

**FINANCE & ADMINISTRATION COMMITTEE
MINUTES**

DATE: Monday, June 10, 2019

TIME: 5:00 p.m.

PLACE: Surbeck Building, Commissioner Chambers, Corunna

MEMBERS PRESENT: Chairman Plowman, Commissioners Marks and Garber

OTHER COMMISSIONERS PRESENT: Root, McMaster, Holzhausen and Webster

The meeting was called to order by Chairman Plowman at 5:15 pm followed by the Pledge of Allegiance.

Call to the Public: Matthew Shepard, Perry – Veterans Tiny Homes

County Clerk, Caroline Wilson presented 2018 Annual report.

It was moved by Commissioner Marks, supported by Commissioner Plowman to move to the next Committee of the Whole meeting consideration to authorize the Clerk's Vital Records office to hire a part-time employee to work 20 to 30 hours per week with pro-rated benefits per the AFSCME contract (Article 43), at a Grade 3, starting at \$14.77 per hr., to be paid out of the Clerk Wages line item #101-215-703.000. (CPL revenue funds will be used to help pay for the employee's wages.) Motion failed.

It was moved by Commissioner Marks, supported by Commissioner Plowman to move to the next Committee of the Whole meeting consideration to authorize an increase to the Board of Canvassers compensation when canvassing all types of Shiawassee County Special/Primary/General elections from \$45 per day to \$45 per ½ day (up to 4 hours) and \$75 per full day, to be effective immediately upon approval and to be paid out of the Election Budget, line item #101-262-725.005. Motion carried.

It was moved by Commissioner Marks, supported by Commissioner Plowman to move to the next Committee of the Whole meeting consideration to approve up to \$25,000 for the purchase and installation of a replacement "chiller unit" to repair the air conditioning in the Circuit Courthouse. Motion carried.

It was moved by Commissioner Marks, supported by Commissioner Plowman to move to the next Committee of the Whole meeting consideration to approve the payment of Shiawassee Conservation District invoice #2423 in the amount of \$22,317.64 to cover the cost of its spring electronic waste recycling event conducted on May 4 from the Waste Management Fund, line item #230-230-700.000. Motion carried.

It was moved by Commissioner Marks, supported by Commissioner Garber to move to the next Committee of the Whole meeting consideration to renew the I.T. contract with Shiawassee RESD in the amount of \$118,500. Motion carried.

It was moved by Commissioner Marks, supported by Commissioner Garber to move to the next Committee of the Whole meeting consideration to approve the revised Budget Calendar for Fiscal Year 2020 to allow time for Department Heads and their deputy administrators to receive specific BS&A budgeting training prior to submitting their budgetary requests. Motion carried.

It was moved by Commissioner Garber, supported by Commissioner Marks to move to the next Committee of the Whole meeting consideration to authorize the current part-time Emergency Manager as a full-time salaried position at a salary and other terms of employment to be determined by the Board. Motion carried.

OTHER AGENDA ITEMS:

Commissioner Plowman gave updates on: Road Commission Department, Mistequay Creek, Buildings and Grounds Department and New building.

County Coordinator, Mike Herendeen gave update on Finance Director vacancy. Interviews going to be scheduled for June 17th, 18th, 19th and if need, the 20th.

Commissioner Webster requests budget packet reflecting incoming and outgoing of money.

Call to public: Matthew Shepard, Perry – Clerk’s request for part-time employee.

Brian True, Corunna – Clerk’s request for part-time employee.

The meeting adjourned at 7:00 p.m.

Chairman, John Plowman
Finance & Administration Committee

Caroline D. Wilson
Shiawassee County Clerk