

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

September 1, 2016

The County Board of Commissioners met in regular session Thursday, September 1, 2016 in the Cass County Commission Chambers.

Chairperson Bernie Williamson called the meeting to order at 7:33 p.m. Commissioner File provided the Invocation. Commissioner Ziliak led the Pledge of Allegiance to the Flag of the United States of America.

Chief Deputy Clerk/Register Heather Harding called roll:

COMMISSIONERS PRESENT: Robert Wagel, Annie File, Dwight Dyes, Roseann Marchetti, Bernie Williamson, Robert Ziliak and E. Clark Cobb.

COMMISSIONERS ABSENT: None.

STAFF PRESENT: County Administrator Karen Folks, Finance Director Angie Steinman and Chief Deputy Clerk/Register Heather Harding.

INTRODUCTION OF VISITORS

Visitors introduced themselves.

APPROVAL OF THE AGENDA

Commissioner Wagel moved, seconded by Commissioner Ziliak, to approve the September 1, 2016 Board of Commissioners Regular Meeting Amended Agenda.

Commissioner File moved to add motion M-113-16 to the Regular Board of Commissioners meeting. This motion is to adopt the Hiring Oversight Policy that was discussed and recommended in the Committee of the Whole meeting.

Commissioner Marchetti moved to add motion M-114-16 to the Regular Board of Commissioners meeting. This motion is to find a replacement for Pete Fournier on the Cass County Road Commission. Mr. Fournier is not running again. Commissioner Ziliak seconded both motions. Motions carried by voice vote.

RECOGNITIONS/PRESENTATIONS

There were none.

PROPOSED CONSENT AGENDA

Financial

M-107-16 - Motion to approve Claims dated August 26, 2016

A motion to approve claims dated 8/26/2016.

R-109-16 - Convention Facility/Liquor Tax Distribution

**COUNTY OF CASS, MICHIGAN
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 2017 is \$138,566.00; 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 2017 for general County operations; and

BE IT FURTHER RESOLVED that the \$138,566.00 be recognized as revenue in 2017 with one-half of this amount, \$69,283.00 appropriated to the Substance Abuse Coordinating Agency for use in substance abuse programs in Cass County.

M-110-16 - Motion to approve reappointments to Economic Development Corporation/Planning Commission

A motion to reapprove the following reappointments:

Reappoint Dawn Bolock and Daniel Herman to the Economic Development Corporation Board for six-year terms ending September 30, 2022.

Reappoint David Fleming to the Planning Commission for a three year term ending July 31, 2019.

M-111-16 - Motion to approve Reliance Standard as Cass County's Insurance Provider

A motion to approve Reliance Standard as Cass County's Insurance Provider for the following 2 years, beginning September 1, 2016, expiring August 13, 2018 for:

Life & Accidental Death & Dismemberment
Voluntary Life
Short Term & Long Term Disability

M-112-16 – Motion to approve MERS Officer Delegate and Alternate Delegate

A motion to designate Administrator, Karen L. Folks as the 2016 MERS Employer Officer Delegate and Finance Director, Angie Steinman as the Alternate Delegate.

Business

Approval of the August 9, 11 and 18, 2016 Budget Work Study minutes and the August 18, 2016 Regular meeting minutes.

Commissioner Ziliak moved, seconded by Commissioner File, that the above items be voted on at one time by roll call vote and be considered as a consent agenda by the Board of Commissioners.

The Chair instructed the Clerk to call roll:

Yes(7): Commissioners Wagel, File, Dyes, Marchetti, Williamson, Ziliak and Cobb.

No(0): None.

The Consent Agenda carried by roll call vote.

R-108-16

BOARD OF COMMISSIONERS
COUNTY OF CASS, MICHIGAN
FISCAL YEAR 2017
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 FY2017 budget on September 1, 2016, 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, 2016 – September 30, 2017 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 \$460,000 from the budget stabilization fund, \$327,092 from fund balance, totaling \$787,092 and providing for a 2016-2017 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 2017 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.

The Chair instructed the Clerk to call roll:

Yes(6): Commissioners File, Dyes, Ziliak, Williamson, Marchetti and Cobb.

No(1): Commissioner Wagel

Resolution R-108-16 carried by roll call vote.

COMMITTEE REPORTS

Commissioners Wagel, Marchetti, Ziliak, Williamson and Cobb offered committee reports.

ADMINISTRATOR'S REPORT

County Administrator Karen Folks provided the board with the administrator's report.

FINANCIAL REPORT

Finance Director Angie Steinman provided the board with the financial report.

OLD BUSINESS

There was none.

NEW BUSINESS

M-113-16 Hiring Oversight Policy

Commissioner File moved, seconded by Commissioner Cobb, to adopt the Hiring Oversight Policy. Commissioner Wagel asked that this be a roll call vote. No discussion followed.

The Chair instructed the Clerk to call roll:

Yes(6): Commissioners File, Dyes, Ziliak, Williamson, Marchetti and Cobb.

No(1): Commissioner Wagel

Motion M-113-16 carried by roll call vote.

M-114-16 Search for replacement of Pete Fournier on the Road Commission Board

Commissioner Marchetti moved, seconded by Commissioner File, to begin the search for a replacement of Pete Fournier on the Cass County Road Commission board. Mr. Fournier will not be returning to the board. No discussion followed. Motion carried by voice vote.

PUBLIC COMMENT

59th District State Representative Aaron Miller spoke briefly with a Lansing update.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners Marchetti and Williamson offered comments/announcements.

ADJOURNMENT

Commissioner Wagel moved, seconded by Commissioner Cobb, to adjourn. Motion carried by voice vote.

The meeting adjourned at 8:18 p.m.

Approved: _____
Date

Bernie Williamson, Chairperson

Heather Harding, Chief Deputy Clerk/Register