

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF JUNE 8, 2016

Committee Chair Tim Shafer called the meeting to order at 6:01 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer, Heath, Cohlman, Gerwin, Ingles, Mays

Absent: Bunting

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Treasurer Barb Sear, Sheriff Childress, Sup. Cox, Asst. Sup. Inman, Coroner Danny Watson, County Clerk Kristy Masching, Assessor Shelly Renken, Kevin Lindeman (North Central Illinois Council of Governments), Adam Dontz (GLCEDC)

Shafer requested that the agenda be modified moving item e to item b and moving all others down accordingly. Shafer then called for any additional changes to the agenda with none requested. *Motion by Ingles, second by Cohlman to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the May 4, 2016 and May 12, 2016 meetings. *Motion by Heath, second by Ingles to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

**North Central Illinois Economic Development District Participation** – Fannin stated that he and the GLCEDC are recommending that Livingston County join the North Central Illinois Economic Development District in order to increase the counties economic development wherewithal within the area. Fannin stated that the chief benefit is the ability to apply for federal funding for public works projects. The cost to participate is \$7,000 annually, which will be paid by the GLCEDC initially. *Motion by Ingles, second by Cohlman to recommend approval of participation in the North Central Illinois Economic Development District.* **MOTION CARRIED WITH ALL AYES.**

**Update on Ordinance Amending Streator Enterprise Zone** – Dontz presented the Committee with a Resolution of Support for the amendment of the Streator Enterprise Zone. Dontz stated that this would be the first step to incorporate the new areas of the county which will include the City of Pontiac, the Village of Dwight, the Village of Forrest, the City of Fairbury and some unincorporated areas of the County. Dontz stated that the zone benefit will only apply to new revenues. Discussion took place. Gerwin questioned the affordable housing language. Dontz stated that the City of Streator has identified a qualifying tract of land for affordable housing, but there are no residential areas within Livingston County included in the zone. *Motion by Ingles, second by Cohlman to recommend the full board approve the resolution supporting the amendment.* **MOTION CARRIED ON VOICE VOTE.** Abstain: Gerwin.

**Request for Authorization and Funding of Outside Counsel** – Hartley stated that States Attorney Uphoff apologized for not being able to attend tonight’s meeting. Hartley stated that Uphoff is requesting authorization and funding to obtain outside counsel for the purpose of reviewing the final WECS ordinance prior to final approval and representing the County in regards to the Invenergy vs. Livingston County case. Hartley stated that there were a number of County Board Members that approached Uphoff regarding these issues, suggesting that outside counsel should be sought. Discussion took place. *Motion by Ingles, second by Gerwin to approve to authorize the retention of outside counsel with payment to be made from contingency, with regular updates to be given to the Committee.* **MOTION CARRIED WITH ALL AYES.**

**Resolution – Authorizing Sale of Real Estate for Back Taxes** – Barb Sear was present to request approval of a resolution authorizing the sale of a parcel of real estate in Chatsworth. Sear reported that she has received an offer to purchase an empty lot in the Village of Chatsworth, for the minimum bid. *Motion by Cohlman, second by Gerwin to recommend approval of a resolution authorizing the sale of real estate.* **MOTION CARRIED WITH ALL AYES.**

**Prevailing Wage Ordinance** – The Committee discussed the annual Prevailing Wage Ordinance. *Motion by Cohlman, second by Heath to recommend approval.* **MOTION CARRIED ON VOICE VOTE.**

**Purchasing Policy, Regulations & Procedures** – Hartley reviewed an outline regarding purchasing policies and procedures with the Committee. Hartley stated that the policies being presented are similar to those seen in other counties and are for review and discussion by the Committee. Hartley stated that a Purchase Requisition by the department head or elected official is the only item needed for purchases up to \$5,000 from the general fund. Hartley stated that purchases over \$5,000, but under \$30,000 will require a Purchase Order from the county purchasing agent prior to being processed. Purchases over \$30,000 will require a competitive bid, or the use of a public purchasing contract. Hartley stated that in regards to capital purchases the threshold in which a Purchase Order is required would change from \$5,000 to \$2,500. The outline also included the establishment of a Capital Asset and Construction Fund, as well as, a Vehicle Replacement and Maintenance Fund. Hartley stated that neither she nor Fannin were endorsing the creation of a Capital Asset and Construction Fund, but it was being presented since this type of fund was seen in other counties. Hartley stated that the board could continue to utilize the Pontiac Host Agreement for capital purchases as it has done in the past. Discussion took place regarding the outline which will be used to draft the actual purchasing policies and procedures. Consensus of the Committee was that the amounts listed for thresholds were satisfactory and the Pontiac Host fund will continue as the capital fund. Further consensus was to proceed with the creation of the vehicle fund. *Motion by Ingles, second by Heath to authorize Hartley to proceed with the drafting of the Purchasing Policies and Procedures as outlined.* **MOTION CARRIED WITH ALL AYES.**

**FY 2017 Budget & Levies** – Clemmer reviewed the prior year’s budget parameters with the Committee. Last year there was no change in the actual tax rate. There were minor changes in revenue with a reduction in court fees collected through the Circuit Clerk’s office. Clemmer reported that on average there was a reduction of 6% in expenses for the general fund departments. Clemmer reviewed the trends experienced to date with sales tax being down, but fees being up slightly creating a wash. Clemmer stated that so far expenses are approximately 3% lower than expected. Clemmer reported that the Coroner’s office is over budget in autopsies and the Circuit Court is over budget in regards to a secretary. Clemmer estimated the year will end around \$300,000 under budget. Clemmer also reported that the revenues for the Pontiac Host Agreement are up so far this year.

Clemmer then reviewed anticipated changes for FY 2017 with the Committee. Clemmer reported that there may be a tax freeze coming through legislation, while uncertainty remains in regards to the state budget and reimbursements. Clemmer noted that planned PPRt adjustment due to the States overpayment. Town Contracts will need to be reviewed once responses are received from the towns. Clemmer stated that all current labor contracts will expire at the end of this year and salaries will need to be determined.

Discussion took place regarding initial planning parameters for FY 2017. The Committee will plan on a tax levy freeze coming from the State. All levies will be frozen at the FY 2015 payable 2016 amount. In regards to expenses all departments are requested to keep their non-personnel costs at or below the FY 2016 rate. In regards to personnel costs, all departments are requested to identify their current staffing levels, and include a narrative in regards to how staffing levels and work load have changed over the years.

**Finance Report** – The finance report was reviewed as part of the budget discussions. Assessor Shelly Renken noted that the Village of Dwight has also signed up for GIS services. Renken stated that there is still some additional interest out there, so the department will continue to look at those options.

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Mays, second by Heath to approve the bills as presented.* **MOTION CARRIED WITH ALL AYES.**

*Motion by Ingles, second by Mays to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:34 p.m.

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Alina Hartley  
Administrative Resource Specialist