



# COHOCTAH TOWNSHIP BOARD MEETING

December 08, 2022 at 8:00 PM

Township Hall | Fowlerville, Michigan

---

*The Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon 72 hour advance notice by contacting Barb Fear, Township Clerk, by email: [bfearclerk@gmail.com](mailto:bfearclerk@gmail.com), phone: (517) 546-0655, or mail: 10518 N Antcliff Rd Fowlerville MI 48836.*

---

## AGENDA

### CALL TO ORDER

### AGENDA APPROVAL

### CONSENT AGENDA

- [1.](#) Minutes 11-10-2022
- [2.](#) Treasurer's Report
- [3.](#) Expenditures

### CALL TO THE PUBLIC

### UNFINISHED BUSINESS

#### Road Commission

4. Reconsider Speed Study in Oak Grove

#### Howell Fire Authority

#### Hall

#### Cemetery

- [5.](#) Cemetery Ordinance

#### Parks and Recreation

### NEW BUSINESS

6. Trash Refund- Gannon Rd
- [7.](#) LESA Summer Tax Collection Agreement
- [8.](#) Fowlerville Schools Summer Tax Collection Agreement
- [9.](#) Poverty Exemption Policy
10. Meeting Start Time
- [11.](#) Archive Social Proposal

### REPORTS - WRITTEN REPORTS SUBMITTED

#### Zoning Board of Appeals

#### Planning Commission

#### Violations and Complaints

### CALL TO THE PUBLIC

**NEXT REGULAR MEETING DATE - JANUARY 12, 2023**

**ADJOURN**



## COHOCTAH TOWNSHIP BOARD MEETING

November 10, 2022 at 8:00 PM

Township Hall | Fowlerville, Michigan

---

*The Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon 72 hour advance notice by contacting Barb Fear, Township Clerk, by email: [bfearclerk@gmail.com](mailto:bfearclerk@gmail.com), phone: (517) 546-0655, or mail: 10518 N Antcliff Rd Fowlerville MI 48836.*

---

### MINUTES

#### CALL TO ORDER

The meeting was called to order at 8:00pm with the Pledge of Allegiance.

PRESENT: Barb Fear, Phil Charette, Mark Fosdick, Tami Bock. ABSENT: Mark Torigian

#### AGENDA APPROVAL

Motion made by Charette, Seconded by Bock to approve the agenda with the addition of #9 Engagement letter- Foster Swift and #10 Trash pickup Amanda Lane under new business. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

#### CONSENT AGENDA

1. Minutes 10-13-2022
2. Treasurer's Report
3. Expenditures

Motion made by Charette, Seconded by Bock to approve the consent agenda as presented. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

#### UNFINISHED BUSINESS

##### Road Commission

No report.

##### Howell Fire Authority

No report.

##### Hall

No report.

##### Cemetery

4. Public Hearing- Cemetery Ordinance

Motion made by Charette, Seconded by Bock to open the public hearing at 8:02pm. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

No public comments received.

Motion made by Charette, Seconded by Bock to close the public hearing at 8:03pm. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

Motion made by Charette, Seconded by Fear to table a decision on the Cemetery Ordinance until the December meeting. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

**Parks and Recreation**

No report.

**NEW BUSINESS**

5. Sale of Property

Motion made by Bock, Seconded by Charette to accept the cash offer received on the 5 acres parcel and to authorize the Supervisor to sign on behalf of the township. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

6. Howell Public Schools Tax Collection Agreement

Motion made by Bock, Seconded by Charette to approve the Agreement for Summer Tax Collection of Summer School Property Taxes. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

7. Planning Commission Appointment

Motion made by Fosdick, Seconded by Bock to appoint Kyle Engle to the Planning Commission for the remainder of Faith Heil's term ending 08-2024. Voting Yea: Fear, Charette, Fosdick, Bock. motion carried.

8. Moratorium Extension for Solar

Motion made by Charette, Seconded by Bock to adopt the Resolution for a Second Extension of the Term of the Temporary Moratorium on Solar Farms. Voting Yea: Bock, Charette, Fosdick, Fear, motion carried.

#9 Engagement Letter with Foster Swift- Motion made by Charette, Seconded by Bock to approve the agreement with Foster Swift to represent the Township in regards to Solar. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

Motion made by Bock, Seconded by Charette to approve allowing a refund for the residents of Amanda Lane for trash services if requested due to Granger no longer servicing their road. Voting Yea: Fear, Charette, Fosdick, Bock, motion carried.

**REPORTS - WRITTEN REPORTS SUBMITTED**

**Zoning Board of Appeals**

No report.

**Planning Commission**

Report given.

**Violations and Complaints**

Report given.

**CALL TO THE PUBLIC**

Public comments were received from residents in regards to the Utility Scale Solar Arrays.

**NEXT REGULAR MEETING DATE - December 8, 2022**

**ADJOURN**

There being no further business the meeting was adjourned at 9:53pm.

<b>TAMI BOCK</b>			
<b>COHOCTAH TOWNSHIP TREASURER</b>			
<b>6153 BYRON ROAD</b>			
<b>HOWELL MI 48855</b>			
<b>517-546-2510</b>			
			Nov 2022
RECEIPTS			
	FRANCHISE FEES		\$ 2,814.92
	LAND USE		\$ 475.00
	INTEREST		\$ 14.88
	TRASH PICK UP		\$ 1,600.00
	REVENUE SHARING		\$ 64,892.00
	BURIAL SERVICES		\$ 1,697.00
	TAX COLLECTION FEES		\$ 4,665.00
	OTHER REV		\$ 717.66
	<b>RECEIPTS TOTAL</b>		<b>\$ 76,876.46</b>
	CASH ACCOUNT ENDING BALANCE		\$ 785,476.97
	FLAGSTAR CD		\$ 112,550.86
	PNC BANK CD		\$ 55,055.18
	HUNTINGTON CD		\$ 109,385.29
	GENERAL FUND BALANCE		\$ 1,062,468.30
	TRUST AND AGENCY BALANCE		\$ 7,050.00
	CAPITAL IMPROVEMENT FUND		\$ 221,515.16
	ROAD FUND ENDING BALANCE		\$ 1,919.85
	ARPA FUND		\$ 75,749.69

