

# FINANCE COMMITTEE

## MEETING MINUTES

April 3, 2019

7:30 a.m.

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

Members Present:

Carol Griffith, Douglas Helzerman, Kate Lawrence , William Green , Donald Parker, Dennis Dolan , Wes Nakagiri

Members Absent:

Robert Bezotte, Gary Childs

### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Griffith at 7:30 a.m.

### 2. ROLL CALL

Indicated the presence of a quorum.

### 3. APPROVAL OF MINUTES

1. Meeting minutes dated: March 20, 2019

2. Closed Session minutes dated: March 20, 2019

Motion to approve the Meeting Minutes dated: March 20, 2019 as presented.

**Moved by:** K. Lawrence

**Seconded by:** D. Dolan

Yes (6): C. Griffith, K. Lawrence , W. Green , D. Parker, D. Dolan , and W. Nakagiri

Absent (3): D. Helzerman, R. Bezotte, and G. Childs

**Motion Carried (6-0-3)**

Motion to approve the Closed Session minutes dated: March 20, 2019 as presented.

**Moved by:** D. Dolan

**Seconded by:** W. Green

Yes (6): C. Griffith, K. Lawrence , W. Green , D. Parker, D. Dolan , and W. Nakagiri

Absent (3): D. Helzerman, R. Bezotte, and G. Childs

**Motion Carried (6-0-3)**

**4. TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

Commissioner Helzerman entered at 7:31 a.m.

**5. APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

**Moved by:** D. Dolan

**Seconded by:** W. Nakagiri

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

**6. CALL TO THE PUBLIC**

Elizabeth Hundley, County Clerk, distributed a handout (attachment A) and reviewed it with the Committee.

**7. REPORTS**

Ken Hinton, County Administrator, updated the Committee on Administration and Car Pool efforts regarding fleet management.

Commissioner Lawrence reported that she attended an Open House for the Area Agency on Aging 1-B. Commissioners Nakagiri and Dolan also attended.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 LETS**

Resolution Authorizing Revisions to the LETS Vacation Policy, Sick Call-In Policy, and Vacant Position Policy

Adam Baranski and Greg Kellogg presented the resolution and answered questions.

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Green

**Seconded by:** D. Helzerman

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

## **8.2 Planning Department**

Resolution to Adopt the 2019-2023 Livingston County Parks & Open Space Plan -  
Livingston County Parks & Open Space Advisory Committee

Kathleen Kline-Hudson presented the resolution and answered questions.

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** W. Nakagiri

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

## **8.3 County Clerk**

Resolution Approving the Change in a Position from a Part-Time 20 Hour Deputy Clerk to  
a Full-Time Deputy Courtroom Clerk – County Clerk

Elizabeth Hundley and Kristi Cox presented the Resolution and answered questions.

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** D. Helzerman

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

## **8.4 Emergency Medical Services**

Resolution Authorizing the Write-off of Aged Receivables

Jeff Boyd presented the resolution and answered questions.

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Nakagiri

**Seconded by:** D. Dolan

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

## **8.5 Emergency Medical Services**

Resolution Authorizing an Agreement with Marquette General Hospital to Provide Ambulance Transportation Services

Jeff Boyd presented the resolutions and answered questions.

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** D. Dolan

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

## **8.6 Fiscal Services**

Resolution to submit the Estimated 2020 General Fund Budget to the Allocation Board

Cindy Catanach presented the resolution.

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Parker

**Seconded by:** D. Helzerman

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

## **8.7 Fiscal Services**

Resolution to Accept the Annual Out-of-State Travel Report for 2018

Cindy Catanach presented the resolution.

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Green

**Seconded by:** D. Helzerman

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

**9. CLAIMS**

Miscellaneous Claims Dated: April 3, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** W. Nakagiri

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

**10. PREAUTHORIZED**

Computer Print-out Dated: March 21 through April 3, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** D. Dolan

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**

**11. ANNUAL REPORTS**

**11.1 911 Central Dispatch**

Chad Chewning, 911 Central Dispatch Director, presented the Department's 2018 Annual Report and answered questions from the Committee.

**11.2 Building Inspections**

Not presented, Jim Rowell was not in attendance.

**12. CALL TO THE PUBLIC**

None.

**13. ADJOURNMENT**

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

**Moved by:** D. Helzerman

**Seconded by:** K. Lawrence

Yes (7): C. Griffith, K. Lawrence , W. Green , D. Helzerman, D. Parker, D. Dolan , and W. Nakagiri

Absent (2): R. Bezotte, and G. Childs

**Motion Carried (7-0-2)**



Natalie Hunt, Recording Secretary



**ELIZABETH HUNDLEY**  
**LIVINGSTON COUNTY CLERK**

Attachment A

County Clerk  
200 E. Grand River Ave.  
Howell, MI 48843  
Phone: (517) 546-0500  
countyclerk@livgov.com

Circuit Court Clerk  
204 S. Highlander Way, Suite 4  
Howell, MI 48843  
Phone: (517) 546-9816  
wclerks@livgov.com

**MEMORANDUM**

**TO:** Livingston County Board of Commissioners  
**FROM:** Elizabeth Hundley  
**RE:** Court Imposed Fees and Collections  
**DATE:** April 3, 2019

I made it a priority to improve circuit court collections when I took office in 2016. The chart below reflects the court costs imposed post-Cunningham, which is all general fund money, and the results from our efforts. The amount of costs collected have increased even while the number of cases with costs being imposed and the dollar amount of costs imposed continue to decrease.

**44<sup>TH</sup> CIRCUIT COURT**  
**COURT COSTS IMPOSED AND COLLECTED SINCE 2015**  
**(GENERAL FUND REVENUES)**

<i>Year</i>	<i>Number of cases court costs were imposed</i>	<i>Amount of court costs imposed</i>	<i>Amount of costs collected</i>	<i>% Collected of Amount Imposed</i>
2015	812	\$431,897.04	\$83,710.17	19%
2016	788	\$412,278.50	\$167,169.84	41%
2017	776	\$405,590.00	\$180,379.89	44%
2018	723	\$366,663.50	\$217,117.02	59%

We continue to work on our collection efforts and thank you for the support you provide the Clerk's Office.

Betsy