

# FINANCE AND ASSET MANAGEMENT COMMITTEE

## MEETING MINUTES



September 6, 2022, IMMEDIATELY FOLLOWING THE GENERAL GOVERNMENT COMMITTEE MEETING  
Board of Commissioners Meeting Location  
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: Mitchell Zajac, Martin Smith, Jay Drick

Members Absent: Carol S. Griffith

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### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Zajac at 7:04 pm.

### 2. ROLL CALL

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

### 3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by J. Drick

Seconded by M. Smith

Yes (3): M. Zajac, M. Smith, and J. Drick

Absent (1): C. Griffith

**Motion Carried (3 to 0)**

### 4. APPROVAL OF MINUTES

#### 4.1 Minutes of meeting dated: August 1, 2022

Motion to approve the Minutes as presented.

It was moved by J. Drick

Seconded by M. Zajac

Yes (3): M. Zajac, M. Smith, and J. Drick

Absent (1): C. Griffith

**Motion Carried (3 to 0)**

### 5.

#### CALL TO THE PUBLIC

Comm. Helzerman - Broadband.

### 6. DISCUSSION

#### 6.1 Budget to Actual Revenues & Expenses

- Cindy Arbanas, Financial Officer, opened discussion and went over Budget Reports for August, 2022.

## **6.2 Pension Liability**

- Nathan Burd, County Administrator, opened discussion.
  - Looking at three (3) other departments being fully funded. Will help dramatically with Pension Liability.
- Wes Nakagiri questioned if the DC would be offered to new Union employees and Mr. Burd confirmed it would be part of discussions.
- Actuarial timeline was confirmed to be 4-6 weeks.

## **6.3 Capital Improvement Plan Overview**

- Kevin Eggleston, Facility Services Director-to-Be, opened discussions and went over upcoming Facility Services Projects.
  - Jail and East Complex HVAC.
  - East Complex Roofing Project commencing soon.
  - Hillcrest & Deerfield Tower Generators installed and tested (falls under "Other" projects, not Capital).
- Wes Nakagiri questioned timeline for feasibility study for moving Brighton District Court. Mr. Eggleston advised he was hoping to have it back to the Committee next month.

## **6.4 ARPA Requirements & Requests**

- County Administrator, Nathan Burd, opened discussion and went over miscellaneous items.
- Drain Representatives, Ken Recker and Robert Spaulding, provided an updated Project Spreadsheet and Funding involved, which was requested at the last meeting.
  - Discussion took place regarding the handout and priority rankings.
- Martin Smith moved to authorize ARPA money for Howell City Drain Project in the amount of \$125,000. (See Motion Below)
  - Discussion took place regarding special assessments, etc., and parcels involved.
- Wes Nakagiri questioned if there was any precedent-setting measures regarding the other Drain Projects on the list.

Motion to authorize ARPA money in the amount of \$125,000 for Howell City Drain Project.

It was moved by M. Smith  
Seconded by M. Zajac

Yes (3): M. Zajac, M. Smith, and J. Drick  
Absent (1): C. Griffith

**Motion Carried (3 to 0)**

## **6.5 Potential Upcoming Unbudgeted Expenditures & Revenue Reductions**

- Nathan Burd advised that there was no pressing issues.

## **6.6 Strategic Plan Overview**

- County Administrator, Nathan Burd, updated the Committee.
  - Grant Writer / Coordinator Position - Should have update soon.
  - SPARK Partnership - Report scheduled for end of September.
  - Numerous items on tonight's Agenda as Resolutions.
- Looking at annual updates especially considering all the new Commissioners that will be joining the Board.

## **7. RESOLUTIONS FOR CONSIDERATION**

### **7.1 Administration**

Resolution Authorizing a Listing Agreement for the Sale of Two County-Owned Parcels of Land on E. Grand River Avenue

Recommend motion to the Board of Commissioners.

Moved by: M. Smith

Seconded by: Jay Drick

Nathan Burd, County Administrator, presented the resolution, introduced Realtor Scott Bohlen and answered questions from committee members.

Yes (3): M. Zajac, M. Smith, and J. Drick

Absent (1): C. Griffith

**Motion Carried (3 to 0)**

Motion to Table for One (1) month to have Hold Harmless language adjusted and any possible restrictions we could place on property investigated.

Moved by: Jay Drick

Seconded by: M. Smith

Yes (1): J. Drick

No (2): M. Zajac, and M. Smith

Absent (1): C. Griffith

**Motion Defeated (1 to 2)**

### **7.2 Administration**

Resolution Authorizing the Reallocation of Funding for the County Clerk APEC Vital Records Document Management Software Systems Project to ARPA – County Administration / Fiscal Services

Recommend motion to the Board of Commissioners.

Moved by: M. Smith

Seconded by: Jay Drick

Cindy Arbanas, Financial Officer, presented the resolution and answered questions from committee members.

Yes (3): M. Zajac, M. Smith, and J. Drick

Absent (1): C. Griffith

**Motion Carried (3 to 0)**

### **7.3 Administration**

Resolution Authorizing the Reallocation of Funding from Information Technology to ARPA for Access Interactive Backup, Storage, Logging Systems and Three Years Support and Maintenance - County Administration / Fiscal Services

Recommend motion to the Board of Commissioners.

Moved by: J. Drick

Seconded by: Martin Smith

Cindy Arbanas presented the resolution and answered questions from committee members.

Yes (3): M. Zajac, M. Smith, and J. Drick

Absent (1): C. Griffith

**Motion Carried (3 to 0)**

#### **7.4 Information Technology**

Resolution Authorizing an Agreement with Merit Networks of Ann Arbor, Michigan and Triple R Consulting of South Lyon, Michigan to Perform Fiber Optic Planning and Consulting Services

Recommend motion to the Board of Commissioners.

Moved by: M. Smith

Seconded by: Jay Drick

Kristoffer Tobbe, CIO, presented the resolution and answered questions from committee members.

Yes (3): M. Zajac, M. Smith, and J. Drick

Absent (1): C. Griffith

**Motion Carried (3 to 0)**

#### **8. ADJOURNMENT**

Motion to adjourn the meeting at 8:40 pm.


It was moved by J. Drick

Seconded by Martin Smith

Yes (3): M. Zajac, M. Smith, and J. Drick

Absent (1): C. Griffith

**Motion Carried (3 to 0)**



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Carol Sue Jonckheere, Recording Secretary