioned to adopt a resolution to accept the cell tower lease, as presented. Scott Lloyd seconded. Roll call vote: Andersen, Hanvey, Beal, Lowe, Lloyd, Durbin, Stokes—all yes. **Resolution passed 7-0.**

PAYROLL TAX DEFERRAL

Greg Durbin motioned to not defer the Social Security taxes. Duane Stokes seconded. **Motion carried.**

ELECTION BUDGET AMENDMENT

Les Andersen motioned to adopt a resolution to amend budget line item 6191-710 to add \$2000 for additional election workers. Duane Stokes seconded. Roll call vote: Durbin, Stokes, Lowe, Lloyd, Andersen, Hanvey, Beal—all yes. **Resolution passed 7-0.**

Les Andersen motioned to approve \$15 per hour for temporary election workers. Greg Durbin seconded. **Motion carried.**

CENTER FOR TECH AND CIVIC LIFE GRANT APPROVAL

Tammy Beal said she requires board approval to apply for a grant from the Center for Tech and Civic Life to be used for PPE for the election. Duane Stokes said he has questions about this organization, who's behind it, and the requirements. Tammy Beal said she's only required to report on what was purchased and how much was spent.

Les Andersen motioned to authorize the clerk to submit a grant proposal for the COVID-19 Response Grant. Greg Durbin seconded. Roll call vote: Beal—yes; Hanvey—yes; Lloyd—yes; Andersen—yes; Lowe—no; Stokes—no; Durbin—yes. **Motion carried 5-2 (Lowe/Stokes—no.)**

DISC GOLF COURSE MODIFICATION REQUEST

In response to the township's offer to move the disc golf basket, the attorney for the Johnsons suggested planting arborvitae instead of the fence. Dan Lowe said the deer will just shred them. Duane Stokes said moving the basket may solve the problem. Greg Durbin asked if they had submitted any kind of drawing; the answer was no. The board decided to take no action on this item other than to move the basket.

AJR CORNERSTONE MEDIATION

An email was received this morning at 9 am that representatives from AJR Cornerstone can't make the mediation scheduled for September 11 and won't be able to until October.

CRYSTALWOOD ROADS/TREES

Brian Riordan from the Crystalwood Estates HOA Board of Directors, was present remotely to discuss this agenda item. He has submitted a quote from McKearney Asphalt & Sealing for \$50,995 to install a wearing course over Crystal Court and a section of Crystal Crossing. Mr. Riordan said the HOA has very low dues and they have discussed increasing the dues to cover future road maintenance needs to avoid another SAD. Mr. Hanvey said this will require two public hearings; the first to create the district, and the second to determine the share per parcel. Mr. Lowe asked what the cost would be to pulverize the entire section of Crystalwood Estates roads. Mr. Hanvey asked Mr. Riordan to send the township the other quote they received prior to the public hearing.

Les Andersen motioned to adopt a resolution to schedule a public hearing at the October 8 Board meeting, and he will gather more information prior to the meeting. Duane Stokes seconded. Roll call vote: Lowe, Lloyd, Andersen, Stokes, Beal, Hanvey, Durbin—all yes. **Resolution passed 7-0.**

TRIANGLE LAKE PARK

A request was received from Arnold Kromberg, who is affiliated with Howell Legends FC and Michigan Alliance youth soccer organizations, requesting use of the Triangle Lake Road park for practices on Monday and Wednesday evenings. Bob Hanvey asked if there were any objections. Les Andersen said let them use it for the fall and see how it goes. Duane Stokes motioned to allow the Howell Legends FC and Michigan Alliance youth soccer organizations to use the Triangle Lake Road park for practices on Monday and Wednesday evenings. Greg Durbin seconded. **Motion carried.**

CORRESPONDENCE & UPDATES

Bob Hanvey said there is still no word from the Hometown Village HOA or attorney. The attorneys are still discussing the short-term rental issue; not much progress has been made.

CALL TO THE PUBLIC

No response.

ADJOURNMENT

Duane Stokes motioned to adjourn at 9:10 pm. Les Andersen seconded. **Motion carried.**

Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date

**MHOG Water Authority Meeting
September 16, 2020
5:00 PM at Oceola Township Hall**

AGENDA

- 1. Approval of the Minutes of August 19, 2020**
- 2. Call to Public**
- 3. Reports**
 - Staff Reports: Greg Tatara**
 - Treasurer (Robin Hunt)**
 - Engineer (Gary Markstrom)**
 - CPA (Ken Palka)**
- 4. New Business**
 - Correspondence**
- 5. Old Business**
- 6. Adjournment**

MHOG Water Authority Meeting MINUTES

The Marion, Howell, Oceola, Genoa Water Authority met on August 19, 2020 at 5:00 PM. Members present were Bamber, Coddington, Rogers, Hanvey, Schuhmacher, Hunt, Counts and Lowe.

The meeting was called to order by Chairman Hanvey.

A motion was made by Rogers to approve the minutes of the July 15, 2020 meeting. The motion was seconded by Counts and carried.

A call to the public was held.

A motion was made by Hunt to hire Michigan Wildlife Solutions for \$12,750 to eliminate bats from the water plant. The motion was seconded by Rogers and carried.

A motion was made by Counts to have Peerless Midwest replace 12" Butterfly Valve at the Plant for \$12,016.55. The motion was seconded by Schuhmacher and carried.

A motion was made by Schuhmacher to approve expenditures of \$577,317.41 from the MHOG Operating Fund represented by check numbers 8482-8516 and PR 577 to 584. The motion was seconded by Coddington and carried.

A motion was made by Coddington to approve expenditures of \$46,747.50 from the Capital Reserve Replacement Fund represented by check number 1070 & 1071. The motion was seconded by Rogers and carried.

A motion was made by Counts to approve expenditures of \$225,971.88 from the Bond Payment Fund represented by check number 127 & 128. The motion was seconded by Schuhmacher and carried.

A motion was made by Schuhmacher to approve expenditures of \$9,535.00 in MHOG Connection Fees represented by check number 1012. The motion was seconded by Coddington and carried.

