

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

July 16, 2015

The County Board of Commissioners met in regular session on Thursday, July 16, 2015 in the Commission Chambers.

Chairperson Bernie Williamson called the meeting to order at 7:00 p.m. Commissioner Dyes 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: Robert Wagel, Annie File, Dwight Dyes, Roseann Marchetti, Bernie Williamson and Robert Ziliak.

COMMISSIONERS ABSENT: E. Clark Cobb.

STAFF PRESENT: Finance Director Angie Steinman and Clerk/Register Monica Kennedy.

INTRODUCTION OF VISITORS

Visitors introduced themselves.

APPROVAL OF THE AGENDA

Commissioner Ziliak moved, seconded by Commissioner Marchetti, to approve the July 16, 2015 Cass County Board of Commissioner's Amended Agenda with items M-84-15 and M-86-15 removed from the consent agenda and the second public comment appearing prior to the closed session. Motion carried by voice vote.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Commissioner Ziliak moved, seconded by Commissioner File, 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-77-15 A motion to approve claims dated 7/3/15.

R-78-15 Resolution – Michigan Area Conservation Plan

- M-79-15** A motion to approve the by-laws of the Berrien-Cass-Van Buren Workforce Development Board, Inc.
- M-80-15** A motion to reappoint William C. Hesse, III, John Reider and to appoint David Mathews to the Kinexus Board for terms ending June 30, 2018 by the recommendation of the Kinexus Board.
- M-81-15** A motion to approve the purchase of a 2015 GMC Terrain, VIN#2GKFLVEK0F6392264, from C. Wimberley Automotive Group at a cost of \$19,265.70 which includes a \$15.00 tag fee.
- M-82-15** In 2014, the Health Department at 201 M-62, Cassopolis, relocated their offices. Expenditures for this building were absorbed into the maintenance budget. DOC will be moving into that building soon and a budget needs to be created to cover the expenditures for FY2015. A motion to approve the requested transfer from general fund balance to establish a budget in the amount of \$6,970.

HEALTH DEPARTMENT BUILDING – MDOC BUDGET

<u>Annual Routine Expenses</u>	<u>General Ledger #</u>	<u>Annual</u>	<u>Monthly</u>	<u>2014/2015</u>
Pest Control	101-265-801.203	840	70	0
Cleaning Supplies	101-265-775.030	1,200	100	200
Contractual Cleaning	101-265-804.033	7,200	600	1200
Contractual Elevator	101-265-804.033	3,800	317	950
Trash Removal	101-265-883.030	960	80	160
Electricity	101-265-920.030	4,274	356	3000
Natural Gas	101-265-921.033	553	46	400
Water/Sewer	101-265-922.030	732	61	300
Annual General Repairs	101-265-930.203	8,000	667	0
Fire Alarm Monitoring	101-265-804.033	324	27	100
Telephone	101-233-850.030	3,960	330	660
		31,843	2,654	6,970

- M-83-15** A motion to award the roof replacement job at the old Health Department Building to Slatile Roofing for a cost of \$13,846.00.
- M-85-15** A motion to approve the Document Imaging Project consisting of the following:
- Bid from ImageSoft, Inc. of Southfield MI for \$235,980 for software services relating to the imaging project;
 - Bid from CDWG, Inc. of Vernon Hills IL for \$216,935 for hardware and services relating to the imaging project;
 - Hiring of a Deputy FOC with an anticipated start date of October 1, 2015, the month we anticipate the imaging software being kicked off and imaging training to occur, with the position being classified as a pay grade 9, non-union position;
 - Hiring of an Information Systems Specialist, with an anticipated start date of October 1,2015, the month we anticipate the imaging software being kicked off

- and imaging training to occur, with the position being classified as a pay grade 6, non-union position;
- Contingency of 5% - \$22,645.

Approval of the June 26, 2015 BOC Workshop and Special Meeting Minutes and the July 2, 2015 Regular Meeting Minutes

The Chair instructed the Clerk to call roll:

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

No (0): None.

Absent (1): Commissioner Cobb.

The Consent Agenda carried by roll call vote.

COMMITTEE REPORTS

Commissioner Marchetti furnished a committee report.

ADMINISTRATOR'S REPORT

Finance Director Angie Steinman presented the Administrator's Report. She also requested the board agree to contract with Abraham and Gaffney for an additional year of auditing services. The county would distribute an RFP for a new audit firm in 2016. Ms. Steinman went on to inform board members of the following:

Rose Street will conduct educational sessions and open enrollment meetings on July 28 and 29.

MGT provided contracts for the cost allocation plan for Friend of the Court CRP Grant. The contract continues for three years with no changes in rates or terms. Finance Director Steinman will circulate via email. MGT also provided a quote of \$4,000 for cost allocation of the Child Care Fund.

