

Finance and Asset Management Committee

Meeting Minutes



April 9, 2024, 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 - Chairman, Douglas Helzerman, David Domas, Frank Sample, Wes Nakagiri, Jay Drick, Roger Deaton, Martin Smith, Jay Gross - Vice Chairman

1. Call Meeting to Order

The meeting was called to order by the Committee Chairman, Commissioner Nick Fiani, at 6:55 p.m.

2. Roll Call

Nick Fiani - Chairman, Jay Gross - Vice Chairman, Douglas Helzerman, Dave Domas, Frank Sample, Wes Nakagiri, Jay Drick, Roger Deaton, and Martin Smith

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 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 (9-0-0)

4. Approval of Minutes

4.1 Meeting Minutes dated: March 11, 2024

Motion to approve the Minutes as presented.

It was moved by W. Nakagiri
Seconded by D. Domas

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. Call to the Public

None.

6. Discussion

6.1 Revenue and Expense Status

Cindy Arbanas, Chief Finance Officer, presented two reports from 2023 and 2024 and answered questions from Commissioners.

- 2023 report reviews pre-audit numbers, though pretty close to actual. 2023 includes expenses that have been covered by COVID funds (CARES Act and ARPA Grants), these expenses are now moved back to expenses under the General Fund for 2024.
- 2024 year to date report reviewed. 25% through the County's \$60M budget, 4.9% of the budgeted revenue is received, and 24% of the budgeted expenses have been expended.
- Approximately \$16M in Vision Tour Contingency Fund is available for other projects.

Commissioner Fiani announced to Department Directors and Elected Officials, the ARPA Funding target date is June 1st, projects are to be encumbered to be prudent in adhering to the federally mandated guidelines. Any projects not encumbered will be addresses by Fiscal Services.

6.2 Capital Improvement Plan Update

Nathan Burd, County Administrator; Dave Feldpausch, EMS Director; and Kevin Eggleston, Facility Services Department Director, reported on Rural EMS bases.

- Feasibility studies are being done.
- ARPA funding would require the project to be moving along, the timeline does not match the project.
- Other funding opportunities are being reviewed as well as land options that have recently become available.
- More information requested from legal will be available soon.
- Looking at cost to build, run, and maintain the rural bases.
- Potential project for the Vision Tour Contingency Funds.

Kevin Eggleston reported on other capital improvement Projects:

- material pending delivery to complete the County Clerk's office renovations.
- boiler replacements coming forward at the May GGHHS Committee meeting for the Law Center, Judicial Center, and Administration Building
- Fowlerville EMS is ready for occupancy; furniture is ready to be installed this week.

Kevin also provided a short report on Fillmore Park & Lutz Parks:

- Facility Services fills the role of property manager for these parks.
- responsibilities include cutting trails, garbage pick-up, and coordinating with HAPRA for events.
- Weekly spending includes: 8-12 hours mowing and maintaining lawn, few hours throughout the week for custodial maintenance, and efforts to secure property from vandalism.
- Lutz Park does not require as much management as Fillmore Park because it is more rural and the tenants on the property provide some help.
- Other park expenses using the Facilities Services budget include a new mower, a brush hog for trail maintenance, and trailer to transport the lawn mower.

7. Resolutions for Consideration

7.1 Fiscal Services

Resolution to Authorize a First Quarter Budget Amendment to the Fiscal-Year 2024 Budget

Cindy Arbanas, County Finance Officer, presented the resolution and answered questions from Commissioners.

Motion to recommend the resolution to the Board of Commissioners.

Moved by: D. Domas

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)

7.2 County Administration

Resolution Authorizing an Extension to the Agreement for Livingston County to Host Cooperative Contracts for Covid-19 Relief Consulting Services for Michigan Municipalities through the Michigan Association of Counties CoPro+ Program

Motion to recommend the resolution to the Board of Commissioners.

Moved by: J. Drick

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)

8. Adjournment

Motion to adjourn the meeting at 7:49 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 (9-0-0)



Natalie Hunt, Recording Secretary