

ADMINISTRATIVE BOARD MEETING MINUTES

JUNE 25, 2018

- A. CALL TO ORDER- 2:01p.m.
Pledge of Allegiance
- B. ROLL CALL/ ATTENDANCE: Dunlap, Redman, Weeks, Smelker. Forbes, Meindertsmas, Murphy, Cove. Director Lehman and Administrative Assistant Stafford

Absent: Leaf, Vujea

- C. ADDITIONS / DELETIONS TO AGENDA- None. At this time Director Lehman was recognized for her 10 years of service with a plaque. Also, Michelle Dunlap the MSP Asst. Post Commander from Wayland was introduced to the Board. She was in attendance in place of Rothenberger.

- D. APPROVAL OF TODAY'S AGENDA
Motion: Redman Second: Murphy Ayes: All Nays: None Motion: CARRIED

- E. APPROVAL OF MAY 2018 MINUTES
Motion: Wilson Second: Redman Ayes: All Nays: None Motion: CARRIED

- F. LIMITED PUBLIC COMMENT- None

- G. COMMITTEE REPORTS

PERSONNEL: Did not meet. Personnel needs to schedule a meeting to begin Director Lehman's annual review.

FINANCE: Finance met and all members of the committee were present. Finance recommends that we keep our mills at .7. Finance also recommends approval of the 2019 expense and revenue budgets as presented.

Redman moves to approve the recommendations of the finance committee, which includes the 2019 revenue budget, expense budget, and millage rate.

Motion: Redman Second: Smelker Roll Call Vote Ayes: All Motion: CARRIED

EQUIPMENT: Smelker moves to accept the recommendations of the Technology/MDC Committee.

MDC Component #1- Precision Data for \$102,593.00

MDC Component #2- Precision Data for \$18,502.75

MDC Component #3- Chrouch Communications for \$7,850.00 (Installation) and additional maintenance expenses as follows: \$45.00 for travel, \$90.00 per hour for labor, and 10% discount off of MSRP for parts.

Motion: Smelker Second: Murphy Roll Call Vote Ayes: All Motion: CARRIED

- H. DIRECTOR'S MONTHLY REPORT: Director Lehman provided a detailed written report.

I. OLD BUSINESS- None

J. BUDGET REPORTS

1. May 2018 Operating Budget- \$545,212.79 utilized making up 33.76% of budget
2. May 2018 State Budget-\$74,306.48 utilized making up 17.04% of budget

K. JUNE EXPENSES FOR APPROVAL

1. Operating-\$14,593.77

Motion:Murphy Second: Redman Roll Call Vote Ayes: All Motion: CARRIED

2. State-\$3,262.48

Motion:Murphy Second: Redman Roll Call Vote Ayes: All Motion: CARRIED

3. JULY 2018 Contingent Vouchers for Approval

Motion:Murphy Second: Redman Roll Call Vote Ayes: All Motion: CARRIED

L. MISCELLANEOUS

-Director Lehman reported that the Wayland tower has been moved by Crouch Communications. The tower was raised from 40 feet to 100 feet. Signal strength has improved almost 100%.

-Director Lehman also shared that there was a fraudulent charge made on a Central Dispatch Employee credit card. A dispute was filed and the charges are under investigation. The card in question has been destroyed and a new card was issued.

-Director Lehman has vacation time scheduled during the July Administrative Board Meeting. She will be available by phone if necessary.

M. SECOND LIMITED PUBLIC COMMENT - Mr.Weeks noted that the replica of the Vietnam Memorial Wall will be on display in Middleville June 28th through July 1st.

N. ADJOURN- 2:41p.m.

Motion by: Murphy Second: Redman Ayes: All Nays: None Motion: CARRIED

Respectfully Submitted by Kristen Cove