



Workshop Meeting of the Livonia Town Board  
Held at the Livonia Town Hall  
Monday, January 14, 2019

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

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

The Workshop Meeting came to order at 6:30 p.m. for the purpose of conducting the Board of Audit, reviewing the proposed 2019 Budget, approving the Pay Equity submission, approving soil borings on 239<sup>th</sup> Ave, and determining a date for Clean-up day.

Hass asked the Board for permission for Anderson, Township Engineer, to contract soil borings on 239<sup>th</sup> Ave for additional information on the road bed soil type. Hass/Pool unanimous to allow soil borings on 239<sup>th</sup> Ave for the 239<sup>th</sup> Ave reconstruction project as recommended by Township Engineer Anderson.

The date for the Annual Clean Up Day was discussed. May 4<sup>th</sup>, 2019 was determined to be the best date. Hammre to secure vendors.

Hammre presented the required Pay Equity report and asked for approval to submit as required. Hiller/Doebler unanimous to approve submittal of the Pay Equity report as presented.

Board of Audit:

Prior to the meeting each Board member selected a minimum of three receipts and checks to be audited for the year ending December 31, 2018. During the Board of Audit each Supervisor examined the receipts and confirmed the receipt was written for the exact dollar amount of the check, transfer or electronic fund transfer. Each supervisor examined the invoices and claims for payment and verified the checks written to vendors 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.

2020 Budget:

Hammre presented a PowerPoint to explain Fund Accounting, budgets, and how proposed budgets are determined. The Board then reviewed the proposed budget by examining the line items on the expenditure side of the budget, comparing them to 2018 actual expenditures. The Board then reviewed the proposed budget by examining line items on the revenue side of the budget. Small adjustments were made for future park wages and anticipated increased staff hour needs. The proposed 2020 Levy was determined based on the proposed revenues and expenditures reviewed.

The proposed budget will be on the agenda to be approved at the January 28, 2019 Regular Board Meeting for presentation at the Annual Meeting on March 12, 2019.

The Workshop meeting concluded at 8:10 pm.

Dated this 28th day of January 2019

Chair or Vice Chair

Clerk/Treasurer or Deputy Clerk/Treasurer