

Finance and Asset Management Committee

Meeting Minutes



February 21, 2023, Immediately Following the CPSID 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: Nick Fiani, Douglas Helzerman, David Domas, Frank Sample, Wes Nakagiri, Jay Drick, Roger Deaton, Martin Smith, Jay Gross

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Commissioner Fiani, at 6:45 p.m.

2. Pledge of Allegiance to the Flag

3. Roll Call

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 J. Drick

Seconded by F. Sample

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9-0-0)

5. Approval of Minutes

5.1 Meeting Minutes dated: January 23, 2023

Motion to approve the Minutes as presented.

It was moved by J. Gross

Seconded by W. Nakagiri

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9-0-0)

6. Call to the Public

Nathan Burd, County Administrator, Hartland Township, addressed the members of the Committee.

7. Tabled Items from Previous Meetings: None.

7.1 Board of Commissioners

Resolution Providing Commissioners with Full Access to Livingston County Financial Records.

Recommend motion to the Board of Commissioners.

Moved by: J. Drick
Seconded by: W. Nakagiri

Motion referred by the Finance & Asset Management Committee on January 23, 2023.

Commissioner Nakagiri presented the resolution.

Discussion amongst members.

Yes (5): N. Fiani, D. Helzerman, W. Nakagiri, J. Drick, and R. Deaton;

No (4): D. Domas, F. Sample, M. Smith, and J. Gross; Absent (0):

Motion Carried (5-4-0)

8. Discussion

8.1 Revenue & Expense Status

Cindy Arbanas, Finance Officer, reviewed YTD reports for 2022 and 2023, noting this time of year is difficult to report as the prior year's budget is closing.

8.2 Pension Liability

Nathan Burd, County Administrator, discussed the Inclement Weather Policy with Commissioners. An update to the Policy may be helpful to address remote work that was not addressed in the current policy.

No Pension Liability updates.

Answered question regarding the 2022 pre-audit showing the actual is less than the budget. Nathan explained these funds would be returned to the fund balance and could be considered for an additional payment to MERS.

8.3 Capital Improvement Plan Update

Nathan Burd, County Administrator, provided this report and answered questions from Commissioners.

- East Complex roof 95% complete
- Next month Kevin Eggleston, Facility Services Department Director, will provide a Q1 update on Facility Services capital improvement projects.
- In about 1 month Rob Stanford, Principal Planner, will begin the annual CIP process.

8.4 American Rescue Plan Act (ARPA)

Nathan Burd, County Administrator, addressed the Work Session requested by Commissioners. The meeting was scheduled for March 2, 2023 at 5:30 p.m. in Board Chambers, by consensus of Commissioners. Commissioner Drick requested a rough draft of the ARPA contract or agreement that recipients are going to receive.

Kris Tobbe, Information Technology Department Director, reviewed events and progress since 12.27.2022

- Meetings have taken place with the contracting firm awarded with this project.
- Large scale RFP for public private partnerships has been posted, internal employees and Callahan Consulting developed the high quality RFP, responses were due yesterday at 4 p.m.
- Kris answered questions from Commissioners regarding ROBIN Grant limitations and selling in the future. Guide House will be investigating this question.
- Discussed added burden of maintaining the additional miles of fiber.
- Commissioner Drick suggested adding a non-compete clause.
- March 14th is the deadline for the ROBIN Grant application.

8.5 Strategic Plan Update

Nathan Burd, County Administrator, reported that a progressing 2022 Goal is web redesign. Within a couple of months we should have a new site design to share.

A summer work session with Lou Bender has been suggested to review the Strategic Plan.

8.6 Delinquent Tax Revolving Fund (DTRF)

Jennifer Nash, County Treasurer, presented slides explaining the Delinquent Tax Revolving Fund and report of the fund dating back to Levy year 2005.

Chairman Fiani recessed the meeting for ten (10) minutes at 8:32 p.m.

Chairman Fiani reconvened the meeting at 8:43 p.m.

9. Resolutions for Consideration

9.1 Fiscal Services

Resolution Authorizing a Budget Amendment to Carry Forward Approved Prior Year Projects into the Fiscal Year 2023 Budget

Recommend motion to the Board of Commissioners.

Moved by: D. Domas

Seconded by: J. Gross

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

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9-0-0)

9.2 Board of Commissioners

Resolution Authorizing a Classification and Compensation Study for Union Employees of the Livingston County Courts

Recommend motion to the Board of Commissioners.

Moved by: D. Helzerman

No support for the motion.

Motion Failed

10. Adjournment

Motion to adjourn the meeting at 8:48 p.m.

It was moved by M. Smith

Seconded by D. Helzerman

Yes (9): N. Fiani, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and J. Gross

Motion Carried (9-0-0)