A motion was made by Schuhmacher to adjourn. The motion was seconded by Hunt and carried.

William J. Bamber, Secretary

HOWELL AREA FIRE AUTHORITY AGENDA

Date: September 16, 2020

Time: 6:00 PM

Location: Oceola Twp. Hall, 1577 N. Latson Rd., Howell, MI 48843

Board members

Bill Bamber, Oceola Twp, Chairman

Mike Coddington, Howell Twp., Vice Chairman

Mark Fosdick, Cohoctah Twp., Secretary

Robert Hanvey, Marion Twp., Member

Nick Proctor, City of Howell, Treasurer

Ron Hicks, Fire Chief

Laura Walker, Asst. Sec/Treasurer

WELCOME!

Visitors are invited to attend all meetings of the Howell Area Fire Authority Board. If you wish to address the Board, you will be recognized by the Chairman.

Agenda Items

Meeting called to order at 6:00pm

Approve the minutes of the regular meeting of August 19, 2020

Call to public (Items not on the agenda)

Discussion/Approval to award Waterway of Michigan the contract to conduct hose and ground ladder testing in an amount of up to \$6,000.00.

Discussion/Approval Howell Area Fire Authority Resolution #4-20
Authorized Signers for Bank Accounts.

Discussion/Approval Howell Area Fire Authority Resolution #5-20
Authorized Credit Card Holders

Chief's Comments

- Open House
- Update on Station 22 exit driveway project

Approve Payment of Bills and Payroll in the amount of \$167,409.69

New Business

Old Business

Closed Session

Adjournment

HOWELL AREA FIRE AUTHORITY

August 19, 2020 – 6:00 pm

Oceola Township Hall – 1577 N. Latson Rd. Howell, MI 48843

Present: Chairman Bill Bamber, Vice Chairman Mike Coddington, Treasurer Nick Proctor, Secretary Mark Fosdick, Member Bob Hanvey, Attorney Kevin Gentry, Fire Chief Ron Hicks, Deputy Chief Brian Anderson, Deputy Chief/Fire Marshal Jamil Czubenko, Asst. Sec/Treas. Laura Walker

Chairman Bill Bamber called the meeting to order at 6:00 pm

Approve minutes of the regular meeting of July 15, 2020: MOTION by Mr. Proctor, SUPPORT by Mr. Hanvey to approve the minutes of the regular meeting of July 15, 2020. MOTION CARRIED UNANIMOUSLY.

Call to Public: No Response

Discussion/Approval Paving of exit drive at Oceola Township Fire Station: MOTION by Mr. Proctor, SUPPORT by Mr. Coddington to move and accept lowest bid to pave exit drive of Oceola Township Fire Station and that the funds be taken out of the Building Fund. MOTION CARRIED UNANIMOUSLY.

Discussion/Approval Annual Livingston County Form L-4029 Tax Rate Request: MOTION by Mr. Fosdick, SUPPORT by Mr. Proctor to approve Annual Livingston County Form L-4029 Tax Rate Request.

Discussion/Approval Intergovernmental Agreement for housing of first responders: MOTION by Mr. Hanvey, SUPPORT by Mr. Proctor to approve the Intergovernmental Agreement for housing of first responders.

Approve Payment of April Bills and Payroll: MOTION by Mr. Proctor, SUPPORT by Mr. Fosdick to authorize payment of bills and payroll in the amount of \$168,793.41. MOTION CARRIED UNANIMOUSLY.

Approve Closed Session Minutes of meeting on July 15, 2020: MOTION by Mr. Proctor, SUPPORT by Mr. Fosdick to approve the Closed Session Minutes from the meeting on July 15, 2020.

Adjourn: MOTION by Mr. Proctor, SUPPORT by Mr. Fosdick to adjourn the meeting at 6:26pm. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted: _____
Laura Walker, Asst. Secretary/Treasurer

Approved By: _____
Mark Fosdick, Secretary

MONTHLY UPDATE TO THE BOARD

TO: HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS
FROM: RON HICKS, FIRE CHIEF
SUBJECT: MONTHLY HAFD REPORT FOR AUGUST 2020
DATE: SEPTEMBER 16, 2020

During the month of August, the HAFD responded to a total of 155 calls for service. There were 139 calls in August of 2019. The total year-to-date runs for 2020 is 1166. Last year's total at the end of August was 1039.

Some of the more significant events for the month included:

On August 24th, Howell Firefighters were dispatched to accidental stabbing in the 3000 block of Mandry Dr. in Marion Township. On arrival the PT was in the care of LCA, firefighters were advised the patient fell off his chair and accidentally stabbed himself in the chest.

On August 26th Howell Firefighters responded to an allergic reaction from a bee sting with difficulty breathing in the 4000 block of Jewell Rd. in Marion Township. Upon arrival units found a male subject sitting in a vehicle, the PT advised he was having trouble breathing and his throat was starting to get swollen. Vitals were taken and epinephrine was administered by firefighters.

On August 26th Howell Firefighters responded to a reported carbon monoxide incident in the 8000 block of Pioneer Dr. in Cohoctah Township. On arrival units treated (2) patients and began air monitoring in the home, elevated levels of CO were present and after investigation firefighters found a faulty propane water heater was the source.

On August 27th Howell Firefighters were dispatched to Yorkshire Apartments in the City of Howell for a wall that fell on a female. On arrival units found that a large portion of the ceiling fell on the occupants, due to a broken water pipe in the apartment above. One person was treated for head, back and hip pain.

Training for the month of August consisted of Water Rescue, Medical CE and Trench Rescue Refresher.

The next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday September 16th, 2020 at 6:00 pm.



Howell Area Fire Department Fire Marshal Division

1211 W Grand River Ave Howell, MI 48843
office: 517-546-0560 fax: 517-546-6011
firemarshal@howellfire.net

DATE: September 9, 2020
TO: Chief Hicks
Fire Authority Board
FROM: Jamil Czubenko, Deputy Chief/Fire Marshal
REF: August 2020 Month End

The month of August 2020 was busy in the Fire Marshal Division (FMD).

