

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF APRIL 5, 2018

Chairman Bob Young called the meeting to order at 5:00 p.m. in the committee room in the Livingston County Historic Courthouse.

Present: Young, Allen, Arbogast, Fannin, Holt, Ingles, Kestner, Steichen

Absent: Shafer, Bunting

Also Present: County Board Member John Slagel, Executive Director Alina Hartley, Human Resources Director Ginger Harris

Young called for any additions or corrections to the agenda with none being requested. *Motion by Ingles, second by Steichen approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the March 8, 2018 meeting. *Motion by Holt, second by Kestner to approve the minutes. MOTION CARRIED WITH ALL AYES.*

State Ground – Letter of Support – Young reported that Barickman is requesting a letter of support indicating the committee’s support of the State proceeding with allowing a secondary party to lease the ground commonly known as the warden’s property. The Committee reviewed a draft letter of support. Discussion took place. *Motion by Ingles, second by Holt to approve the Letter of Support as presented. MOTION CARRIED WITH ALL AYES.*

Organizational Chart – The Committee reviewed amendments to the organizational chart based on recent changes. Hartley noted that the ETSB had been removed as they are no longer part of the county and are a separate entity. Hartley further noted that the changes to the maintenance and finance departments were also included. Lastly, Hartley noted that the Administrative Team had been moved up on the chart, indicating that on a day to day basis the appointed department heads report to the County Board Chairman and in his/her absence the Executive Director. Hartley stated that the chart also indicates that all appointed officials are required to work with through administrative team. Hartley stated that the chart ultimately does not represent a change in day to day operations as this is how things have been operating.

Update – Housing Authority Request for Environmental Review – A copy of the correspondence sent to the housing authority was presented for review. Hartley noted that the issue was previously reviewed with former States Attorney Seth Uphoff and reconfirmed with current States Attorney Randy Yedinak. Hartley stated that the concern is accepting financial responsibility for an area that the county has no statutory authority or control.

Comments from the Executive Director – Hartley reported that PTHS Unified Basketball team had won the State Championship. Hartley recommended that a resolution recognizing the team be presented at the full board meeting. The Committee concurred.

Comments from the Chairman – Chairman Young reported that he had spoken with the current farm ground tenant regarding possibly farming the nursing home ground. Young reported that the ground is not in good condition and it is unclear if the ground will produce a crop, but the tenant is willing to try. The county will not charge for this acreage, but it also will not have the cost associated with it. Young stated that Siegel has also agreed to mow the other ground as part of the deal. Young stated that he did visit the ASCS farm office to make sure it is o.k. to be farmed. A wetlands analysis will need to be completed, but they do not anticipate any issues.

Young reported that Diane Schwan has been selected as the new Finance Director, and he thinks she will do well in the position.

Young stated that in regards to the Board vacancy it is his intent to appoint the highest vote getter in the district, which is Linda Ambrose. Young stated that he will submit the recommendation in May.

Comments from Committee Chairman –

Mike Ingles reported that in regards to the H&E building, he, Fannin and Young met with Dave Burnison from Farnsworth. Ingles stated that the several vacant buildings had been reviewed and for one reason or the other, they did not work out. Ingles stated that the scope will now be narrowed to just renovate or replace. Ingles further reported that SmartWatt is working on an extensive study on energy savings. Ingles stated that a survey will need to be completed by ComEd as part of the process. Ingles stated that the Trane unit at the jail is in need of repairs which will likely stress that part of the budget. Ingles then reported that the elevators at the Law & Justice Center were able to be repaired just by replacing the seals.

On behalf of the Ag, Zoning and Emergency Services Committee, Holt reported that the Committee reviewed a subdivision that will be going to the Planning Commission and Zoning Board of Appeals. Holt reported that the subdivision is part of an estate and includes three homes. Holt reported that there are currently two solar applications pending, and they are aware of a third. Holt reported that a meeting was held with Republic and some wells are being redrilled and they are completing the final cover on 25 acres. Holt reported that they are currently doing flat compacting. Holt stated that they haven't tested the process yet, but are hoping for better compaction. Holt also reported that they have added a flare at the Streator site. Holt reported that Republic is requesting an extension of their agreement amending the host fee. Holt then reported that Schopp is looking to hire a part time position and is currently working on the job description.

On behalf of the Elections Committee, Fannin reported that there was a slight amendment to the Standing Rules that was presented. Fannin reported that the Committee has been working on the redistricting. A couple options were presented for consideration based on reducing the size of the board to eighteen.

On behalf of the Personnel Committee, Arbogast reported that the Committee received proposed amendments to the Personnel Manual which they will be reviewing. Arbogast also reported that the Committee will be reviewing a proposed amendment to the salary schedule. Arbogast reported that the Sexual Harassment training is upcoming. Arbogast noted that there has been a reduction of a full time position through attrition in the Circuit Clerks office.

On behalf of the IT Committee, Allen reported that Jon Sear worked with the County Clerk on the election. Sear has also been working on the telephone changeover and has been working to resolve issues with Spillman.

On behalf of the Sheriff, Jail & License Committee, Kestner reported that the Committee received a true monthly report from the department. Kestner reported that at the time of the meeting there were currently 87 out of county detainees and 48 Livingston County detainees.

On behalf of the VAC, Steichen reported that Enbridge will be presenting the VAC with a vehicle. Steichen reported that Bailey will be receiving his service recognition for fifteen years of service. Steichen reported that the department is significantly under budget.

Motion by Kestner, second by Steichen to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:52 p.m..

Alina Hartley
Executive Director