

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF JULY 15, 2020

Committee Chairman Tim Shafer called the meeting to order at 5:00 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: Shafer, Bunting, Earing, Fannin
Present via Zoom: Slagel and Lovell

Absent: Kirkton

Also Present: County Board Chair Kathy Arbogast, County Board Member Gina Manker, Executive Director Alina Hartley, Finance Director Diane Schwahn, HR Director Ginger Harris, County Clerk Kristy Masching, Treasurer Nikki Meier, Assessor Shelly Renken (arrived at 5:50 p.m.), Network and Computer Systems Administrator Jon Sear.

Shafer called for any additions or corrections to the agenda with none requested. *Motion by Bunting; second by Earing to approve the agenda as presented. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Lovell. Nays: None. Absent: Kirkton.

The Committee reviewed the minutes from the June 3, 2020 meeting. *Motion by Fannin, second by Bunting to approve the minutes as presented. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Lovell. Nays: None. Absent: Kirkton.

Resolution Authorizing Acceptance of Low Bid and Transfer of Deed – Treasurer Nikki Meier was present to request approval of a resolution accepting the low bid and authorizing the transfer of deed for a property located in Long Point. Meier stated that the property was issued during the sealed bid auction, but no bids were received. Meier stated that a bid has been submitted for the minimum bid amount of \$813. Discussion took place. *Motion by Earing, second by Fannin to recommend approval of the resolution authorizing the acceptance of bid and the transfer of deed. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Lovell. Nays: None. Absent: Kirkton.

County Clerk Semi-Annual Report – County Clerk Kristy Masching was present to review her semi-annual report with the Committee. Discussion took place. *Motion by Fannin, second by Bunting to approve the County Clerks Semi-Annual Report. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Lovell. Nays: None. Absent: Kirkton.

FY 2021 Budget & Capital Requests –

Treasurer – Meier reported that he budget request is just slightly higher than the allocation given with a small increase requested in Tax Bill Supplies and Equipment. Meier stated that this increase will cover the increase in postage and inflation. Meier noted that there hadn't been an increase in three years.

County Clerk – County Clerk Kristy Masching was present to review her budget with the Committee. Masching reviewed the changes proposed but noted an overall decrease in the budget from FY 2020.

Assessor – In the absence of Shelly Renken, Hartley reported that the Assessor submitted a budget that included an increase of just \$100 in the Board of Review budget, and was right on target with the allocation given in the office budget. Discussion took place. *Motion by Fannin, second by Bunting to approve the budgets as submitted.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Shafer, Bunting, Earing, Fannin. Nays: None. Pass: Slagel and Lovell. Absent: Kirkton. It was noted that at this time that individuals participating through Zoom were having difficulty hearing the conversation with some echoing in the room. Sear will work to correct the issue.

FY 2021 Budget – The Committee reviewed the summaries for revenues, expenses, and capital, as well as the balancing sheet for the general fund and the deficit cap worksheet. Discussion took place regarding the amount to be put towards the three year contract for appraisal services. Discussion also took place regarding presentations for August which will include maintenance, the GLCEDC and the vehicle fund.

Finance Department Report – Schwahn reported that the expenses are doing well. Schwahn noted that the Coroner may go over, but it depends on how the rest of the year goes. Overall Schwahn reported that the county is in a good spot.

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.

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.

The Committee reviewed the bills. *Motion by Fannin, second by Bunting to approve the monthly bills as presented.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Shafer, Slagel, Bunting, Earing, Fannin. Nays: None. Absent: Kirkton, Lovell.

Public Comment – The floor was open for public comment.

Motion by Fannin, second by Earing to adjourn. **MOTION CARRIED ON ROLL
CALL VOTE.** Ayes: Shafer, Slagel, Bunting, Earing, Fannin. Nays: None. Absent:
Kirkton, Lovell. Meeting at 6:06 p.m..

Alina Hartley
Executive Director