

**Finance & Administration Committee  
Minutes**

**Date:** Monday, February 13, 2017

**Time:** 5:15 p.m.

**Place:** Commission Chambers, Surbeck Building, Corunna

**Members Present:** Chairman Marks, Commissioners Coscarelli and Bruff

**Other Commissioners Present:** Commissioners Root, McMaster and Bartz

**Absent Commissioner:** Holzhausen

The meeting was called to order by Chairman Marks at 5:42 pm followed by the Pledge of Allegiance.

Call to the Public: No one responded.

It was moved by Commissioner Coscarelli supported by Commissioner Bruff to move to the next Committee of the Whole meeting consideration to authorize the County Clerk's Office to hire one Vital Records Clerk to refill a vacancy at a pay grade 3 on the Rye Salary Schedule with a range of \$24,774 to \$30,309 and authorize the Board Chair to execute all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Coscarelli supported by Commissioner Bruff to move to the next Committee of the Whole meeting consideration to authorize the appointment of a Chief Deputy County Clerk at Pay Grade 6 on the Rye scale with a range from \$32,085.00 to \$39,253.00, and authorize the Board Chair to execute all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Coscarelli supported by Commissioner Bruff to move to the next Committee of the Whole meeting consideration to authorize the Clerk's office to hire 2 temporary employees to be paid at an hourly rate of \$14.57 with no benefits and authorize the Board Chair to execute all necessary documents. The cost is to be paid out of the Clerk's existing budget. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Coscarelli supported by Commissioner Bruff to move to the next Committee of the Whole meeting consideration to authorize Consider authorizing the Prosecuting Attorney's office to hire an Assistant Prosecuting Attorney to fill a vacancy at pay Grade 10 on the Rye scale with a range from \$45,284.00 to \$55,402.00, and authorize the Board Chair to execute all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Coscarelli supported by Commissioner Bruff to move to the next Committee of the Whole meeting consideration to authorize the Prosecuting Consider authorizing the Prosecuting Attorney's office to hire a Part Time Criminal Investigator, to work no more than 24 hours per week with no benefits at a pay rate of \$25,638.00 per year and authorize the Board Chair to execute all necessary documents. Commissioner Coscarelli requested more details as to cost sharing arrangement and what other funds could be utilized to support this position. Yeas: 3, Nays: 0. Motion carried

It was moved by Commissioner Coscarelli supported by Commissioner Bruff to move to the next Committee of the Whole meeting consideration to authorize payment in the amount of \$7,500.00 to the State of Michigan, DTMB, for 2016 MSAIL imagery data of Shiawassee County to be incorporated into GIS mapping application across the County. This is to be paid for collectively in shares by the County Departments utilizing the data. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Coscarelli supported by Commissioner Marks to move to the next Committee of the Whole meeting consideration to authorize the replacement of the remaining 9 30 year old HVAC units at the County Jail for an amount not to exceed \$72,573.00, complete and installed, by Lennox Electric, to be funded out of 401-267-970.000, Capital Improvement Fund, and authorize the Board Chair to execute all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Bruff supported by Commissioner Coscarelli to move to the next Committee of the Whole meeting consideration to authorize the purchase of a VoIP telephone system to replace the existing County telephone system from Suntel Communications at a competitive bid price (adjusted downwards) of \$132,383.81 to be paid from the Capital Improvement Fund, 401-267-970.000, and authorize the Board Chair to execute all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Bruff supported by Commissioner Coscarelli to move to the next Committee of the Whole meeting consideration to authorize the replacement telephone system and the purchase of a server from GovConnection in the amount of \$5,779.63 to support the replacement phone system as a controller host and voicemail system host, and failover support for the 911 and Sheriff communication systems. This will be paid as follows: 911 \$1,926.55 out of 216-325-930.000, Sheriff \$1,926.54 out of 101-301-804.000 and County share \$1,926.54.00 out of the 2017 Telephone budget, 101-285-850.000. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Bruff supported by Commissioner Coscarelli to move to the next Committee of the Whole meeting with the replacement telephone system to approve the purchase of VMware software necessary to virtualize the servers required to operate the phone system. This will be paid as follows: 911 \$1,824.00 out of 216-325-930.000, Sheriff \$1,824.00 out of 101-301-804.000, and County share \$1,825.00 out of the 2017 Telephone budget, 101-285-850.000. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Bruff supported by Commissioner Coscarelli to move to the next Committee of the Whole meeting consideration to authorize the approval of Budget Amendment #17.1, to transfer funding for the telephone system to the Capital Improvement Fund to be repaid from savings in General Fund telephone operating expense, 101-285-850.000, each December until fully repaid. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Coscarelli supported by Commissioner Bruff to move to the next Committee of the Whole meeting consideration to authorize the acceptance of the grant between the State of Michigan Department of Licensing and Regulatory Affairs and the Shiawassee County Sheriff's Department, 2017 Medical Marijuana Operation and Oversight Grant for County Law Enforcement Offices, in the amount of \$31,305.00, and authorize the Sheriff to execute all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Bruff supported by Commissioner Coscarelli to move to the next Committee of the Whole meeting consideration to authorize the Sheriff's Department to enter into a 4 year lease in the amount of \$88,778.00 with Ford Motor Credit in order to acquire 3 2017 Ford Interceptor Utility Vehicles to replace 3 existing patrol cruisers, and authorize the Sheriff to execute all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Bruff supported by Commissioner Coscarelli to move to the next Committee of the Whole meeting consideration to authorize the use of up to \$20,000.00 from the Waste Management Fund, 230-230-700.000, to utilize in the Household Hazardous Waste Program allowing the Health Department to conduct two hazardous waste collections in calendar year 2017 and authorize Larry Johnson, Health Director, to sign all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Bruff supported by Commissioner Coscarelli consideration to authorize the use of up to \$15,000.00 from the Waste Management Fund by the Shiawassee Conservation District to cover the costs of two electronics recycling events to take place in the spring and the fall of 2017, and authorize the Board Chair to sign all necessary documents. Yeas: 3, Nays: 0. Motion carried.

It was moved by Commissioner Coscarelli supported by Commissioner Bruff consideration to authorize the acceptance of the one-time grant from the Michigan Veterans Affairs Agency in the amount of up to \$2,200.00 and authorize the Board Chair to sign all necessary documents. Yeas: 3, Nays: 0. Motion carried.

Other agenda items: None

Call to the public:

Cynthia Farrell, 1104 N. Hickory, Owosso. Clerk's office.

Gerald Lostracco, Owosso. Clerk's office.

The meeting was adjourned at 6.51 p.m.

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Caroline D. Wilson  
County Clerk