

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF AUGUST 8, 2023

Committee Chair Marty Fannin called the meeting to order at 6:00 p.m. in the Committee Room of the Historic Courthouse.

Present: Marty Fannin, Gerald Earing, Michael Haag, Steven Lovell, Bill Mays, Paul Ritter and Seth Welch

Absent: None

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, County Treasurer M. Nikki Meier, Supervisor of Assessments Shelly Renken, County Clerk Kristy Masching, County Board Members James Carley, Bob Weller, Rebekah Fehr and John Vitzthum

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

The Committee reviewed the minutes of the July 11, 2023, July 12, 2023 and July 20, 2023 meetings. *Motion by Earing, second by Lovell to approve the minutes as submitted.* **MOTION CARRIED WITH ALL AYES.**

**FY 2024 Budget- Additional Appropriation Requests** – The Committee reviewed additional appropriations requests from Finance, County Clerk & Elections and the Treasurer.

**Finance** – Schwahn presented her budget request for the Committee’s review, noting that she requested additional appropriations for training expenses and had inadvertently omitted her annual salary increase.

**County Clerk & Elections** – Masching reported the adjustments made to her budget are to account for an increase in election judges pay as well as an increase in supplies/equipment. Masching stated due to the amount of people who are registering to vote by mail, it has caused her to increase the budget.

**Treasurer** – Meier presented her budget request, stating there is an increase in tax bill supplies so her budget will need to increase to account for postage. Meier stated she has been attending more meetings for the Treasurers Association, so she is requesting her budget increase for meetings, training and travel.

**FY 2024 Budget & Capital Requests** – The Committee discussed steps moving forward in the budget process. Hartley stated that the Committee will now begin the process of reviewing all capital requests and all budgetary requests in exceedance of the approved allocation. Committee members felt that they already had an opportunity to hear the requests at the respective Committee meetings so no official presentations by department heads would be necessary. Hartley suggested that the committee establish a goal or target prior to moving forward. The goal will be a combination of capital allocations and general fund transfer. Discussion took place. It was consensus of the committee to set a maximum goal of 1.5 million, including capital requests. Hartley provided a discretionary sheet for the committee to use to evaluate each capital project and rank them in order of priority. Schwahn provided initial budgetary documents based on what had been received to date which included capital requests of \$1,141,210.26, and additional budgetary requests resulting in a transfer of \$1,428,840 for a total of \$2,546,040. Based on the current goal there would need to be reductions or adjustments of \$1,070,050.26. The committee agreed to schedule a special meeting on August 15<sup>th</sup> to further discuss each budget & capital project request.

**Finance Report** – The Committee reviewed a copy of the monthly finance report previously distributed.

**Review & Approval of Bills** – The Committee reviewed the bills submitted. *Motion by Lovell, second by Ritter to approve the bills as submitted.* **MOTION CARRIED WITH ALL AYES.**

The floor was opened for public comment.

*Motion by Earing, second by Mays to adjourn.* **MOTION CARRIED WITH ALL AYES.**

The meeting adjourned at 7:07 p.m.

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Jordan Uselding  
Executive Assistant