

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF FEBRUARY 6, 2020

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, Bunting, Carley, Kestner, Killian, Lovell, Shafer,

Absent: Allen, Fannin, Vietti

Also Present: Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, County Board Members John Slagel and Bob Weller

Arbogast requested that the agenda be amended to include GLCEDC Membership and Participation. Arbogast then called for any additional changes to the agenda with none being requested. *Motion by Carley, second by Killian to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the January 9<sup>th</sup>, 2020 meeting. *Motion by Bunting, second by Lovell to approve the minutes.* **MOTION CARRIED WITH ALL AYES.**

**GLCEDC Membership & Participation** – Arbogast reported that she had been approached by a number of board members concerning the county's participation in the GLCEDC, as well as recent actions and involvement by Adam Dontz. Arbogast stated that she wanted to bring the topic up for discussion for everyone to be able to express their views openly. Arbogast noted that the county's current investment into the GLCEDC stands at \$5.3 million, with an additional \$921,950 available for 2020. Discussion took place regarding the accomplishments of the group with some members questioning the jobs created and retained, as well as the number of students impacted by the STEM program. Some members expressed frustration with the GLCEDC's involvement, through its director, in recent County Board decisions. Arbogast reviewed the county's 2019 goal identified for Economic Development which included defining the role, the goal and funding mechanism. Arbogast noted that once the current allocation is expended, the fund will be depleted. Further discussion took place. Consensus of the Committee was that the County's continued participation in the GLCEDC was in the best interest of the County; further consensus was that the annual membership allocation to the GLCEDC should be reduced to \$72,000 to reflect the county's reduction in population, as well as the board's displeasure with recent actions. Bunting stated that as the Board's representative on the GLCEDC board he would relay the conversation.

**Items as Needed – No Action to be Taken –**

Strategic Planning – Hartley presented that draft County Board Agenda for the Committee’s review. Hartley noted that there was a new subsection added to allow the board to recognize employees who reach five year achievements within the County. Hartley stated that the service awards will still be distributed by the department heads, but this will just serve as a small acknowledge of the board’s appreciation for the employees of the county. Hartley reported that the team completed a mini planning session with the Ambassador group. Hartley noted that the group then started on the SWOT analysis. Hartley stated that she felt the results were positive and she felt the extra perspective of employees would be helpful in the planning process.

Hartley stated that she will provide a new board member training/overview on February 20<sup>th</sup> at 5 p.m.. Hartley stated that she will provide overviews of the Open Meetings Act, Freedom of Information Act, Parliamentary Procedure, and the Roles & Rules of the County Board. Arbogast encouraged all board members to attend.

Hartley reported that this years Planning Session will be scheduled for March 26<sup>th</sup> for the presentation portion, March 31<sup>st</sup> for the SWOT analysis, and April 2<sup>nd</sup> for goal setting. Hartley noted that all sessions will begin at 6:00 p.m..

**Comments from Committee Chairman –**

On behalf of the Property Committee, Killian reported that the Committee reviewed Don Verdun’s report on recent activities of the department. Killian reported that the committee discussed the removal of a couple of trees at the old nursing home site. Killian reported that the Committee also discussed the proposed new H&E building and postponed their decision until the March meeting with Farnsworth present. Killian stated that any questions for Farnsworth should be submitted in writing no later than February 14<sup>th</sup> to the Board office.

On behalf of the Ag & Zoning Committee, Bunting reported that the Committee is forwarding a zoning amendment for three houses in South Streator located near Vactor. In addition, Bunting stated that the Committee is forwarding the new cannabis regulations for approval which have been approved by the Planning Commission, Zoning Board of Appeals and the Ag & Zoning Committee.

On behalf of the VAC Committee, Ambrose reported that the meeting was non-eventful, and the Committee paid the bills.

On behalf of the Ad-Hoc Committee, Earing reported that there were a lot of different opinions on the type of building that should be built. Earing stated that the concept of a pole barn was mentioned several times. Earing stated that he contacted Mortan directly and they do not do steel frame buildings. Earing stated that going with a wood frame as opposed to a steel will result in additional costs for sprinkler systems and additional costs in upfront and ongoing insurance policies. Earing stated that he felt that costs were cut as much as possible to reduce costs resulting in the \$4.9 million estimate, while not sacrificing the longevity of the building and contents. Earing encouraged board members

to get an understanding of all the different details that are going into the building. Earing noted that the longer the project is delayed the higher the cost will be.

On behalf of the Finance Committee, Shafer reported that the Committee heard reports from both the Circuit Clerk and the County Clerk. Shafer stated that there is one additional year end transfer resolution being presented for approval.

On behalf of Highway, Lovell reported that the Committee is forwarding two action items for the board's review, which includes the repairs to Campus Rd as discussed last month, as well as the letting results. Lovell reported that there are bridge repairs being done resulting from an accident, with the cost being covered by insurance.

On behalf of Personnel, Ambrose reported that the Committee is forwarding a recommendation to amend the salary classification schedule. Ambrose stated that the Health Department is having difficulty attracting qualified individuals at the rate currently in the schedule.

On behalf of the Sheriff, Jail & License Committee – Carley reported that the Sheriff's provided his Annual and Semi-Annual Reports to the Committee. Carley reported that the inmate housing has been steady, but final numbers were not available for the month. Carley stated that the Sheriff also discussed challenges with finding enough qualified deputies and correctional officers.

*Motion by Carley, second by Kestner to adjourn the meeting. MOTION CARRIED WITH ALL AYES.* Meeting adjourned at 6:06 p.m..

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Alina Hartley  
Executive Director