



Finance and Asset Management Committee Meeting Agenda

September 9, 2024

6:15 p.m. or immediately following the CPSID Committee meeting, if later.

Hybrid In-Person and Virtual Meeting

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

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

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

A quorum of the Board of Commissioners may be in attendance at this meeting.

Pages

1. Call Meeting to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

Nick Fiani - Chairman, Jay Gross - Vice Chairman, Douglas Helzerman, Dave Domas, Frank Sample, Wes Nakagiri, Jay Drick, Roger Deaton, and Martin Smith

4. Approval of Agenda

5. Approval of Minutes

5.1 Meeting Minutes dated: August 12, 2024

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6. Call to the Public

7. Discussion

7.1 Revenue and Expense Status

7.2 Capital Improvement Plan Update

8. Resolutions for Consideration

8.1 Emergency Medical Services (Roll Call Vote)

David Feldpausch

7

Resolution Authorizing the Purchase of New Garage Door for the Hartland EMS Base from F403 Capital Replacement

9. Adjournment

Finance and Asset Management Committee

Meeting Minutes



August 12, 2024, Immediately Following the CPSID Committee Meeting.
Hybrid In-Person and Virtual Meeting
304 E. Grand River Ave., Board Chambers, Howell, Michigan
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC
<https://us02web.zoom.us/j/3997000062>

Members Present: Nick Fiani - Chairman, Douglas Helzerman, Frank Sample, Wes Nakagiri, Jay Drick, Roger Deaton, Martin Smith, Jay Gross - Vice Chairman

Members Absent: David Domas

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Nick Fiani, at 6:15 p.m.

2. Pledge of Allegiance to the Flag

3. Roll Call

Nick Fiani - Chairman, Jay Gross - Vice Chairman, Douglas Helzerman, Dave Domas, Frank Sample, Wes Nakagiri, Jay Drick, Roger Deaton, and Martin Smith

Roll call by the recording secretary indicated the presence of a quorum.

4. Approval of Agenda

Motion to approve the Agenda as presented.

It was moved by W. Nakagiri
Seconded by R. Deaton

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

5. Approval of Minutes

5.1 Meeting Minutes dated: July 8, 2024

Motion to approve the Minutes as presented.

It was moved by R. Deaton

Seconded by F. Sample

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

6. Call to the Public

The following persons addressed the Board: Ella Nikitin, Hartland Township; Douglas Helzerman, Handy Township; Mary Witalec, Green Oak Township.

7. Discussion

7.1 Revenue and Expense Status

Hilery Spicer, Deputy Finance Officer / Financial Analyst, reviewed items to note including ROD revenues looking at reduction of almost \$300,000; OT budgets were reviewed; no concerns with SRF; ISF chargebacks are as expected. Hilery answered questions from Commissioners.

7.2 Capital Improvement Plan Update

Kevin Eggleston, Facility Services Department Director, provided a brief overview of projects in progress.

7.3 Farmland Preservation

Commissioner Drick turned floor to Scott Barb for brief explanation of program instituted by Ingham County. Scott answered questions from Commissioners.

8. Resolutions for Consideration

8.1 Administration

Resolution Approving a Mural Easement at the Location of the Fowlerville EMS Base at 200 North Grand, Fowlerville, Michigan

Motion to recommend the resolution to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: R. Deaton

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.2 Board of Commissioners

Resolution Authorizing the Sublease Agreement with Joe's Investment LLC for Public Defender's Office Space

Commissioner Deaton exited at 6:40 p.m. and returned at 6:42 p.m.

Karen Groenhout, Public Defender, answered questions from Commissioners.

Motion to recommend the resolution to the Board of Commissioners.

Moved by: F. Sample

Seconded by: J. Drick

Yes (7): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, and J. Gross; No (1): M. Smith; Absent (1): D. Domas

Motion Carried (7-1-1)

8.3 Equalization

Resolution for the 2024 Livingston County EMS Millage – Equalization

Brandon presented the resolution and answered questions from Commissioners.

Motion to recommend the resolution to the Board of Commissioners.

