

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF JULY 3, 2019

Committee Vice-Chairman John Slagel called the meeting to order at 6:00 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer (arrived at 6:02 p.m.), Slagel, Arbogast, Bunting, Earing, Fannin, Manker

Absent:

Also Present: Chairman Bob Young, County Board Members Linda Ambrose & John Vitzthum, Executive Director Alina Hartley, Treasurer Nikki Meier, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, County Clerk Kristy Masching, Supervisor of Assessments Shelly Renken, Orry Cummings (SmartWatt)

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

The Committee reviewed the minutes of May 8, 2019 and June 5, 2019 meetings. *Motion by Bunting, second by Slagel to approve the minutes of the June 5, 2019 meeting as presented.* **MOTION CARRIED WITH ALL AYES.** *Motion by Slagel, second by Arbogast to approve the minutes of the May 8, 2019 meetings.* **MOTION CARRIED WITH ALL AYES.**

**SmartWatt Guaranteed Energy Savings Contract** – Orry Cummings stated that SmartWatt's work was done as part of an investment grade audit. Cummings stated that the results and recommendations focused on the needs of the county and how the savings can pay for the project. Cummings reviewed the project scope with the Committee which included LED lighting upgrades, building envelope improvements, building automation controls/optimization, boiler improvements and HVAC upgrades. Cummings stated that the net cost of the project after rebates is \$1,395,544, compared to the 20 year cumulative energy savings of \$3,019,236. Discussion took place regarding the methodology on calculating the savings. It was noted that the insulation of the doors at the Highway Department would need to be removed as the department is planning for their full replacement. Discussion also took place regarding the timing of the chiller replacements at the Public Safety Complex and whether that should be postponed until after a determination is made on the possible expansion of the jail. The Committee will continue to discuss the funding options. *Motion by Bunting, second by Fannin to forward a resolution to the full board recommending the project with a not to exceed cost of \$1,395,544.* **MOTION CARRIED WITH ALL AYES.**

### **FY 2020 Budget & Capital Requests**

**Assessor** – Shelly Renken was present to review her FY 2020 budget request with the Committee. Renken reported that her budget request was less than FY 2019 which included increases in costs for printing and legal notices. Renken stated that she increased the consulting line item in Board of Review by \$10,000 in order to prepare for potential PTAB appeals. Renken stated that this will allow her to obtain appraisals that will support their position. Discussion took place regarding the need to potentially increase the consulting line item to \$20,000 anticipating several appeals forthcoming.

Renken then reviewed a request for commercial reappraisals estimated at \$515,000. Renken stated that if the County locked in now they would be on the schedule for 2024. Renken stated that she would have preferred to do the reassessment during the next quadrennial year, but the contractor is too backed up. Renken stated that they are willing to come give a presentation so the Committee knows what they can expect. Discussion took place. Renken will work with Hartley on potential presentation dates.

**County Clerk** – Kristy Masching was present to review her FY 2020 budget request. Masching stated that the request included an increase over FY 2019 due to having two elections scheduled for FY 2020. Masching noted that she issued a request for proposals for the new elections equipment. Masching then reviewed her prior request for aperture card. Masching stated that there are a little over 300,000 records, so she thought they could begin the project and do a little each year.

**Treasurer** – Nikkie Meier was present to review her FY 2020 budget request with the Committee. Meier stated that the only increase included in her budget was the approved salary increases. Meier then reviewed her capital budget request of \$5,000 for a new printer. Meier stated that the current printer was purchased in 2006 and no longer has a warranty or service contract. Meier stated that Jon Sear has repaired the machine a couple of times, but recommended she submit the request for replacement.

**County Clerk Semi-Annual Report** – Kristy Masching reviewed her semi-annual report with the Committee. *Motion by Fannin, second by Fannin to recommend approval of the County Clerk's Semi-Annual Report.* **MOTION CARRIED WITH ALL AYES.**

**FY 2020 Budget** – Diane Schwahn reviewed the budget summary to date with the Committee. Schwahn noted that costs for the Historic Courthouse pillar painting and roof repairs will still be outstanding. Schwahn stated that not including those outstanding items there was a need to cut \$102,496 out of the budget to meet the budget goal. It was noted that SJL had recessed their meeting and will continue to review the budget requests next week. Property will also meet sometime later in the month once final estimates are received. Discussion took place. The Committee will meet on July 24<sup>th</sup> to review the following department and capital requests, Sheriff, Jail, and Finance.

**Monthly Finance Report** – The monthly finance report was distributed prior to the meeting.

The Committee reviewed the bills. *Motion by Bunting, second by Arbogast to approve the monthly bills as presented.* **MOTION CARRIED WITH ALL AYES.**

*Motion by Earing, second by Manker to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting at 8:15 p.m..

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Alina Hartley  
Executive Director