<b>EXPENDITURES - DECEMBER 2022</b>			
	ASSESSOR	\$ 3,050.00	
	VERIZON	\$ 248.14	
	SURF BROADBAND	\$ 85.00	
	HIDDEN LAKE WIRELESS	\$ 45.00	
	GRANGER	\$ 22,011.77	
	CONSUMERS	\$ 573.81	
	LIVINGSTON COUNTY PRESS	\$ 260.00	
	COOPER & RIESTERER PLC	\$ 2,149.50	
	COHOCTAH TOWNSHIP	\$ 5.41	
	MAMC	\$ 150.00	
	CHASE BANK	\$ 3,037.58	
	LIVINGSTON COUNTY CLERK	\$ 1,313.46	
	CYBERMIND	\$ 29.95	
	LASHBROOK	\$ 300.00	
	ECONOPRINT	\$ 1,653.71	
	LARRY FLANARY	\$ 200.00	
	SMART BUSINESS SOURCE	\$ 81.62	
	THE GROUNDS CREW	\$ 285.00	
	WATERS EDGE	\$ 100.00	
	GOVERNMENTAL BUSINESS SUPP	\$ 998.70	
	D BURDEN	\$ 68.45	
	T BOCK	\$ 18.72	
	B FEAR	\$ 78.40	
	<b>SUB TOTAL</b>	<b>\$ 36,744.22</b>	
	A BERG	\$ 88.10	
	T BOCK	\$ 2,046.15	
	D BURDEN	\$ 91.38	
	F BUCKNER	\$ 323.22	
	K THURNER		\$ 110.82
	C DAMON	\$ 126.86	
	F HEIL	\$ 175.46	
	M JOLLIFF	\$ 1,545.46	
	M FOSDICK	\$ 1,518.70	
	D BULBUK	\$ 272.00	
	B FEAR	\$ 1,532.34	
	E HERNANDEZ	\$ 100.00	
	K JOHNSON	\$ 240.00	
	J KELLY	\$ 272.00	
	C MAXFIELD	\$ 240.00	
	M RIESS	\$ 100.00	
	T LITZ	\$ 948.92	

	C WOLVERTON		\$ 240.00	
	MISDU		\$ 390.50	
	MERS		\$ 1,082.79	
	W/H		\$ 2,921.02	
	BENEPAY		\$ 273.88	
	<b>SUB TOTAL</b>		<b>\$ 14,440.68</b>	
	<b>TOTAL GENERAL FND</b>		<b>\$ 51,184.90</b>	
			\$ -	
	<b>ROAD FUND</b>		<b>\$ -</b>	
	<b>TOTAL EXPENDITURES</b>		<b>\$ 51,184.90</b>	



October 24, 2022

*Sent via email*

Cohoctah Township Board of Trustees  
c/o Barb Fear, Clerk  
3530 Gannon Rd  
Howell, MI 48855

**Re: *Proposed Cemetery Ordinance; General Law Ordinance No. 26***

Dear Trustees:

Attached you will find a proposed Cemetery Ordinance for your review which, if approved, would become Ordinance No. 26. I've reviewed and revised a draft provided to me. I have some comments below.

Section 4, Sale of Cemetery Plots; Nontransferrable. You may want to consider adding one or more of the following subsections.

- (At the time of purchase from the Township, each cemetery plot shall be assigned the name of the specific person who shall be interred in that cemetery plot upon death. If the owner of a burial right to a cemetery plot desires to effectuate a name change regarding the assigned cemetery plot, the Township may allow an assignment or require that person to sell the burial right to that cemetery plot back to the Township and repurchase in the name of another person.
- The Township Board shall have the authority to place a limit on the number of burial rights to cemetery plots sold to a particular person, as well as such person's family and relatives. Furthermore, the Township shall have the absolute right and discretion to determine whether burial rights to particular cemetery plots will be sold to a specific person and where such cemetery plots will be located and within which Township cemetery. Such decision shall be based upon reasonable factors, including, but not limited to, the number of vacant cemetery plots available and whether family or relatives of the person seeking to purchase burial rights to a cemetery plots are buried adjacent or nearby the cemetery plots requested.

Section 10, Winter Burials. You may want to consider adding the following subsection.

- If a winter burial cannot occur due to inclement weather, frozen ground or similar condition, the deceased person may be kept in winter storage provided any arrangements to do so are compliant with all existing laws and by arrangement with the funeral home director. The Township disclaims all liabilities, responsibility and costs associated with any delayed burial.

Please let me know if you have any questions. I have included a Resolution for your use during the meeting. Should you elect to make any changes to the draft, I suggest you add that to the Resolution.

Very truly yours,



Abby H. Cooper, Esq.

# **COHOCTAH TOWNSHIP CEMETERY ORDINANCE**

## **COHOCTAH TOWNSHIP LIVINGSTON COUNTY, MICHIGAN**

### **Ordinance No. 26**

An ordinance to protect the public health, safety and general welfare by establishing regulations relating to the operation, control, maintenance and management of cemeteries owned, controlled or operated by the Township of Cohoctah, in Livingston County, Michigan; to provide penalties for the violation of said ordinance, and to repeal all ordinances or parts of ordinances in conflict therewith.

### **THE TOWNSHIP OF COHOCTAH, COUNTY OF LIVINGSTON, MICHIGAN ORDAINS:**

#### **Section 1. Title**

This Ordinance shall be known and cited as the Cohoctah Township Cemetery Ordinance.

#### **Section 2. Purpose and Intent**

The Cohoctah Township Board recognizes and concludes that the proper and reasonable maintenance, appearance and use of the cemetery or cemeteries owned or controlled by the Cohoctah Township is an important function of the government of the Cohoctah Township. It is also important that burials, disinterments and other matters associated with a municipal cemetery are handled in a respectful and proper way in order to promote the safety, public health and general welfare of the community. The Cohoctah Township Board finds that the adoption and enforcement of this Ordinance is in the best interests of the property owners and residents of the Cohoctah Township.

#### **Section 3. Definitions**

The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section:

- (a) A "cemetery plot" shall consist of an area in a Cohoctah Township cemetery sufficient to accommodate one burial space for one deceased person. It shall consist of a land area plotted as follows:
  - a. "Old" section: 48"x120," full burial sites.
  - b. "New" section: 42"x120," full burial sites.
  - c. "New" section: 42"x70," infant burial sites.
  - d. "New" section: 42"x30," cremation burial sites, which holds 2 urns and are restricted to flush markers only.

