

Finance Committee Agenda

1/31/23
1:30 PM
Rm 202

Meeting called by: Ray Steinke **Note taker:** Mindy Taylor

Attendees: Bill Routley, Jerri Strong, Tom O'Neil,

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

Call To Order
Public Comment
Interim Building Official Administrator
Commissioner Per Diem and Travel
Listed Bills
Other Business
Adjournment

Other Information

Finance Committee Minutes

1/31/23
1:30 PM
Rm 202

Meeting called by:	Ray Steinke	Note taker:	Mindy Taylor
Attendees:	Bill Routley, Jerri Strong, Tom O'Neil		

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

Call To Order	1:30 PM
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Interim Building Official	Administrator
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Discussion: The Committee reviewed an agreement with Michael Califf to serve as the interim building official until a new official can be hired.

Conclusions: **The Committee will recommend to the Board that the agreement be approved with an effective date of January 26th.**

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	2:15 PM
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COUNTY OF MECOSTA

FC - 1

BOARD OF COMMISSIONERS

400 ELM STREET, BIG RAPIDS, MI 49307
Phone (231) 796-2505 Fax (231) 592-0121
www.mecostacounty.org

Randy Vetter
District #1

Jerrilynn Strong
District #2

Linda Howard
District #3

Raymond Steinke
District #4

Tom O'Neil
District #5

Chris Jane
District #6

William Routley
District #7

Paul E. Bullock
Controller/Administrator

To: Mecosta County Finance Committee

From: Paul E. Bullock, Controller/Administrator

A handwritten signature in dark ink, appearing to be "P. Bullock", is written over the printed name of Paul E. Bullock.

Date: January 26, 2023

Re: Contract for Interim Building Official

Early this week I was advised that our current Electrical Inspector Mike Califf is licensed by the State as a Building Official. This is a requirement for plan review and signing Certificates of Occupancy.

Before he left Aaron Holsworth conducted all the pending reviews and brought the CFO's up to current. Until our Building Official vacancy is filled we require the services of a Building Official to sign off on all plan reviews and CFO's.

Attached please find an agreement with Mr. Califf to provide those services to allow us to continue to issue and finalize building permits. On site inspections will continue to be conducted by our Building Inspector Craig Darby. As this is a slow time of year Mr. Califf is willing to spend the one or two hours per week necessary to perform the duties.

I would ask that you would recommend approval of the agreement.

INTERIM BUILDING OFFICIAL AGREEMENT

WHEREAS, the Mecosta County Board of Commissioners (here-in-after referred to as the County) requires the services of a Building Official to oversee the building inspections performed by County inspectors performing all necessary inspections for the State of Michigan, and

WHEREAS, the County requires the services of a State of Michigan licensed individual to serve as Building Official, and

WHEREAS, Michael Califf (here-in-after referred to as the Building Official) is a duly licensed Building Official in the State of Michigan and has indicated his willingness to perform these services for the County, now

THEREFORE, BE IT RESOLVED, that the County will contract these services from the Building Official in accordance with the following terms and conditions:

The County agrees to:

1. Supply secretarial support as needed by the Building Official.
2. Provide office space as available, basic telephone service and file storage space for all inspection reports and notes.
3. Compensate the Official in the amount of two hundred dollars (\$200.00) per week for the term of service. The Mecosta County Building and Zoning Director will determine on a bi-weekly basis the compensation due and voucher to the Mecosta County Finance Office for payment to the inspector.

The Building Official agrees to:

1. Serve as the Building Official.
2. Report to the offices of the County on a regular basis to perform any required plan reviews and certify any necessary certificates of occupancy.
3. Maintain errors and omissions insurance.

