

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF SEPTEMBER 4, 2019

Committee Chairman 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, Slagel, Bunting, Earing, Fannin,

Absent: Arbogast, Manker

Also Present: Chairman Bob Young, County Board Member Linda Ambrose, Executive Director Alina Hartley, Treasurer Nikki Meier, Finance Director Diane Schwahn, Network & Computer Systems Administrator Jon Sear, Supervisor of Assessments Shelly Renken, Orry Cummings (SmartWatt)

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

The Committee reviewed the minutes of August 7, 2019 meeting. *Motion by Fannin, second by Slagel to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

**Resolution: Mobile Home Redemption; Cancellation of Certificates** – Treasurer Nikki Meier was present to request approval of a resolution accepting a mobile home redemption and authorizing the cancellation of certificates. *Motion by Bunting, second by Fannin to recommend approval of the resolution as presented.* **MOTION CARRIED WITH ALL AYES.**

**Vanguard Proposal – Commercial & Industrial Appraisal** – The Committee discussed proceeding with a contract with Vanguard for the appraisal of commercial and industrial properties within the county. The county will be put on Vanguard's schedule once the contract is entered into, for the work to be completed during the next quadrennial assessment starting in 2023. It was noted that no fees would be due until completion of the project. The project will be budgeted over FY's 2021, 2022 and 2023 at approximately \$175,000 per year. *Motion by Fannin, second by Earing to recommend entering into a contract with Vanguard for the commercial and industrial appraisals.*  
**MOTION CARRIED WITH ALL AYES.**

**Cannabis Retailers Occupation Tax** – Hartley stated that she had just received a model ordinance from the IACBMC but had not yet had time to review or put into county format. *Motion by Bunting, second by Slagel to table until the draft is available for review.* **MOTION CARRIED WITH ALL AYES.**

**Elected Officials Salaries** – Hartley presented comparable salary information for the Committee’s review. Hartley stated that the Committee had previously indicated a desire to set the elected officials salaries prior to the filing period. Hartley reported that candidates are allowed to file their petitions anywhere from November 25<sup>th</sup> thru December 2<sup>nd</sup>. The Committee will take time to review the information presented and will continue discussion at the next regular meeting.

**SmartWatt Guaranteed Energy Savings Contract** – Hartley reported that the Property Committee had made a decision to remove the replacement of the chillers at the Public Safety Complex and slate it for a second phase if needed. Hartley stated that the Property Committee will review the replacement vs. rebuild models and consider the possible addition onto the jail. Orry Cummings agreed that made sense, although acknowledged some risk to waiting. Cummings noted that the replacement of the lights at the Public Safety Complex to higher efficiency models was added to the project at a minimal cost. Cummings stated that he received an offer of 3.68% on the lease option. Discussion took place regarding paying for the project upfront or leasing options. Consensus of the Committee was to lease all the high efficiency energy savings projects, and pay directly for any upgrades to the systems. *Motion by Fannin, second by Bunting to recommend the Board approve the lease and moving forward with the contract from SmartWatt.*  
**MOTION CARRIED WITH ALL AYES.**

**FY 2020 Budget, Capital Requests & Levies** – Schwahn reviewed the updated summary pages with the Committee. Schwahn stated the budget is coming in almost exactly where we were last year, but only because there were several items that carried over. The Committee reviewed the all funds summary which shows how funds are projected to increase or decrease over the year. It was noted that the \$8 million deficit reflected can be attributed to the possible construction of the H&E building at \$5 million, economic development at \$1 million, a carryover of \$1 million and a highway carryover of \$1 million. Slagel suggested that the transfer to the Enterprise Zone fund be eliminated and the \$80,000 be paid directly from the Pontiac Host Fund. Consensus of the Committee was to proceed with that change.

Discussion took place regarding the preliminary insurance renewal figures. Hartley stated that the initial renewal came in at 17.3% which could require the need for additional discussions to meet the overall cap goal. Hartley stated that the broker has put the plan out to bid and is working on negotiating that amount down, but it was just too early to know. Hartley stated that they don’t expect to get final estimates on the insurance until the end of September. Discussion took place regarding the possible need to meet prior to the next regular meeting. A meeting will be scheduled for September 25<sup>th</sup> or October 2<sup>nd</sup> if the need arises. A full draft of the budget will be distributed prior to the October meeting.

**Monthly Finance Report** – The monthly finance report was distributed prior to the meeting. Schwahn noted that while she thought there was a possibility that the jail would make their budget, that no longer appears to be the case.

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

*Motion by Fannin, second by Earing to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting at 7:13 p.m..

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Alina Hartley  
Executive Director