

Finance and Asset Management Committee

Meeting Minutes



May 15, 2023, Immediately Following the CPSID Committee Meeting.
Hybrid In-Person and Virtual Meeting
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 Nick Fiani at 6:10 p.m.

2. Pledge of Allegiance to the Flag

All rose for the Pledge of Allegiance.

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 D. Helzerman
Seconded by Jay Drick

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

Motion Carried (9 to 0)

5. Approval of Minutes

5.1 Meeting Minutes dated: April 17, 2023

5.2 Special Meeting Minutes dated: May 1, 2023

Motion to approve Meeting Minutes dated April 17, 2023, and Special Meeting Minutes dated May 1, 2023, as presented.

It was moved by F. Sample
Seconded by R. Deaton

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

Motion Carried (9 to 0)

6. Tabled Items From Previous Meetings

None.

7. Call to the Public:

None

8. Discussion

8.1 Revenue and Expense Status

This will be covered during the presentation.

8.2 Pension Liability

Nathan Burd, County Administrator, excess payment to MERS has been completed. Actuarial may be received by the next meeting. Number of employees on DC plan is encouraging.

8.3 Capital Improvement Plan Update

Kevin Eggleston, Facility Services Department Director, reviewed capital projects

- 2022 - E. Complex and HVAC Units & for Jail smaller units, waiting for arrival of units
- 2023: E Complex Roof - painting and final touches have been completed. Old HVAC unit is leaking, using project funds to seal and cap. 20-year warranty from Firestone.
- Garage doors for EMS have about 8-month lead time
- Boiler replacement at admin, jail, possibly judicial center as well - HVAC services contract is now final and moving forward with this project.
- Courthouse Elevator Replacement - 4 bidders attended the site visits. Contract approval will come to the board for approval soon. the second elevator will be towards the end of the 5-year contract.
- Prosecutor's Renovation - electrical plan, IT plan, floor plan, are ready.
- Clerk's Renovation - reviewing and will be posted publicly in the near future.

8.4 ARPA

Nathan Burd, County Administrator, several resolutions this evening are related to ARPA. Guide House has reviewed eligibility for all projects. Everything needed to move forward is available.

8.5 Strategic Plan Update

Nathan confirmed the scheduled session with Dr. Bender. The beginning will be just Commissioners, afternoon will bring in departments. There was consensus among members to schedule the session for July 18th.

9. Reports

9.1 General Fund Revenue Forecast Presentation

- Nathan Burd, County Administrator, began the presentation with the level of budget process, currently in first step Base Projection. Reviewed forecasting process.
- Sue Bostwick reviewed and discussed Taxable Value difference in Assessed and Taxable values has increased from 28%-32%. 2.6% increase in additions and new construction; reviewed Headlee; revenue from property tax projected to increase by 6%.
- Treasurer reviewed DDA's TIFA's and LDFA's captured values, interest income. Tax delinquency, State Revenue Sharing
- Brandon Denby, Register of Deeds, reviewed year-end foreclosures data and projected revenues.

- Heather McCray-Germain, Dan Duchene, and Marissa Lutz reviewed and answered questions on court revenue projections. Discussed the sunset of the Cunningham Law on May 24, 2024
- Elizabeth Hundley, County Clerk, began with Vital Records; Kristi Cox, Chief Deputy County Clerk, reviewed Circuit Court Clerk Revenue and Elizabeth Hundley concluded with projections for the Elections Division,
- Sheriff Murphy reviewed GF revenue projections for Field Services and GF revenues for Jail Revenues;
- Aaron Everest Accounting Supervisor, and Ken Recker, Chief Deputy Drain Commissioner, presented SESC Revenue and permits yearly data; Total Revenue Impact; 5,8% increase from 23-24 - 1.8% from 24-25; historical revenues & expenses;
- Cindy Arbanas, Finance Officer, reviewed the final slide summarizing the 2024 Projected Revenue Sources.

10. Resolutions for Consideration

10.1 Equalization

Resolution to Levy 2023 Allocation Millage

Recommend motion to the Board of Commissioners.

Moved by: M. Smith

Seconded by: J. Gross

Sue Bostwick, Equalization Department Director, 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 to 0)

10.2 Facility Services

Resolution Authorizing the Purchase of HVAC Equipment and Control System Replacements for the Judicial and Law Center Buildings and the Distribution of American Rescue Act (ARPA) Funding

Recommend motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: R. Deaton

Kevin Eggleston, Facility Services Department Director, 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 to 0)

10.3 Emergency Medical Services

Resolution Authorizing Expenditures for the Interior Renovation including Design, Bidding, and Construction for the Fowlerville EMS Base and distribution of ARPA Funds

Recommend motion to the Board of Commissioners.

Moved by: D. Domas

Seconded by: D. Helzerman

David Feldpausch, EMS Department Director, 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 to 0)

10.4 Emergency Medical Services

Resolution Authorizing Information Technology Upgrades at the new Fowlerville EMS Base and the distribution of American Rescue Plan Act (ARPA) Funds

Recommend motion to the Board of Commissioners.

Moved by: D. Domas

Seconded by: D Helzerman

David Feldpausch, EMS Department Director, 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 to 0)

10.5 Drain Commissioner

Resolution Authorizing the Improvements to Howell No. 5 Drain Project and the Distribution of American Rescue Plan Act (ARPA) Funding

Recommend motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: D. Domas

Ken Recker, Chief Deputy Drain Commissioner, 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 to 0)

10.6 Drain Commissioner

Resolution Authorizing the Improvements to Orchard Park Intercounty Drain and Distribution of American Rescue Plan Act (ARPA) Funding

Recommend motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: R. Deaton

Ken Recker, Chief Deputy Drain Commissioner, 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 to 0)

10.7 Sheriff

Resolution Authorizing the Purchase of the Cellebrite Premium Project and the Distribution of American Rescue Act (ARPA) Funding

Recommend motion to the Board of Commissioners.

Moved by: J. Gross
Seconded by: M. Smith

Sheriff Murphy 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 to 0)

10.8 Sheriff

Resolution Authorizing the Purchase of the Jail Camera Upgrade Project and the Distribution of American Rescue Act (ARPA) Funding

Recommend motion to the Board of Commissioners.

Moved by: D. Domas
Seconded by: F. Sample

Sheriff Murphy 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 to 0)

10.9 Sheriff

Resolution Authorizing the Jail Intercom Upgrade Project and the Distribution of American Rescue Plan Act (ARPA) Funding – Sheriff

Recommend motion to the Board of Commissioners.

Moved by: R. Deaton
Seconded by: D. Helzerman

Sheriff Murphy 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 to 0)

10.10 Board of Commissioners

Resolution Authorizing the Livingston Family Center Emergency Shelter Project and the Distribution of American Rescue Act (ARPA) Funding – Board of Commissioners

Recommend motion to the Board of Commissioners.

Moved by: D. Domas
Seconded by: J. Gross

Discussion.

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

Motion Carried (9 to 0)

Motion to amend the resolution to change the amount authorized for the Family Center Project to \$23,560

It was moved by J. Gross
Seconded by F. Sample

Commissioner Fiani began the discussion that the original request was for \$23,560, the resolution is written to authorize only \$20,000.

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

Motion Carried (9 to 0)

11. Adjournment

Motion to adjourn the meeting at 7:41 p.m.

It was moved by D. Helzerman
Seconded by R. Deaton

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

Motion Carried (9 to 0)



Natalie Hunt, Recording Secretary