Both parties agree to these general conditions:

1. The County will provide all necessary tools, equipment and supplies necessary to perform the duties. All tools, equipment and supplies provided by the County shall remain the exclusive property of the County.
2. The Building Official will provide all personal transportation and necessary insurance coverage for vehicles and workers compensation and provide certification of same to the County upon request.
3. It is agreed by both parties that the Building Official is a contractor of services to the County and will at no time be considered an employee of the County.
4. This agreement constitutes the complete understanding concerning the provision of service by the by the Building Official, in the capacity of Building Official, to the county and shall supersede any and all prior agreements, written or oral, between the parties with regard to Building Official duties. This agreement does not supersede or modify the agreement between the County and Michael Califf regarding electrical inspection services. It is further

understood that no County personnel has the authority to amend or change this Agreement without written consent duly signed by both parties.

5. This Agreement shall become effective upon the proper signature of both parties and shall continue in full force and effect until April 1, 2023, unless a seven day written notice of termination is delivered by one party upon the other via the U.S. Postal Service or in person. Upon mutual agreement of the parties this agreement may be extended in 30 day increments.

IN THE PRESENCE OF:

1/26/2023

Date

Paul E. Bullock
Paul E. Bullock, Controller/Administrator
Mecosta County

1/26/2023

Date

Michael H. Califf
Michael Califf

Commissioners

Date 1/30/2023

Pay to: LINDA HOWARD

DATE	ITEMS	AMOUNT
1/3/2023	Co Comm Mtg	\$50.00
1/4/2023	Sheriff & Jail Mtg	\$50.00
1/12/2023	Human Services Coll Board	\$50.00
1/19/2023	Co Comm Mtg	\$50.00
1/24/2023	DHHS Mtg	\$50.00
1/25/2023	Tri Lakes Mtg	\$50.00
TOTAL		\$300.00

RECEIVED
JAN 31 2011
BOARD OF
COMMISSIONERS

TOTAL	\$300.00
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Charge to: Per Diem
Account #: 101 101 705.000

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Linda Howard

Signed

COPY



Date: 1/30/2023

[illegible]

TOTAL MILES	80
x	0.655
MILEAGE TOTAL	
Meals/Parking Total	
Total Reimbursement	52.4

Signed by Dept Head or Deputy if check is for Dept Head

COPY

Date: 1-27-23

Ray Steinke

COPY

09.000

RECEIVED
JAN 27 2011
BOARD OF
COMMISSIONERS

Ran Steinke

Signed by Dept Head or Deputy if check is for Dept Head

Commissioners

Date 1-19-23

Pay to: Randy Vetter

[illegible]

TOTAL 150

Charge to: Per Diem
Account #: 101 101 705.000

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Signed

COPY



Date: 1-19-23

[illegible]

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Signed by Employee

Signed by Dept Head or Deputy if check is for Dept Head

correct

COPY

TRAVEL VOUCHER

COUNTY OF MECOSTA

Date: 1/29/2023

Pay to:	JERRILYNN STRONG
	COUNTY COMMISSIONER DISTRICT #2
	1137 17 MILE ROAD
	REMUS, MICHIGAN 49340

[illegible]

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Signed by Employee

Signed by Dept Head or Deputy if check is for Dept Head

VOUCHER

COUNTY OF MECOSTA

Commissioners

Date 28-Jan-23Pay to: Jerrilynn StrongCounty Commissioner District #21137 17 Mile RoadRemus, Michigan 49340

DATE	ITEMS	AMOUNT
1/3/2023	BOC	\$50.00
1/4/2023	SHERIFF & JAIL , TOUR	\$50.00
1/12/2023	MECOSTA TWP -DAMS CONSUMERS POWER	\$50.00
1/17/2023	FINANCE	\$50.00
1/18/2023	COA	\$0.00
1/19/2023	EMS AND EMER MANAGEMENT	\$50.00
1/19/2023	BOC	\$50.00
1/24/2023	PARKS	\$50.00
1/26/2023	MMCAA AM& PM8 (STAT. PLANNING AND REG MEETIN	\$100.00
1/23/2023	MECOSTA CTY ASSN MTG	\$0.00

RECEIVED
JAN 31 2023
BOARD OF
COMMISSIONERS

TOTAL \$450.00

Charge to: Per Diem
 Account #: 101 101 705.000

Finance Committee Approval

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Signed

Jerrilynn Strong