

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF AUGUST 5, 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, County Board Members Joe Steichen, Daryl Holt and Jack Vietti. Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Chief Deputy Dutko, Jail Sup. Cox, Treasurer Barb Sear, County Clerk Kristy Masching, Clay Metcalf (Highway Engineer), Chad Carnahan (Facilities Services Supervisor), Ron Baker (Acting Probation Director), States Attorney Seth Uphoff

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

The Committee reviewed the minutes of the July 8, 2015, June 16, 2015 and June 25, 2015 meetings. *Motion by Cohlman, second by Heath to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

**Highway Department – Request for Motor Fuel Tax Contingency Funds** – Daryl Holt was present on behalf of the Highway Committee to request approval of a loan to cover motor fuel tax funds that are currently being held while the State attempts to resolve its budget issues. Metcalf reported that after about six months the highway department will begin running out of funds. Discussion took place regarding what fund would be most appropriate, as well as, the possibility that funding may not come through. Sear noted that there is approximately \$500,000 in the working cash fund. *Motion by Cohlman, second by Mays to recommend a loan as needed, not to exceed \$826,000 from the Pontiac Host Agreement fund beginning December 1, 2015 to be repaid from Motor Fuel Tax Funds.* **MOTION CARRIED WITH ALL AYES.**

Discussion then took place regarding the Highway Building Project. Metcalf reported that there were five bids received in response to the RFP issued. Metcalf stated that with a low bid of \$297,400, plus architect and engineering costs, the total project is estimated at \$336,200, compared to the budgeted amount of \$200,000. Discussion took place regarding whether or not the building satisfied all building and accessibility codes, as well as where additional funding for the project would come from. Fannin requested a delay in any action until the board office as an opportunity to investigate a grant option.

**708 & 377 Mental Health FY 2016 Budget Requests** – Chris Myer presented the FY 2016 budget requests on behalf of the 708 and 377 boards. The levy request exceeded the target previously approved by the Finance Committee. Discussion took place regarding the current fund balance. The Committee requested that Chris Myer meet with John Clemmer in regards to the request and proposed budget and that the Mental Health Board re-evaluate the levy request.

**States Attorney Review of FY 2016 Budget Request** – States Attorney Seth Uphoff was present to review his FY 2016 budget request with the Committee. Uphoff reported a savings of \$247,499 based on the budget and actual expenditures for the period 2012-2014. Uphoff stated that he has not yet replaced the fourth Assistant States Attorney, however, there are some possible changes that could take place that would require him to do so. *Motion by Ingles, second by Heath to approve the States Attorneys FY 2016 budget request.* **MOTION CARRIED WITH ALL AYES.**

**Finance Report** – Treasurer Barb Sear presented the monthly financials to the Committee. Sear stated that this report covers two months. Sear reported that she received notification that the County will not be receiving State reimbursement for the States Attorney, Supervisor of Assessments, Public Defender, etc., until the budget is approved. Sear stated that this represents approximately \$70,000 a month in review.

Clemmer reported that the year to date the general fund is where it should be at 62.43%, compared to the 66.66% target. Clemmer reported that there was nothing out of the ordinary to report in regards to expenses.

**FY 2016 Capital Requests –  
FY 2016 Budget -**

Clemmer reported that the FY 2016 capital and budget requests were emailed out for the Committees review. Hartley stated that based on what had been requested thus far, there is an excess of approximately \$350,000 that will need to be cut in order to meet the Committee's goal. Fannin reviewed departmental budgets that had not met their targeted numbers with the Committee. Consensus of the Committee was that those departments should be contacted and asked to resubmit.

The Finance Committee will meet on August 19<sup>th</sup> at 6:00 p.m. to continue discussions on the budget.

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

*Motion by Mays, second by Cohlman to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:43 p.m.

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Alina Hartley  
Administrative Resource Specialist