

**CASS COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING**

**December 6, 2018**

The County Board of Commissioners met in regular session on Thursday, December 6, 2018 in the Commission Chambers.

Chair Terry Ausra called the meeting to order at 7:00 p.m. Commissioner Cobb provided the Invocation. Commissioner Grice led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: Terry Ausra, Dixie Ann File, Michael Grice, Roseann Marchetti, E. Clark Cobb, Skip Dyes and Robert Ziliak.

COMMISSIONERS ABSENT: None.

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

**INTRODUCTION OF VISITORS**

Visitors introduced themselves.

**APPROVAL OF THE AGENDA**

Commissioner Marchetti moved, seconded by Commissioner Grice, to approve the December 6, 2018 Board of Commissioners Regular Meeting Amended Agenda. Motion carried by voice vote.

**RECOGNITIONS**

**R-175-18**

Chair Ausra moved, seconded by Commissioner Ziliak, to approve the following resolution:

**WHEREAS**, Diane Klapchuk is a 1974 graduate of Dowagiac High School; and

**WHEREAS**, Diane graduated from Southwestern Michigan College and Western Michigan University with Bachelor's Degree in Business Administration; and

**WHEREAS,** Diane married Ed Klapchuk in 1986. They have two married children and two grandchildren; and

**WHEREAS,** Diane began her career with Cass County as Deputy Treasurer in August 2005; and

**WHEREAS,** During the thirteen years Diane has been Deputy Treasurer she has been part of many positive changes including updating the property tax software from DOS base to Windows base, the implementation of new Financial software and Dog Licensing software, and the transfer of Property Description into the Treasurer's Office; and

**WHEREAS,** Diane looks forward to gardening, spending more time with family and friends, and traveling.

**NOW THEREFORE BE IT RESOLVED,** that it is with a strong sense of admiration and gratitude for the sacrifices she made on behalf of the people of Cass County that we salute Diane Klapchuk on her retirement from the Cass County Treasurer's Office on December 14, 2018.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Ziliak, File, Grice, Cobb, Ausra, Marchetti and Dyes.

No (0): None.

The Consent Agenda carried by roll call vote.

### **PRESENTATIONS**

Ron McAdam, Chair of the Historical Commission, presented their Annual Report.

### **INTRODUCTION**

County Treasurer Hope Anderson introduced incoming Chief Deputy Treasurer Cynthia Gill.

### **CONSENT AGENDA**

Commissioner Cobb moved, seconded by Commissioner Marchetti, 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-167-18)** A motion to approve Claims dated November 16, 2018 and November 30, 2018.

**(R-168-18)**

**WHEREAS**, the Ad Hoc Committee is made up of Chairman Ausra, Vice-Chairman Cobb and Commissioner Grice; and

**WHEREAS**, the Committee is charged with the responsibility of recommending the 2019 and 2020 annual salaries and per diem amount for the Board of Commissioners serving Cass County; and

**WHEREAS**, the Committee recommends the following increase for the 2019 and 2020 annual salaries for the Cass County Board of Commissioners:

	<u>Current Salaries</u>	<u>2019 Salaries</u>	<u>2020 Salaries</u>
BOC Chair	12,704	12,962	13,225
BOC Vice-Chair	11,704	11,962	12,225
Commissioner	11,204		

Per Diem amount will remain at \$34 for 2019 and 2020.

**NOW THEREFORE BE IT RESOLVED** that the above schedule of proposed 2019 and 2020 salaries, as recommended by the Committee, is hereby approved.

**(R-169-18)**

**WHEREAS**, the Ad Hoc Committee is made up of Chairman Ausra, Vice-Chairman Cobb and Commissioner Grice; and

**WHEREAS**, the Committee is charged with the responsibility of recommending the 2019 annual salaries for the Elected Officials serving Cass County; and

**WHEREAS**, the Committee recommends 2.30% increase for the 2019 annual salaries of the Cass County elected officials as set forth below:

	<u>Current Salaries</u>	<u>2019 Salaries</u>
Treasurer	63,312	66,226
Clerk/Register of Deeds	64,862	67,846
Sheriff	81,713	85,474
Drain Commissioner	53,437	55,896
Prosecutor	95,608	100,007

**NOW THEREFORE BE IT RESOLVED** that the above schedule of proposed 2019 salaries, as recommended by the Committee, is hereby approved.

**(M-170-18)** A motion to approve the recommendation of the Ad Hoc Salary Committee for salary adjustments of non-union employees. Effective January 1, 2019 non-union employees will receive a 2.3% increase applied to their wage scale across the board.

**(M-171-18)** A motion to approve the purchase and installation of a door control and camera security system for the County Building from Builders Enterprise of Elkhart, IN and Dell, Inc. of Round Rock, TX with the total project cost not to exceed \$56,049.40 to be paid from the Tax Forfeiture fund account # 616 254-801.013.

**(M-177-18)** A motion to approve the purchase and installation of a camera security system for the 911 Building from Builders Enterprise of Elkhart, IN, and Dell, Inc. of Round Rock, TX with the total project cost not to exceed \$19,231.30 to be paid from the 911 budget New Equipment account # 269 301-980.000 and establish a budget from fund balance.

