

**CASS COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING**

**September 3, 2015**

The County Board of Commissioners met in regular session Thursday, September 3, 2015 in the Cass County Commission Chambers.

Chairperson Bernie Williamson called the meeting to order at 7:33 p.m. Commissioner Cobb provided the Invocation. Commissioner File 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: Finance Director/Deputy Administrator/Controller Angie Steinman and Chief Deputy Clerk/Register Heather Harding.

**INTRODUCTION OF VISITORS**

Visitors introduced themselves.

**APPROVAL OF THE AGENDA**

Commissioner Marchetti moved, seconded by Commissioner Ziliak, to approve the September 3, 2015 Board of Commissioners Regular Meeting Amended Agenda. Motion carried by voice vote.

**PUBLIC COMMENT**

There was no public comment.

## CONSENT AGENDA

Commissioner Ziliak 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:

### **Motion approving claims dated 8/28/2015 (M-112-15)**

#### **6B. Motion to approve appointment/reappointment-EDC Board/SWMPC (M-113-15)**

Appoint Daniel Herman to the Economic Development Corporation Board for an unexpired term ending September 30, 2016 and reappoint Rick Russworm to the Economic Development Corporation Board for a term ending September 30, 2021.

Appoint Don DeLong to the Southwest Michigan Planning Commission as the citizen representative for a term ending December 31, 2018.

#### **6C. Motion to approve FY 2016 Child Care Budget (State Funds) (M-114-15)**

A motion to approve FY 2016 Child Care Budget(State Funds).

#### **6D. Motion to authorize end of the FY 2015 budgetary transfers/amendments (M-115-15)**

A motion to authorize the Deputy County Administrator/Controller to make 2015 end of the fiscal year budgetary transfers and amendments provided that a written report of such changes is given to the Board of Commissioners.

#### **6F. Motion to approve budget amendment-Vintage Courthouse/Financial Software/Disterheft Property (M-117-15)**

A Public Improvement Fund Budget Amendment is requested to appropriate designated fund balance reserves for the Vintage Court House current year repairs and the Financial Software. Also, a budget needs to be established for the funding and purchase of the 33.1 acres adjacent to Dr. T. K. Lawless Park. The funding for all three of these projects has been established and this amendment will not affect the general fund.

<u>Description</u>	<u>General Ledger #</u>	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
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**REVENUES:**

Transfer in from Delinq. Tax	245-244-699.616	\$ 65,340	\$ 159,173	\$ 93,833
Fund Balance Allocation	245-244-699.999	\$ 194,948	559,724	\$ 364,776
<i>Reserve-Courthouse Repairs</i>	<i>245-000-388.069</i>			
<i>Reserve-Financial Software</i>	<i>245-000-388.074</i>			
			Total Revenue Adjustment:	<u>\$ 458,609</u>

**EXPENSES:**

Vintage Courthouse Repairs	245-244-975.069	\$ -	\$ 150,000	\$ 150,000
Financial Software	245-244-975.074	\$ 50,320	\$ 105,923	\$ 55,603
Property-Disterheft Estate 33.1	245-244-975.079	\$ -	\$ 159,173	\$ 159,173
			Total Expense Adjustment:	<u>\$ 364,776</u>

**6G. Motion to approve budget amendment-Homeland Security Grant Program (M-118-15)**

The Homeland Security Grant Program did not have a budget established for the 2014/2015 Fiscal Year. This requested budget revision represents activity to date, which includes grant reimbursement for conferences/meeting & trainings and anticipated federal non cash assistance for the year.

<u>Description</u>	<u>General Ledger #</u>	<u>Budget</u>
<u>Revenues:</u>		
Homeland Security Grant	262-301-506.010	\$ 10,000
<u>Expenses:</u>		
Conference/Meeting/Training	262-301-861.006	\$ 2,630
Equipment	262-301-980.027	\$ 7,370
		<u>\$ 10,000</u>

**6H. Motion to approve budget amendment-Overage in budget FY 2014-2015  
(M-119-15)**

A budget amendment is requested to adjust (2) Funds that are currently over budget for the 2014/2015 Fiscal Year, revenue adjustments are also included which eliminates the need to allocate from fund balance.

<u>Description</u>	<u>General Ledger #</u>	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
<b><u>F274 Agency on Aging</u></b>				
<u>REVENUES:</u>				
Current Property Tax	274-672-402.000	\$ 1,676,942	\$ 1,708,561	\$ 31,619
Industrial Facilities Tax	274-672-437.000	\$ 9,398.85	11,475	\$ 2,076
Total Revenue Adjustment:				<u>\$ 33,695</u>
<u>EXPENSES:</u>				
Expenditures	274-672-701.000	\$ 1,686,341	\$ 1,720,035	\$ 33,695
<b><u>F283 Community Development Housing Grant</u></b>				
<u>REVENUES:</u>				
Revenue-State CDBG Funds	283-707-501.000	\$ 100,000	\$ 170,000	\$ 70,000
<u>EXPENSES:</u>				
Expenditures	283-707-700.040	\$ 82,000	\$ 134,000	\$ 52,000
	283-707-700.050	\$ -	\$ 18,000	\$ 18,000
Total Expense Adjustment:				<u>\$ 70,000</u>

**6J. Motion to approve purchase of BS&A Financial Software-final payment  
(M-121-15)**

A motion to approve the purchase of BS&A Financial Software-final payment of \$55,603.30.

**Approval of August 20, 2015 Regular meeting amended minutes.**

The Chair instructed the Clerk to call roll:

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

No (0): None.

Consent Agenda carried by roll call vote.

**R-120-15**

Commissioner Ziliak moved, seconded by Commissioner File, to approve resolution R-120-15. This item was pulled from the consent agenda to be voted on separately.

**RESOLUTION  
CASS COUNTY BOARD OF COMMISSIONERS**

**WHEREAS,** Corrections Officer Patti J. Kolden would like to purchase one (1) year and seven (7) months 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 and seven (7) months of generic service credit to Patti J. Kolden provided that she pay the total actuarial cost of \$8,436.

**ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

The Chair instructed the Clerk to call roll:

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

No (1): Commissioner Ziliak.

Resolution R-120-15 passed by roll call vote.

### **COMMITTEE REPORTS**

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

### **ADMINISTRATOR REPORT**

Deputy Administrator Angie Steinman gave the members of the board a handout. She told them it was an overview of offices and things that have been happening. She informed the board that at this time she only has two agenda items for the Board Workshop in a couple of weeks. Commissioner Marchetti informed Angie she has some topics that she will be getting to Angie soon. Angie also informed them of an upcoming “brown bag” lunch with county department heads.

### **FINANCIAL REPORT**

Finance Director Angie Steinman gave the board a handout with an overview of accounts. There was no discussion.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

There was no new business.

### **BOARD MEMBER COMMENTS/ANNOUNCEMENTS**

Commissioners Ziliak, Dyes and Williamson made board member comments/announcements.

### **PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

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

The meeting adjourned at 7:46 p.m.

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

\_\_\_\_\_  
Bernie Williamson, Chairperson

\_\_\_\_\_  
Heather Harding, Chief Deputy Clerk/Register