

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF JANUARY 3, 2018

Committee Chair Tim Shafer called the meeting to order at 6:00 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer, Heath, Bunting, Fannin, Gerwin, Slagel

Absent: Ingles

Also Present: Chairman Bob Young, Executive Director Alina Hartley, Finance Director John Clemmer, States Attorney Randy Yedinak, County Clerk Kristy Masching, Network & Computer Systems Administrator Jon Sear, William Cox, Chief Deputy Earl Dutko, and Nikki Meier (Chief Deputy – Treasurer’s Office)

Shafer called for any additions or corrections to the revised agenda with none requested.

Motion by Fannin, second by Slagel to approve the revised agenda as presented.

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the December 6, 2017 meeting. *Motion by Heath, second by Fannin to approve the minutes of the December 6, 2017 as presented.*

MOTION CARRIED WITH ALL AYES.

States Attorney Appellate Prosecutor Resolution – States Attorney Randy Yedinak presented the annual States Attorney Appellate Prosecutor Resolution. Yedinak stated that the \$15,000 covers all appeals, conflicts, tax objections, and training. *Motion by Fannin, second by Bunting to recommend approval of the States Attorney Appellate Prosecutor Resolution.* **MOTION CARRIED WITH ALL AYES.**

County Clerk Semi-Annual Report – Kristy Masching was present to review her semi-annual report with the Committee, along with a comparison to the prior period. *Motion by Fannin, second by Heath to recommend approval of the County Clerks Semi-Annual Report.* **MOTION CARRIED WITH ALL AYES.**

Intergovernmental Agreement Fiscal Agent Services – Vermilion Valley ETSB – Hartley presented the draft Intergovernmental Agreement for Fiscal Agent Services with the ETSB. Hartley stated that the agreement outlines services and fees that the County provides to the ETSB, as well as services that the ETSB provides to the County. Hartley stated that the net resolute is a \$44,012 reimbursement to the County payable monthly. *Motion by Fannin, second by Heath to recommend approval of the IGA.* **MOTION CARRIED ON VOICE VOTE.**

Resolution Authorizing Sale of Property & Conveyance of Deed for Back Taxes – In the absence of Treasurer Sear Hartley reported that an adjacent property owner in Newtown Township, in the amount of \$641. Hartley stated that the property had

previously been offered at the tax sale, with no offers being received. Hartley stated that this resolution will transfer the property to the adjacent property owner and get the property back on the tax roles. *Motion by Heath, second by Fannin to recommend approval of a resolution authorizing the conveyance of deed.* **MOTION CARRIED WITH ALL AYES.**

Elected Officials Salaries – County Clerk, Treasurer & Sheriff 2019 – 2022 – Hartley presented comparable information for the County Clerk, Treasurer and Sheriff, with a more detailed comparison provided for the County Clerk and Treasurer. Hartley stated that she was in the process of completing an analysis for the Sheriff when she was notified that the Sheriff's office had completed the comparables themselves. Dutko reviewed the Sheriff's comparable salary report with the Committee. Dutko stated that the Committee had previously agreed to increase the salary by the \$7,500, but statutorily could not abide by that agreement. Dutko stated that in their opinion the salary should be \$80,000 (compared to the \$73,000 current) today, with the additional annual increases to be considered. Dutko stated that with the magnitude of the position, the salary should be set at a minimum of \$100,000. Discussion took place. The Committee will continue to discuss the matter at the February Committee meeting with the intention of forwarding a recommendation to the full board in February.

Finance Report – Clemmer reported the new Financial Edge software has been rolled out, and the new reports are included with the bills. Clemmer referred members to the last page summary of expenses by account number. Clemmer reported that there are still some accruals to be done, but it appears 2017 expenses will be approximately 3% under budget. Nikki Meier reported that the Treasurer's office accepted approximately \$800,000 in property tax prepayments.

The Committee reviewed the bills presented. *Motion by Heath, second by Fannin to approve the bills as submitted.* **MOTION CARRIED WITH ALL AYES.**

Motion by Bunting, second by Fannin to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:59 p.m.

Alina Hartley
Executive Director