Exceptions may be made with Cohoctah Township permission to accommodate infant burial or the burial of cremains on full sites.

- (c) "Township" means Cohoctah Township.
- (d) "Cohoctah Township cemetery" or "cemetery" means any cemetery owned, operated and/or controlled by the Cohoctah Township.

#### **Section 4. Sale of Cemetery Plots; Nontransferable**

- (a) After the effective date of this Ordinance, cemetery plots shall be sold by Cohoctah Township for the purpose of burial for the purchaser of a cemetery plot, or his or her family. No sale shall be made to funeral directors or others, except for those acting as an agent for an eligible purchaser.
- (b) All sales and transfers of cemetery plots shall be made on a form approved by the Cohoctah Township Board and signed by the designated Township official which grants a right of burial only and does not convey any other title or right to the cemetery plot or burial site sold.
- (c) Cemetery plots are nontransferable without prior written approval by the Township in the Township's discretion. Cemetery plots may be sold back to the Township for the original purchase price for resale by the Cohoctah Township.
- (d) Cohoctah Township shall have the right to correct any errors that may be made concerning interments, disinterments, or in the description, transfer or conveyance of any cemetery plot, either by canceling the permit for a particular vacant cemetery plot or plots and substituting and conveying in lieu thereof another vacant cemetery plot or plots in a similar location within the cemetery at issue or by refunding the money paid for the cemetery plot to the purchaser or the successor of the purchaser. In the event that an error involves the interment of the remains of any person, the Cohoctah Township shall have the right to remove and transfer the remains so interred to another cemetery plot in a similar location in the same Cohoctah Township cemetery in accordance with law.
- (e) The owner of every cemetery plot shall be responsible for notifying the Cohoctah Township whenever that person's mailing address changes.

#### **Section 5. Purchase Price for Cemetery Plots**

- (a) Each cemetery plot fee schedule will be set by the Cohoctah Township board by resolution. The lawful owner of any cemetery plot within the Cohoctah Township shall promptly provide the Cohoctah Township Clerk with any change in that owner's mailing address.
- (b) All charges shall be paid to the Township and turned over to the Treasurer.
- (c) The Cohoctah Township Board may by resolution periodically alter the foregoing fees to accommodate increased costs and needed reserve funds for cemetery maintenance and acquisition.

#### **Section 6. Grave Opening Charges**

- (a) The Township may charge reasonable fees for the opening and closing of any cemetery plot, prior to and following a burial therein, and including the interment of ashes. Such fees shall be set from time to time by the Cohoctah Township Board, payable to the Cohoctah Township.
- (b) No cemetery plot shall be opened or closed except under the direction and control of the Cohoctah Township Sexton or such other individual as is designated by the Cohoctah Township Board. This subsection shall not apply to any grave opening, disinterment, or similar matter which is done pursuant to a valid court order or under the supervision and direction of local or state health department authorities; however, even in such cases, the Cohoctah Township Sexton shall be given at least forty-eight (48) hours' prior notice of when such grave opening or closing will occur.

#### **Section 7. Markers or Memorials**

- (a) All markers and memorials must be comprised of stone or other equally durable composition and shall face the same direction as the markers and memorials around them.

- (b) When a full site is used for the burial of 4 cremains, an upright stone is allowed at the head for two occupants and a flush marker is allowed midway on the site for the other two occupants. Only one (1) marker or memorial shall be permitted per cemetery plot, or one marker or memorial in total where two adjoining plots share that one marker or memorial. Headstones are limited to 12 (twelve) inches less than the width of the burial site. Markers for cremains shall be flush with the ground and shall be no more than twelve (12) inches by twenty-four (24) inches in size in the cremation areas.
- (c) The footing or foundation upon which any marker or memorial must be placed shall be constructed by the Township, or such person(s) as may be designated by the Cohoctah Township Board. Fees for such work shall be set from time to time by the Cohoctah Township Board, payable to the Cohoctah Township. The foundation includes a 2 inch border around the maker and 2 inches above grade as to prevent tipping due to frost or freezing over the winter months. Foundations can only be poured once the frost has left the ground.
- (d) Should any monument or memorial (including any monument or memorial that was in place before this Ordinance became effective) become unsightly, broken, moved off its proper site, dilapidated or a safety hazard, the Cohoctah Township Board shall have the right to correct the condition or remove the same. The Township shall make reasonable attempts to contact the owner of the cemetery plot prior to any such work beginning.
- (e) The maintenance, repair and upkeep of a cemetery memorial, marker, urn or similar item is the responsibility of the heirs or family of the person buried at that location. The Township has no responsibility or liability regarding the repair, maintenance or upkeep regarding any such marker, memorial, urn or similar item. Any repairs must be done by an insured contractor approved by the Township Board.

#### **Section 8. Interment Regulations**

- (a) Only one (1) person shall be buried in a cemetery plot, except for a parent and infant child or two (2) children buried at the same time when approved by the Cohoctah Township. Up to four (4) cremains are allowed per cemetery plot. An infant would also be allowed at the foot of a family member's grave and marked with a flush marker with township approval.
- (b) The Township shall be given not less than 48 hours' prior notice in advance of any funeral to allow for the opening of the cemetery plot with the exception being a court-ordered opening. The opening and closing of cemetery plots shall be done only by the or such person or persons as are designated by the Township.
- (c) The appropriate permit or form issued by the Township for the cemetery plot involved, together with appropriate identification of the person to be buried therein and the burial-transit permit from the health department, shall be presented to either the Cohoctah Township Sexton or the Cohoctah Township Clerk (or designated Cohoctah Township official) prior to interment. Where such permit or form has been lost or destroyed, the Cohoctah Township Sexton must be satisfied, from his or her records, that the deceased person to be buried in the cemetery plot is an authorized and appropriate person for that space before any interment is commenced or completed.
- (d) The surface of all graves shall be kept in an orderly and neat-appearing manner within the confines of the cemetery plot involved.

#### **Section 9. Disinterments**

- (a) No disinterment or digging up of an occupied grave shall occur until and unless any and all permits, licenses and written authorizations for such disinterment or digging up of an occupied

grave have been obtained from any applicable state or county agency, governmental unit or official, and a copy of the same has been filed with the Township

- (b) The Cohoctah Township Board shall have the authority to refuse to allow a disinterment or the digging up of an occupied grave if the disinterment or digging up of an occupied grave is not done pursuant to a court order (issued by a court of competent jurisdiction) or does not have a reasonable basis.

