

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



September 14, 2022, 9:00 a.m.  
Livingston County Administration Building  
304 E. Grand River, Board Chambers, Howell MI 48843

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

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**1. CALL MEETING TO ORDER**

The meeting was called to order by Chairman Wes Nakagiri at 9:02 a.m.

**2. ROLL CALL**

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

**3. CALL TO THE PUBLIC**

The following persons addressed the Board of Commissioners: Branda Plank, County Commissioner, District 9; Mitchell Zajac, County Commissioner, District 6, and Martin Smith, County Commissioner, District 1.

**4. APPROVAL OF AGENDA**

Motion to approve the agenda as presented.

It was moved by C. Griffith  
Seconded by M. Zajac

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

Absent (1): D. Helzerman

**MOTION Carried (7 to 0)**

**5. DISCUSSION**

Departmental Annual Reports & Budget Presentations

Nathan Burd, County Administrator, provided an introduction to the discussion and presentations: 13 departments are scheduled each having 30 minutes to present their annual reports and budget requests.

- Sheriff Murphy presented the Sheriff's Office Annual Report reviewing activities of field services, special services unit, jail services, and staffing. The budget presentation including 2023 programs, revenue projections, budget drivers. Also reviewed the budget requests for Animal control, Court Security, and the Jail.
- Nathan Burd, County Administrator, presented a report reviewing staff of the department. Began the budget presentation with 2023 programs with an update on Community Outreach efforts. The presentation continued with 2023 budget overview, budget drivers, spending trends,

- Nathan Burd, County Administrator, presented the 2023 budget request for the Board of Commissioners Office, explaining a major budget driver is membership dues, SEMCOG is based on taxable value, it is capped, will be getting more detail on those calculations. Voting based tied to revenue share or tied to something else? Discussed statutory requirements to be members of these collaborative organizations.
- Nathan Burd, County Administrator, presented the budget request for MSU-E, noted that Mary Bohling is the Director. The presentation includes programs, drivers, and spending trends.
- Jennifer Nash, County Treasurer, presented the annual report for the Treasurer's Office reviewing activities and data from the past year. The budget presentation included the 2023 budget overview, programs, budget drivers, and spending trends.
- Jennifer Palmbos introduced Kristen Denniston, Deputy Director of Human Resources, both presented the annual report of the department, reviewing survey results, staffing statistics, and accomplishments. Began the budget presentation with the 2023 budget overview followed by the budget drivers and spending trends.

Chairman Nakagiri recessed the Work Session for 5 minutes at 10:55 am.

The Work Session reconvened at 11:00 a.m.

- Greg Kellogg, LETS Department Director, presented the annual report of the services provided and activity statistics from the past year. The annual report followed was followed by the budget presentation including 2023 programs, budget overview, budget drivers, and spending trends.
- Sue Bostwick, Equalization Department Director, presented the annual report of the Equalization Department. The annual report was followed by the budget presentation including 2023 programs, budget overview, budget drivers, and spending trends.
- Scott Barb, Principal Planner, began the annual report of the Planning Department, Rob Stanford, Principal Planner, and Kathleen Kline-Hudson, Planning Department Director, completed presenting the annual report reviewing the top 10 functions of the department. Scott Barb presented the budget request for the department including the 2023 budget overview, department programs, budget drivers, and spending trends.

Chairman Nakagiri recessed the Work Session for 30 minutes at 12:33 p.m.

The Work Session reconvened at 1:10 p.m.

Commissioner Helzerman joined the meeting at 1:10 p.m.

- Kris Tobbe, CIO, presented the annual report of the IT Department reviewing accomplishments of the team, mission statement, department programs and responsibilities, completed projects and projects nearing completion. The budget presentation began with department programs, 2023 projected revenue, budget overview, budget drivers, spending trends, and completed with upcoming projects.
- Brian Jonckheere, Drain Commissioner, began the annual report reviewing the roles of the Drain Commissioner's Office. The budget presentation began with Drain Commissioner programs, 2023 projected revenues, budget overview, spending trends, and capital improvement projects. Brian presented the DPW budget request including the overview and spending trends; Septage Receiving revenue projections, budget overview, and budget drivers. Brian presented the Landfill budget overview for operating expenses, budget overview, and spending trends.
- Ramon Baca, Veteran Services Department Director, began reviewing the annual report reviewing the Veteran Services Committee members, department staff, office statistics of prior year, and accomplishments. The budget presentation included revenue projections, budget overview, budget drivers and spending trends.

Commissioner Zajac exited at 3:35 p.m.

Carol Griffith and Doug Helzerman exited at 3:36 p.m.

- Mark Johnson, Airport Manager, attended on Zoom to present the annual report of the Spencer J. Hardy Airport beginning with the Mission Statement, staff, airport business, land leases, T-hangar occupancy, and fuel sales.

Carol Griffith returned at 2:40 p.m.

Doug Helzerman returned at 2:41 p.m.

- Mark Johnson presented the budget request for the Airport beginning with department programs, projected revenue, budget overview, budget drivers and spending trends.
- David Feldpausch, EMS/ME Department Director, provided a handout of the report, reviewing call volume history by year beginning in 2000, a ten year look back for runs completed, transport destination, call volume for 2021, BLS vs ALS break out, staffing, four-year billing data, collected revenues, specialty teams, education, and future plans. The budget presentation began with the 2023 budget overview, revenues, budget drivers and spending trends.
- David Feldpausch presented the ME Department budget request, revenue projections, budget overview, budget drivers, and spending trends.
- Cindy Arbanas, Finance Officer, presented the Annual Report, team, function of department, budgeting responsibilities and achievements, roles, and statistics of the department.

**6. CALL TO THE PUBLIC**

None.

**7. ADJOURNMENT**

Motion to adjourn the Work Session at 4:12 p.m.

It was moved by C. Griffith  
Seconded by J. Gross

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Natalie Hunt, Recording Secretary