The FMD participated in emergency responses and department training throughout the month.

As Covid related precautions continue, planning for our 2020 Open House started in July. Due to current restrictions, many of our outside participants cannot attend and we are also limited to number of attendees inside and outside of our building. It wasn't an easy decision, but we are not going to have our traditional open house. However, we are going to prepare a video of our department, stations, equipment, firefighters and safety messages. We plan on sharing a video a week for Fire Prevention Month in October.

The FMD hosted 2 outside training sessions in our training room. August 20 was a Crude Oil Ethanol Rail Class presented by the University of Findlay through Federal Grant funding and August 27 was a pilot delivery of Whole Communities and Your LEPC program presented by the International Association of Fire Chiefs through more Federal funding. We hope to continue offering more grant funded programs in our training room.

August continued to have the FMD very active in the department's Covid-19 planning and response. Planning for our personnel and their response to our customers with the appropriate PPE along with ever changing medical protocols. Although request have slowed down, I am still handling the Logistics for PPE requests from public safety agencies within the county.

The FMD has been involved with buyers and sellers of property for vacant property and existing buildings throughout our jurisdiction. A few proposals for projects have been submitted for review and comment.

The FMD continues to work with businesses to assist them in their opening, so that they can comply with the various Executive Orders and phased opening of State and local businesses. This has been a balance of education and consultation to get our customers where they need to be, to be compliant and open. This effort continues, as the situation is ever changing.

The HAFD visited 3 homes and installed a total of 6 batteries and 5 smoke detectors. To date, 79 smoke and 9 CO detectors have been installed by the HAFD.

September 2020 brings us more planning for future projects and various fire prevention events.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-1177	311 - Medical assist, assist EMS crew	08/30/2020	3003 W GRAND RIVER	BR20

Total # Incidents for HOWELL TWP:

33

ZONE: MARION - MARION Twp

2020-1024	311 - Medical assist, assist EMS crew	08/01/2020	4398 PINCKNEY RD	BR20,BR23,CPT23
2020-1025	324 - Motor vehicle accident with no injuries.	08/01/2020	1367 E I96	CH20,EN20
2020-1032	551 - Assist police or other governmental agency	08/03/2020	3319 JEWELL RD	BR23
2020-1036	600 - Good intent call, other	08/04/2020	350 DINKEL DR	BR23
2020-1043	311 - Medical assist, assist EMS crew	08/05/2020	489 HOSTA	BR20,FM2
2020-1064	311 - Medical assist, assist EMS crew	08/09/2020	283 WOOD PT	BR20
2020-1066	311 - Medical assist, assist EMS crew	08/09/2020	5493 PINGREE RD	EN20,EN23
2020-1069	631 - Authorized controlled burning	08/09/2020	5388 PINGREE RD	CH23,CPT23,EN23
2020-1072	611 - Dispatched & cancelled en route	08/10/2020	1364 E I96	EN20
2020-1073	571 - Cover assignment, standby, moveup	08/10/2020	11455 JUDD RD	EN20
2020-1074	324 - Motor vehicle accident with no injuries.	08/10/2020	1367 E I96	CH20,EN20
2020-1082	600 - Good intent call, other	08/11/2020	350 DINKEL DR	BR23,CH23,CPT23
2020-1083	311 - Medical assist, assist EMS crew	08/12/2020	3586 PINGREE RD	BR23,CH20,CH23
2020-1086	500 - Service Call, other	08/13/2020	3690 W COON LAKE RD	BR23
2020-1088	311 - Medical assist, assist EMS crew	08/13/2020	4709 PARKER DR	BR23,CPT23,LT23
2020-1096	551 - Assist police or other governmental agency	08/15/2020	1644 PINCKNEY RD	BR20
2020-1099	322 - Motor vehicle accident with injuries	08/15/2020	6000 PINCKNEY RD	CH23,CPT23,EN23
2020-1102	444 - Power line down	08/16/2020	977 SEXTON RD	BR20,BR23,CH23,CPT23
2020-1104	311 - Medical assist, assist EMS crew	08/17/2020	3168 PAINTED DR	BR20
2020-1112	311 - Medical assist, assist EMS crew	08/20/2020	5121 CLEARVIEW DR	BR23,CH23
2020-1113	311 - Medical assist, assist EMS crew	08/20/2020	5727 CARTER CT	BR20,CH202,CH23
2020-1114	611 - Dispatched & cancelled en route	08/20/2020	2399 PINCKNEY RD	CH2
2020-1115	322 - Motor vehicle accident with injuries	08/20/2020	796 TRIANGLE LAKE RD	EN23
2020-1123	500 - Service Call, other	08/22/2020	5900 PINCKNEY RD	CH23,LT23
2020-1147	311 - Medical assist, assist EMS crew	08/26/2020	2805 MAGNOLIA GARDEN DR	BR23
2020-1148	444 - Power line down	08/26/2020	1504 VILLA VIEW LN	BR20,BR23,FM2
2020-1153	311 - Medical assist, assist EMS crew	08/26/2020	4151 JEWELL RD	BR23
2020-1161	551 - Assist police or other governmental agency	08/27/2020	4088 BERRY FARM DR	BR20
2020-1162	320 - Emergency medical service, other	08/27/2020	2825 CLIVEDON RD	BR23
2020-1166	746 - Carbon monoxide detector activation, no CO	08/28/2020	168 PENOBSCOT DR	EN23
2020-1170	611 - Dispatched & cancelled en route	08/29/2020	5600 BENTLEY LAKE RD	CPT23,EN20,EN23
2020-1176	311 - Medical assist, assist EMS crew	08/30/2020	4931 WINDING WAY DR	BR20,BR23

Total # Incidents for MARION:

32

ZONE: OCEOLA - OCEOLA Twp

2020-1028	311 - Medical assist, assist EMS crew	08/02/2020	1395 BLUFF DR	CH20,CPT22
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Only REVIEWED incidents included. Archived Zones cannot be unarchived.



