

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF JUNE 9, 2021

Committee Chairman Tim Shafer called the meeting to order at 6:00 p.m. in the County Board Room of the Historic Courthouse.

Present: Shafer, Slagel, Bunting, Earing, Kirkton

Absent: Fannin, Lovell

Also Present: County Board Chair Kathy Arbogast, County Board Members Jim Blackard and Seth Welch, Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, Treasurer Nikki Meier, Supervisor of Assessments Shelly Renken and Adam Dontz (GLCEDC).

Shafer called for any additions or deletions to the agenda with none requested. *Motion by Earing; second by Kirkton to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the Mays 5, 2021 meeting. *Motion by Slagel, second by Earing to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

**GLCEDC Request for Property Tax Abatement – Zutat** – Adam Dontz was present to review a request for a seven year property tax abatement for Zutat, a foodwaste to livestock feed company. Dontz stated that the company plans to build a 60,000 square foot facility and add 28 new jobs resulting in an investment in excess of \$10 million. Dontz noted that the applicant exceeds all the criteria for an abatement. *Motion by Bunting, second by Earing to recommend approval of a property tax abatement for Zutat.* **MOTION CARRIED WITH ALL AYES.**

**FY 2022 Budget / Annual Calendar / Approval of Guidelines** – The Committee reviewed the draft annual calendar and budget guidelines for FY 2022. The committee also reviewed recommendations for annual wage increases submitted by the administrative team and along with the minimum wage increase schedule previously approved by the legislature. It was recommended that the county move to flat rate increases across the board for non-union personnel in lieu of percentage based increases. Issues with employee recruitment and retention were noted. A lengthy discussion took place regarding what should be done in the short term to address the issues. Amendments to the guidelines were made. *Motion by Bunting, second by Kirkton to approve going with flat increases \$1.75 for FY 2022 and \$1.25 for FY 2023 and approve the FY 2022 calendar and guidelines as amended.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

**American Rescue Plan Grant** – Hartley noted that the county received its first allocation which equated to just over \$3.4 million. Hartley questioned the process that the Committee would like to utilize to determine how to spend the funds. Hartley stated that she could begin to draft an RFP whereby local entities could submit what they feel is needed within the guidelines of the grant. Discussion took place on the requirements for use of the funds. Consensus of the Committee was to authorize Hartley to proceed with drafting the RFP. Nikki Meier requested direction on how to invest the funds including the duration and amount to be invested. *Motion by Bunting, second by Earing to authorize the Treasurer to invest \$3.4 million for 180 days.* **MOTION CARRIED WITH ALL AYES.**

**Monthly Finance Report** – Schwahn provided a copy of the monthly Finance Report to the Committee. Schwahn stated that for the most part we are on target, noting that there have been a few issues in maintenance that required emergency repairs.

The Committee reviewed the bills. *Motion by Slagel, second by Kirkton to approve the monthly bills as presented.* **MOTION CARRIED WITH ALL AYES.**

The floor was opened for public comment.

*Motion by Slagel, second by Bunting to adjourn.* **MOTION CARRIED WITH ALL AYES.**

Meeting adjourned at 7:53 p.m..

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Alina Hartley  
Executive Director