

**CASS COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING**

**March 16, 2017**

The County Board of Commissioners met in regular session on Thursday, March 16, 2017 in the Commission Chambers.

Chair Robert Ziliak called the meeting to order at 7:00 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 Kennedy called roll:

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

COMMISSIONERS ABSENT: None.

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

**INTRODUCTION OF VISITORS**

Visitors introduced themselves.

**APPROVAL OF THE AGENDA**

Commissioner Cobb moved, seconded by Commissioner Marchetti, to approve the March 16, 2017 Cass County Board of Commissioner's Amended Agenda with the addition of M-45-17 under New Business. Motion carried by voice vote.

**PRESENTATIONS**

Alan Panter of Abraham and Gaffney presented the FY2016 Cass County Audit. The county had a clean opinion/no findings.

**RECOGNITIONS**

There were no recognitions.

**INTRODUCTIONS**

There were no introductions.

## CONSENT AGENDA

Commissioner Dyes 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-33-17)** A motion approving Claims dated March 10, 2017.

**(M-34-17)** A motion to approve a budget amendment and transfer of \$10,000 from the County Child Care Fund (292) to the Department of Human Services (DHS) Child Care Fund (297) to help fund their Institutional Care line item.

<u>Description</u>	<u>General Ledger #</u>	<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Change in Budget</u>
Transfer & Establish Budget				
Transfer in Child Care Fund	297-663-699.2925	\$ -	\$10,000	\$10,000
Transfer to DHS Child Care (297)	292-662-999.297	\$ -	\$10,000	\$10,000
Amend Budget				
Juvenile Justice	292-662-842.030	\$10,000	\$ -	\$(10,000)
Institutional Care	297-663-842.002	\$90,000	\$100,000	\$10,000

**(M-35-17)** A motion to approve a budget amendment to cover the cost of supplies and ballots needed for the May 2, 2017 Special Election for three school districts (Edwardsburg, Constantine and White Pigeon). The motion reflects a budget increase in revenue as school districts reimburse all election expenses.

<u>Description</u>	<u>General Ledger #</u>	<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Change in Budget</u>
Amend Budgets				
Revenue: Election Reimbursement	101-000-676.191	\$ -	\$ 9,000	\$ 9,000
Expense: Printing & Binding	101-191-900.000	\$49,865	\$58,865	\$9,000

### **(R-36-17) PURCHASE OF ELECTION EQUIPMENT**

**WHEREAS**, the County of Cass wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators, Absent Voter Counting Board (AVCB) tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software; and

**WHEREAS**, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations are detailed in the attached Election Source quote; and

**WHEREAS**, the County of Cass plans to begin implementation of the new voting system in 2017; and

**WHEREAS**, the deadline for submitting the required State Grant Application is April 14, 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Cass County Clerk is authorized to submit the Grant Application on behalf of Cass County on this 16<sup>th</sup> day of March, 2017.

**(M-37-17)** A motion to approve a budget amendment to the K-9 Drug Fund as follows:  
Increase 272-301-674.000 Donations in the amount of \$1,000.00  
Increase 272-301-980.000 New Equipment in the amount of \$1,000.000

Also, approval to purchase an Elite K-9 Bite Suit in the amount of \$1,233.34.

**(M-38-17)** A motion to approve the purchase of a 2017 Ford Explorer in the amount of \$24,209.00 from C. Wimberley VIN #1FM5K8D84HGB78023 to be paid from line item 661-000-148.000.

**(M-39-17)** A motion to approve the purchase of equipment for installation in three new marked vehicles (one Taurus and two Explorers) at a total cost of \$13,650.00. Paid from line item 616-000-148.000

**(M-40-17)** A motion to amend (in part) M-26-17 passed at the February 16, 2017 Committee of the Whole as follows:  
"to hold one Committee of the Whole per month at 9:00 a.m. the Tuesday preceding the first Regular Board Meeting. The Committee of the Whole Meeting will be held in the Kincheloe Room of the County Building beginning April 4, 2017."