Tammy,

As follow up to last night's meeting. To allow Bob Keier to become a new member on the Cedar Lake Improvement Board, the township will need to pass a motion or resolution that approves the appointment of Bob Keier as the second representative for Marion Township on the Cedar Lake Improvement Board.

Example Motion:

Motion to appoint Bob Keier (current residence at 4561 Cedar Lake Rd, Howell, MI 48843) as Marion Township's second representative on the Cedar Lake Improvement Board.

Part 309 states in the Lake Board composition section 324.30903 - "If there is only 1 such local unit of government, 2 representatives of that local unit of government, appointed by the legislative body of the local unit of government"

Since Marion Township is the only local unit of government, 2 representatives should be on the Cedar Lake Improvement Board that have been appointed by the township.

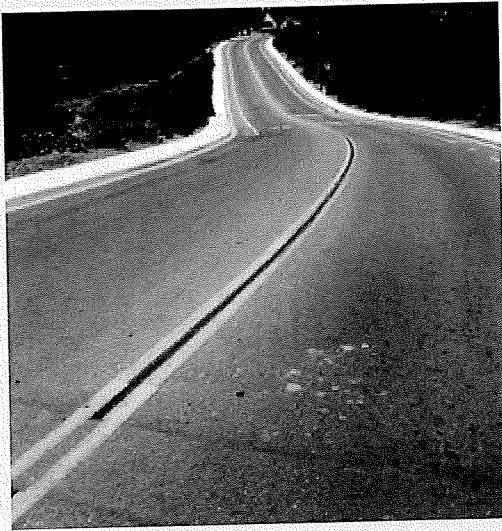
If you get questions on the appointment choice, he is a current lakefront property owner on Cedar Lake, resides in Marion Township, and has been recommended by Improvement Board member Ron Lawhead.

Hope this helps, let me know if you have any other questions.

Thanks,

Mitch Dempsey
Environmental Projects Manager

Livingston County Drain Commissioner's Office
2300 E. Grand River Avenue, Suite 105
Howell, MI 48843-7581
Phone: 517-546-0040 Ext: 6910
www.livgov.com/drain



Option for local roads heads to governor

Legislation to provide more flexibility for county and municipal road agencies was passed by the Senate this week. House Bill 4965, sponsored by Rep. Rodney Wakeman (R-Saginaw Chtr. Twp.), would allow county road agencies

greater flexibility when deciding where road funds are spent if it complies with the agency's approved asset management plan. Current statute requires local road agencies spend 75% of PA 51 funding on primary roads and 25% on local roads in their communities. Under the bill, more money would likely be spent on local road systems in many instances. HB 4966, sponsored by Rep. Andrea Schroeder (R-Independence Chtr. Twp.), would create the same flexibility for cities and villages. The bills now go to the governor for signature.



**Coronavirus Relief Local Government Grants
(CRLGG) Program**
Federal Coronavirus Relief Fund (CRF) Funding
2020 Public Act 144

CRLGG & CRF Grant Requirements

Coronavirus Aid, Relief, and Economic Security (CARES) Act,
Public Law 116-136

Acceptance Period: September 9, 2020 – September 23, 2020

**Michigan Department of Treasury
Coronavirus Relief Local Government Grants (CRLGG) Program
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Michigan Department of Treasury

Coronavirus Relief Local Government Grants (CRLGG) Program

CRLGG & CRF Grant Requirements Instructions

The purpose of this document is to provide guidance to qualified local units (cities, villages, townships and counties) which received an August 2020, Coronavirus Relief Fund (CRF) payment under the Michigan Department of Treasury's Coronavirus Relief Local Government Grants (CRLGG) program.

This *CRLGG & CRF Grant Requirements* document contains four sections to provide qualified local units the information needed to accept and manage the CRF funding received under the CRLGG program in order to comply with federal and state requirements. Guidance is evolving and the State of Michigan will require compliance with additional guidance as it is published.

Section I includes various program information such as program description and purpose, funding information, CRF funding acceptance period, available program amount, and reporting requirements with specific timelines.

Section II provides program requirements including internal controls and audit requirements that must be adhered to. Additionally, this section contains uniform Coronavirus Relief Fund guidance as the funds utilized from this program are considered federal financial assistance subject to the CRF requirements.

Section III includes the reporting requirements, expenditure categories for reporting and reporting period timelines for this program. For a qualified local unit to retain the CRF funds received under the CRLGG program (issued to the qualified local unit on August 31, 2020), the qualified local unit must review the entire *CRLGG & CRF Grant Requirements* document, and submit all the required reports by the stipulated due dates as outlined in this section.

Section IV includes the detailed accounting instructions.

Questions, contact the Michigan Department of Treasury at: Treas-CARES@michigan.gov or 517-335-0155.

Michigan Department of Treasury
Coronavirus Relief Local Government Grants (CRLGG) Program
Program Information

Section I. Program Information

Program Description and Purpose

The CRLGG program was created under 2020 Public Act 144. The program was created to provide Coronavirus Relief Funds (CRF) to qualified local units to spend on eligible expenditures under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136.

Qualified Local Units

Qualified local units are those cities, villages, townships, and counties that would have received an August 2020 payment under one of the below programs:

- a. City, Village and Township Revenue Sharing (CVTRS)
- b. County Revenue Sharing (CRS)
- c. County Incentive Program (CIP)

Funding Information

The CRLGG program is funded under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136.

Payments were issued to qualified cities, villages, townships, and counties on August 31, 2020.

Any CRLGG funds expended on noneligible CARES Act expenditures, not accepted by the local unit, or not expended by December 30, 2020 shall be returned to the Michigan Department of Treasury by January 30, 2021.

Uniform CRF Expenditure Eligibility

Payments from the Coronavirus Relief Fund may only be used to cover expenditures that:

1. are necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Usage of these funds must comply with the federal requirements of the Coronavirus Relief Fund. For a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred.)

CRLGG funds cannot be used for research & development related expenditures.

Indirect costs are not eligible for the CRLGG program.

