

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF OCTOBER 10, 2019

Chairman Interim Chairman Kathy Arbogast called the meeting to order at 5:00 p.m. in the committee room in the Livingston County Historic Courthouse.

Present: Arbogast, Allen, Bunting, Carley, Kestner, Killian, Lovell, Shafer, Vietti

Absent:

Also Present: Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, County Board Member John Slagel

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

The Committee reviewed the minutes of the September 5, 2019 meeting. *Motion by Killian, second by Carley to approve the minutes. MOTION CARRIED WITH ALL AYES.*

Community Healthcare Referendum – Proposed Amendment – Hartley reviewed a proposed amendment to the community healthcare referendum. Hartley stated that the amendment will change the language from “Home Healthcare” to “Community Healthcare”. Hartley also reviewed a proposed informational document that will be shared on the county’s website to inform the public regarding the referendum and what it means to voters. Hartley stated that the document is meant to be unbiased, and is only meant to help inform the public. Discussion took place. It was recommended that the acronyms be written out. *Motion by Bunting, second by Vietti to approve the proposed amendment and the information sheet as amended. MOTION CARRIED WITH ALL AYES.*

Ambassador Program – Hartley reviewed a layout for the Ambassador Program that the management team is looking to implement in November. Hartley stated that the program is designed to engage frontline leaders within the county. Hartley reviewed the goals of the program, the selection process and the timeline associated with implementation. *Motion by Allen, second by Vietti to approve the Ambassador Program as presented. MOTION CARRIED WITH ALL AYES.*

Comments from the Chairman – Arbogast reported that she has been very busy over the last few weeks. Arbogast stated that she appreciated everyone’s support throughout the process.

Comments from Committee Chairman –

On behalf of the Sheriff, Jail & License Committee – Arbogast reported that the amendment to the animal control ordinance will be proceeding. Arbogast stated that the language requiring collars for cats has been removed from the document. Arbogast stated that the Committee also discussed the spay and neuter fund.

On behalf of the IT Committee, Allen reported that the department completed the Spillman update with just a few issues. Allen stated that the department also assisted the facilities services department on the repair of a key machine. Allen stated that in addition the department completed several software updates and prevented several hack attempts on the county website.

On behalf of the Finance Committee, Shafer reported that the Committee had a lengthy discussion on the Vanguard agreement. Shafer stated that there were representatives from the grain elevator present to discuss their assessment increases. Shafer stated that Renken did a good job explaining the need to complete the commercial and industrial appraisals. Shafer stated that the need to complete the process is clear. Shafer stated that it's also clear that the process needs to be fixed sooner rather than later to prevent this type of thing going forward.

On behalf of the Ag & Zoning Committee, Bunting reported that the Committee has one action item coming before the Committee in regards to a proposed zoning text amendment requiring special use permit for cannabis operations. Bunting reported that the Planning Commission is also recommending a limit of 160 acres per township be established for solar farms. Bunting stated that the Committee tabled the item and will discuss next month.

On behalf of the VAC Committee, Kestner reported that the Committee approved the bills. Kestner reported that there was also a Vet complaint that he believes has been resolved.

On behalf of Personnel, Vietti reported that Gilmore was able to negotiate a reduction in the annual renewal increase from 17.3% to 4%. Vietti stated that the Committee is also recommending approval of a perfect attendance incentive and an amendment to the personnel policies.

On behalf of Highway, Lovell reported that the Committee is recommending approval of resolution extending fees to cover overweight vehicles. Lovell stated that the department also purchased a new pickup truck.

On behalf of the Elections Committee, Carley reported that the Committee will meet prior to the full board meeting to approval an appointment. Hartley reported that the Committee will also discuss a potential new credit card program.

On behalf of the Property Committee, Killian reported that the meeting was well attended. Killian reported Don Verdun provided his annual report. Killian stated that there will be a resolution presented authorizing the disposal of excess property. Killian

reported that the ad-hoc committee gave an update on their progress. Killian encouraged members to contact the group with any suggestions that they may have.

Other Business to Come Before the Committee – Hartley stated that Kristy is requesting to use some of the remaining funds from the elections capital project to purchase some extra tablets (in case there is there is an issue with one of the machines), some manuals for each of the precincts and some tables. Hartley stated that there was \$71,457 remaining in the capital budget for this project and Masching would be spending up to an additional \$25,000. Hartley stated that since the elections proposal was approved by the full board, she just wanted to make sure that everyone was o.k. with the additional expenditure. Consensus of the Committee was that Masching could proceed with the items needed to complete the project.

Motion by Vietti, second by Killian to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:48 p.m..

Alina Hartley
Executive Director