

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF SEPTEMBER 21, 2016

Committee Chair Tim Shafer called the meeting to order at 6:02 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

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

Absent: Gerwin

Also Present: Chairman Marty Fannin, County Board Member Kathy Arbogast, Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Sup. Cox, Coroner Danny Watson, Facilities Services Manager Chad Carnahan, Jon Sear (Network & Computer Systems Administrator), Treasurer Barb Sear, Supervisor of Assessments Shelly Renken

Shafer called for any additions or changes to the agenda with none requested. *Motion by Cohlman, second by Mays to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

**FY 2017 Budget & Levies** – Hartley provided a status update from where the Committee left off at their regular September meeting. Hartley reported that if the Committee wished to achieve the \$2 million cap, there would need to be further reductions between the general fund expenses and the capital requests, of an additional \$128,973.

Fannin reviewed the Coroner budget with the Committee including the amounts recommended by Coroner Danny Watson, and where possible reductions could be made. Discussion took place. Consensus of the Committee was to increase the Coroner's allocation by \$10,000 (in the post mortem autopsies line item), for a total allocation of \$205,808.

Fannin then reviewed the Circuit Court budget with the Committee including the amounts recommended by Judge Bauknecht and where possible cuts could be made. Discussion took place. Consensus of the Committee was to increase the Circuit Court allocation by \$7,000 (in the Books line item) for a total allocation of \$267,300.

Fannin reviewed where prior staffing reductions have been made within various County departments. Fannin then presented a recommendation for positions that could possibly be eliminated through attrition. The positions identified included 1 full time secretary in the Zoning Office, 2 full time deputies in the Sheriff's Department, 1 full time secretary in the Coroner's office, 1 full time deputy clerk in the Circuit Clerk office and 1 full time judicial secretary. Fannin recommended that the salaries for these positions be removed from the individual budgets and placed within the county miscellaneous account. Fannin stated that there could possibly be an additional officer reduction dependent on what happens with the town contracts. Fannin reported that to date, there are no contracts for

2017, but he anticipates that Odell and Chatsworth may go together and share an officer. Hartley stated that the salary and benefit costs savings should these reductions be made is estimated at \$337,751.75. Concerns were raised by both Leann Dixon and Danny Watson regarding reductions to their offices. Discussion took place. Consensus of the Committee was to slate these positions for possible attrition and budget for the positions out of the county miscellaneous account. The Committee reiterated that attempts to make these reductions and efficiency changes within the department should be made, however, they were open to reviewing the items with the department heads should the need arise.

Discussion took place regarding recommended salary increase for FY 2017. It was noted that all there are currently no union contracts in place for FY 2017, so salaries are yet to be determined. It was noted that the CPI increase was 0.8 and 0.7 for the last two years. Discussion took place regarding whether or not to approve an increase for non-union personnel with the consensus being to budget a 1% increase for all staff.

The Committee then reviewed the 2017 capital requests. Shelly Renken presented her request for Change Detection. Renken stated that this is the first year that this service is being offered and what it will do is compare the currently flyover with past flyovers to identify any parcels that are currently not on our system or not being taxed. Renken reviewed nine parcels (one of which was a house) that were identified in the normal course of business, that were not included in the system and not being taxed. The tax revenue for those parcels was \$15,484.65 or \$77,423 over a five year period. Renken stated that she felt it was impossible to review the possible cost savings that could result from the project, but just based on what has been seen she thought the potential was there and should be explored.

Chairman Fannin then reviewed the remaining capital requests with the Committee. Fannin recommended the removal of the Maintenance Access (\$3,100), Emergency Power Upgrades (\$5,000), and East Entrance Doors/Security (\$50,000). Discussion took place. The masonry repairs were increased to \$18,400, to allow the entire project to be done at one time as opposed to in stages. The H&E boiler upgrade (\$8,000) was added back into the project due to the projected cost savings of the project. Capital items remaining totaled \$353,260.

John Clemmer then reviewed the Enterprise Zone Fund, Pontiac Host Fund and Nursing Home Construction Fund along with the fund balances. Clemmer recommended that the Nursing Home Construction Fund be retitled as the Building Construction and Renovation Fund. Discussion took place regarding the establishment of the Vehicle Fund and the source of income for that fund. Further discussion took place regarding the funding of the GLCEDC request and the early retirement incentive package. Consensus of the Committee was to transfer \$1.5 million to the Enterprise Zone Fund and \$500,000 to the Vehicle Fund from the Nursing Home Construction Fund. All items currently budgeted in the Enterprise Zone Fund that are not related to economic development are recommended to be placed in the Pontiac Host Fund.

Hartley then reviewed the levy projections with the Committee. Hartley reported that the total of the levies being presented remained at the same overall rate, however, it was likely that due to PTELL, that the County would be cut back. Hartley recommended increasing the Mental Health levy in order to maintain the overall rate. Hartley stated that even though it will look like there is an increase, adjustments will be made once the final EAV numbers are in. The final levy rate will be the same for fiscal year 2016 payable 2017 as fiscal year 2015 payable 2016.

*Motion by Heath, second by Mays to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:45 p.m.

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Alina Hartley  
Administrative Resource Specialist