Available Program Amount

- \$150,000,000

Michigan Department of Treasury

Coronavirus Relief Local Government Grants (CRLGG) Program

Program Information

CRF Funding Acceptance Period

- September 9, 2020 – September 23, 2020

The *CRLGG Grant Opening Certification*, must be signed by the qualified local unit's chief administrative officer and submitted to the Michigan Department of Treasury by September 23, 2020 in order for a qualified local unit to accept the CRLGG funds received from the Michigan Department of Treasury. CRLGG Grant Opening Certifications can be returned to the Michigan Department of Treasury via email (Treas-CARES@michigan.gov) or fax (517-335-3298).

Method of Submission

- The CRLGG Grant Opening Certification must be submitted to the Michigan Department of Treasury via Email (Treas-CARES@michigan.gov) or fax (517-335-3298) by 11:59 p.m. EST on the last day of the acceptance period.

Period of Performance

- March 1, 2020 – December 30, 2020

Key Dates

- Grant Award Date: August 31, 2020
- Payments to Subrecipients: August 31, 2020
- Acceptance Period: September 9, 2020 – September 23, 2020
- Grant Closure Date: December 30, 2020

Reporting Requirements

1. *Grant Opening Certification* signed by the chief administrative officer of the local unit. Due by September 23, 2020
2. Each qualified local unit must register with the Federal System for Award Management (SAM) prior to submitting the CRLGG Grant Opening Certification to the Michigan Department of Treasury. The SAM website is: <https://www.sam.gov/SAM/>.
3. Quarterly *Financial Status Reports* for the following reporting periods:
 - July 1, 2020 – September 30, 2020 Due by October 7, 2020
 - October 1, 2020 – December 30, 2020 Due by January 6, 2021
 - March 1, 2020 – December 30, 2020 Due January 30, 2021
4. *Expenditure Forecast Report* for the following reporting period:
 - March 1, 2020 – December 30, 2020 Due by November 15, 2020
5. *Grant Closing Certification* Due by January 30, 2021

The Michigan Department of Treasury may request a local unit to submit additional detailed backup to support the use of the CRF funds. Please do not submit any detailed backup unless the Michigan Department of Treasury requests submission from the local unit.

Contact Information

Treasury CARES Grant Programs Hotline
517-335-0155

Email Address
Treas-CARES@michigan.gov

Michigan Department of Treasury
Coronavirus Relief Local Government Grants (CRLGG) Program
Standard Provisions: Program Requirements

Section II. Standard Provisions: Program Requirements

Funds were awarded to the State of Michigan as Federal Financial Assistance from the U.S. Department of Treasury. The funds were awarded under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> as the Coronavirus Relief Fund (CRF), which was signed on March 27, 2020.

CFDA #: 21.019

FAIN #: SLT0040

Coronavirus Relief Funds are considered federal financial assistance and have been assigned a Catalog of Federal Domestic Assistance (CFDA) or Assistance Listing Number of 21.019. Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. Sections 7501 – 7507) and the related provisions of the Uniform Guidance, 2 Code of Federal Regulations (CFR) Section 200.303 regarding internal controls, Section 200.330 – 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Under the Single Audit Act, local jurisdictions will need to report expenditures under this program using the CFDA number 21.019.

The following Uniform Guidance provisions have been identified as significant and summarized below. For complete requirements, qualified local units must review the Uniform Guidance at https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

Qualified local units, including but not limited to the certifying local official submitting the *Grant Opening Certification*, are required to review the CRF guidance, associated FAQs and other documents at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> prior to certifying their compliance with the terms and conditions of the grant.

Registration with Federal System for Award Management (SAM)

Each qualified local unit must register with the Federal System for Award Management (SAM) prior to the *CRLGG Grant Opening Certification* being submitted to the Michigan Department of Treasury. The SAM website is: <https://www.sam.gov/SAM>.

Use of Funds

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Michigan Department of Treasury

Coronavirus Relief Local Government Grants (CRLGG) Program

Standard Provisions: Program Requirements

OMB Uniform Guidance for Non-Federal Agencies Receiving these Funds (old title - Responsibilities, Records, Repayments & Future Audits)

The U.S. Department of Treasury has indicated in the Coronavirus Relief Fund Frequency Asked Questions that are accessible at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf> that the provisions of the OMB Uniform Guidance, 2 Code of Federal Regulations (CFR) Section 200.303 regarding internal controls, Section 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements are applicable to all CRF subawards at this time. However, guidance is evolving, and jurisdictions will be required to comply with additional guidance as it is published. Effective internal controls must be established and maintained (2 CFR Section 200.303). All CRF Funds received under this program must be accounted for with supporting documentation. Jurisdictions should maintain documentation evidencing that the funds were expended in accordance with federal, state, and local regulations. In accordance with federal Uniform Guidance, funds received under this program shall be included on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) and included within the scope of the jurisdiction's Single Audit.

The following is a summary of Uniform Guidance provisions that have been identified as significant. The Uniform Guidance is available in the electronic Code of Federal Regulations. Qualified local units must review the Uniform Guidance at https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

2 CFR 200.303 Internal Controls

The non-Federal entity must:

- 1 Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
- 2 Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- 3 Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- 4 Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- 5 Take reasonable measures to safeguard protected personally identifiable information.

2 CFR 200.330 – 200.332 Subrecipient Monitoring and Management

The Coronavirus Relief Local Government Grants Program subawards are for an individual qualified local unit's direct use for eligible expenditures under the CARES Act. Qualified local units receiving funding under this program shall not use the proceeds to establish subawards to any other entity.

2 CFR 200.501 – Audit Requirements

- (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

2 CFR 200.508 – Auditee Responsibilities

The auditee must:

1. Procure or otherwise arrange for the audit, if required.
2. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards.
3. Promptly follow up and take corrective action on audit findings.
4. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

Michigan Department of Treasury

Coronavirus Relief Local Government Grants (CRLGG) Program

Standard Provisions: Program Requirements

Repayment of Ineligible CRF Expenditures or Under Spending

Any funds received under the authorizing legislation for this program expended by the qualified local unit in a manner that does not adhere to the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136 or Uniform Guidance 2 CFR 200, as applicable, shall be returned to the state. If it is determined that a qualified local unit receiving funds under this act expends any funds under this act for a purpose that is not consistent with the requirements of the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, or Uniform Guidance 2 CFR 200, the state budget director is authorized to withhold payment of state funds to the qualified local unit, in part or in whole, payable from any state appropriation.

