

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

August 16, 2018

The County Board of Commissioners met in regular session on Thursday, August 16, 2018 in the Commission Chambers.

Chair Terry Ausra called the meeting to order at 5:00 p.m. Commissioner Marchetti provided the Invocation. Commissioner File led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: Terry Ausra, Annie File, Michael Grice, Skip Dyes, Roseann Marchetti and Robert Ziliak.

COMMISSIONERS ABSENT: E. Clark Cobb.

STAFF PRESENT: Administrator Karen L. Folks, Finance Director Angie Steinman and Clerk/Register Monica McMichael.

INTRODUCTION OF VISITORS

Visitors introduced themselves.

APPROVAL OF THE AGENDA

Commissioner Dyes moved, seconded by Commissioner Marchetti, to approve the August 16, 2018 Board of Commissioners Regular Meeting Amended Agenda with the amendment of the public hearing from 7:15 p.m. to 5:15 p.m. Motion to approve the amended agenda carried by voice vote.

INTRODUCTIONS

Visitors present introduced themselves.

RECOGNITIONS

None.

PRESENTATIONS

Director Kathy Sheffield provided the 2016/2017 Woodlands Behavioral Healthcare Annual Report.

PUBLIC HEARING

Chair Ausra opened the public hearing for FY2019 and FY2020 at 5:20 p.m. There were no comments. Commissioner Ziliak moved, seconded by Commissioner Marchetti, to close the public hearing. Motion carried by voice vote.

PRESENTATIONS CONTINUED

Eleanor Serocki, SW Cisma Coordinator, provided an overview of the Conservation District Invasive Species Program.

FOC/Court Administrator Carol Bealor and DHHS Director Charles Rose discussed the FY2018-19 Child Care Fund.

CONSENT AGENDA

Commissioner Marchetti moved, seconded by Commissioner Dyes, that the following items be voted on at one time by roll call vote and be considered as a consent agenda by the Board of Commissioners:

(M-99-18) A motion to approve Claims dated July 27, 2018 and August 10, 2018.

(M-100-18) A motion to approve the following agreements to implement the 2018 Survey and Remonumentation Grant:

| | |
|---|-------------|
| Tom Stephenson, Grant Representative Surveyor | \$10,515.00 |
| Abonmarche Consultants, Inc. | \$9,840.00 |
| Stephenson Land Surveying | \$9,840.00 |
| Kesler Land Surveying, LLC | \$9,840.00 |
| Jones, Petrie, Rafinski | \$9,840.00 |
| Marbach, Brady and Weaver, Inc. | \$9,840.00 |

The costs will be reimbursed from the Michigan State Survey and Remonumentation Act Grant for 2018.

(M-101-18) A motion to approve the purchase of a copier for the Emergency Operations Center with funds from an EOC Support Grant at a cost of \$6,278.21 to be paid from line item 101-426-980.000

(M-102-18) A motion to approve the telephone system maintenance renewal with Quantum Leap Communications in the amount of \$11,665.00 to be paid out of line item 101-233-935.400 and is a budgeted expense in the Purchasing Budget.

(M-103-18) A motion to approve the Pontem Tax Software yearly maintenance renewal in the amount of \$11,163.00 to be paid out of line item 101-258-987.010 and is a budgeted expense in the Information Systems Budget.

(M-104-18) A motion to approve the MapInfo yearly maintenance renewal in the amount of \$5,940.00 to MapInfo Solutions, LLC and to be paid out of line item 101-258-987.050.

(M-105-18) A motion to provide GIS data at 50% of the normal cost to Farm & Home Publishers to be used in the creation of a new Cass County Plat Book for a fundraiser.

(R-106-18) A motion to authorize the Chairperson to sign the 2017 Intergovernmental Funding Agreement between Cass and Van Buren Counties to allow eligibility of the county for Homeland Security funding as it becomes available.

(M-107-18) A motion to approve a budget amendment in the CCDET Budget in the amount of \$40,000 to reimburse the Dowagiac Police Department for fiscal year 2016/17 and 2017/18 for services their office provides for the shared officer at the school.

(R-109-18) CONVENTION FACILITY/LIQUOR TAX DISTRIBUTION

WHEREAS, counties share in the tri-county convention facilities tax levied under Act 106 of 1985 and the 4% liquor tax levied under Act 58 of 1998 when those revenues exceed the debt service requirements for convention facilities; and

WHEREAS, Cass County's estimated convention tax distribution for 2019 is [*\$148,972.00*]; and

WHEREAS, the County may use this money to reduce property taxes, or for general County operations;

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners determines that it would be in the best interest of the County to utilize the Convention Facility/Liquor Tax Distribution for 2019 for general County operations; and

BE IT FURTHER RESOLVED that the [*\$148,972.00*] be recognized as revenue in 2018 with one-half of this amount, [*\$74,486.00*] appropriated to the Substance Abuse Coordinating Agency for use in substance abuse programs in Cass County.

