

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

November 7, 2024

The Cass County Board of Commissioners met in regular session on Thursday, November 7, 2024, in Commission Chambers.

Chair Jeremiah Jones called the meeting to order at 5:00 p.m. Vice-Chair Barrera provided the Invocation. Commissioner Locke led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

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

COMMISSIONERS ABSENT: None.

PUBLIC COMMENT (Agenda Items Only)

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

Commissioner Marchetti moved, seconded by Commissioner Lee, to approve the November 7, 2024, Cass County Board of Commissioner's Agenda. Motion carried by voice vote.

RECOGNITIONS

R-109-2024

Commissioner Marchetti moved, seconded by Commissioner Lee, to approve the following resolution:

**A RESOLUTION TO RECOGNIZE CERTIFICATION OF FELLOWSHIP OF THE
INSTITUTE FOR COURT MANAGEMENT BY THE NATIONAL CENTER FOR STATE
COURTS**

WHEREAS, Circuit/Probate/Family Court Administrator and Friend of the Court Director Sarah Mathews has devotedly served the Cass County community since February 2014, holding numerous positions in Cass Circuit/Probate/Family Court, Friend of the Court and the Cass County Prosecutor's Office;

WHEREAS, Court Administrator/Friend of the Court Mathews was certified as a fellow of the Institute for Court Management by the National Center for State Courts at a graduation ceremony at the United States Supreme Court on July 12, 2024;

WHEREAS, she previously graduated as a Certified Court Manager in December 2021, and as a Certified Court Executive on May 24, 2023;

WHEREAS, the National Center for State Courts (NCSC) is a non-profit organization founded in 1971 and acts as a hub of information and resources available to court systems across the country;

WHEREAS, Mathews completed a rigorous multi-step program that measures an individual's aptitude in court management, research, and executive leadership through three levels of certification – Court Manager, Court Executive, and Fellow;

WHEREAS, Mathews authored a paper based on extensive research on employee engagement and coaching employees, and the paper will be published in the National Center for State Courts' Library later this year; and

WHEREAS, Mathews was selected by the members of the 53rd Fellows class to serve as class spokesperson for their graduation ceremony;

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners hereby recognizes and congratulates Circuit/Probate/Family Court Administrator and Friend of the Court Director Sarah Mathews for her significant educational accomplishments and meritorious service to our community.

The Chair instructed the Clerk to call roll:

Yes (8): Commissioners Laylin, Lawrence, Locke, Marchetti, Jones, Howie, Barrera and Lee.

No (0): None.

Resolution R-109-2024 carried by roll call vote.

PRESENTATIONS

Hal Davis, Regional Account Manager of ABM Building Solutions, provided a preliminary facilities assessment report. The Capital Projects Committee would review the report.

CONSENT AGENDA

Vice-Chair Barrera moved, seconded by Commissioner Lee, 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-142-2024) A motion to approve Claims dated 09/28/24 to 11/01/24

(M-143-2024) A motion to approve the October 3, 2024 Regular Meeting Minutes

(M-144-2024) A motion to approve the October 17, 2024 Special Meeting Minutes

(M-145-2024) A motion to approve the October 21, 2024 Special Meeting Minutes

(R-110-2024) A resolution to approve the CY 2025 Annual Salaries of County Elected Officials

A RESOLUTION APPROVING THE 2025 ANNUAL SALARIES OF COUNTY ELECTED OFFICIALS

WHEREAS, the Ad-Hoc Salary Committee is comprised of Chair Jones, Commissioner Barrera, Commissioner Howie, and Commissioner Lee; and

WHEREAS, the Committee is charged with the responsibility of recommending the 2025 annual salaries for the Elected Officials serving Cass County; and

WHEREAS, the Committee recommends the 2025 annual salaries of the Cass County elected officials as set forth below:

Elected Official	Current Salary	2025 Salary
Prosecutor	\$125,924.71	\$129,702.45
Sheriff	\$105,468.91	\$108,632.98
Clerk/Register	\$84,206.62	\$86,732.82
Treasurer	\$82,449.44	\$84,922.92
Drain Commissioner	\$69,167.59	\$71,242.62

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that the above schedule of proposed 2025 salaries, as recommended by the Committee, is hereby adopted.

(R-111-2024) A resolution to Authorize the Cass County Administrator to Approve Step-Level Hiring of Undersheriff up to Step 6 based on qualifications & experience

A RESOLUTION AUTHORIZING THE CASS COUNTY ADMINISTRATOR TO APPROVE STEP-LEVEL HIRING OF THE UNDERSHERIFF POSITION UP TO STEP 6 BASED ON QUALIFICATIONS AND EXPERIENCE

WHEREAS, the Undersheriff serves as the Chief Deputy to the Sheriff and fulfills a critical function in the effective operation of the County Sheriff's Office;

WHEREAS, the salary of the Undersheriff role is currently set on the Cass County Wage Scale at Grade 15;

WHEREAS, the current wages of the Captain position exceed the total compensation of Grade 15, Step 3 of the adopted Wage Scale;

WHEREAS, the County Administrator, under the County's adopted Wage & Salary Administration Policy may approve step-level hiring up to the mid-point of the scale at Step 5; and

WHEREAS, the County desires to maintain the ability to attract and retain a qualified candidate for the Undersheriff role.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners hereby authorizes the County Administrator to authorize the hiring of the upcoming Undersheriff role at up to a Grade 15, Step 6, based upon the affirmative recommendation of the Cass County Sheriff and contingent upon a candidate for the role having the commensurate qualifications and experience.

