

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF JULY 16, 2020

Chairman Kathy Arbogast called the meeting to order at 5:01 p.m. Pursuant to Public Act 101-0640 and the Gubernatorial Disaster Proclamation related to COVID 19, participation in this meeting was offered in person, through Zoom and by teleconference.

Present: Arbogast, Bunting, Carley, Fannin, Killian, Lovell

Present via Zoom: Allen, Kestner, Shafer

Absent: Vietti

Also Present: Executive Director Alina Hartley, County Board Members Mark Runyon and John Slagel, Network & Computer Systems Administrator Jon Sear, Human Resources Director Ginger Harris, Finance Director Diane Schwahn,

Arbogast called for any additions or corrections to the agenda with none requested. *Motion by Carley, second by Fannin to approve the agenda as presented. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Arbogast, Bunting, Allen, Carley, Fannin, Kestner, Killian, Lovell, Shafer. Nays: None. Absent: Vietti.

The Committee reviewed the minutes of the May 7, 2020 meeting. *Motion by Killian, second by Carley to approve the minutes. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Arbogast, Bunting, Allen, Carley, Fannin, Kestner, Killian, Lovell, Shafer. Nays: None. Absent: Vietti.

#### **FY 2021 Budget & Capital Requests**

**County Board & County Board Office** – Hartley reviewed the budgets for the County Board and County Board Office with the Committee. Hartley reported that there were minor adjustments between the line items, but overall both budgets met the allocation given.

**Finance** – Schwahn stated that her budget changed just slightly with a small increase requested in the supplies line item. Schwahn stated that her office no covers the expenses for the checks for the county. Schwahn noted that she did reduce the hours for her part time assistant, because she hasn't been working the hours originally anticipated.

**Human Resources** – Harris reviewed HR budget with the Committee. Harris noted that she made some adjustments within individual line items, adding to the printing line item which is constantly over budget. Overall the HR budget meets the allocation given.

*Motion by Bunting, second by Fannin to recommend approval of the budgets as submitted. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Arbogast,

Bunting, Allen, Carley, Fannin, Kestner, Killian, Lovell, Shafer. Nays: None. Absent: Vietti.

**Comments from the Chairman** – Arbogast extended to gratitude to all department heads and elected officials for holding the line on next year’s budget.

**Comments from Committee Chairman** – On behalf of the SJL Committee, Carley reported that the Sheriff’s Department and Jail appear to be running smoothly.

On behalf of the Elections Committee, Fannin reported that the Committee had several appointments and addressed some general knowledge type issues.

On behalf of the IT Committee, Allen reported that the Committee reviewed the budget, which stayed within the allocation. Allen noted that there were no capital requests.

On behalf of the VAC Committee, Kestner reported that the Committee reviewed the proposed budget which included a decrease of approximately \$1,000.

On behalf of the Finance Committee, Shafer reported that the Committee reviewed the budgets for the Assessor, County Clerk and Treasurer. Shafer stated that the Committee will be working to maintain the sealing of \$1.2 million.

On behalf of the Ag, Zoning and Emergency Services Committee, Bunting reported that there were no action items to present. Bunting stated that the department completed the electronic recycling event in Fairbury resulting in two semi-loads of electronic waste being disposed of. Bunting reported that the landfill is slowing down on the construction of the new cell. Bunting stated that they are seeing a decline in tonnage due to COVID. Bunting noted that the new Zoning assistant has been hired and will start on Monday.

On behalf of Property, Killian reported that the Committee reviewed a sublease extension with Project Oz that will be presented for approval. Killian reported that the Committee also reviewed the budgets and capital requests for the department.

On behalf of the Highway Committee, Lovell reported that the Committee reviewed a bridge petition, the letting results and the quarterly report. Lovell reported that the Committee also approved the purchase of a smaller truck and reviewed the proposed budget.

**Other Items to Come Before the Committee –**

Hartley reported that the County received notification of funding through the CARES Act, at just over \$500,000. Hartley noted that in addition the Public Health Department was awarded just under \$90,000. Hartley stated that the funding will come from the state. Hartley noted that the funding is done through the local CURE Program is only for expenses directly attributed to the local government, and cannot be used for county sponsored programs. Discussion took place.

Hartley reported that the Old Log Cabin is looking to apply for the small business stabilization program, which is administered through DCEO and the Community Development Block Grant. Hartley stated that the County would need to be a co-applicant and would need to adopt a Fair Housing ordinance/resolution.

*Motion by Killian, second by Lovell to adjourn the meeting.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Arbogast, Bunting, Allen, Carley, Fannin, Kestner, Killian, Lovell, Shafer. Nays: None. Absent: Vietti.  
Meeting adjourned at 5:39 p.m..

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Alina Hartley  
Executive Director