(R-110-18) 2018 TRUTH IN TAXATION

WHEREAS, it is the statutory duty of Cass County Board of Commissioners to authorize the levy of the county's millage rate for 2018; and

WHEREAS, the county millage is affected by P.A. 5 of 1982, Truth in Taxation, and would limit the county to 6.2033 mills which could result in a tax dollar shortfall of \$391,753.

WHEREAS, the State Treasury has notified Cass County on monies to be received under the Convention Facility Liquor Tax of \$148,972 and Health and Safety Fund Act Revenue of \$0 for a total of \$148,972 which without a resolution further reduces the county millage rate to 6.1339 mills due to P.A. 5 of 1982 and;

WHEREAS, the County Board of Commissioners has the authority to levy a maximum of 6.3164 mills, which includes 4.6359 allocated mills, 1.0000 mills for Council on Aging, 0.2000 mills for E911 Services and 0.4805 mills for Drug Enforcement.

WHEREAS, the county can levy the full millage rate of 6.3164 only after fulfilling the public requirements of P.A. 5 of 1982 and;

WHEREAS, the Cass County Board of Commissioners held a public Truth in Taxation hearing on August 16, 2018 for the purposes of receiving testimony, thus fulfilling the requirements of P.A. 5 of 1986, and;

NOW, THEREFORE BE IT RESOLVED, that after much deliberation and consideration of the county's budgetary needs for 2018, the Cass County Board of Commissioners has decided, in the best interest of the county, to levy 6.3164 mills, which is 4.6359 allocated mills, 1.0000 mills for Council on Aging, 0.2000 mills for E-911 Services, and 0.4805 mills for Drug Enforcement.

(M-111-18) A motion to approve a \$180,000 Swift and Sure Graft Amendment for Contract #10240 for the period 10/1/17 - 9/30/18 for the Cass County Circuit Court operated by the Honorable Mark A. Herman. Said amendment adds \$10,000 to the current grant.

| | | <u>Expense</u> | <u>Revenue</u> |
|-----------------|-------------|----------------|----------------|
| 101-000-545.020 | | | \$10,000 |
| 101-131-727.020 | Supplies | \$1,000 | |
| 101-131-801.020 | Contractual | \$6,000 | |
| 101-131-860.020 | Travel | \$3,000 | |
| | | <hr/> | |
| | | \$10,000 | \$10,000 |

(M-115-18) A motion to approve the auditors contract with Yeo & Yeo for FY2018/2019, 2019/2020 and 2020/2021.

Approval of the July 19, 2018 Regular Meeting Minutes and the July 24-26, 2018 Budget Work Study Minutes.

(M-112-18) A motion to approve the amended Community Corrections Advisory Board Bylaws.

(M-113-18) A motion to appoint Kay McAdam to the Cass District Library Board for a four year term ending December 31, 2022. The appointment is at the recommendation of the Cass District Library Board.

The Chair instructed the Clerk to call roll:

Yes (6): Commissioners Ziliak, File, Grice, Ausra, Marchetti and Dyes.

No (0): None.

Absent (1): Commissioner Cobb.

The Consent Agenda carried by roll call vote.

COMMITTEE REPORTS

Commissioner File, Marchetti, Ziliak, Grice and Ausra furnished committee reports.

ADMINISTRATOR'S REPORT

Administrator Karen L. Folks provided the Administrator's Report.

FINANCIAL REPORT

Finance Director Angie Steinman discussed the FY 2018/2019 and FY 2019/2020 Budget.

OLD BUSINESS

None.

NEW BUSINESS

M-114-18

Commissioner Ziliak moved, seconded by Commissioner Grice, to adopt the FY2018-2019 Child Care Budget.

The Chair instructed the Clerk to call roll:

Yes (6): Commissioners File, Grice, Ausra, Marchetti, Dyes and Ziliak.

No (0): None.

Absent (1): Commissioner Cobb.

Motion M-114-18 carried by roll call vote.