**(M-41-17)** A motion to approve the following reappointments:

Reappoint Robert Wagel to the Board of Public Works for a three year term ending December 31, 2019 at the recommendation of the Board of Commissioners.

Reappoint Ardith Higley to the Jury Commission for a six year term ending April 30, 2023 at the recommendation of Judge Mark Herman.

Reappoint Pauline Washington, Karen Lehman and Albert Smouse to the Woodlands Behavioral Healthcare Network Board for three year terms ending March 31, 2020. The reappointments are at the recommendation of Woodlands Director Kathy Emans.

- 8. M-44-17** A motion to approve the payment of an invoice from Hamco X-Ray, Inc., invoice #42657, in the amount of \$6,330.00 for the emergency repairs to the Body Scanner at the Cass County Sheriff's Department.

Approval of the February 24, 2017 BOC Workshop Meeting Minutes, the March 1, 2017 BOC Work Study minutes and the March 2, 2017 Regular Meeting Minutes.

The Chair instructed the Clerk to call roll:

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

No (0): None.

The Consent Agenda carried by roll call vote.

### **COMMITTEE REPORTS**

Commissioners Ausra, Dyes, Marchetti, Grice, Cobb and Ziliak furnished committee reports.

### **ADMINISTRATOR'S REPORT**

Administrator Karen L. Folks provided a written Administrator's Report.

### **OLD BUSINESS**

#### **M-32-17**

Commissioner Ausra moved, seconded by Commissioner Cobb, to approve obtaining a three year lease from low bidder Pitney Bowes for a postage machine to be used in the Administration Building with an approximate monthly cost of \$276.00. Discussion followed. Motion carried by voice vote.

### **NEW BUSINESS**

#### **M-31-17**

Commissioner File moved, seconded by Commissioner Cobb, to approve the Parks Department request regarding the shortfall in the DNR Dodd Park Grant to use Park Fund Balance in the amount of \$50,000.00 and obtain a loan from the Delinquent Tax Revolving Fund in the amount of \$130,166.00 at 0% interest rate with a loan term not to exceed seven years and further to approve entering into a contract for construction and other services with Denny's Excavating, Inc. as the low bidder. Discussion followed.

The Chair instructed the Clerk to call roll:

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

No (1): Commissioner Grice.

Motion M-31-17 carried by roll call vote.

**M-42-17**

Commissioner Marchetti moved, seconded by Commissioner File, to approve the FY2016 Audit submitted by Abraham & Gaffney, P.C., more specifically, the FY2016 Comprehensive Annual Financial Report and the Federal Awards portion defined in the Supplementary Information to Financial Statements. Motion carried by voice vote.

**M-45-17**

Commissioner Marchetti moved, seconded by Commissioner Dyes, to approve the use of the flagpole area at the Law and Courts Building for National Prayer Day on May 4, 2017 from noon to 1:00 p.m. The Sheriff offered to block off parking spots around the flag pole. Motion carried by voice vote.

**PUBLIC COMMENT**

There was no public comment.

**BOARD MEMBER COMMENTS/ANNOUNCEMENTS**

Commissioner File offered a comment.

**CLOSED SESSION**

**M-43-17**

Commissioner File moved, seconded by Commissioner Ausra, to enter closed session in order to discuss union negotiations. In addition to all board members, the closed session included Administrator Folks, Finance Director Steinman, Sheriff Behnke, Undersheriff Roach and Clerk/Register Monica Kennedy.

The Chair instructed the Clerk to call roll:

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

No (0): None.

The meeting moved to closed session at 8:05 p.m.

The meeting returned to open session at 9:04 p.m.

**ADJOURNMENT**

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

The meeting adjourned at 9:05 p.m.

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

\_\_\_\_\_  
Robert Ziliak, Chairperson

\_\_\_\_\_  
Monica Kennedy, Clerk/Register