#### **Section 10. Winter Burials**

- (a) The Township may charge additional fees for winter burials.
- (b) No burials shall occur without the prior consent of the Cohoctah Township Sexton or designated Township official in the absence of the Sexton.

#### **Section 11. Cremains**

- (a) Cremains may be buried in a container approved by the Cohoctah Township in a cemetery plot or in a columbarium that has been installed by the Cohoctah Township within a Cohoctah Township cemetery.
- (b) No cremains shall be scattered or dispersed within a Cohoctah Township cemetery.

#### **Section 12. Grounds Maintenance**

- (a) Flower pots and urns may be placed and maintained at the head stones of graves no earlier than May 1 and must be removed no later than October 1 of each year. Winter holiday Grave Blankets are allowed and will be removed in the spring for the growing season. Grave blankets are not allowed during the growing season. Decorations will be permitted for holidays falling outside of these dates, but only for one (1) week prior and one (1) week following the holiday. Veteran flags and flag holders shall be governed by the Veteran's Administration rules and guidelines.
- (b) No grading, leveling or excavating within a cemetery shall be allowed without the prior permission of the Cohoctah Township Sexton or designated Township official. Furthermore, no tree, shrub, landscaping or similar plantings shall occur without the prior permission of the Cohoctah Township Sexton. Small plantings and mulch are allowed around the headstones.
- (c) The Cohoctah Township Board reserves the right to remove or trim any existing trees, plants or shrubs located within a cemetery in the interest of maintaining proper appearance and the use of the cemetery and to prevent damage.
- (d) Mounds, bricks, blocks and any borders that hinder the free use of a lawn mower or other gardening apparatus are prohibited.
- (e) The Cohoctah Township Sexton shall have the right and authority to remove and dispose of any and all growth, emblems, displays, containers and other items that through decay, deterioration, damage or otherwise become or are unsightly, a source of litter or a maintenance problem, or are otherwise placed in violation of this Ordinance.
- (f) Surfaces other than earth or sod are prohibited.
- (g) All refuse of any kind or nature including, but not limited to, dried flowers, wreaths, papers and plastic flower containers must be removed from the cemetery within 10 days after a burial.
- (h) No glass containers or items are allowed.
- (i) Except for markers, memorials, flowers, and urns expressly allowed by this Ordinance, and veteran flags as authorized by law, no other item (including, but not limited to, ornaments, signs, trellises, statues, landscaping, bricks, stones, grave border materials or other structures)

shall be installed or maintained within a Cohoctah Township cemetery, nor shall any grading, digging, mounding or similar alteration of the ground or earth occur except as authorized by this Ordinance or by the Cohoctah Township.

### **Section 13. Disclaimer of Cohoctah Township Liability and Responsibility**

Every person who enters, remains in and travels within a Cohoctah Township cemetery does so at their own risk. The Township is not responsible for any injury, accident or other calamity that might occur to any person present in a Cohoctah Township cemetery. Furthermore, the Township is not responsible for any damage or vandalism to, theft of or deterioration of any burial monument, headstone, flower urn or other item placed at or near a cemetery plot, burial site or anywhere in a Cohoctah Township cemetery. The purchaser or transferee of any cemetery plot or the equivalent (and all subsequent transferees, assigns, heirs, or beneficiaries) hereby releases, waives, indemnifies and holds harmless the Cohoctah Township for, from and against injury, death, damages, causes of action, claims, costs and expenses associated with, relating to and/or involving the cemetery plot or similar right, any headstone, monument or similar items, and any matter related to the cemetery involved. Such waiver, release and hold harmless provision shall apply not only to the Cohoctah Township, but also as to the Cohoctah Township Sexton and any Cohoctah Township employee, officer, official or agent.

### **Section 14. Forfeiture of vacant cemetery plots or burial spaces**

(a) Cemetery plots or burial sites sold after the effective date of this Ordinance and remaining vacant for forty (40) years or more from the date of their sale shall automatically revert to the Township upon the occurrence of the following events: (1) Notice shall be sent by the Cohoctah Township Clerk by first-class mail to the last known address of the last owner of record informing him/her of the expiration of the 40-year period and that all rights with respect to said plots or spaces will be forfeited if he/she does not affirmatively indicate in writing to the Cohoctah Township Clerk within sixty (60) days from the date of mailing of such notice of his/her desire to retain such burial rights; and (2) No written response to said notice indicating a desire to retain the cemetery plots or burial spaces in question is received by the Cohoctah Township Clerk from the last owner of record of said plots or spaces, or his/her heirs or legal representative, within sixty (60) days from the date of mailing of said notice.

(b) Unused cemetery plots and burials rights may also be terminated and forfeited after a period of seven (7) years for failing or neglecting to care for and maintain burial spaces pursuant to the procedures and conditions set forth in 1931 PA 46, MCL 128.11, et seq.

### **Section 15. Records**

The Cohoctah Township Sexton shall maintain records concerning all burials, cemetery plots, issuance of burial permits and any other records of the Cohoctah Township related to Cohoctah Township cemeteries, and the same shall be open to public inspection upon request.

### **Section 16. Vaults**

(a) All full burials shall be within a standard concrete vault (which meets all applicable laws) installed or constructed in each cemetery plot before interment. Vaults of other suitable materials may be allowed at the discretion of the Township.

(b) Cremains shall be in a container approved by the Township.

### **Section 17. Cemetery Hours**

Unless otherwise specified by the Cohoctah Township Board by resolution, all Cohoctah Township cemeteries shall be closed during the hours from dusk to dawn the next morning. During those hours, no person shall be present in a Cohoctah Township cemetery. Such prohibition on being present in a Cohoctah Township cemetery during the time when a Cohoctah Township

cemetery is closed shall not apply to the Cohoctah Township Sexton, any Cohoctah Township official, a person accompanied by the Cohoctah Township Sexton or other Cohoctah Township Name official, or any law enforcement or firefighting official when engaged in the lawful duties of any such office or position.

