

## FINANCE COMMITTEE MEETING MINUTES



December 8, 2021, 7:30 a.m.

Board of Commissioners Hybrid Meeting

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

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

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

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

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### 1. CALL MEETING TO ORDER

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

### 2. ROLL CALL

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

Commissioner Jay Drick attended virtually via Zoom for medical reasons from the City of Howell.

### 3. APPROVAL OF MINUTES

Meeting minutes dated: November 17, 2021

**Moved by:** C. Griffith

**Seconded by:** J. Gross

Motion to approve the minutes as presented.

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

**Motion Carried (9-0-0)**

### 4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

### 5. APPROVAL OF AGENDA

**Moved by:** C. Griffith

**Seconded by:** M. Smith

Motion to approve the agenda as presented.

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

**Motion Carried (9-0-0)**

### 6. CALL TO THE PUBLIC

None.

### 7. REPORTS

None.

### 8. RESOLUTIONS FOR CONSIDERATION

### **8.1 Court Central Services**

Resolution Authorizing Specialty Courts and Programs to Accept the Bureau of Justice Assistance Grant through the State Court Administrative Office for Adult Drug Court and Veterans Treatment Court Discretionary Grant Programs for FY2022

Sara Applegate, Courts programs Liaison, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** B. Plank

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

**Motion Carried (9-0-0)**

### **8.2 Airport**

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into a Grant Agreement with the Michigan Department of Transportation Under the 2021 CRRSAA Act

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

Recommend Motion to the Board of Commissioners.

**Moved by:** J. Gross

**Seconded by:** D. Helzerman

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

**Motion Carried (9-0-0)**

### **8.3 Health Department**

Resolution Authorizing an Agreement with the Michigan Department of Environment, Great Lakes, and Energy to Conduct Environmental Health Services

Recommend Motion to the Board of Commissioners.

**Moved by:** J. Gross

**Seconded by:** W. Nakagiri

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

**Motion Carried (9-0-0)**

### **8.4 MSU Extension**

Resolution to Amend the Memorandum of Agreement with MSU Extension

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** J. Gross

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

**Motion Carried (9-0-0)**

### **8.5 MSU Extension**

Resolution to Approve the 2022 Memorandum of Agreement with MSU Extension as Determined by the 2022 MSUE Budget

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** M. Smith

Amend the resolution to insert a TFBIR to approve the contract contingent upon the elimination of the paragraph referencing diversity, equity, and inclusion.

**Moved by:** W. Nakagiri

**Seconded by:** B. Plank

Discussion.

Motion to table the resolution as well as the motion to amend the resolution until the next Finance Committee meeting on December 22, 2021.

**Moved by:** C. Griffith

**Seconded by:** J. Gross

Yes (6): M. Zajac, B. Plank, J. Drick, C. Griffith, J. Gross, and M. Smith

No (3): C. Reader, W. Nakagiri, and D. Helzerman; Absent (0): None

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

## **8.6 Facility Services**

Resolution Authorizing Renovation Work at the Ground Floor of the Historical Courthouse, County Clerk Elections Division

Chris Folts, Facility Services Department Director, presented the resolution and answered questions from Commissioners.

Motion to table the resolution until the next Finance Meeting on December 22, 2021.

**Moved by:** J. Drick

**Seconded by:** J. Gross

Yes (4): B. Plank, W. Nakagiri, J. Drick, and J. Gross No (5): M. Zajac, C. Reader, D. Helzerman, C. Griffith, and M. Smith; Absent (0): None

**Motion Failed (4-5-0)**

Recommend Motion to the Board of Commissioners.

**Moved by:** C. Griffith

**Seconded by:** M. Smith

Yes (7): M. Zajac, B. Plank, C. Reader, W. Nakagiri, D. Helzerman, C. Griffith, and M. Smith; No (2): J. Drick, and J. Gross; Absent (0): None

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

## **8.7 Facility Services**

Resolution Authorizing the Granting of a Property Easement to the City of Howell for Public Restroom Facilities

Chris Folts, Facility Services Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** C. Griffith

**Seconded by:** D. Helzerman

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

**Motion Carried (9-0-0)**

## **8.8 Facility Services**

Resolution Authorizing a Contract for Janitorial, Maintenance, and Lawn Care, with Community Mental Health Authority

Chris Folts, Facility Services Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** B. Plank

**Seconded by:** D. Helzerman

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

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

## **8.9 Emergency Medical Services**

Resolution Approving the Reclassification of the EMS Education Coordinator from FLSA exempt to non-exempt

David Feldpausch, EMS Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** C. Griffith

**Seconded by:** D. Helzerman

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

**Motion Carried (9-0-0)**

## **8.10 Emergency Medical Services**

Resolution Authorizing the Removal and Replacement of the of the Foam Agent in the Foam Fire Suppression System in the Hangar Portion of the EMS Building

David Feldpausch, EMS Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** J. Gross

**Seconded by:** W. Nakagiri

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

**Motion Carried (9-0-0)**

## **8.11 Emergency Medical Services Department**

Resolution Authorizing the Use of a MITN Contract for Medical Supplies

David Feldpausch, EMS Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** J. Gross

**Seconded by:** B. Plank

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

**Motion Carried (9-0-0)**

#### **8.12 Emergency Medical Services**

Resolution Authorizing the Acceptance of the Bids for Medical Supplies

David Feldpausch, EMS Department Director, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** J. Gross

**Seconded by:** C. Reader

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

**Motion Carried (9-0-0)**

#### **8.13 Administration / Fiscal Services**

Resolution to Adopt the Municipal Employees' Retirement System of Michigan Defined Contribution Retirement Plan

Jennifer Palmbos, HR Department Director, and Cindy Arbanas, Financial Officer, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** M. Smith

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

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

Motion to amend the resolution on page two to insert the word "Cliff" between year and vesting.

**Moved by:** W. Nakagiri

**Seconded by:** D. Helzerman

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

**Amendment Carried (9-0-0)**

#### **8.14 Administration**

Resolution Reauthorizing and Modifying Temporary COVID-19 Leave Benefits for Eligible County Employees

Nathan Burd, County Administrator, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Nakagiri

**Seconded by:** C. Griffith

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

**Motion Carried (9-0-0)**

Motion to amend the resolution to include a TBIR that funding for expenses incurred under this policy will be covered by ARPA Funding.

**Moved by:** W. Nakagiri

**Seconded by:** C. Griffith

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

**Amendment Carried (9-0-0)**

#### **8.15 Administration**

Resolution Authorizing an Amendment to the Agreement with Cohl, Stoker & Toskey, P.C., to Provide Legal Services to Livingston County

Nathan Burd, County Administrator, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

**Moved by:** C. Griffith

**Seconded by:** M. Smith

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

**Motion Carried (9-0-0)**

#### **9. CLAIMS**

Dated: December 8, 2021

Recommend motion to the Board of Commissioners.

**Moved by:** C. Griffith

**Seconded by:** B. Plank

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

**Motion Carried (9-0-0)**

#### **10. PREAUTHORIZED**

Dated: November 11 through December 2, 2021

Motion to recommend to the Board of Commissioners.

**Moved by:** C. Griffith

**Seconded by:** C. Reader

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

**Motion Carried (9-0-0)**

#### **11. CALL TO THE PUBLIC**

Sheriff Murphy addressed the Commissioners.

Jay Gross, County Commissioner District 8, addressed Commissioners.

#### **12. ADJOURNMENT**

Motion to adjourn the meeting at 10:03 a.m.

**Moved by:** D. Helzerman

**Seconded by:** C. Griffith

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

**Motion Carried (9-0-0)**