



Workshop Meeting of the Livonia Town Board
Held at the Livonia Town Hall
Tuesday, January 21, 2020
(Corrected Date)

Supervisors present: Hass, Hiller, Kuker, Maloney and Pool

Staff present: Clerk/Treasurer Hammre, Deputy Clerk/Treasurer Fiedler and Maintenance Coordinator Berghuis

Board Chair Hass called the Workshop Meeting to order at 10:30 am. Hass reported that at the January SCAT Meeting the assembly was informed of new payroll procedures that need to be adopted so that paychecks are distributed no more than 35 days apart. Currently Livonia Township pays employees once a month, timing based on monthly Board Meetings. There is on occasion a Federal Holiday on a Monday altering the normal Board Meeting night of the 4th Monday of the month to the 3rd Monday of the Month. In that event the period of time between paychecks could be more than 35 days. Hammre will examine the new law and determine a schedule that will comply. Hass also announced that he and Pool, Road Committee, will meet with representatives of the Girl Scout Camp concerning the road/trail on Friday.

Hammre presented a slide show explaining the procedure for Township budgeting, accounting principals including Fund and line item accounting, and the determination of the proposed Levy.

The meeting was closed at 10:57 am for a meeting with legal counsel concerning current litigation.

The meeting was re-opened at 11:40 am

Prior to the Board of Audit each Board member selected a minimum of three receipts and three checks to be audited for the year ending December 31, 2019. During the Board of Audit each Supervisor examined the previously selected receipt and confirmed the receipt was written for the exact dollar amount of the check, transfer or electronic fund transfer. Each supervisor examined the previously selected invoices and claims for payment and verified the checks written to vendors or claimant were in the amount of the claim. The monthly bank statements were available to confirm the transactions. The Board found all receipts and checks audited to be in good order.

2021 Budget:

The Board reviewed the proposed budget by examining the line items on the expenditure side of the budget, comparing them to 2019 actual expenditures. Adjustments were made for potential legal costs based on 2019 expenses, the fuel budget and the anticipated cost of the skid loader was divided between the Park Fund and the Road and Bridge Fund. The Board then reviewed the proposed budget by examining line items on the revenue side of the budget. The proposed 2021 Levy was determined based on the proposed revenues and expenditures reviewed.

The proposed budget will be on the January 27, 2020 Agenda to be approved for consideration at the Annual Meeting on March 10, 2020.

The Workshop meeting concluded at 1:17 pm.

Dated this 24th day of February 2020

Chair or Vice Chair

Clerk/Treasurer or Deputy Clerk/Treasurer