### **Section 18. Prohibited Uses and Activities**

The following prohibitions shall apply within any Cohoctah Township cemetery:

- (a) No person shall destroy, deface, apply graffiti to or otherwise injure any monument, marker, memorial, sign, tree or other lawful item located within a Cohoctah Township cemetery.
- (b) No person shall disturb the peace or unreasonably annoy, harass or disturb any other person who is lawfully present on the grounds of any Cohoctah Township cemetery.
- (c) No vehicles shall be permitted to drive on lawns or cemetery plots in a cemetery except as deemed necessary for cemetery maintenance.
- (d) There shall be no entry or presence in the cemetery by any person when the cemetery is closed or outside of authorized times.
- (e) There shall be no destruction of cemetery property.
- (f) There shall be no destruction, defacing, cutting, etc., of any tree or plant within a cemetery.
- (g) There shall be no headstones, ornaments, vases, plastic flowers, fences, benches, trellises, statues, signs or any other item placed, kept, installed or maintained in a cemetery except those expressly allowed by this Ordinance.
- (h) There shall be no disturbing of the peace or engaging in any loud or boisterous conduct.
- (i) There shall be no digging, grading or mounding unless expressly authorized by this Ordinance.
- (j) There shall be no driving of an automobile, truck or any vehicle on any portion of a cemetery except the designated roads or drives.
- (k) There shall be no snowmobiles, four-wheelers, go-carts or similar vehicles.
- (l) There shall be no gathering of persons in excess of 75 people without prior Cohoctah Township approval (except during or incidental to a funeral occurring concurrent with burial).
- (m) There shall be no disinterment or grave openings unless approved and conducted by the Cohoctah Township.
- (n) There shall be no possession or consumption of any alcoholic beverage.
- (o) There shall be no picnicking or consumption of food without prior Cohoctah Township approval.
- (p) There shall be no music, playing of any radio, or the use of any amplification device or similar item, except pursuant to a military ceremony or a funeral.
- (q) There shall be no solicitation or peddling of services or goods or any signs or placards advertising any goods or services.
- (r) There shall be no littering or dumping.
- (s) There shall be no unlawful interference with or disruption of a lawful funeral or funeral procession.
- (t) There shall be no private signs, lighting, moving displays or changeable copy on a sign.
- (u) There shall be no fires, candles or open flames.

- (v) No children under twelve (12) years of age shall be allowed in any Cohoctah Township cemetery unless accompanied by an adult and are properly supervised by an adult.
- (w) There shall be no domestic animals of any kind or pets allowed within the cemetery grounds. However, this prohibition shall not apply to dogs service animals as permitted by law.
- (x) No firearms or archery arrows shall be discharged or shot except that military or other veterans' organizations may carry arms for the purpose of firing over the grave at the burial of a member.
- (y) No person shall engage in any fight, quarrel or disturbance.
- (z) Cremains or ashes of a deceased person shall not be scattered or dispersed except in designated scatter areas.
- (aa) There shall be no dumping, vandalizing or tipping over of any lawful garbage container or receptacle.
- (bb) In cremation designated areas, no flowers, décor or plantings can be used on any of the sites. Only flush markers are allowed. Veteran's flags are allowed with timely removal.

#### **Section 19. Authority of the Cohoctah Township Sexton**

- (a) The Cohoctah Township Board shall appoint a Cohoctah Township Sexton, who shall serve at the discretion of the Cohoctah Township Board. The Cohoctah Township Sexton may be a Cohoctah Township employee or independent contractor for the Cohoctah Township at the discretion of the Cohoctah Township Board.
- (b) The Cohoctah Township Sexton shall assist other Cohoctah Township officials with the enforcement and administration of this Ordinance.
- (c) The Cohoctah Township Sexton shall have such duties and obligations with regard to Cohoctah Township cemeteries as may be specified from time to time by the Cohoctah Township Board.

#### **Section 20. Fees**

The Cohoctah Township Board shall have the authority to set fees pursuant to this Ordinance from time to time by resolution. Such fees can include, but are not limited to, a fee or fees for a burial permit, disinterment permit, grave opening, setting of foundations, grave closing, winter or holiday burial, the price for a new cemetery plot, transfer fees for cemetery plots, and other matters.

#### **Section 21. Applicability of this Ordinance**

- (a) This Ordinance shall apply only to cemeteries owned, controlled or operated by the Township.
- (b) The provisions of this Ordinance shall not apply to Cohoctah Township officials or their agents or designees involved with the upgrading, maintenance, administration or care of a Cohoctah Township cemetery.
- (c) The provisions of this Ordinance shall not apply to police officers or firefighting officials or officers involved in carrying out their official duties.

#### **Section 22. Interpretation/Appeals to the Cohoctah Township Board**

- (a) The Cohoctah Township Board shall have the authority to render binding interpretations regarding any of the clauses, provisions or regulations contained in this Ordinance and any rule or regulation adopted pursuant to this Ordinance, as well as their applicability. The Cohoctah Township Board (or its designee) is also authorized to waive application of the strict letter of any provision of this Ordinance or any rules or regulations promulgated under this



Ordinance where practical difficulties in carrying out the strict letter of this Ordinance or any rules or regulations related thereto would result in hardship to a particular person or persons or the public. Any such waiver, however, must be of such a character as it will not impair the purposes and intent of this Ordinance.

- (b) Any party aggrieved by any interpretation or decision made by the Cohoctah Township Sexton or any Cohoctah Township official, agent or contractor pursuant to this Ordinance, as well as any matter relating to a Cohoctah Township cemetery, rights to a cemetery plot, or other matter arising pursuant to this Ordinance, shall have the right to appeal that determination/decision or matter to the Cohoctah Township Board. Any such appeal shall be in writing and shall be filed with the Cohoctah Township within thirty (30) days of the date of the decision, determination or other matter being appealed from. The Cohoctah Township shall give the aggrieved party who filed the written appeal with the Cohoctah Township at least ten (10) days' prior written notice of the meeting at which the Cohoctah Township Board will address the matter unless an emergency is involved, in which case the Cohoctah Township shall utilize reasonable efforts to notify the aggrieved party who filed the appeal of a special or emergency meeting of the Cohoctah Township Board at which the matter will be addressed. Pursuant to any such appeal, the decision of the Cohoctah Township Board shall be final.
- (c) The Cohoctah Township Board may set a fee or fees for any such appeal from time to time by resolution. For any such appeal that occurs at a time other than a regularly scheduled board meeting, a fee will be determined.

