

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF MARCH 4, 2021

Chairman Kathy Arbogast called the meeting to order at 5:00 p.m.

Present: Arbogast, Bunting, Fannin, Kirkton, Lovell, Shafer, Vietti,
Vitzthum

Absent: Carley, Kestner

Also Present: Executive Director Alina Hartley, County Board Members Linda Ambrose, Seth Welch, Bob Weller, and Jim Blackard, Network & Computer Systems Administrator Jon Sear, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, and Executive Director Alina Hartley

Arbogast called for any additions or corrections to the agenda with none requested. *Motion by Fannin, second by Lovell to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the February 4, 2021 meeting. *Motion by Fannin, second by Vietti to approve the minutes. MOTION CARRIED WITH ALL AYES.*

Comments from the Chair – Arbogast reported that UCCI has announced they plan to still conduct this year’s annual conference in Galena. Arbogast stated that based on recent criticisms she was considering reducing the number of board members who attend. Arbogast stated that when she discussed the possibility with Hartley she had some comments that she felt should be shared with the Committee to take into consideration.

Hartley gave the history on how she and the County became involved and ultimately a member of UCCI. Hartley stated that the connections and information shared as part of the UCCI events are invaluable, and have been helpful not only to her, but to other departments as well. Hartley stated that in regards to the cost, there is a cost associated with attending the annual conference, and the more board members who attend, the more it costs. However, Hartley reported that she explored the actual costs for 2019 for all UCCI events which resulted in a total of \$4,392.71 of expenses, while the County received a total of \$5,025.00 in reimbursements and credits back from the UCCI for an actual gain in excess of \$600. Hartley stated that she was not aware of any other organization that does this. Hartley stated that for her the information presented and networking opportunities for valuable and she would not want to give that up.

Other members expressed their support for the event as well. Ambrose clarified that her criticism was not towards the event, but rather the cost and mileage associated with it. Discussion took place with the overall consensus being that no change was needed.

Comments from Committee Chairman –

On behalf of the Highway Committee, Lovell reported that the committee reviewed a culvert project, Clay's reappointment and the quarterly report.

On behalf of the Property Committee, Vitzthum reported that there was an update on the new building with the project progressing nicely. Arbogast noted that they were currently working on waterproofing the building. The Committee also reviewed and is recommending a proposal from Diegan & Associated to complete the asbestos inspection, develop bid documents for both the asbestos abatement and demolition and to oversee the projects on the county's behalf.

On behalf of the Elections Committee, Kirkton reported that they are still working on the reapportionment. Kirkton stated that the Committee discussed the size of the board, but he doesn't think they're done with that subject. Kirkton noted that the census data has been delayed and they are not expecting to receive the data until likely September. Kirkton also noted a disconnect between the Standing Rules and the Purchasing Policy, where in some cases they may be contradictory.

On behalf of the Finance Committee, Shafer reported that they discussed the sale of some used vehicles, which will be sold in conjunction with the excess property at the H&E Building.

On behalf of Ag & Zoning, Bunting reported that there was no action taken. Bunting reported that the Committee discussed the upcoming electronic recycling project to be held in Pontiac, sometime in June. Bunting stated that the Emergency Operations Plan (EOP) is coming along and it appears like we will be able to meet the deadline of March 15th. Bunting reported that the Zoning Administrator will be on a leave of absence for an extended period of time.

On behalf of the SJL Committee, Weller reported that the Sheriff reported that they have obtained another dog, a two and a half year old lab who is currently still in training.

On behalf of the Veterans Committee – Blackard stated that the Committee paid the bills and had no issues with the exemption of some repairs to the van just over \$1,100.

Motion by Fannin, second by Lovell to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.**

Meeting adjourned at 5:32 p.m..

Alina Hartley
Executive Director