Finance Director Steinman is currently working on the FY2016 Budget. Ms. Steinman, Chair Williamson and Vice Chair Ziliak are meeting with individual departments and plan to be finished next Thursday. Board members should have an initial look at FY2016 budget at the first meeting in August with approval to take place at the second August meeting.

Discussion continued regarding the appraiser position in the equalization department. Ms. Steinman informed the board that the union position will be posted. If no union member signs the posting, the board will receive for approval a contract with Kyle Harris

OLD BUSINESS

There was no old business.

NEW BUSINESS

Commissioner Wagel moved, seconded by Commissioner Dyes to approve resolutions R-87-15 and R-88-15 with one roll call vote:

R-87-15

WHEREAS, Corrections Office Patti J. Kolden would like to purchase one (1) year of generic service credit in the MERS retirement program at her cost, and

WHEREAS, the Agreement by and between Teamsters, the Sheriff and Cass County Board of Commissioners provides that employees shall be permitted to purchase up to five (5) years of generic service as defined by MERS; if they pay one hundred (100%) percent of the employer and employee cost;

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners grant the one (1) year of generic service credit to Patti J. Kolden provided that she pay the total actuarial cost of \$5,332.00.

R-88-15

WHEREAS, Corrections Office Patti J. Kolden would like to purchase one (1) year of generic service credit in the MERS retirement program at her cost, and

WHEREAS, the Agreement by and between Teamsters, the Sheriff and Cass County Board of Commissioners provides that employees shall be permitted to purchase up to five (5) years of generic service as defined by MERS; if they pay one hundred (100%) percent of the employer and employee cost;

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners grant the one (1) year of generic service credit to Patti J. Kolden provided that she pay the total actuarial cost of \$6,620.00.

The Chair instructed the Clerk to call roll:

Yes (5): Commissioners File, Dyes, Marchetti, Williamson and Wagel.

No (1): Commissioner Ziliak.

Absent (1): Commissioner Cobb.

Resolutions R-87-15 and R-88-15 carried by roll call vote.

BOARD MEMBER COMMENTS OR ANNOUNCEMENTS

Commissioner Marchetti stated that she attended a Cass District Library farewell to Ron Francis.

Commissioner Dyes requested an answer to the absence of Administrator Fraser. He stated the county personnel handbook lists what actions should be taken if an employee does not follow policy. Commissioner Dyes called the Administrator's Office Wednesday and was informed Administrator Fraser used ETO time but did not call in to the office. He declared that the personnel handbook should apply to all employees equally. Chair Williamson informed Commissioner Dyes that discussion on Administrator Fraser would occur in closed session as HIPAA rules apply. Commissioner Wagel reiterated that, as the employer of Administrator Fraser, the board should know what is going on. He requested a public discussion on the status of Administrator Fraser in order to be transparent and open to the public.

Commissioner Wagel then congratulated Equalization Director Tony Meyaard on his appointment as Ionia County Equalization Director. Mr. Meyaard addressed the board and explained that he will remain a Cass County employee. His work for Ionia County will be on his own time during evenings and weekends. He informed the board that he was also named the Assistant County Administrator at St. Joseph County. Mr. Meyaard stated he planned to inform the board of his new titles during the second public comment. Discussion continued regarding his duties as the Equalization Director of Ionia County. Chair Williamson informed the board that she was informed of all situations by Mr. Meyaard as he knew of them. Mr. Meyaard assured the Chair and board members that the Ionia contract would not affect his job at Cass County.

Commissioner Wagel asked Chair Williamson to share information with board members as she learned. Commissioner Marchetti stated she appreciated his hard work but did not like being kept in the dark on issues.

Commissioner Ziliak announced the Milton Township Blood Drive to occur July 29th from 12 pm until 5 pm.

M-89-15 CLOSED SESSION

Commissioner Wagel moved, seconded by Commissioner Marchetti, to enter into Closed Session with Civil Counsel and Clerk/Register Monica Kennedy in order to discuss matters exempt from public meetings.

Commissioner Marchetti informed all present that she may wish to make a motion after returning from closed session.

The Chair instructed the Clerk to call roll:

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

No (0): None.

Absent (1): Commissioner Cobb.

The meeting moved to closed session at 8:10 p.m.

The meeting returned to open session at 9:25 p.m.

Commissioner Ziliak moved, seconded by Commissioner Dyes, to talk to Information Systems Director Kerry Collins about serving as Interim County Administrator. Discussion followed. Motion carried by voice vote.

ADJOURNMENT

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

The meeting adjourned at 9:25 p.m.

Approved: _____
Date

Bernie Williamson, Chairperson

Monica Kennedy, Clerk/Register