

Finance and Asset Management Committee

Meeting Minutes



June 10, 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 Chair, Commissioner Fiani, at 6:15 p.m.

2. Pledge of Allegiance to the Flag

All rose for the Pledge of Allegiance to the Flag of the United States of America.

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. Domas
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)

5. Approval of Minutes

5.1 Meeting Minutes dated: May 13, 2024

Motion to approve the Minutes as presented.

It was moved by R. Deaton
Seconded by J. Gross

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. Call to the Public

The following persons addressed the Board: Tammy Higgins, Iosco Township, - distributed signatures to the BOC; Ed Alverson, Handy Township; Ella Nikitin, Hartland Township.

7. Discussion

7.1 Revenue and Expense Status

Nathan Burd, County Administrator, the Fiscal Services staff is at the GFOA Conference this week.

Brian Jonckheere, Drain Commissioner, and Ed Alverson, Handy Township Supervisor, answered RBC project questions and discussed the funding request with Commissioners. A resolution on this matter is being considered by the Board of Commissioners on June 24, 2024.

7.2 Capital Improvement Plan Update

Kevin Eggleston, Facility Services Department Director, provided a brief update on various CIP projects around the county.

7.3 2025 Revenue Forecast Presentation

Nathan Burd, County Administrator, began the presentation with a review of the budget process. This presentation is for level one - base projection; reviewed the budget process and forecasting process schedules.

- **Equalization** - Sue Bostwick, Department Director, reviewed taxable value formulas, a 6% increase in taxable value is projected.
- **Treasurer**, Jennifer Nash, County Treasurer, reviewed property tax revenue increase projection of 2.5%, interest income \$1.4M projected, tax delinquency one of the lowest in Michigan, SOM revenue sharing \$145,000 increase.
- **Register of Deeds**, Brandon Denby, Registrar, and Brandon Barefield, Deputy Registrar, reviewed foreclosure rates, revenue projections
- **Livingston County Courts** - Dan Duchene, Court Administrator, Heather Mc-Cray Germain, Courts Finance Officer; Debby Shaw, District Probate & Juvenile Court Administrator, and Marissa Lutz, District Court Administrator, were present to answer questions and review the slide for Combined Court Revenue project to be \$3,086,220, down more than \$300K from 2024. Reviewed "Set Aside" revenue reduction and other legislative actions contributing to the reduction in revenue.
- **County Clerk**, Elizabeth Hundley, and Deputy Clerk, Kristi Cox, presented projections for
 - *Vital Records* – includes new revenue for passports
 - *Elections* – non-election year in 2025 the only elections scheduled are city/village elections in November, and an increase is projected in 2026 for the elections scheduled that year.
 - *Circuit Court Clerk* - dependent on the BOC's support for the tax garnishment program, projected \$483,150 a decrease of approximately \$10,000 from 2024 budget revenue.
- **Sheriff**, Kristen Landis, Financial Analyst,
 - *Field Services* - revenue for Township and School contract services
 - *Jail Services* - based on ADP of 76, increase from 70 used to project the 2024 revenue.
- **Drain Commissioner**, Aaron Everest, Financial Analyst, reviewed SES Revenue & Permits Issued; 66% of Drain Wages & Fringes Payback

Nathan Burd, County Administrator, concluded with Total Revenue Impact to the General Fund of an overall 4.8% increase from the 2024 Budget. To keep a AAA Bond Rating with Moody's, there is a new recommendation to maintain a GF balance of 50% of the operating budget.

8. Resolutions for Consideration

8.1 Facility Services

Resolution Authorizing HVAC Ductwork Modifications to be Paid by General Fund Vision Tour Funds

Motion to recommend the resolution to the Board of Commissioners.

It was moved by: J. Gross

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)

8.2 Facility Services

Resolution Authorizing the Purchase of Animal Shelter HVAC Units

Motion to recommend the resolution to the Board of Commissioners.

It was moved by: D. Domas

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 to 0)

9. Adjournment

Motion to adjourn the meeting at 8:13 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