

**FINANCE & ADMINISTRATION COMMITTEE
MINUTES**

DATE: Monday, February 5, 2018

TIME: 5:15 p.m.

PLACE: Surbeck Building, Commissioner Chambers, Corunna

MEMBERS PRESENT: Chairman Root, Commissioner Marks and Commissioner McMaster

OTHER COMMISSIONERS PRESENT: Commissioner Bartz, Commissioner Bruff and Commissioner Holzhausen.

The meeting was called to order by Chairman Root at 5:30 pm followed by the Pledge of Allegiance.

Call to the Public: No one responded.

It was moved by Commissioner McMaster supported by Commissioner Marks to move to the next Committee of the Whole meeting consideration to authorize a contract with Amalgam LLC for FetchGIS services for an annual license fee of \$4,500.00 to be paid out of the Register of Deeds automation fund, line item # 256-268-970.000 and authorize the Board Chair to execute all necessary documents. Motion carried.

It was moved by Commissioner Marks supported by Commissioner McMaster to move to the next Committee of the Whole meeting consideration to authorize the Board of Commissioners to hire a County Coordinator, Part-time, at a negotiated contract rate to be charged to 101-172-702.000, and authorize the Board Chair to execute all necessary documents. Motion carried.

It was moved by Commissioner McMaster supported by Commissioner Marks to move to the next Committee of the Whole meeting consideration to authorize the adoption of the wage study prepared by Municipal Consultants, Inc., for implementation in March 2018 subject to finalization of an implementation plan. Motion carried.

It was moved by Commissioner McMaster supported by Commissioner Marks to move to the next Committee of the Whole meeting consideration to authorize the Agreement for Extension Services with Michigan State University funded by voter approved millage assessment, and authorize the Board Chair to execute all required documents. Motion carried.

It was moved by Commissioner McMaster supported by Commissioner Marks to move to the next Committee of the Whole meeting the request for a motion to allow Pamela Battinkoff to purchase approximately one and one-half years of service with the MERS Retirement System, and authorize the Board Chair to call MERS and request that they start the actuary process.

OTHER AGENDA ITEMS:

Commissioner Marks brought to the attention of the Committee that the CERT Team has not received the \$1,000.00 the Board of Commissioners approved of in December, 2017.

Commissioner McMaster gave an update on the Executive Assistant position. Interviews have been scheduled.

Commissioner Root wanted to forewarn the Finance Committee that the credit card process in Shiawassee County needs a policy.

Call to public: No one responded.

The meeting adjourned at 5:55 p.m.

Chairman, Jeremy Root
Finance & Administration Committee

Caroline D. Wilson
Shiawassee County Clerk