All subawards are subject to future audits and qualified local units must allow the State of Michigan, any of its duly authorized representatives and/or the State of Michigan's Office of the Auditor General access to the qualified local unit's records and financial statements to ensure compliance with Federal statutes, regulations and the terms and conditions of the grant award.

CRF Record Retention Requirements

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the U.S. Department of Treasury, Office of Inspector General, upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—

- 1. are necessary expenditures incurred due to the public health emergency with respect to COVID-19;*
- 2. were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and*
- 3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.*

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenditures related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenditures related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Michigan Department of Treasury
Coronavirus Relief Local Government Grants (CRLGG) Program
Reporting Requirements

Section III. Reporting Requirements

Additional information will be communicated to qualified local units (subrecipients) as the reporting requirements are finalized.

Reporting Requirements

The State Budget Director will report on the status of these funds to the Senate and House appropriations committees and the Senate and House fiscal agencies periodically until all funds are exhausted.

For federal reporting, the following represents the expenditure categories and the obligation and expenditure information qualified local units must report:

Expenditure Categories

- a. Administrative Expenses
- b. Budgeted Personnel and Services Diverted to a Substantially Different Use
- c. COVID-19 Testing and Contact Tracing
- d. Economic Support (Other than Small Business, Housing, and Food Assistance)
- e. Expenses Associated with the Issuance of Tax Anticipation Notes
- f. Facilitating Distance Learning
- g. Food Programs
- h. Housing Support
- i. Improve Telework Capabilities of Public Employees
- j. Medical Expenses
- k. Nursing Home Assistance
- l. Payroll for Public Health and Safety Employees.
- m. Personal Protective Equipment
- n. Public Health Expenses
- o. Small Business Assistance
- p. Unemployment Benefits
- q. Workers' Compensation
- r. Items Not Listed Above - to include other eligible expenses that are not captured in the available expenditure categories

Grants Greater Than or Equal to \$50,000

- a. Grantee identifying and demographic information (e.g. DUNS number and location)
- b. Award number
- c. Award date, amount, and description
- d. Award payment method (reimbursable or lump sum payment(s))
- e. Related project name(s)
- f. Period of performance start date
- g. Period of performance end date
- h. Primary place of performance
- i. Quarterly obligation amount
- j. Quarterly expenditure amount
- k. Expenditure categories (listed above)

Subrecipients will be required to periodically report on the use of the CRLGG funding and forecast future grant expenditures throughout this grant program. Below are the reporting dates and requirements for subrecipients. Methods and/or templates for reporting will be provided in the future for reporting the required information.

**Michigan Department of Treasury
Coronavirus Relief Local Government Grants (CRLGG) Program
Reporting Requirements**

Reporting Period	Report Due Date	Reporting Requirements
September 9, 2020 – September 23, 2020	September 23, 2020	Grant Opening Certification
July 1, 2020 – September 30, 2020	October 7, 2020	Financial Status Report
March 1, 2020 – December 30, 2020	November 15, 2020	Expenditure Forecast Report
October 1, 2020 – December 30, 2020	January 6, 2021	Financial Status Report
March 1, 2020 – December 30, 2020	January 30, 2021	Financial Status Report Grant Closing Certification

Grant Opening Certification – Certification signed by the qualified local unit’s chief administrative officer accepting the terms and conditions of the grant, including but not limited to, agreeing to spend the grant funds in accordance with the CARES Act, and submitting all required reports. The certification also includes an area for the qualified local unit to document the program outcome metric(s) as determined by the qualified local unit.

Financial Status Report – a reporting of the expenditures that have been incurred, during the reporting period, which are using the CRLGG funding.

Expenditure Forecast Report – a report providing a projection of the total amount of CRLGG funding that the local unit will expend from March 1, 2020 – December 30, 2020.

Grant Closing Certification – Certification signed by the qualified local unit’s chief administrative officer indicating that all required reporting has been submitted accurately, that all expenditures were spent in accordance with the CARES Act, that the local unit shall maintain documentation for five (5) years, and that any unexpended funds or inappropriately used funds shall be returned to the Michigan Department of Treasury. The certification also includes an area for the qualified local unit to report on the outcome metric(s) that were developed as part of the Grant Opening Certification process.

All funds that have not been incurred by December 30, 2020 must be returned to the State of Michigan by January 30, 2021.

**Michigan Department of Treasury
Coronavirus Relief Local Government Grants (CRLGG) Program
Accounting for Coronavirus Relief Funds**

Section IV. Accounting for Coronavirus Relief Funds

Accounting for CORONAVIRUS RELIEF FUNDS (“CRF Funds”) Received from the State of Michigan

A qualified local unit which follows GASB financial reporting standards and has a fiscal year end **before** the State 2020 Public Act 144 was signed into law (July 31, 2020), please note the following financial related reporting requirements.

Although these CRF funds are granted by an authorizing State of Michigan agency, the CRF funds are **restricted federal funds** (making up a portion of Federal Coronavirus Relief Fund (CRF) (CFDA 21.019) usage authorized by a Public Act signed July 31, 2020 (PA 144)).

The period of performance for the expenditure of CRF funds is March 1, 2020 – December 30, 2020. However, if the State’s legislation establishing this funding was not signed into law during a qualified local unit’s 2020 fiscal year, **these revenues should not be recognized in fiscal year 2020 financial reporting or audited financial statements.** *CRF revenues* should be recorded in fiscal year 2021 to the extent that eligible expenditures were incurred in fiscal year 2020 and as additional eligible expenditures are incurred during fiscal year 2021.