Moved by: R. Deaton

Seconded by: J. Drick

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

Motion to amend 1st Therefore Be It Resolved to read winter tax bill not summer tax bill.

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

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith,
and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.4 Drain Commissioner

Resolution Authorizing Construction of the Winans Lake Drain and Distribution of General Fund Vision Tour Funding

Motion to recommend the resolution to the Board of Commissioners.

Moved by: F. Sample
Seconded by: D. Helzerman

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith,
and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.5 Drain Commissioner

Resolution Authorizing Improvements to the Handy No. 15 Drain and Distribution of General Fund Vision Tour Funding

Motion to recommend the resolution to the Board of Commissioners.

Moved by: D. Helzerman
Seconded by: M. Smith

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith,
and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.6 Fiscal Services

Resolution Authorizing the Return of Community Development Block Grant Program Income to the State of Michigan

Hilery Spicer, Deputy Finance Officer / Financial Analyst, presented the resolution and answered questions from Commissioners.

Motion to recommend the resolution to the Board of Commissioners.

Moved by: F. Sample
Seconded by: D. Helzerman

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith,
and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.7 Facility Services

Resolution Authorizing Acceptance of U.S. Department of Energy's Energy Efficiency and Conservations Block Grant Voucher Program Funds for Replacement HVAC Equipment

Motion to recommend the resolution to the Board of Commissioners.

Moved by: D. Helzerman
Seconded by: R. Deaton

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.8 Airport

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into a Grant Agreement with the Michigan Department of Transportation to Fund the Design of the Snow Removal Equipment (SRE) Building at the Livingston County Airport

Mark Johnson, Airport Manager, presented the resolution and answered questions from Commissioners.

Motion to recommend the resolution to the Board of Commissioners.

Moved by: R. Deaton
Seconded by: M. Smith

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Absent (1): D. Domas

Motion Carried (8-0-1)

8.9 Airport

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter into an Agreement with C&S Companies of Livonia, Michigan for the Final Design of a Snow Removal Equipment (SRE) Building

Motion to recommend the resolution to the Board of Commissioners.

Moved by: M. Smith
Seconded by: R. Deaton

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.10 Car Pool

Resolution Authorizing Contract Award to Enterprise Fleet Management to Provide Automotive Fleet Management Services

Motion to recommend the resolution to the Board of Commissioners.

Moved by: R. Deaton
Seconded by: J. Drick

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.11 Car Pool

Resolution Authorizing Livingston County to Host Cooperative Contracts for Automotive Fleet Management Services for Michigan Counties and Other Municipalities through the Michigan Association of Counties CoPro+ Procurement Program

Greg Kellogg, Car Pool, Department Director, presented the resolution and answered questions from Commissioners.

Motion to recommend the resolution to the Board of Commissioners.

Moved by: R. Deaton

Seconded by: J. Drick

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.12 LETS

Resolution Authorizing an Agreement with Indian Trails, Inc. DBA Michigan Flyer, LLC to Provide Airport Transportation Services

Greg Kellogg, LETS Department Director, presented the resolution and answered questions from Commissioners.

Motion to recommend the resolution to the Board of Commissioners.

Moved by: M. Smith

Seconded by: Jay Gross

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

8.13 LETS

Resolution Authorizing the Replacement of Asphalt Parking Lots and Driveway at the Transportation Complex

Greg Kellogg, LETS Department Director, presented the resolution and answered questions from Commissioners.

Motion to recommend the resolution to the Board of Commissioners.

Moved by: R. Deaton

Seconded by: D. Helzerman

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)

9. Adjournment

Motion to adjourn the meeting at 7:40 p.m.

