

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF AUGUST 4, 2021

Committee Vice-Chair John Slagel called the meeting to order at 6:01 p.m. in the County Board Room of the Historic Courthouse.

Present: Slagel, Earing, Fannin, Kirkton, Lovell

Absent: Shafer, Bunting

Also Present: County Board Chair Kathy Arbogast, County Board Members Linda Ambrose, Bill Mays and Seth Welch, Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, Treasurer Nikki Meier, Circuit Clerk Leann Dixon, County Clerk Kristy Masching, Facilities Services Director Don Verdun, Adam Dontz GLCEDC, and Soil & Water representatives Debbie Ruff, Lee Bunting, Chuck Hanley, and Becky Taylor.

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

The Committee reviewed the minutes of the July 7, 2021 meeting. *Motion by Fannin, second by Lovell to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Resolution: Authorizing Transfer of Property – Treasurer Nikki Meier was present to request approval of a resolution authorizing the transfer of deed for back taxes. Meier stated that the past due taxes totaled \$560, and the payment is \$811. *Motion by Earing, second by Lovell to recommend approval of the resolution authorizing the transfer of property.* **MOTION CARRIED WITH ALL AYES.**

County Clerk Semi-Annual Report – County Clerk Kristy Masching was present to review her Semi-Annual Report with the Committee. Masching also provided a six month comparison for the Committees review. *Motion by Fannin, second by Lovell to recommend approval of the County Clerk’s semi-annual report as submitted.* **MOTION CARRIED WITH ALL AYES.**

Circuit Clerk Semi-Annual Report – Circuit Clerk Leann Dixon was present to review her Semi-Annual Report with the Committee. Dixon provided the Committee a six month comparison as well. *Motion by Lovell, second by Earing to recommend approval of the Circuit Clerk’s Semi-Annual Report as submitted.* **MOTION CARRIED WITH ALL AYES.**

GLCEDC Grant Request Cantarero – Adam Dontz was present to request approval of a grant for Cantarero who is looking to purchase the former LSC factory in Dwight.

Dontz stated that the grant is for the creation of 25 new jobs, for a total of \$125,000. Dontz stated that the business hopes to add an additional 25 jobs by the first quarter of 2022 and may eventually employ up to 75 employees. *Motion by Fannin, second by Kirkton to recommend approval of a grant in the amount of \$125,000 for Cantarero.*
MOTION CARRIED WITH ALL AYES.

FY 2022 Budget Requests & Capital Requests

Soil & Water – Representatives Lee Bunting, Chuck Hanley, Debbie Ruff and Becky Taylor were present to request continued grant funding in the amount of \$23,000 to support Livingston County Soil & Water. The group reviewed the programs that are provided and the overall budget for the organization. It was noted that there is an event planned for August 11th. The Committee thanked Soil & Water for the services provided.

Children’s Advocacy Center – Removed based on the proposed Lease Agreement pending board approval.

Human Resources – Ginger Harris was present to review two capital requests with the Committee. Harris stated that the first request is the learning management system. Harris stated that this system will address the training issues identified during the strategic planning process, along with some retention issues. Harris noted that according to a study conducted by SHRM the cost of turnover including advertising and training equates to approximately 42% of a person’s salary. Harris stated the cost of turnover for three positions is approximately \$44,000, so if the county can reduce the turnover by just three positions, the cost of the program will be recouped. Harris stated that the program will assist with the professional growth of employees with trainings that include wide range of topics. Harris noted that there were over 23,000 programs to choose from and the programs 25 programs to be selected every six months. Discussion took place.

Harris then reviewed a request for succession planning, estimated at \$21,000. Harris stated that this will allow her to gain training in succession planning so she can assist the county in improving career pathing and succession planning. Harris stated that she believed the program would assist in both employee retention and the ability to attract new personnel.

Maintenance– Don Verdun was present to review his capital requests with the Committee. The first request is for the replacement of the duct smoke detectors (\$42,382) at the Public Safety Complex. Verdun stated that they started this project last year and this will complete the entire replacement of the system. Verdun stated that in his opinion, this needed to be done as soon as possible.

Verdun then reviewed a request to reinstate the computer maintenance program to Verdun stated that the department previously had the program, but a former manager eliminated it. Verdun stated that the program would be helpful as it tracks the equipment, it’s parts for easy re-order, and who is completing the work.

Verdun reported that he does not yet have the official request for the roof replacement, but he did have a company on site to try and get an estimate. It was noted that the Property Committee is recommending full replacement of the roof as it is leaking in several areas. Discussion took place regarding the possible need to hire an engineer to design the scope of work for the replacement. Verdun stated that during the walk through with the company it was estimated that a full replacement would likely be somewhere in the 300,000. Discussion took place with the consensus being that the work needed to be done and an amount of \$400,000 should be budgeted, and forwarded back to the Property Committee to determine the best path.

IT – Jon Sear was present to review a request for the replacement of the x ray machine at the Law & Justice Center. Sear stated that the current machine is running on Windows XP and has been having some issues. Sear stated that the company would like \$9,000 for a service contract as its becoming difficult to find parts. Sear stated that the cost of replacement is \$27,965, with an annual maintenance fee of \$4,500.

Schwahn provided the Committee a summary of all the capital requests, along with the General Fund revenues, expenses and balance sheet. The General Fund deficit for the prior year was capped at \$1.2 million; this year's total came in at \$4,085,210. It was noted that the \$2 million for the Highway improvements would not be included in the consideration. Discussion took place regarding the items that the Committee felt were absolutely necessary to move forward with in the coming year including: the jail door system, the replacement of the duct smoke detectors, roof replacement at the Historic Courthouse, the learning management system and the x ray machine at the Law & Justice Center. Based on the cost of items identified for immediate need, consensus of the Committee was that additional requests would not likely be approved. Excluding the highway improvements the functional deficit is currently at \$1,759,961.

Monthly Finance Report – Schwahn provided a copy of the monthly Finance Report to the Committee for review. Schwahn noted that at this point in the year we should be at 67% of the budget expended while we are currently at 65%, so right on track.

American Rescue Plan Grant – Hartley reviewed a draft of the RFP for the American Rescue Plan: Community Response Program. Hartley stated that she would recommend changing the eligible applicants to include utility providers and internet service providers. Hartley stated that this could allow the County to partner with the utilities to provide assistance where needed if they are willing. Hartley stated that in regards to the internet service providers, while adding broadband throughout the county may be cost prohibitive, some areas could be improved if an internet service provider was willing to partner with the County. Discussion took place regarding the timeline with the consensus of the Committee being to extend the response due date to September 30th. *Motion by Fannin, second by Kirkton to approve the release of the RFP as amended.* **MOTION CARRIED WITH ALL AYES.**

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

The floor was opened for public comment.

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

Meeting adjourned at 8:23 p.m..

Alina Hartley
Executive Director