Eligible CRF expenditures should be recorded in the fiscal year in which they were incurred (e.g., payroll costs for Public Health employees, Hazard Pay for First Responder employees), either fiscal year 2020 or fiscal year 2021. However, if you are subject to the Single Audit, any fiscal year 2020 **CRF expenditures** will be reported on the fiscal year 2021 Schedule of Expenditures of Federal Awards (SEFA) rather than the fiscal year 2020 SEFA; an entity choosing to charge 2020 expenditures to these funds are encouraged to work with their auditor to determine additional reporting implications.

Details regarding eligible expenditures, grant-specific reporting requirements, and other information is included in sections above associated with this specific CRF program appropriated by the State of Michigan.

Michigan Department of Treasury Coronavirus Relief Local Government Grants (CRLGG) Program Grant Opening Certification

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name	Local Unit County Name		
Local Unit Code	Contact Name	SAM DUNS Number	
Contact E-Mail Address	Contact Title	Contact Telephone Number	Extension
PART 2: OUTCOME METRICS (Enter at least one program outcome metric relating to what the local unit hopes to achieve utilizing the CRLGG funding. Attach additional pages if necessary.)			
PART 3: CERTIFICATION			
<p>I, _____, am the chief administrative officer of _____ (subrecipient's legal name), and I certify that:</p> <ol style="list-style-type: none"> 1. I have the authority on behalf of _____ (subrecipient's legal name) to accept the Coronavirus Relief Local Government Grants (CRLGG) Program payment received from the State of Michigan. The grantee understands that the CRLGG Program is funded by the allocation of funds to the State of Michigan from the Coronavirus Relief Fund as created in the CARES Act. 2. I understand the State of Michigan will rely on this certification as a material representation that _____ (subrecipient's legal name) has accepted the CRLGG Program payment and will expend the funds in accordance with the CARES Act. 3. _____ (subrecipient's legal name), is receiving CRLGG Program funds to be used for eligible expenditures under the CARES Act and will be used only to cover those eligible costs under the CARES Act. 4. All subrecipients receiving funds under the CRLGG Program shall retain documentation of all uses of the funds, including but not limited to invoices and/or receipts, supporting the reports submitted in accordance with this document. Such documentation shall be provided to the State of Michigan upon request and maintained by the grantee for five (5) years. 5. CRLGG Program funds accepted pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections. 			

Local Unit Name	Local Unit Code
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PART 3: CERTIFICATION (continued)

6. CRLGG Program funds accepted pursuant to this certification cannot be used for expenditures for which the subrecipient has received any other federal funds or emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for the same expense. If an expenditure is reimbursed by any other federal funds or emergency COVID-19 funding, the subrecipient will return said funds to the State of Michigan.
7. CRLGG Program funds accepted pursuant to this certification cannot be used to reimburse or subaward another subrecipient or local unit of government.
8. Any CRLGG Program funds not incurred on or before December 30, 2020 must be returned to the Michigan Department of Treasury by January 30, 2021. Repayments must be submitted using the "CRLGG Return of Funds Received Form" (Form 5733).
9. I have read and agree on behalf of _____ (subrecipient's legal name) to comply with all applicable provisions and requirements corresponding to the receipt of funds required in the Coronavirus Aid, Relief, and Economic Securities (CARES) Act, Public Law 116-136 and Uniform Guidance 2 CFR 200.
10. Further, I understand and agree on behalf of _____ (subrecipient's legal name) that any funds received under the CRLGG Program and incurred in any manner that does not comply with the Coronavirus Aid, Relief, and Economic Securities Act, Public Law 116-136 and Uniform Guidance 2 CFR 200, as applicable shall be returned to the State of Michigan. Any funds that are provided by the State of Michigan under the CRLGG Program that are found to be based on inaccurate, nonqualifying, or fraudulent information will be returned to the State of Michigan. Funds provided under the CRLGG Program must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure as described in the guidance for the U.S. Treasury Coronavirus Relief Fund at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>. I reviewed the guidance prior to completing this acceptance certification.
11. The governing body has been notified of the submission of this certification, and are aware of the Federal statutes, regulations and terms and conditions of the grant award.

I certify under the penalties of perjury set forth in Michigan Penal Code, MCL 750.423, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: _____

Signature: _____

Title: _____

Date: _____

Subscribed and sworn before me this _____ day of _____, 2020.

Notary Public

My commission expires _____

**Michigan Department of Treasury
 Coronavirus Relief Local Government Grants (CRLGG) Program
 Grant Closing Certification**

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name	Local Unit County Name		
Local Unit Code	Contact Name	SAM DUNS Number	
Contact E-Mail Address	Contact Title	Contact Telephone Number	Extension
PART 2: OUTCOME METRICS (Enter a brief description of how the local unit achieved the program outcome metric(s) indicated in the Grant Opening Certification. Attach additional pages if necessary.)			
PART 3: CERTIFICATION			
<ol style="list-style-type: none"> 1. I certify that all required Coronavirus Relief Local Government Grants Program reports have been submitted, are accurate, and adheres to all the constraints outlined in this guidance. 2. I understand and agree that any expenditures incurred in any manner that does not adhere to official federal guidance shall be returned to the State of Michigan. 3. I understand that any subrecipient receiving funds under the Coronavirus Relief Local Government Grants Program shall retain documentation supporting the reporting and eligibility of expenditures and obligations contained in the expenditure reports. Such documentation shall be maintained for five (5) years and provided to the state upon request. 			

Local Unit Name	Local Unit Code
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PART 3: CERTIFICATION (continued)

4. All funds that have not been incurred by December 30, 2020 will be or have been returned to that State of Michigan by January 30, 2021.
5. I certify under the penalties of perjury set forth in the Michigan Penal Code, MCL 750.423, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: _____

Signature: _____

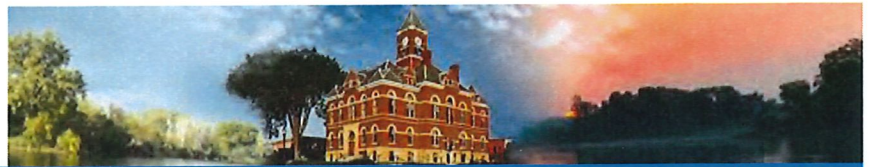
Title: _____

Date: _____

Subscribed and sworn before me this _____ day of _____.