**(M-172-18)** A motion to establish a budget in the Drain Commissioner general fund budget for the SAW Grant.

<u>Revenues</u>		<u>Establish Budget</u>
101-000-549.275	MDEQ Saw Grant (S)	178,405
<u>Expenses</u>		
101-275-988.005	Software Equipment & Maintenance	5,000
101-275-988.000	Hardware Equipment & Maintenance	10,000
101-275-801.275	Professional/Contractual	162,905
	Caps, Shirts, Coats, Etc.	<u>500</u>
		<b>\$175,405</b>

**(M-173-18)** A motion to approve payment of invoice # 39487483 payable to Trane U.S., Inc. in the amount of \$22,000.00, to be paid out of line item 245-244-975.099. It is part of the Phase II HVAC Project at the Jail which was approved at the September 20, 2018 Board Meeting (motion M-128-18).

Approval of the November 13, 2018 Committee of the Whole Meeting Minutes, the November 13, 2018 Work Study Minutes and the November 15, 2018 Regular Meeting Minutes

**(M-174-18)** A motion to reappoint Richard Sheffer to the Department of Human Services Board for a three year term ending October 31, 2021; reappoint Mark Navarre and Carl Higley to the Building Authority Board for three year terms ending December 31, 2021; and reappoint Gerald Melko, James Dodd and Joseph Silvia to the Board of Public Works for three year terms ending December 31, 2021. The reappointments are at the recommendation of each board.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners File, Grice, Cobb, Ausra, Marchetti, Dyes and Ziliak.

No (0): None.

The Consent Agenda carried by roll call vote.

**RECOGNITION**

**R-176-18**

Chair Ausra moved, seconded by Commissioner Dyes, to approve the following resolution:

**WHEREAS,** Jennifer Ray is a 1970 graduate of Niles High School; and

**WHEREAS,** Jennifer's education and certificates include:

Master of Library Science (MLS) 1993 · Indiana University, Bloomington, Indiana; Bachelor of Science in Secondary Education 1991 · Indiana University at South Bend, South Bend, Indiana; Associate of Applied Science Library Assistant 1982 · Southwestern Michigan College, Dowagiac, Michigan; Library of Michigan Librarian's Permanent Professional Certificate; and

**WHEREAS,** Jennifer married Terry Lee Ray in 1970. They have two daughters Holly Ann Nelson of Cassopolis and Jenna Lynn Ray of Ann Arbor; and

**WHEREAS,** Jennifer began her career with the Cass District Library as Director in 2004; and

**WHEREAS,** During her fourteen years as library director, Jennifer has managed, maintained, and upgraded five facilities, managed a budget of \$1M per year, evaluated, acquired, and promoted library materials and services, developed and updated library policies and procedures, utilized state supported and fee based electronic resources, filed state reports required for receipt of state monies, penned new grant requests, planned and overseen programs for adults and children and participated in community activities including the following:

Southwest Michigan Library Cooperative Board Member, Treasurer;  
Rotary Club of Dowagiac Board Member, Secretary and President; Great Start Collaborative Cass County Member, Cass County Human Services Coordinating Council Member, Past Chair Domestic and Sexual Assault Services Board Member, Secretary Dowagiac Dogwood Fine Arts Festival Storytelling Event Chair

And despite all these library and community responsibilities, Jennifer made time to help and serve the public from the front desk; and

**WHEREAS,** Jennifer looks forward to camping and traveling with her husband and their two dogs. Jennifer is still an active Rotary Club member and Dowagiac Dogwood Fine Arts event chair. She also recently signed up to be a Reading Buddy through Big Brothers, Big Sisters.

**NOW THEREFORE BE IT RESOLVED**, that it is with a strong sense of admiration and gratitude for the sacrifices made and the accomplishments achieved on behalf of the people of Cass County that we salute and wish much joy, happiness and excitement to Jennifer Ray as she embarks on her retirement adventure as she leaves the Cass District Library.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Grice, Cobb, Ausra, Marchetti, Dyes, Ziliak and File.

No (0): None.

Resolution R-176-18 carried by roll call vote.

### **COMMITTEE REPORTS**

Commissioners File, Marchetti, Grice, Cobb and Ausra furnished committee reports.

### **ADMINISTRATOR'S REPORT**

Administrator Folks provided the Administrator's Report.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

None.

### **PUBLIC COMMENT**

Prosecutor Victor Fitz thanked the commissioners and the salary committee for their work. He also informed board members that Judge Susan L. Dobrich was the State of Michigan featured Judge of the Day.

George King, Treasurer of the Woodlands Foundation, added information on the Woodlands move.

Hope Anderson invited everyone to the retirement celebration for Diane Klapchuk on Friday, December 14th from 3:00 – 5:00 p.m in the Kincheloe Room.

**BOARD MEMBER COMMENTS/ANNOUNCEMENTS**

Commissioner File commented on Project Based Learning implemented by Cassopolis Public Schools. Taras Lyssenko offered additional information on the project.

Commissioner Grice reminded everyone of the Dowagiac Christmas Parade Friday, December 7<sup>th</sup> at 7:00 p.m.

Commissioner Cobb thanked Commissioner Dyes for volunteering to Chair the SMART Committee.

**CLOSED SESSION**

None.

**ADJOURNMENT**

Commissioner File moved, seconded by Commissioner Dyes, to adjourn. The meeting adjourned at 7:55 p.m.

Approved: \_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Ausra, Chair

\_\_\_\_\_  
Monica McMichael, Clerk/Register