CASS COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE

May 16, 2024

Vice-Chair Barrera called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, May 16, 2024. Chair Jones offered the Invocation. Commissioner Lee led the Pledge of Allegiance to the Flag of the United States of America.

Clerk and Register of Deeds Monica McMichael called roll:

COMMISSIONERS PRESENT: Ryan Laylin, James Lawrence, Joyce Locke, Jeremiah Jones, Samuel Barrera, Mary Howie, Roseann Marchetti and RJ Lee.

COMMISSIONERS ABSENT: None.

PUBLIC COMMENT (agenda items only)

Public comment occurred.

ADDITIONS/DELETIONS TO THE AGENDA

Commissioner Laylin removed item 9 from the agenda and sent it to the Classification and Compensation Committee.

APPROVAL OF THE AGENDA

Commissioner Lawrence moved, seconded by Chair Jones, to approve the May 16, 2024, Cass County Committee of the Whole Agenda as amended. Motion to approve the agenda carried by voice vote.

APPROVAL OF MINUTES

Commissioner Laylin moved, seconded by Commissioner Marchetti, to approve the April 18, 2024, Committee of the Whole Meeting Minutes. Motion carried by voice vote.

INTRODUCTION

Sheriff Behnke introduced new Cass County Sheriff's Office Deputies Kelsey Showers and Jason Higley.

Prosecutor Fitz introduced newly hired Assistant Prosecutor Ken Stecker.

FINANCIAL REPORT

Finance Director Jennifer Rentfrow offered the Finance Report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Materials Management Planning

Administrator Newton and Commissioner Marchetti stated that commissioners must complete the final two steps of the Materials Management Planning Process as follows:

1. To approve the contract between the Southwest Michigan Planning Commission and the three counties to facilitate the work completed thus far.

2. To approve the Interlocal Agreement between the counties that lays the foundation for the multi-county plan in addition to outlining how the Materials Management Planning Board will be established and managed.

Commissioner Marchetti added that updates were made to the agreement in order to ensure equal representation from all counties.

Commissioner Laylin moved, seconded by Commissioner Howie, to place item 1. on the next regular board meeting agenda.

2. L-4029 Report & Resolution

Equalization Director Tami Stewart requested that the board hold a Truth-In-Taxation Public Hearing at the June 6th Regular Board Meeting in order to set the Operating Millage for FY 25. Without holding the hearing, the county would lose over $1 million in tax revenue.

Vice-Chair Barrera wanted to ensure the updated figures from the Equalization Department were posted online for the public to access.

Commissioner Laylin moved, seconded by Commissioner Marchetti, to place item 2. on the next regular board meeting agenda. Motion carried by voice vote.

3. **Law & Courts Building Camera Upgrade**

Administrator Newton requested the board approve $60,825.17 to upgrade the camera system at the Law & Courts Building. The county will be reimbursed $30,413.08 through grant funding, for a net project cost of $37,237.09. Administrator Newton proposed the project be reviewed and funded by the Public Improvement Fund. The project must be completed by September 30, 2024, per grant stipulations.

Commissioner Marchetti, seconded by Commissioner Lee, to place item 3. on the next regular board meeting agenda. Motion carried by voice vote.

4. **Opioid Settlement Funding Application**

Administrator Newton presented a request for Opioid Funding in the amount of $13,216.90 from the Cass County Jail MAT Program.

Commissioners commended the Opioid Committee for their work on the project.

Commissioner Marchetti moved, seconded by Commissioner Locke, to place item 4. on the next regular board meeting agenda. Motion carried by voice vote.

5. **Policy Updates**

i. Elected Official & Chief Deputy Salary Policy

Administrator Newton explained the Elected Official & Chief Deputy Salary Policy was put in place to reflect state legislation.

ii. Commissioner Mileage Policy

Administrator Newton stated that the policy was updated to reflect how business was actually conducted.

iii. Boards & Commissions Per Diem & Mileage Policy

The policy was put in place to separate the Board of Commissioners from other boards & commissions for the purpose of per diem and mileage policies.

Commissioner Marchetti moved, seconded by Commissioner Lee, to place all three policies on the next regular board meeting agenda. Motion carried by voice vote.

6. **MSU Extension Amendment to MOA**

Administrator Newton asked the board to amend the current MSU Extension Memorandum of Agreement (MOU). The amendment increased MSU Extension staffing by .5 FTE, with a reduction in annual costs by approximately $6,000.00.

Commissioner Marchetti moved, seconded by Commissioner Howie, to move item 6. to the next regular board meeting agenda. Motion carried by voice vote.

7. Animal Control Fencing

Sheriff Behnke requested approval of up to $11,000 from the Animal Control Donation Fund to be used to construct a Dog Recreation Yard. Patriot Fence LLC provided plans and a quote in the amount of $10,125.00.

Commissioner Laylin moved, seconded by Commissioner Lee, to place item 7. on the next regular board meeting agenda. Motion carried by voice vote.

8. FY 24 Budget Amendments

Finance Director Rentfrow presented budget amendments to the board that included allocating $75,590 from Fund Balance and $11,000 from the Animal Control Fund.

Commissioner Laylin moved, seconded by Commissioner Marchetti, to place item 8 on the next regular board meeting agenda. Motion carried by voice vote.

10. Law Enforcement Agreement

Administrator Newton explained that the Law Enforcement Agreement between the Pokagon Band of Potawatomi Indians and the County of Cass expired in 2024. The new agreement would expire January 1, 2025, with automatic renewal for an additional four years, unless terminated by one of the parties. According to legal counsel, the Board of Commissioners must approve the agreement by resolution.

Commissioner Laylin moved, seconded by Commissioner Lee, to place item 10. on the next regular board meeting agenda. Motion carried by voice vote.

PUBLIC COMMENT

None.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners Laylin, Marchetti, Jones and Barrera shared comments.

ADJOURNMENT

Commissioner Marchetti moved, seconded by Commissioner Laylin, to adjourn. The meeting adjourned at 6:04 p.m.

Approved: ____________
Date

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Vice-Chair Samuel Barrera

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Monica McMichael, Clerk/Register