R-108-18

Commissioner Dyes moved, seconded by Commissioner Ziliak, to approve the FY2019 and FY2020 General Appropriations Act as follows:

**FISCAL YEAR 2019 AND FISCAL YEAR 2020
GENERAL APPROPRIATIONS ACT**

WHEREAS, the Uniform Budgeting and Accounting Act (Public Act 2 of 1968) provides a system of unified procedures for the preparation and execution of budgets for units of local government; and

WHEREAS, the County Administrator has prepared a recommended budget as required by Public Act 2; and

WHEREAS, it is the intent of the Board of Commissioners to provide for the solvency of county fiscal operations by adopting an Appropriations Act as required by law; and

WHEREAS, the Board of Commissioners, in accordance with the Uniform Budgeting and Accounting Act, held a public hearing on the FY2019 and FY2020 budget on August 16, 2018, after proper notice was published in a newspaper of general circulation; and

NOW THEREFORE, BE IT RESOLVED that this General Appropriations Act is adopted for October 1, 2018 – September 30, 2019 and October 1, 2019 – September 30, 2020 and provides by departmental activity, the budgets as approved and amended by the Board this date; and

NOW THEREFORE, BE IT FURTHER RESOLVED that this General Appropriations Act reflects the application of [\$278,970.00] from the budget stabilization fund, [\$257,335.00] from fund balance, totaling [\$536,305.00] and providing for a 2018-2019 balanced budget; and

NOW THEREFORE, BE IT FURTHER RESOLVED that this General Appropriations Act reflects the application of [\$181,030.00] from the budget stabilization fund, [\$357,358.00] from fund balance, totaling [\$538,388.00] and providing for a 2019-2020 balanced budget; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby adopts the budgets of the Other Funds as attached; and

BE IT FURTHER RESOLVED that this budget reflects a reasonable allocation of available resources to the various County departments, boards and agencies, and allows for all mandated services, programs and activities to be performed at or above reasonable, necessary and serviceable levels; and

BE IT FURTHER RESOLVED that every appropriation is subject to all County policies as well as the conditions set forth in this resolution and that any modification, addition, or deletion, of such amounts hereby adopted shall be done in accordance with the policies and procedures established by the Board of Commissioners; and

BE IT FURTHER RESOLVED that the Board of Commissioners grants authority to appointed Boards and Commissions to manage their assigned budgets as adopted herein; and

BE IT FURTHER RESOLVED that the Approved Position Allocation list contained in the Budget establishes the number of permanent full time equivalent (FTE) positions that can be filled, and no funds are appropriated for any permanent position not on the Approved Position List. In addition, the job position titles, pay classifications and full time equated designations for each position are deemed to be the correct designations and are hereby incorporated into the Approved Position Allocation list, and any modification of employment classifications shall be done in accordance with established County policy; and

BE IT FURTHER RESOLVED that it is understood that revenues and expenses may vary from those which are currently contemplated and may be changed from time to time by the Board of Commissioners during the 2019 fiscal year and the 2020 fiscal year as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the approved budget and/or impose a hiring freeze and/or impose reductions in force due to unforeseen financial changes; therefore, the Board of Commissioners reserves the right to change the Approved Position Allocation list and/or impose a hiring freeze at any time; and

BE IT FURTHER RESOLVED that those positions on the Position Allocation list and programs which are supported partially or in whole by grant, cost sharing, reimbursement, or other source of outside funding are only approved contingent

upon the County receiving the budgeted revenues. Upon notification that budgeted funding of a position or program shall not be received, the Elected Official or Department Head shall immediately notify the County Administrator and that position shall be immediately removed from the Position Allocation list if funding is exhausted; and

BE IT FURTHER RESOLVED that the County Administrator shall oversee the preparation and maintenance of accounts in every office to enforce this Act as adopted and that the Board of Commissioners permits the County Administrator to execute transfers between line items of departments so as to eliminate the necessity for budget amendments except between distinct departmental activities.

Discussion followed.

The Chair instructed the Clerk to call roll:

Yes (4): Commissioners Ausra, Dyes, Ziliak and File.

No (2): Commissioners Grice and Marchetti.

Absent (1): Commissioner Cobb.

Resolution R-108-18 carried by roll call vote.

PUBLIC COMMENT

Zane Langford asked when the future of the Historic Courthouse would be addressed by the Cass County Board of Commissioners.

Tom Katovsich, represented his son and daughter in law who owned Shepard House Counseling. He expressed concern over the sale of the parking lot N. Broadway. Discussion followed.

Carol Bealor thanked Angie Steinman for her work on the budget. She then announced an opening in the Friend of the Court Office and thanked Tara Myer for posting the position. She also thanked the Clerk's Office for their hard work on the August 7, 2018 Primary Election. Finally, she thanked the Board of Commissioners for their hard work and dedication to the citizens of Cass County.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

CLOSED SESSION

None.

ADJOURNMENT

Commissioner Grice moved, seconded by Commissioner Marchetti, to adjourn. Motion carried by voice vote.

The meeting adjourned at 6:22 p.m.

Approved: _____
Date

Terry Ausra, Chair

Monica McMichael, Clerk/Register