

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF AUGUST 5, 2020

Committee Chairman Tim Shafer called the meeting to order at 6:23 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, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell
Present via Zoom: n/a

Absent:

Also Present: County Board Member Gina Manker, Linda Ambrose, Bill Mays and Jim Blackard, Executive Director Alina Hartley, Finance Director Diane Schwahn, HR Director Ginger Harris, Shelly Renken, Network and Computer Systems Administrator Jon Sear, Adam Dontz (GLCEDC), Brad Trainor (Old Log Cabin).

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

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

Circuit Clerk Semi-Annual Report – Circuit Clerk LeAnn Dixon was present to review her semi-annual report with the Committee. Dixon also presented a comparison for the same period for 2019, 2018 and 2017. Discussion took place. *Motion by Fannin, second by Earing to approve the Circuit Clerks Semi-Annual Report. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell. Nays: None. Absent: None.

FY 2021 Budget & Capital Requests

GLCEDC Budget Request– Adam Dontz was present to review his FY 2021 budget request with the Committee. Dontz reviewed some of the GLCEDC accomplishments initiatives with the Committee. Dontz requested consideration of an increase in the membership dues back to the \$80,000, roll over of the carryover amount (approximately \$650,000) and adjustment for the CAT payment which was non-budgeted for 2020 and paid from the GLCEDC allocation. A copy of the Enterprise Zone budget will be sent to Committee members for review and consideration in the overall budget process.

Vehicle Fund – Hartley reviewed the proposed budget for FY 2021 with the Committee. The FY 2021 budget requests includes an increase in Repairs & Maintenance to reflect

recent trends. The budget request also includes a request for the purchase of four new patrol vehicles for the Sheriff's department.

Hartley provided a list of potential vehicle replacements for FY 2022. Hartley also discussed the Sheriff's Department request for a plow truck. Hartley explained that the current plow was in disrepair and was sold at the recent auction. The Sheriff's Department and Maintenance requested a new plow this year, but were told that they needed to wait until it was clear whether or not there would be sufficient funds available. Hartley stated that there is approximately \$45,000 that will be remaining for this year. Discussion took place regarding the need and whether the plow should be purchased new or used. Discussion also took place regarding the ability to contract out this service. Hartley requested that the discussion be delayed until the Sheriff's Department and Maintenance could be present for the discussion.

Motion by Fanning, second by Bunting to approve the FY 2021 budget as presented.
MOTION CARRIED ON ROLL CALL VOTE. Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell. Nays: None. Absent: None.

Small Business Stabilization Grant – Old Log Cabin – Dontz reported that DCEO has approved a Small Business Stabilization Grant program through their Community Development Block Grant whereby funds have been redirected to support local business, up to \$25,000, for a select two month period. Dontz stated that the business will need to front the expenses, submit a reimbursement request through the county, who submits a reimbursement request through DCEO, and then remits the payment back to the business. Hartley stated that the public notice has been published and the public hearing will take place at 5:30 p.m. prior to the full board meeting. Hartley stated that a draft of the grant application has been compiled and is available. *Motion by Fannin, second by Slagel to recommend approval of the small business stabilization grant with Old Log Cabin.*
MOTION CARRIED ON ROLL CALL VOTE. Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell. Nays: None. Absent: None.

Livingston County Assessor GIS Subscription Fee – Supervisor of Assessments Shelly Renken was present to discuss the Assessor's GIS website subscription fee. Renken stated that there are some basic portions of the data that are available at no charge, and all the information is public and can be obtained through the office. Renken stated the additional information she currently has several subscribers and is recommending that the fee be increased to \$150 per year, and add the option of a three month subscription at \$50. Discussion took place. *Motion by Bunting, second by Fannin to recommend approval of the increase in fees as recommended.*
MOTION CARRIED ON ROLL CALL VOTE. Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell. Nays: None. Absent: None.

Public Defender Salary - Schwahn reported that the States Attorney's salary was once again increased by the legislature. Schwahn stated that the county keeps the public defender salary at 90% of the State's Attorney's salary in order to obtain reimbursement from the state at 66-2/3%. *Motion by Fannin, second by Kirkton to approve the*

resolution increasing the Public Defender's salary. **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell. Nays: None. Absent: None.

Mack & Associates – Auditing Agreement – Schwahn presented a proposal from Mack & Associates for the FY 2020, 2021 and 2022 audits for the Committee's consideration. Schwahn noted that she was very satisfied with the work that the auditors have done for the County. Discussion took place regarding the overall satisfaction with Mack & Associates, as well as the need to change auditors every now and then. The Committee felt comfortable with the continuation for the three year proposal, but felt they may wish to evaluate the following contracts. *Motion by Fannin, second by Earing to recommend approval of the Mack & Associates auditing proposal.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell. Nays: None. Absent: None.

FY 2021 Budget – Schwahn noted that the updated summaries were distributed and currently meet the target.

Finance Department Report – Schwahn reported that the coroner's office had a rough month, with autopsies coming in high, and mileage coming in really high. Schwahn noted that the Coroner's office is the only office that is currently off track budget wise.

Hartley noted that they were advised about another retirement in the Sheriff's office. Hartley stated that the individual technically does not qualify for retirement, but will qualify for a full payout of accumulated time estimated at approximately \$52,000.

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

Other Items – The Committee discussed the possibility of bonding the H&E project as opposed to expending capital funds. The Committee will continue discussion at next month's meeting.

Motion by Lovell, second by Fannin to adjourn. **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell. Nays: None. Absent: None. Meeting adjourned at 7:54 p.m..

Alina Hartley
Executive Director