

**FINANCE & ADMINISTRATION COMMITTEE  
MINUTES**

**DATE:** Monday, June 11, 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 Holzhausen, Commissioner Bruff and Commissioner Bartz.

The meeting was called to order by Chairman Root at 5:45 p.m. followed by the Pledge of Allegiance.

Call to the Public: Brad Pnazek, Tradewind, wind turbine and taxes

It was moved by Commissioner McMaster, supported by Commissioner Marks to move to the next Committee of the Whole meeting to consider authorizing Tim Hill, Building and Grounds Superintendent to increase the two seasonal employee's hours from 20 hours per week to 25 hours per week. Motion carried.

It was moved by Commissioner McMaster, supported by Commissioner Marks to move to the next Committee of the Whole meeting to consider authorizing the purchase of a 2014 Ford Explorer vehicle for Emergency Management, a replacement of the 2006 Tahoe, to be paid partially with the insurance payment in account 101-200-696.000 (approximately \$12,000), with the remaining \$7,000 from the general fund. Motion carried.

It was moved by Commissioner McMaster, supported by Commissioner Marks to move to the next Committee of the Whole meeting to consider authorizing the Circuit Court to hire a Deputy Court Administrator, Non-Rep Salary Grade 7, \$37,668 - \$48,963 (Starting: \$37,668 - \$43,326) to fill a longstanding vacancy. This action will not affect current budgeting for the Circuit Court because (1) by delegating some of the Court Administrator's duties to the Deputy Administrator, the Court will be able to access some \$15,000 in additional grant oversight fees, and (2) the Court intends to fill the deputy's vacancy by promotion of its ADR Clerk without backfilling. Motion carried.

It was moved by Commissioner McMaster, supported by Commissioner Marks to move to the next Committee of the Whole meeting to consider authorizing the Friend of the Court to hire a Conciliator, Circuit Court Salary Grade 7, \$40,040 - \$48,963 (Starting: \$40,040 - \$41,828) to fill a vacancy. Motion carried.

It was moved by Commissioner Marks, supported by Commissioner Root to move to the next Committee of the Whole meeting to consider authorizing the Clerk's Office to increase two of the Circuit Court Clerk's wages to be paid at a Salary Grade 03, 2-year level at an hourly rate of \$16.09 per hour. Effective beginning of pay period June 9, 2018 for clerk #1 and effective September 6, 2018 for clerk #2. To be paid from line item 101-215-702.000. Motion failed. Commissioner abstained

It was moved by Commissioner McMaster, supported by Commissioner Marks to move to the next Committee of the Whole meeting to consider adopting resolution #18-06-01 for acceptance of Michigan Department of Natural Resources Trust Fund Grant for Henderson Park Renovation Project. Motion carried.

It was moved by Commissioner McMaster, supported by Commissioner Marks to move to the next Committee of the Whole meeting to consider authorizing a contract between Shiawassee County and Owosso Engineering Services for the Henderson Park improvement project grant in the amount of \$29,100 (to be reimbursed to the County by the grant) for the period of 7/1/2018 – 6/30/2020 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 to consider entering into a Letter of Engagement/Contract between Shiawassee County and Stevens, Kirinovic, & Tucker, P.C. (SK&T) for accounting and substantial other financial services, including to provide qualified personnel to serve as an interim Finance Director as detailed in the Letter of Engagement, and authorize the County Coordinator execute the Letter of Engagement as presented. Motion carried.

It was moved by Commissioner McMaster, supported by Commissioner Marks to move to the next Committee of the Whole meeting to consider authorizing the Coordinator to seek qualified candidates for the position of Finance Director. Compensation for the position will be based on Non-Rep Salary Grade 12, \$60,569 - \$78,748, with both the starting and the top wage to be based upon qualifications and relevant experience. It was moved by Commissioner McMaster, supported by Commissioner Marks to table until July 9, 2018 Finance and Administration meeting. Motion carried.

#### **OTHER AGENDA ITEMS:**

Discussion amongst Commissioners present to further investigate the phishing incident and to consider having a public meeting to explain what happened.

Commissioner Bartz explained the building plan distributed to the other Commissioners present. Estimated cost is \$350,000 to \$400,000.

It was moved by Commissioner McMaster, supported by Commissioner Marks to approve tentative land use permit with Griffin Home for new building site with approval for survey, land clearing and checking with public utilities. To exceed no more than \$5,000. Motion carried.

Call to public: Tom Manke, Owosso: Mowing of County grounds/wind turbines/recent phishing incident/encourage Board to attend Circuit Court on Friday mornings.  
Cynthia Farrell, Owosso. Board of Commissioners inconsistent processes.

The meeting adjourned at 6:57 p.m.

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Chairman Jeremy Root  
Finance & Administration

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Caroline D. Wilson  
Shiawassee County Clerk

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