Notary Public

My commission expires _____



Livingston County Board of Commissioners

- District 1 - Kate Lawrence
(Board Vice-Chairwoman)
- District 2 - William Green
- District 3 - Wes Nakagiri
- District 4 - Douglas G. Helzerman
- District 5 - Vacant
- District 6 - Robert J. Bezotte
- District 7 - Carol S. Griffith
(Board Chairwoman)
- District 8 - Jay Gross
- District 9 - Gary Childs

Monthly Meetings

All meetings will be held via Zoom. The public may attend:

- Via Zoom (on-line meetings):
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>
- Via the Zoom app - **join a meeting**, with meeting number: **399 700 0062**

Enter the password: **LCBOC** (ensure there are no spaces before or after the password)
- Dial by your location
+1 929 205 6099 US (New York)
Meeting ID: **399 700 0062**
Password: **886752**

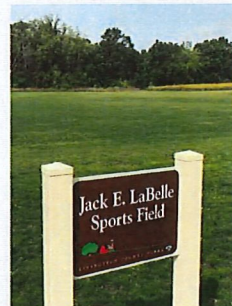
- 9/21- Infrastructure & Development & Public Safety at 4:30 PM
- 9/22 - Census Complete Count 2020 Meeting at 1 PM
- 9/23 - Finance Committee at 7:30 AM
- 9/28 - Construction Committee at 3 PM, then Full Board Meeting at 5:30 PM
- 10/5 - General Government & Health and Human Services at 4:30 PM

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

Fillmore County Park Opening Ceremony



The sun was shining and the goldenrod provided a beautiful backdrop for the opening of Fillmore County Park on Saturday, September 12th. A group of 90 people gathered to celebrate the years of dedication, planning, and thoughtfulness that have gone into developing the park. The 198 acres of Fillmore County Park were bequeathed to the County by Raymond Fillmore back in 2006. It was an honor to have the families of devoted Commissioner Jack E. LaBelle and prior County Administrator Ken Hinton present for the naming of the Jack E. LaBelle Sports Field and Hinton Trail. Attendees for the park opening were encouraged to walk the 1/2 mile trail where a reading path has temporarily been installed. Walkers could enjoy a children's story on plaques while also searching for colorfully painted rocks provided by Kathleen Kline-Hudson of



the Planning Department. The park is open to the public, so plan on visiting soon! The address of Fillmore County Park is 7075 McClements Road in Brighton.

County Clerk Election Services Updates

After assisting Iosco and Unadilla Townships by counting their absentee voter ballots for the August 4th Primary Election, the County Clerk has been authorized to provide election services to City and Township Clerks within Livingston County, when a City or Township requests assistance. To ensure the Election workstation works properly and is available during the upcoming General Election, the County Clerk will be purchasing a backup Election workstation. In an effort to educate Livingston County residents about registering and voting in the General Election, the County Clerk has curated a wealth of information on their website <https://www.livgov.com/clerk/elections/Pages/Voter-Information.aspx>. Please feel free to share information from this website with your co-workers and residents.

Resolutions Passed by the Board of Commissioners

- As a result of increased runway traffic, the Airport will be adding an additional Courtesy Vehicle to provide local transportation for visiting pilots during stopovers. The additional Courtesy Vehicle will be a "step-down" transferred from a different County department, therefore limiting additional costs to insurance, fuel, and maintenance.
- LETS has adopted a policy and procedure for approving non-commercial outreach postings in or on LETS transportation vehicles. County Departments and Municipal Entities may reach out to LETS to request authorization to post information and LETS will review and decide based on approved guidelines.
- The Health Department is being awarded \$702,400 from the Michigan Department of Health and Human Services to increase activities in COVID-19 support and response. In order to ensure that the Health Department is able to continue to provide essential day to day public health services, as well as the additional essential services required to respond to the COVID-19 pandemic, up to 22 grant funded term positions will be created. The funds will also cover costs for supplies and expenses related to the COVID-19 outbreak. Currently, the funding from MDHHS begins October 1, 2020 and will run through September 30, 2021, but the continuation of this funding beyond September 30, 2021 is highly likely. Some services the funding will help the Health Department provide include COVID-19 case investigations and contract tracing, offsite targeted community COVID-19 testing and seasonal influenza clinics, community educational efforts, and potential future COVID-19 vaccination clinics.
- The County's Census 2020 Complete Count Committee has been authorized to extend the length of their appointments and work until September 30, 2020, at what time the Census will close the self-response and enumerator phases.
- MAC Services Corporation/ CoPro+ will continue to provide purchasing/procurement support to County departments and assist in negotiating better contract prices that yield savings for a period of one year with the option to renew for four (4) additional one-year periods at an annual cost of \$48,000.
- The Finance Committee of the Livingston County Board of Commissioners has reviewed and recommended approval of the submission of the 2020/2021 Child Care Fund Budget to the State of Michigan.
- Inmate Calling Solutions, LLC will be providing inmate phone and video visitation services for a period of 5 years for a total of \$575,000. The ending agreement date is August 31, 2025.
- The Sheriff's Office will continue the operation of the Secondary Road Patrol and Traffic Accident Prevention Program for the fiscal year 2021. The Sheriff's Office will be receiving up to \$59,856 in reimbursement funds from the State of Michigan for participation. The main purpose of this program is to increase traffic enforcement on secondary roads, thereby reducing the number of traffic related incidents.
- The following individuals have been appointed as representatives to the Livingston County Human Services Collaborative Body:
 - Anne Rennie, United Way
 - Susan Harding, OLSHA
 - Anita Gibson, Work Skills Corp.
 - Anne Richardson, The Arc Livingston
 - Mark Hymes, Center for Ind. Living
 - Nicole Bartolomucci, L.C. Assoc. of Realtors
 - Connie Conklin, Community Mental Health
 - Kathleen Kline-Hudson, L.C. Planning Dept.
 - Angela Parth, Livingston Family Center
 - Reachel Gerutta, Consumer