### **Section 23. Authority of the Cohoctah Township to Remove Unauthorized or Unlawful Items from a Cohoctah Township Cemetery**

Any monument, marker, planting, trellis, personal item, urn, flowers or foliage (whether real or artificial), structure, flag (except for lawful veterans flags), or other item that has been placed, installed, left or maintained in any Cohoctah Township cemetery in violation of this Ordinance, any Cohoctah Township rule or regulation regarding Cohoctah Township cemeteries, or any county, state or federal law, statute or regulation may be removed by the Cohoctah Township from the Cohoctah Township cemetery at any time and destroyed or disposed of by the Cohoctah Township without any prior notice to, permission from, or liability or obligation to the person or persons who left, installed, maintained or kept such item in the Cohoctah Township cemetery. No such item (including, but not limited to, a monument, marker, planting, trellis, personal item, urn, flowers or foliage, structure, flag, or similar item) can be installed, placed, maintained or kept in a Cohoctah Township cemetery unless expressly authorized by this Ordinance or a written rule or policy of the Cohoctah Township. Even if such an item is authorized to be installed, kept, maintained or left in a Cohoctah Township cemetery, the Cohoctah Township shall still have the discretion to remove any such item at any time and dispose of the same without prior notice to, consent from or liability to the person or persons who installed, maintained or left such item in a Cohoctah Township cemetery.

### **Section 24. Enforcement; Penalties**

A violation of this Ordinance (or of any rule or regulation adopted pursuant to this Ordinance) constitutes a municipal civil infraction and may be prosecuted according to the policies and procedures of the Cohoctah Township Municipal Civil Infraction Ordinance. The Township may enforce the provisions of this Ordinance by any other method permitted by ordinance or applicable law. Each day during which any violation continues shall be deemed a separate violation. A violation of any permit or permit condition issued pursuant to this Ordinance shall also constitute a violation of this Ordinance.

**Section 25. Cohoctah Township Officials Who Can Enforce this Ordinance**

Unless otherwise specified by the Cohoctah Township Board by resolution, the following officials or officers shall have the authority to enforce this Ordinance and to issue municipal civil infraction citations/tickets pursuant to this Ordinance:

- Cohoctah Township Supervisor
- Cohoctah Township Sexton
- Cohoctah Township Ordinance Enforcement Officer
- Any deputy of the Livingston County Sheriff's Department
- Any State Police Officer

**Section 26. Severability**

The provisions of this Ordinance are hereby declared to be severable and should any provision, section or part thereof be declared to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall only affect the particular provision, section or part thereof involved in such decision and shall not affect or invalidate the remainder of this Ordinance, which shall continue in full force and effect.

**Section 27. Effective Date; Conflicts**

This ordinance shall take effect 30 days after publication. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**CERTIFICATION**

I hereby declare the above is a true copy of an ordinance adopted by the Cohoctah Township Board at a meeting held on November 10, 2022, at the Cohoctah Township Hall, pursuant to the required statutory procedures.

Respectfully submitted,

---

Barb Fear, Cohoctah Township Clerk

**RESOLUTION TO ADOPT THE COHOCTAH TOWNSHIP  
CEMETERY ORDINANCE**

**Resolution No. 221110-26**

**Cohoctah Township**

WHEREAS, the Township Board desires to enact an ordinance to protect the public health, safety and general welfare by establishing regulations relating to the operation, control, maintenance and management of cemeteries owned, controlled or operated by Cohoctah Township; to provide penalties for the violation of said ordinance, and to repeal all ordinances or parts of ordinances in conflict therewith;

WHEREAS, the Board has reviewed and wishes to adopt a general law ordinance entitled Cohoctah Township Cemetery Ordinance to be numbered and known as general law Ordinance 26;

WHEREAS, the Board held a public hearing on November 10, 2022;

WHEREAS, authority is provided to the Board to establish such an ordinance pursuant to MCL 41.181, MCL 128.61 et seq, and MCL 333.2426 et seq ;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby enacts the Cohoctah Township Cemetery Ordinance, which shall be known as General Law Ordinance No. 26, as presented.
2. All other ordinances, policies, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member \_\_\_\_\_.

Second offered by Board Member \_\_\_\_\_.

Upon roll call vote the board members voted as follows:

Fosdick:

Bock:

Fear:

Charette:

Torigian:

The Supervisor declared the resolution adopted at a regular meeting of the Township Board held on December 8, 2022.

---

Barbara Fear, Clerk

## **SUMMER TAX COLLECTION AGREEMENT**

The Township of Cohoctah with offices located at 10518 Antcliff Rd., Fowlerville, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2023 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Fowlerville Community Schools and Howell Public Schools.
2. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.
3. The Agency agrees to pay the Township costs of assessment and collection at \$3.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will be in compliance with all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

**LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN**

By Stephanie Weese  
Digitally signed by Stephanie Weese  
Date: 2022.11.10 11:32:36 -05'00'  
Stephanie L. Weese

Its: Assistant Superintendent for Administrative Services

Dated: November 9, 2022

**TOWNSHIP OF COHOCTAH:** \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_



**AGREEMENT FOR COLLECTION OF  
SUMMER SCHOOL PROPERTY TAXES**

AGREEMENT made this 18th day of October 2022 by and between Fowlerville Community Schools, with offices located at 7677 Sharpe Road, Suite A, Fowlerville, MI 48836 (hereinafter "School District") and, Cohoctah Township, with offices located at 3530 Gannon Rd., Howell, Cohoctah Township, 48855 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer Levy of School District property taxes for the year 2023.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2023 on property located within the Township. Interest earned on said taxes will be retained by the township.

2. The School District agrees to pay Township costs of assessment and collection as follows:

\$3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Educational Service Agency and that the \$3.00 per parcel fee will cover the collection for the Livingston Educational Service Agency, also.

3. No later than June 16, 2023 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2023.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
  - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month.

Signature Authorized by Board of Education  
Resolution of October 18, 2022.

**SCHOOL DISTRICT**



President



Secretary

Signature Authorized by Board of Trustees  
Resolution of \_\_\_\_\_.  
(MM/DD/YYYY)

**TOWNSHIP**

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Name/Title)

## Annual Summer Tax Resolution

Fowlerville Community Schools (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Fowlerville High School, Media center, within the boundaries of the District, on the 18 day of October, 2022, at 7 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Mr. Mike Brown President.

Present: Members Belcher, Brown, DeVries, Hinton & Sova  
Absent: Members Charron & Frederick

The following preamble and resolution were offered by Member Belcher and supported by Member Sova:

**WHEREAS**, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

### NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2023 its previously-adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2023 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2022.
3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Belcher, Brown, DeVries, Hinton & Sova  
Nays: Members None

Resolution declared adopted.

