

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF JUNE 3, 2015

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, Cohlman, Gerwin, Ingles, Mays

Absent:

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Barb Sear (Treasurer), Sheriff Tony Childress, Kristy Masching (County Clerk)

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

The Committee reviewed the minutes of the May 6, 2015 meeting. *Motion by Heath, second by Mays to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Prevailing Wage Ordinance – The Committee reviewed the annual prevailing wage ordinance. *Motion by Cohlman, second by Ingles to recommend approval of the Prevailing Wage Ordinance. MOTION ON VOICE VOTE.*

Copy Machine Purchase Request – Treasurer’s Office – Barb Sear was present to request authorization to use her part time salary line item to purchase a copy machine. Sear stated that she was planning to submit the copy machine replacement as a FY 2016 capital request, however she felt the need was more immediate. Sear stated that she had originally budgeted for part time help during tax season, however the individual was not available as planned and there wasn’t enough time to hire and train someone else. Sear stated that she instead had her full time staff work overtime. Sear estimated the cost of the copier at \$4,321.56. *Motion by Ingles, second by Heath to authorize the purchase of a copy machine for the Treasurer’s office. MOTION CARRIED WITH ALL AYES.*

Finance Report – Clemmer stated that the 2nd installment was paid on the audit within the County Board budget and the \$105,000 was a vehicle purchase from the Sheriff’s department, so it appears that expenses are high, but everything seems to be on track. Clemmer further stated that mileage and per diems are also over in the County Board budget, but there are revenues offset the expense.

FY 2016 Budget – Clemmer reviewed considerations including the levy amount, host agreement transfer, as well as, expenditures. Hartley reviewed potential revenue

reductions from the state that could result in an overall reduction in revenues of approximately 2%. Hartley stated that final reductions have not yet been determined, but County associations are indicating that counties across the state could see decreases of upwards of 50% on their portion on income tax. The Committee was adamant about not increasing the tax levy. The Committee further was not open to increasing the amount transferred from the host agreement. The general fund balance was also reviewed. The Committee then discussed reductions in expenditures that would be required to balance the budget. Consensus of the Committee was to go back to the 2012 or 2013 expenditures. Department heads could go with whatever budget year was higher. It was also noted that adjustments would need to be made for those departments who have had transfers of expenditures within departments. Further consensus of the Committee was to host a special finance committee to review the reductions with department heads.

FY 2016 Budget Process – Clemmer distributed a copy of the FY 2016 budget calendar. Clemmer recommended that the Committee review the calendar and be prepared to discuss at next month’s meeting.

Approval of Bills – The Committee reviewed the bills submitted. *Motion by Ingles, second by Mays to approve the bills.* **MOTION CARRIED ON VOICE VOTE.**

Motion by Ingles, second by Heath to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:53 p.m.

Alina Hartley
Administrative Resource Specialist