

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF JULY 7, 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, Bunting, Earing, Fannin, Lovell

Absent: Slagel, Kirkton

Also Present: County Board Chair Kathy Arbogast, County Board Members Linda Ambrose and John Vitzthum, Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, Treasurer Nikki Meier, Supervisor of Assessments Shelly Renken and County Clerk Kristy Masching

Shafer requested that items 2a. be removed from the agenda. Shafer then called for any additional changes to the agenda with none requested. *Motion by Fannin; second by Lovell to approve the agenda as amended. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the June 9, 2021 meeting. *Motion by Fannin, second by Earing to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

FY 2022 Budget Requests

Assessor – Shelly Renken was present to review her FY 2022 budget request with the Committee. Renken reported that there was no change to the Board of Review budget and only a slight change to the Assessor budget to account for the addition of an Evaluation Specialist with a P2 classification. Renken stated that this is the new position that was previously discussed as part of the revaluation project. Renken stated that this position is being combined with a deputy clerk position that is currently vacant.

County Clerk – Kristy Masching was present to review her FY 2022 budget request with the Committee. Masching reported that the budgets presented were the same as 2021 except for the salary adjustments. Masching stated that normally she would be able to decrease the election budget slightly, but this year because of the omnibus bill, and the requirement to notify qualified voters on the vote by mail option, she needed to leave the budget as is. Masching estimated the cost to be around \$13,000-\$15,000, but stated she was hoping grants would be available to help offset the cost. Masching noted that she did receive an \$8,000 grant for polling place accessibility.

Treasurer – Treasurer Nikki Meier was present to review her FY 2022 budget with the Committee. Meier noted that there was a minor increase due to increases in costs for tax bill supplies, postage, tax bill paper and envelopes.

The Committee discussed the requests to be reviewed at their next meeting. The Committee will hear from those departments with significant increases including the Sheriff's Department and Jail and all departments requesting capital allocations.

Resolution Establishing Uniform Real Estate Transfer Tax – Kristy Masching was present to review statutory changes based on public act 93-1009, which authorized counties to also impose a tax on the transfer of a controlling interest and a beneficial interest in real estate. *Motion by Fannin, second by Bunting to recommend approval of the resolution as presented.* **MOTION CARRIED WITH ALL AYES.**

Salary Adjustment Request – Deputy Circuit Clerks – Leann Dixon was present to request a salary adjustment for her Deputy Circuit Clerks. Dixon provided a comparison which reflected a shortfall in the salaries currently being paid. Dixon stated that she would like to implement the increases for the last four pays of the fiscal year which would likely enable her to make the change within her budget allocation. Dixon reviewed the additional responsibilities that have been added to the positions. In addition, Dixon requested that the starting salary be adjusted from \$12.50 to \$13.50. *Motion by Bunting, second by Fannin to approve the salary adjustment request as submitted.* **MOTION CARRIED WITH ALL AYES.**

Resolution: Public Defender Salary – The Committee reviewed a draft resolution for an increase to the public defender's salary based on a statutory increase to the States Attorney's salary. In order to continue to receive reimbursement, the public defender's salary would need to be adjusted as well. *Motion by Fannin, second by Lovell to recommend approval of the resolution adjusting the public defender salary.* **MOTION CARRIED WITH AL AYES.**

American Rescue Plan Grant – Hartley reviewed a draft of the criteria to be included in the RFP for the American Rescue Grant funds. Hartley stated that she wanted to ensure that the Committee had an opportunity to remove any items that they would not be willing to entertain prior to the release. Hartley noted that in regards to item 3, the County is not eligible to claim expenses under this category as it did not realize a loss in revenue. Hartley stated that this can continue to be reviewed going forward through the grant term. Discussion took place. *Motion by Fannin, second by Bunting to approve the criteria with the removal of item 3.* **MOTION CARRIED WITH ALL AYES.**

Hartley presented a request to authorize payment to various entities who hosted vaccination clinics throughout the County. Hartley stated that there were a total of forty three clinics held and would recommend a payment of \$500 per clinic be provided to the various entities to cover the costs. *Motion by Fannin, second by Earing to approve the payments to clinics as presented.* **MOTION CARRIED WITH ALL AYES.**

Monthly Finance Report – Schwahn provided a copy of the monthly Finance Report to the Committee for review.

The Committee reviewed the bills. Fannin questioned the purchase of coffee, creamer and snacks with taxpayer dollars. Fannin stated that he just wanted to point out that this is happening, and he doesn't think it should. *Motion by Bunting, second by Fannin to approve the monthly bills as presented.* **MOTION CARRIED WITH ALL AYES.**

The floor was opened for public comment.

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

Meeting adjourned at 7:17 p.m..

Alina Hartley
Executive Director