  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Fowlerville Community Schools, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

  
Secretary, Board of Education

**COHOCTAH TOWNSHIP - 2023**  
**Hardship Exemption Procedures and Guidelines**

1. To be eligible, a person shall do all the following on an annual basis:
  - a) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
  - b) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
  - c) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
  - d) Produce a valid driver's license or other form of identification.
  - e) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
  - f) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
  - g) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.
2. The applicant must appear in person or by an agent who is authorized to do so in writing in a witnessed and notarized statement by the property owner. The filing of the claim constitutes an appearance before the Board of Review for the purpose of preserving the claimant's right to appeal the decision of the Board of Review to the Michigan Tax Tribunal regarding the claim.
3. In the event a household member over 18 years of age is earning income but not contributing to your Support or household income, a written explanation as to why is required.
4. The applicant and all household members' assets shall not exceed the following limits:
  - Limit on Cash Balances: \$2,500 (checking/savings). All bank statements must be submitted with application.
  - 1 personal vehicle is exempt from overall asset value limit
  - Primary Residence is excluded, however, excess land over 5 acres will count toward overall asset limit.
  - Annual dividend income (taxable & non-taxable) must be less than \$1,000
  - Overall Asset Value Limit: \$20,000
  -

Assets will include, but are not limited to the following: Real estate holdings (other than the principal residence), in excess of one car per household, pleasure boats, motor homes, bank accounts.



5. Total household income levels may not be set lower than the federal poverty income standards. The federal poverty income standards for setting poverty exemption guidelines for 2021 assessments are as follows:

<b><u>Size of Family Unit</u></b>	<b><u>Poverty Guidelines</u></b>
1 Person	\$13,590
2 Persons	\$18,310
3 Persons	\$23,030
4 Persons	\$27,750
5 Persons	\$32,470
6 Persons	\$37,190
7 Persons	\$41,910
8 Persons	\$46,630
For each additional person, add	\$4,720

Each year thereafter the levels shall be adjusted the poverty guidelines as issued annually by the State Tax Commission for the appropriate assessment year.

- 6) A hardship is not eligible for an exemption when property taxes do not exceed the combined sum of 3.5% of the adjusted income and Homestead Property Tax Credit.
- 7) A hardship exemption is not qualified when the hardship is created because the applicant is a Full or part-time student.

## 2023 RESOLUTION FOR POVERTY EXEMPTION

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the Cohoctah Township Board; and  
**WHEREAS**, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, the Township of Cohoctah, Livingston County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

### ***Federal Poverty Guidelines for the 2023 Assessment Year***

#### **Number of Persons Residing Poverty Guidelines in the Principal Residence Annual allowable income**

1 Person	\$13,590
2 Persons	\$18,310
3 Persons	\$23,030
4 Persons	\$27,750
5 Persons	\$32,470
6 Persons	\$37,190
7 Persons	\$41,910
8 Persons	\$46,630
Each additional person, add	\$4,720

## 2023 RESOLUTION FOR POVERTY EXEMPTION - Continued

The following is a limit on the amount of assets an applicant can have (or insert see attachment):

- Limit on Cash Balances: \$2,500 (check/savings). All bank statements must be submitted with application.
- 1 personal vehicle is exempt from overall asset value limit
- Primary Residence is excluded, however, excess land over 5 acres will count toward overall asset limit.
- Annual dividend income (taxable & non-taxable) must be less than \$1,000
- Overall Asset Value Limit: \$20,000

***NOW, THEREFORE, BE IT HEREBY RESOLVED*** that the supervisor/assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption. As this policy and resolution do not establish specific guidelines for granting a 25% or 50% reduction in taxable value as allowed by MCL 211.7u, the Board of Review shall be limited to a 0% reduction (denial) or 100% reduction (approval).

The foregoing resolution offered by Board/Council Member\_\_\_\_\_

and supported by Council Member/Board Member\_\_\_\_\_.

Upon roll call vote, the following voted:

“Aye”: \_\_\_\_\_

“Nay”: \_\_\_\_\_

The City/Township Clerk declared the resolution\_\_\_\_\_.

\_\_\_\_\_, Clerk Signature

\_\_\_\_\_, Clerk Name, Dated: \_\_\_\_\_



# QUOTE

ArchiveSocial, Inc.  
P.O. Box 3330  
Durham NC 27702  
United States

#4613

11/29/2022

## Bill To

### Cohoctah Township, MI

Cohoctah Township, MI  
3530 Gannon Road  
Fowlerville MI 48836  
United States

## Ship To

Cohoctah Township, MI  
3530 Gannon Road  
Fowlerville MI 48836  
United States

## TOTAL (USD)

# \$1,794.00

Quote Expires: 12/31/2022

Item	Options	Amount
<b>Economy - 1.6KR - 12A</b>		\$3,588.00
Social Media Archiving Subscription (\$299/month) - Up to 12 Accounts & Up To 1.6k Records Per Month		
<b>Credit</b>		(\$1,794.00)
Credit of \$1,794 applied for 6 months of service.		

<b>Subtotal (USD)</b>	\$1,794.00
<b>Other Credits (USD)</b>	
<b>Tax Total (USD)</b>	\$0.00
<b>Total (USD)</b>	\$1,794.00



*The most reliable social media archiving solution for public entities to remain compliant with public records laws and actively manage risk online.*

## OVERVIEW

Social media networks facilitate one-to-one and many-to-many engagements at a historically unprecedented scale. These networks are built for billions of private citizens and are increasingly useful to public and regulated institutions who want to communicate with their constituents. ArchiveSocial was purpose-built to allow these regulated organizations to utilize social networks to engage with their constituents in a rich and compliant manner.

Tailored to your public entity, ArchiveSocial captures your social media presence in-context and in near-real-time, so you can manage and access your online data in one secure location, and quickly find and produce the content you need whenever you need it with advanced search and custom tagging.