It was moved by D. Helzerman

Seconded by R. Deaton

Yes (8): N. Fiani, D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross; No (0): None; Absent (1): D. Domas

Motion Carried (8-0-1)



Natalie Hunt, Recording Secretar

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Purchase of New Garage Door for the Hartland EMS Base from F403 Capital Replacement– Emergency Medical Services

WHEREAS, The EMS department had a complete failure of an overhead door at its EMS base in Hartland and on July 23rd one of the 2 doors was determined to be unrepairable; and

WHEREAS, Livingston County EMS had an existing replacement plan that was part of a five-year capital improvement project in 2022 that was not continued in the 2024 budget; and

WHEREAS, Facility Services has received bids for replacement the failed door under existing contracts for overhead door replacement; and

WHEREAS, after discussion it is recommended by Facility Services, EMS, and Administration to replace the door with the roll up doors based on our experience with them and their durability in our high use environment at a cost of \$64,200 for 2 doors; and

WHEREAS, after further discussion it was decided to recommend General Fund Capitol (403) as the funding source for this door replacement; and

WHEREAS, Facility Services also recommends approval of a 5% contingency for the project since the building is older so we have included \$3,210 in the request.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the purchase of 2 roll up overhead doors for the Hartland EMS Base from Dynamic Custom Services LLC at a cost not to exceed \$67,410 with funding from F403 Capital Replacement Fund.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes any budget amendments needed to effectuate the above projects.

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

#

**MOVED:
SECONDED:
CARRIED:**

Estimate #4088



Billing Address
 Livingston County Facility
 Services
 420 S Highlander Way
 Howell MI 48843 USA
 Keggleston@livgov.com
 +1 517 540 8740

Service Address
 Livingston County Facility
 Services
 420 S Highlander Way
 Howell MI 48843 USA
 Keggleston@livgov.com
 +1 517 540 8740

Send Payment To
 Dynamic Custom Services
 LLC
 12805 Silver Lake Road
 Brighton MI 48116 United
 States
 +18105229002
 admin@amerivetservices.biz

Contact: Livingston County
 Faci... Services
 (517) 540-8740

Contact: Livingston County
 Faci... Services
 (517) 540-8740

Sent On	07/30/24
Total	\$64,200.00
Payments	\$0.00
Balance	\$64,200.00

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
8 Doors and Windows	Replace both rollup doors at Hartland EMS with CornellCookson High Performance doors per the following scope of work: <ul style="list-style-type: none"> • Demo existing doors, modify electrical feed from breaker panel. • Provide and install (2) 10' x 12' Insulated Rolling Steel Service Door, CORNELL Model EPI-1024 Include the following: <ul style="list-style-type: none"> •24 Gauge Interior and Exterior Flat Galvanized Steel Slats, with 7/8" Thick Pressure Foamed-in-Place Urethane Insulation Core, "R" Value = 8.0 •Double Steel Angle Bottom Bar with Astragal •Structural Steel Angle Guides with UHMW Wear Strips Configured for Interior Face of Wall Mounting on Steel ("E" Guide) or Masonry ("Z" Guides) Jambs •24 Gauge Galvanized Steel Hood •Standard Gray CycleShield Finish •Vinyl Guide Seals, Brush Seal @ Header •Springless Shaft with Inertia Brake •High Cycle Design and Construction for high-speed operation to achieve operational speed up to 24 inches per second open and up to 12 inches per second close and up to 1,000,000 cycles for the life of the product. •Front of Coil Mounted Motor Operator with Hoist, CORNELL Model PRO-FDH •1 ½ HP, 230 Volt , Single Phase Motor •1024 Drive and Control System in Wall Mounted NEMA 4 Control Panel •Monitored Photo-Eyes for Safety and UL325 Compliance •SafetyGard Light Curtain for Additional Protection •Emergency Chain Hoist 	\$64,200.00	×	1.0	\$64,200.00
1 General Requirements	Material Deposit \$36,000	\$0.00	×	1.0	\$0.00

Subtotal	\$64,200.00
Tax	\$0.00
Total	\$64,200.00

Payments

Date	Type	Amount
No payments		

Notes

Conditions: Work to be performed during normal work hours of 8 AM - 4 PM Monday through Friday, excluding holidays. Work scheduling in relation to other work in progress and material availability.

Terms

All invoices due on receipt. No exceptions. 2.5% monthly charge added for unpaid amounts.

