

Finance Committee Minutes

1/14/2020

1:30 PM

Room 202

Meeting called by: Bill Routley **Note taker:** Paul Bullock
Attendees: Marilyn Bradstrom, Ray Steinke, Jerrilynn Strong, Mindy Taylor

----- Agenda Topics -----

Call to Order Chairperson 1:30 PM

Public Comment NONE

Audit Engagement Letter Administrator

Discussion: The Committee reviewed the 2019 Audit Engagement Letter.

Conclusions: The Committee will recommend to the Board that the Controller/Administrator be authorized to sign the 2019 Audit Engagement Letter.

2018 Workers Comp Refund Administrator

Discussion: The Committee reviewed a memo from the Administrator regarding an \$83,915 refund from our Workers Compensation pool for the 2018-year experience. The memo requested permission to make pro rata refunds to EMS, Building Department, and Parks Commission.

Conclusions: The Committee will recommend to the Board that pro rata refunds of the Workers Comp refund be made to EMS in the amount of \$20,857, Building Dept. in the amount of \$538, and the Parks Commission in the amount of \$5,879, with the balance, \$56,641 to be deposited in the General Fund.

Website Hosting/Equipment Proposal IT

- The Committee reviewed a proposal from Revize to provide website design and hosting for the County. The City of Big Rapids, currently hosting our website, has recently gone to Revize. Initial cost for design and implementation would be \$7,844 the first year with annual support and hosting of \$1,800/year beginning in year two. **The Committee will recommend to the Board that the proposal be approved for a five year agreement and the Chair authorized to sign the agreement utilizing funding from Central Services/Online Services 101-248-858.000.**
- The Committee reviewed a request to purchase a previously budgeted switch and fiber optic transceiver for the computer room at a cost of \$3,364.44. **The Committee will recommend to the Board that the request be approved utilizing funds from SR 405.**
- The Committee reviewed a request to purchase 40TB network storage device and battery backup for installation in the County Services Building at a cost of \$3,808.30. The device will be part of a multi site automatic backup for our data that will enable a rapid restoration of any corrupted or damaged software or data on our network. **The Committee will recommend to the Board that the request be approved utilizing funding from SR 405.**

April 16 Board Meeting Conflict	Administrator
<u>Discussion: The Committee reviewed the April 16th board meeting conflict with the MAC Spring Conference.</u>	
Conclusions: The Committee will recommend to the Board that the Committee meetings be rescheduled as follows on Tuesday April 14th. 9:00 AM Finance, 10:30 AM Building and Zoning, 1:45 PM EMS, and 3:00 PM Board of Commissioners.	
Financial Reports/November 2019	Finance Officer
<u>Discussion: The Committee reviewed the November Financial reports.</u>	
Conclusions: The Committee will recommend to the Board that the reports be accepted and placed on file.	
Other Business	NONE
Commissioner Per Diem and Travel	
<u>Discussion: The Committee reviewed and approved all Commissioner per diem and travel.</u>	
Listed Bills	
<u>Discussion: The Committee reviewed all bills.</u>	
Conclusions: The Committee will recommend that all bills be paid.	
Adjournment	2:45 PM