## BENEFITS

ArchiveSocial helps you:

- 1. SAVE TIME.** Reduce human error and avoid time-consuming administrative work by automating your archiving process, and find answers quickly with smart filters and automated tags for deleted, edited, and hidden content.
- 2. SAVE MONEY.** Respond to record requests of any size and create reports quickly by finding the data you need, whenever you need it, with a solution proven to provide enormous cost savings.
- 3. GET TOTAL VISIBILITY.** See the full history of your accounts, manage your entire online presence, and collaborate with different access levels in one secure, centralized location.
- 4. GAIN COMPLETE CONTROL.** Improve overall efficiency with control over your online data, and define the retention period of records through custom disposition rules for flexibility while maintaining compliance.
- 5. STAY COMPLIANT.** Ensure compliance with social media retention requirements and your state's public records law, and easily respond to FOIA, eDiscovery, and litigation requests.
- 6. HAVE PEACE OF MIND.** Streamline your social content documentation and eliminate surprises with active monitoring that alerts you on account connection, so you always know what data is being captured.

## FEATURES

ArchiveSocial's robust feature set includes:

- 1. COMPREHENSIVE ARCHIVING.** Connect directly with your social media platforms to capture and preserve all content your public entity posts and engages with, in one secure location.
- 2. NEAR REAL-TIME CAPTURE.** Capture various content formats in full resolution and near-real-time, even if it's been edited, deleted, or hidden.
- 3. ADVANCED SEARCH.** Find and export the records you need quickly with filters, keywords, and custom and automated tags that let you organize and easily manage your content.
- 4. ON-DEMAND DATA.** Get access to your data at any time to support requests and easily produce reports for your monthly record volumes, connected accounts, and plan usage.
- 5. BLOCKED LISTS MANAGEMENT.** Create and maintain a single list of all blocked users and pages, for all of your managed accounts, with clear timelines and supporting evidence to defend your actions.
- 6. ACCURATE CONTEXT PRESERVATION.** Replay any record in its original context, and ensure its authenticity with digital signatures, timestamps, and unmodified meta-data.

As the leading provider of social media archiving technology in the public sector, ArchiveSocial enables more than 5,000 forward-thinking government entities, law enforcement agencies, and K-12 school districts to openly and transparently communicate across social networking platforms while ensuring legal protection and compliance with public records.





OVERVIEW

# Protecting Our Township with Social Media Archiving



# Why do we need to archive?

"With the public records law in Massachusetts, it is critical to capture all of the records produced by social media. You are protecting your community, your employees and complying with the law."



**NICHOL FIGUEIREDO**  
*Public Information Records  
Access Officer & Webmaster  
Framingham, MA*

- Our social media is creating public records.



Open records laws maintain that we need to be able to produce social media records—**both from our own content, and from content our constituents create**—in response to records requests.



Social media is a mission-critical part of our communication strategy, and our constituents are creating, editing, and deleting records on a daily basis.

- If we do not preserve our social media records, **we are potentially out of compliance with state records regulations.**
- Beyond public records responsibilities, we will increasingly need to produce records for a variety of other types of requests.



Requests from internal stakeholders



E-discovery requests

# Michigan Social Media Records Guidance



## Michigan Freedom of Information Act

### 15.232 Definitions

(e) “Public record” means a writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

(h) “Writing” means handwriting, typewriting, printing, photostating, photographing, photocopying, and every other means of recording, and includes letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, drums, or other means of recording or retaining meaningful content.

## Social Media Operating Procedure Handbook

Oakland County, MI

November, 2015

### 1. Are the posts public records?

- If the posts are made or received in connection with the transaction of the department’s public business (such as providing advice or receiving comments about the department, its programs, core business, etc.), **then they are public records for the purposes of records retention and need to be retained for their minimum retention periods.**

Excerpt from [Oakland County, Michigan Social Media Operating Procedures Handbook](#)



# Why do we need an archiving solution – is there another way to do this?

“Facebook has no records management capability.”



**JERRY  
LUCENTE-KIRKPATRICK**  
Formerly State Records  
Analyst  
State of Arizona

## Other methods don't capture the content we need.

- ▶ We cannot rely on the social networks to archive for us.



The social networks do not provide user comments or revisions to content (edited, deleted, and hidden content) in their download features



The social networks are not bound to public records laws, and have no legal obligation to retain records

- ▶ We cannot rely on “manual” archiving, or screenshots



Screenshots are only a snapshot in time, do not capture deleted or revised content, and are not searchable



Screenshots have no metadata attached to them, and are not effective in court

- ▶ We cannot just make our social media “one-way”



There's no way to consistently block users from generating content on our social media pages



For example, on Facebook, we cannot disable users' ability to comment on our posts

# How much does it cost, and what is involved with implementation?

"I can't even begin to explain how much simpler and easier ArchiveSocial has made things. It's not something I even have to think about now."



SGT. CHRISTOPHER  
FULCHER  
Chief Technology Officer  
Vineland, NJ Police  
Department

- Pricing is fully transparent and designed to fit into discretionary budgets.



The pricing is based on average monthly record counts

- Most agencies fully connect in 20 minutes.



The system is cloud-based, and all it requires is connecting our social media accounts



No IT resources are required

- ArchiveSocial never has access to our social network passwords, and can only "read" our content.

# Why should we do this now?

"If you don't have something like ArchiveSocial for your social media, you're playing Russian roulette with your daily public records responsibilities — and that's not a good idea. "



REBECCA MEDINA  
STEWART  
Director of Public Affairs and  
Marketing  
*City of Deerfield Beach, FL*

- ▶ It gives us confidence that we are in compliance with state records laws, and can easily respond to records requests.
- ▶ Without it, we are losing records daily, through deleted and edited content.
- ▶ As engagement on our social media increases, it gives us insurance in case of unexpected events.



It gives us confidence to moderate content in accordance with our social media policy, confident that we have the records to defend ourselves



It gives us the ability to conduct reviews, if needed for internal stakeholders or external parties

# Why ArchiveSocial?

"ArchiveSocial's functionality, ease-of-use, compliance, and reporting features are better than their competitors. I was impressed by how simple it was to add accounts and to pull up records. Brilliant!"



DAVID BRAUHN  
Communications Manager  
*City of Walla Walla, WA*

- ▶ The industry leader- working with more than 7000 agencies nationwide.



From small towns to the largest cities, including NYC, Detroit, Chicago, and San Francisco



Currently working with agencies throughout Michigan, including the Charter Township of Lyon, City of Burton, and Washtenaw County.

- ▶ It gives us the highest level of compliance.



ArchiveSocial preserves more content than any other solution



Search and replay features that enable us to easily respond to records requests

- ▶ They are in the top 1% of customer satisfaction scores for software companies, with a US-based customer support team ready to assist us.