

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF SEPTEMBER 10, 2020

Chairman Kathy Arbogast 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: Arbogast, Bunting, Carley, Fannin, Killian, Vietti

Present via Zoom: Allen, Kestner, Shafer

Absent: Lovell

Also Present: Executive Director Alina Hartley, County Board Members Linda Ambrose and John Slagel, Network & Computer Systems Administrator Jon Sear, Finance Director Diane Schwahn,

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

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, Shafer, Vietti. Nays: None. Absent: Lovell.

**Builders Risk Policy – H&E Building Project** – Hartley reported that she received a quote for the builders risk policy for the H&E construction project. Hartley stated that she utilized the same broker for this policy to insure there was no back and forth on responsibility should a claim arise. Hartley reported that the policy premium is \$3,451 and covers the period September 8, 2020 thru June 9, 2021. *Motion by Fannin, second by Carley to approve the builders risk policy as presented. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Arbogast, Bunting, Allen, Carley, Fannin, Kestner, Killian, Shafer, Vietti. Nays: None. Absent: Lovell.

**Compliance Issues / Reminders** – Arbogast reviewed some compliance matters with committee members to ensure compliance with the Open Meetings Act and Freedom of Information Act. Arbogast urged members to be cautious when using electronic means of communication so as to not violate the Open Meetings Act, noting this includes email and text messages. Arbogast noted that back and forth communication between a majority of a quorum of any committee is a violation. Communications between members and just two other board members can be considered a meeting. Arbogast encouraged board members to be extremely cautious using all forms of communication including text messaging.

Arbogast further reminded board members that text messages that are taking place during meetings can be subject to FOIA, even if it's done on personal cell phones.

**Comments from Committee Chairman –**

On behalf of Property, Killian reported that the Committee approved a motion to extend the farm lease with the current tenant for another two year period. Killian further reported that a proposal submitted from Farnsworth on the ADA issues will be presented to the board along with a resolution authorizing change orders and expenses approvals.

On behalf of the SJL Committee, Carley reported that Dutko and Glowacki have officially retired and Hamilton has been appointed Chief Deputy and Gragert has been appointed Captain.

On behalf of the Personnel Committee, Vietti reported that the Committee approved the annual health insurance renewal.

On behalf of the Ag, Zoning and Emergency Services Committee, Bunting reported that the Committee is recommending approval Essman zoning case. Bunting reported that they are trying to do the next round of electronic recycling in November. Bunting noted that the Committee is also looking at the WECS ordinance in regards to the allowable tower heights.

On behalf of the Finance Committee, Shafer reported that the Committee reviewed financing options for the H&E project, but determined that was not a possibility, so the project will be funded by cash on hand.

On behalf of the Elections Committee, Fannin reported that the Committee approved changes in polling places which will be forwarded to the full board.

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

Meeting adjourned at 5:12 p.m..

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Alina Hartley  
Executive Director