

**LIVINGSTON COUNTY BOARD OF COMMISSIONERS**  
**WORK SESSION**  
**MEETING MINUTES**



June 27, 2022, 9:00 a.m.  
John E. LaBelle Public Safety Complex  
1911 Tooley Road, Howell, MI

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

Others Present: Nathan Burd, County Administrator; Cindy Arbanas, Finance Officer; Hilery DeHate, Financial Analyst; Natalie Hunt, Administrative Specialist

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**1. CALL MEETING TO ORDER**

The Work Session was called to order by Chairman Nakagiri at 9:00 a.m.

**2. ROLL CALL**

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

**3. CALL TO THE PUBLIC**

Commissioner Helzerman recited a prayer.

**4. APPROVAL OF AGENDA**

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

Yes (7): C. Griffith, M. Smith, C. Reader, D. Helzerman, J. Drick, J. Gross, and B. Plank

Absent (1): M. Zajac

**Motion Carried (7-0-1)**

**5. 2023 BUDGET PRESENTATION & DISCUSSION**

Nathan Burd, County Administrator, began with thanking all for their flexibility and attending today. Nathan provided an overview of the presentation and goals of today's meeting. Questions and discussion are welcome throughout the presentation.

Commissioner Helzerman exited at 9:05 a.m. and returned at 9:06 a.m.

Slides were presented by Nathan Burd, Cindy Arbanas, and Hilery DeHate:

- Purpose of the Budget
- Legal Requirements - PA 2 of 1968
- Roles of the Board of Commissioners, County Administrator, and the Fiscal Services Department
- Budget Cycle (January through December)

- Budget Process, review of levels 1 through 5
  - Decision on Commissioner Pay needed by October 3rd to be included with Administrator's Recommendation
- Historical General Fund Revenue and Expenses 2007-2021, including projections for 2023 & 2024
- Revenue, Expenses & Fund Balance of the General Fund

Commissioner Zajac entered at 9:25 a.m.

- Historical spending trends
- 2022 Budgeted Revenue & Expenses (GF)
- 2023 Preliminary Revenue Sources (GF)
- Total Revenue Impact 2020-2023/2024 Projections
- Salary and Benefit Fund
  - Headcount & FTE comparison between 2005 and 2022 (+2.5 FTE's)
  - Current avg. cost for employees
  - Cost of Living Adjustment (COLA), reviewed MAC & Bureau of Labor & Statistics

Chairman Nakagiri recessed the Work Session at 11:05 a.m.

Chairman Nakagiri reconvened the Work Session at 11:25 a.m.

Commissioner Zajac exited at 11:30 a.m. and returned at 11:32 a.m.

- Health Care
  - Contributions: Retiree vs Active participants
  - Claims: Retiree vs Active participants
- Pension - actuarial vs actuary
- Capital Replacement Fund balance
- Department presentations
  - Strategic Plan Program Measures
  - Department Programs
  - Revenue
  - Budget Drivers
  - Spending Trends - include changes in budget drivers of 20% or more for three prior years
- Current Challenges
  - Legacy costs
  - Aging infrastructure
  - Attracting & retaining staff
  - Technology
  - Regulatory & legislative challenges
  - Court funding/spending

Cindy Arbanas exited at 12:30 p.m. and returned at 12:33 p.m.

- Discussed challenges

Commissioner Plank exited at 1:03 p.m. and returned at 1:05 p.m.

- Action items - Discussion
  - COLA
  - Special Projects
  - Capital Funding

- Project Contingency
- Administrator's authority cap changes
- ARPA
- Contingency:
  - \$250K minimum
  - Additional personnel requests
  - wage study
- GF Department Allocations
  - Priority items 1st
  - Allocation based off 3-year analysis
- Procurement Policy discussed

Commissioner Smith exited at 2:12 p.m. and returned at 2:15 p.m.

- Discussed Commissioner Projects:
  - sell asset properties
  - supplement safety costs in school districts
  - spend down Veteran Services fund balance
- ARPA
  - Discussion will be scheduled when all applications are in
  - status of applications received
- Fund Balance
  - reports provided by Fiscal Services were reviewed

**6. CALL TO THE PUBLIC**

None.

**7. ADJOURNMENT**

Chairman Nakagiri adjourned the Work Session at 3:00 p.m.

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Natalie Hunt, Recording Secretary