Projects in excess of \$1000 will require 50% material deposit. Additional work billed at \$125 per manhour plus materials at 20% markup. Overtime work billed at \$175 per manhour, \$250 per manhour on Sundays and holidays. We accept VISA, MasterCard, and American Express for your convenience. This proposal is valid for 30 days. Permits and inspections by others.

The following terms and conditions apply only to Spot Service Work, authorization for which is implied by the customer's approval to enter the work site/area. Work performed under service agreements or other contracts is governed by the Terms and Conditions contained in the agreement executed by the Contractor and Customer.

Customer will provide reasonable means of access to the equipment/work area and allow Contractor to start and stop equipment as necessary to perform our required services.

Customer agrees to pay for all the services rendered and materials or parts supplied at the current rates and prices in effect at the time services are performed. Payment is due upon receipt of invoice.

Services are being performed as required by the Customer and it is specifically understood that Contractor has not had a previous opportunity to inspect the totality of the system, equipment, work site, structure, or maintenance records and that the work must be done immediately.

Contractor does not warrant the work performed against failures or defects in the materials or workmanship provided. However, if any replacement part or item of equipment installed by the Contractor proves defective, the Contractor will extend to the Customer the benefits of any warranty the Contractor has received from the manufacturer; removal and reinstallation of any equipment or materials repair or replaced under a manufacturer's warranty will be at the Customer's expense and at the rates then in effect.

Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

In the event Contractor must commence legal action in order to enforce its rights under this Agreement, Customer shall pay Contractor all court costs and attorneys fees incurred by the Contractor.

THERE ARE NO WARRANTIES, STATUTORY, EXPRESS OR IMPLIED, IN CONNECTION WITH THE WORK PERFORMED HEREUNDER, AND SOLD AND EXCLUSIVE REMEDY OF THE CUSTOMER FOR FAILURES OR DEFECTS IN THE WORK PERFORMED IS TO HAVE THE WORK REDONE AT THE CUSTOMER'S EXPENSE.

UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE, EQUITY, OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR DAMAGES ARISING FROM LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSE, CLAIMS OF CUSTOMER'S CLIENTS, OR ANY SPECIAL INDIRECT, OR CONSEQUENTIAL DAMAGES.

David Feldpausch
Director



Amy Chapman
Deputy Director

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Memorandum

To: Livingston County Board of Commissioners
Fr: David Feldpausch, EMS Director
Date: 8-21-2024
Re: Hartland EMS base Garage doors

Back in 2022 EMS submitted a multiyear project to the CIP process to replace all its garage doors on a five-year implementation. We were experiencing a high failure rate with the doors and the maintenance cost were impacting the Facility Services budget. The project was approved and in 2023 we replace the large doors at our main station as they were the most frequent failures and most expensive to maintain. Since it was a five-year project, I presumed that we would continue the process in 2024.

When I inquired about the CIP process last fall, I received no response. There were no meetings to discuss projects and I had no idea what had been proposed in the budget until after the budget had been approved. In early 2024 I was able to get the approved CIP details which did not include the continuance of the EMS base garage doors. At this point I had not budgeted to replace the doors either and decide to just repair and maintain them as best we could and hope that we could get through the year and pick the project back up in 2025.

One of the doors in Hartland has been very problematic and required a significant amount of repair to keep it operational. In July we got word that it was no longer repairable Kevin from facilities solicited proposals for replacement and received two options one for a similar residential door and a second for a commercial roll up style that we had chosen for the main station replacement. The commercial version is much more durable and has a much longer life expectancy with minimal maintenance.

Now was the question where we would get the funds to pay for it. We briefly discussed options Vision Tour, General Fund Capitol replacement, and EMS capitol replacement. The EMS capital replacement fund is only funded enough to address the current budgeted vehicle replacement needs and not all capitol items. I had a meeting with the finance officer where it was made it clear that EMS capital expenses should not be covered by the general fund. So, I proposed Vision Tour to the county administrator as a solution. After some follow up Nathan recommended General Fund Capitol Replacement as the funding source.

As always, I welcome any questions or comments.

David Feldpausch
dfeldpausch@livgov.com
517/294-1853