

# Finance Committee Minutes

11/3/2020

1:30 PM

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**Meeting called by:** Bill Routley **Note taker:** Paul Bullock

**Attendees:** Marilynn Bradstrom, Ray Steinke, Mindy Taylor

## ----- Agenda Topics -----

Call To Order

Public Comment NONE

Workers Comp Refund Administrator

Discussion: The Committee reviewed a memo from the Administrator regarding an \$98,463 refund from our Workers Compensation pool for the 2019-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 \$28,816, Building Dept. in the amount of \$414, and the Parks Commission in the amount of \$7,029, with the balance, \$62,204 to be deposited in the General Fund.**

MERS Defined Benefit Amendments Administrator

Discussion: The Committee reviewed draft Defined Benefit Plan Adoption Agreement Addendums for Units 01 Courthouse Employees, 02 Sheriff's Administration, 10 Sheriff's POAM, and 11 AFSCME/TPOAM. MERS is requiring new amendments for all active Defined Benefit Units. The amendments reflect what the current plan is.

Conclusions: **The Committee will recommend to the Board that the Administrator be authorized to sign, complete, and submit the amending addendum for MERS DB Units 01, 02, 10, and 11.**

Housing Rehab Project Administrator

Discussion: The Committee was advised by the Administrator that the previously approved application for a roof replacement was awarded to Jess Arquette Builders at a total cost of \$12,500.

Register of Deeds Archive Contract Register of Deeds

Discussion: The Committee reviewed an email from the Register of Deeds Karen Hahn regarding an increase in the estimate for total conversion of the books to digital. The original estimate was \$130,873.84 but when the books were examined in detail in Dallas the vendor discovered there were books that required special handling due to oversize pages and the document count was much higher than expected. The additional cost would be \$41,263.36 to complete the project as originally planned. The Register requested concurrence from the Board on use of Automation Fund monies to complete the project.

Conclusions: **The Committee will recommend to the Board that the request be approved utilizing funds from the SR 256 Register of Deeds Automation.**

Resolution to Confirm Actions		Administrator	
Discussion: The Committee reviewed a proposed resolution to confirm all actions taken at remote and hybrid Board and Committee meetings from May 1, 2020 thru October 2020. This resolution is recommended for adoption by MAC.			
Conclusions: <b>The Committee will recommend to the Board that the resolution be adopted as presented.</b>			
Budget Alteration Requests/Various		Finance Officer	
Discussion: The Committee reviewed Budget Alteration Requests from the following:			
GF 101-131 Circuit Court	SR 205 CMET	SR 260 MIDC	
GF 101-302 Road Patrol	SR 215 Friend of the Court		
Conclusions: <b>The Committee will recommend to the Board that the requests be approved as submitted.</b>			
Action items:	Person responsible:	Deadline:	
Amend the Budget	Finance Officer		
Budget Amendment Request Veterans		Finance Officer	
Discussion: The Committee reviewed a Budget Amendment Request for 101-682 Veterans Affairs increasing expenditures by a net \$9,500, with funds from an amended General Fund Revenue line item 101-000-540.000 State Grants/MVAA and moving money within line items.			
Conclusions: <b>The Committee will recommend to the Board that the request be approved as submitted.</b>			
Action items:	Person responsible:	Deadline:	
Amend the Budget	Finance Officer		
Budget Amendment Request SR 266 Dive Fund		Finance Officer	
Discussion: The Committee reviewed a Budget Amendment Request to increase total expenditures by \$3,642 with funds from fund balance and moving money within line items. The amendment is necessary to cover a previously approved purchase of ice diving equipment.			
Conclusions: <b>The Committee will recommend to the Board that the request be approved as submitted.</b>			
Action items:	Person responsible:	Deadline:	
Amend the Budget	Finance Officer		
Drain Bill/Special Assessments		Drain Commissioner	
Discussion: The Committee reviewed a bill from the Drain Commissioner for the County portion of 2020 drainage special assessments in the amount of \$72,294.71. One half of the bill will be passed on to the Road Commission leaving a balance of \$36,147.36.			
Conclusions: <b>The Committee will recommend to the Board that payment of the full County amount of \$36,147.36 be approved.</b>			
CDBG Strategic Fund CARES		Administrator	
Discussion: The Committee reviewed the MEDC requirements for participating in the CARES Grant program thru the Community Development Block Grant. The grant would be restricted to Covid related housing issues and would require a citizen participation plan, multiple hearings, and environmental review.			
Conclusions: <b>The Committee will recommend to the Board that, in the absence of an identifiable project for the funds, that the County not accept the grant, or proceed with the process.</b>			

Broomfield Trust Thank You

WISE

Discussion: The Committee reviewed a thank you from the WISE Director for funding this year.

Financial Report/August

Finance Officer

Discussion: The Committee reviewed the Financial Reports for August

Conclusions: **The Committee will recommend to the Board that the reports be accepted and placed on file.**

Other Business

Discussion: The Committee reviewed a request from IT for permission to replace 20 obsolete workstations in the Courts and replacement with 18 Thin Client devices and two laptops. Further, the request is for a new server to host the thin clients and serve as backup for existing County servers that have no current failover backup. Total cost of the project should be approximately \$21,110.

Conclusions: **The Committee will recommend to the Board that the project be approved with funds from SR 405 Capital Equipment not to exceed \$22,000.**

Commissioner Per Diem and Travel

Discussion: The Committee reviewed and approved all Commissioner per diem and travel.

Listed Bills

Discussion: The Committee reviewed all bills

Conclusions: **The Committee will recommend that all bills be paid.**

Adjournment

2:35 PM