

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF JULY 13, 2016

Committee Chair Tim Shafer called the meeting to order at 6:01 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer, Heath, Bunting, Cohlman, Gerwin, Ingles (arrived at 6:05)

Absent: Mays

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Treasurer Barb Sear (arrived at 6:15 p.m.), Sheriff Childress, Sup. Cox, Cpt. Glowacki, Coroner Danny Watson, County Clerk Kristy Masching, Assessor Shelly Renken, Circuit Clerk Judy Cremer, Chief Deputy Leann Dixon, Facilities Services Manager Chad Carnahan (arrived at 6:40 p.m.)

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

The Committee reviewed the minutes of the June 8, 2016 meetings. *Motion by Gerwin, second by Heath to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Resolution – Authorizing Sale of Real Estate for Back Taxes – In the absence of Barb Sear, Hartley reported that the Treasurer is requesting approval of a resolution which would authorize the cancellation of certificates due to a redemption of taxes. *Motion by Gerwin, second by Cohlman to recommend approval of a resolution authorizing the cancellation of tax certificates.* **MOTION CARRIED WITH ALL AYES.**

LivCom Back-Up – Randy Wittenberg provided a report on the expenditures in regards to the CAD and Radio Upgrade capital project, with just over \$2.85 of the \$3 million budgeted being spent. Wittenberg stated that as a by-product of the changes, the ETSB was able to bring on the City of Streator. Wittenberg stated that the transition resulted in the need to move the back-up system from Streator to Metcom in Bloomington. Wittenberg requested authorization to utilize a portion of the remaining funds to cover the cost of transferring the back-up system (\$28,684). Discussion took place. *Motion by Cohlman, second by Bunting to authorize the use remaining capital funds to cover the cost of transferring the 911 backup system to Bloomington.* **MOTION CARRIED WITH ALL AYES.**

Hartley reported that the IT Committee also made a request to utilize a portion of the remaining capital funds. Hartley stated that initially it wasn't anticipated that IT would participate in the upgrade of the CAD system or radios, but since Sear has come on board, he was more than capable of assisting. Hartley stated that Sear's ability to assist

with those projects delayed other projects that were scheduled to be done this year and are considered timely. Hartley stated that the IT Committee is requesting funds to cover the cost of an outside consultant to assist with the 2016 projects including, but not limited to, the server consolidation and migration, the employee self-service module and financial edge. Hartley stated that she does not currently have an estimate as to what is needed, but that Sear was willing to make the official request in August. Discussion took place. It was felt that Sear should proceed as soon as possible and could come back if additional funds were needed. *Motion by Cohlman, second by Gerwin to authorize up to \$5,000 in consulting for the IT department to be paid from remaining funds from the 911 project.* **MOTION CARRIED WITH ALL AYES.**

County Clerk Semi-Annual Report – Kristy Masching reviewed her semi-annual report along with a six month comparison with the Committee. Masching then discussed the records automation system and the possibility of adopting a fee schedule for access. Discussion also place. *Motion by Ingles, second by Bunting to recommend approval of the County Clerk’s semi-annual report.* **MOTION CARRIED WITH ALL AYES.**

Circuit Clerk Semi-Annual Report – Judy Cremer and Leann Dixon were present to review the Circuit Clerk’s semi-annual report. *Motion by Heath, second by Ingles to recommend approval of the Circuit Clerk’s semi-annual report.* **MOTION CARRIED WITH ALL AYES.**

Purchasing Policy, Regulations and Procedures – Hartley reviewed the draft purchasing policy with the Committee. Hartley reported that she had forwarded the document to John Clemmer, Kristy Masching, Barb Sear, Cpt. Glowacki and Chief Dutko for review and comment prior to submitting the updated draft in the committee packet. Hartley stated that there are three questions still pending and being presented for consideration as part of the draft. Hartley stated that section IV. Procurement of Goods/Services and section V. Types of Purchases were very similar in nature, so she along with others questioned if they could be consolidated into one section; consensus of the Committee was that would be acceptable. Discussion took place regarding the threshold for when a purchase order would be required. Some members felt that \$5,000 was too high and should be consistent with the vehicle purchase and replacement policy at \$2,500. Hartley noted that the inventory asset update includes equipment valued at \$2,500 or more. Consensus of the Committee was to change the threshold from \$5,000 to \$2,500.

Hartley stated that a question was also raised as to if a purchase requisition would be needed for purchases under the threshold (now \$2,500), or if department heads could continue the current practice of simply submitting their invoice with account code attached. Consensus of the Committee was this would be acceptable.

Hartley stated that the final item needed to be discussed internally amongst John Clemmer and Barb Sear, but relates to section IV.B.3 in regards to the annual end of fiscal year cut off of expenditures.

Discussion took place. *Motion by Gerwin, second by Ingles to recommend approval of the Livingston County Purchasing Policy as amended, conditioned on States Attorney review and approval and Clemmer's determination of cutoff date for section IV.B.3.*

MOTION CARRIED WITH ALL AYES.

FY 2017 Budget & Levies – Clemmer reviewed the status of the three major funds including the Enterprise Zone Fund, General Fund and Pontiac Host. Clemmer reported that he anticipated that the Enterprise Zone Fund would have a fund balance of \$800,000 less the funds committed to CAT under the economic development agreement. Clemmer stated that there is generally an average of \$600,000 of budgeted expenditures from this account. Sear also noted that there would be a cash flow issue in this account as she estimated liquid cash of \$47,000 and the remaining tied up in CD's coming available in March of 2017.

Clemmer stated that the General Fund revenues appear to be on target, while expenditures are trending at 3% under budget or \$300,000. Clemmer stated that if expenses hold, through the end of year, he would estimate an ending fund balance at \$1,658,542. Clemmer reported that the revenue for the Pontiac Host Fund has exceeded what was anticipated by approximately \$500,000.

Clemmer then distributed the capital requests that had been received to-date, totaling \$938,652. Clemmer noted that these requests had not received approval from the appropriate committees, but he anticipated that would be done prior to the August meeting.

Finance Report – The finance report was reviewed as part of the budget discussions. Barb Sear provided her financial update and drew note to the State of Illinois disbursements, particularly in regards to the personal property replacement tax fund.

Approval of Bills – The Committee reviewed the bills presented. *Motion by Ingles, second by Heath to approve the bills as presented.* **MOTION CARRIED ON VOICE VOTE. Abstain: Gerwin**

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

Alina Hartley
Administrative Resource Specialist