(R-112-2024) A resolution to approve the annual wage adjustments for CY 2025 for non-union employees of Cass County

A RESOLUTION TO APPROVE ANNUAL WAGE ADJUSTMENTS FOR CY 2025 FOR NON-UNION EMPLOYEES OF CASS COUNTY

WHEREAS, the Ad-Hoc Salary Committee (“the Committee”) is made up of Chair Jones, Vice-Chair Barrera, Commissioner Howie, and Commissioner Lee;

WHEREAS, the Committee is charged with the responsibility of recommending the 2025 annual salaries for non-union employees serving Cass County; and

WHEREAS, the Committee recommended a 3% cost-of-living increase for the 2025 annual salaries for Cass County non-union employees.

NOW, THEREFORE, BE IT RESOLVED the Cass County Board of Commissioners hereby adopts and approves a 3% cost-of-living increase applied to the Wage Scale for non-union Cass County employees effective January 1, 2025.

(M-146-2024) A motion to approve 2025 Cass County Holiday Schedule

(M-147-2024) A motion to appoint Thomas Koster as Cass County Deputy Medical Examiner

(M-148-2024) A motion to approve the Furniture and Facility Enhancement Policy

(M-149-2024) A motion to approve the FY 2025 Child & Parent Legal Representation (CPLR) Budget

(M-150-2024) A motion to approve the FY 2025 Problem-Solving Court Budgets

The Chair instructed the Clerk to call roll:

Yes (8): Commissioners Locke, Howie, Barrera, Marchetti, Lee, Lawrence, Laylin and Jones.

No (0): None.

The Consent Agenda carried by roll call vote.

COMMISSIONER REPORTS

Commissioners Laylin, Lawrence, Barrera, Marchetti and Lee offered committee reports.

ADMINISTRATOR'S REPORT

Administrator Newton shared the Administrator's Report.

COUNTY PARTNERS

None.

ELECTED OFFICIALS

Sheriff Behnke, Judge Bealor, Prosecutor Fitz and Clerk/Register McMichael shared updates.

NEW BUSINESS

M-151-2024

Commissioner Laylin moved, seconded by Commissioner Marchetti, to approve the Materials Management Planning Committee Board Appointments. Discussion followed. Commissioner Laylin withdrew the motion.

Commissioner Laylin moved, seconded by Commissioner Howie, to appoint Commissioner Marchetti as the elected official to the Materials Management Planning Committee. Motion carried by voice vote.

Commissioner Laylin moved, seconded by Commissioner Locke, to appoint Amy Huser as the representative to the Materials Management Planning Committee for a business that generates managed materials. Motion carried by voice vote.

Commissioner Marchetti moved, seconded by Commissioner Lee, to approve the Materials Management Planning Committee SWMPC recommendations. Motion carried by voice vote.

R-113-2024

Commissioner Lawrence moved, seconded by Commissioner Marchetti, to approve the following resolution:

A RESOLUTION TO APPROVE CASS COUNTY HAZARD MITIGATION PLAN

WHEREAS, Cass County, Michigan has experienced recurring disasters that have damaged

commercial, residential, and public properties, displaced citizens and businesses, closed transportation routes dividing the community both physically and emotionally, and presented general public health and safety concerns;

WHEREAS, members of this community have prepared a Hazard Mitigation Plan that outlines the community's options to reduce overall damage and impact from natural and technological hazards;

WHEREAS, an adopted Hazard Mitigation Plan is required as a condition for local units of government to receive funding for hazard mitigation projects; and

WHEREAS, the Michigan State Police Emergency Management/Homeland Security Division and Federal Emergency Management Agency (FEMA) Region V officials have reviewed the Hazard Mitigation Plan and approved it contingent upon this official adoption by the participating jurisdictions of this plan.

NOW, THEREFORE, BE IT RESOLVED the Cass County Board of Commissioners hereby adopts the Cass County Hazard Mitigation Plan as an official plan of Cass County.

Discussion followed.

The Chair instructed the clerk to call roll:

Yes (8): Commissioners Lawrence, Locke, Howie, Jones, Barrera, Laylin, Marchetti and Lee.

No (0): None.

Resolution R-113-2024 carried by roll call vote.

M-152-2024

Commissioner Laylin moved, seconded by Commissioner Lee, to approve the FY 2024 Emergency Management Performance Grant Agreement. Motion carried by voice vote.

M-153-2024

Commissioner Marchetti moved, seconded by Commissioner Laylin, to approve the FY 24-25 Michigan Indigent Defense Commission (MIDC) Grant Contract. Motion carried by voice vote.

M-154-2024

Commissioner Laylin moved, seconded by Commissioner Lee, to appoint Vicki Vaughn to the

Department of Human Services/Cass County Medical Care Facility Board for a term ending 10/31/2027. Commissioner Laylin moved, seconded by Commissioner Marchetti, to amend the motion to strike Vicki Vaughn and replace the name with James Wierman.

The Chair instructed the Clerk to call roll on the amendment:

Yes (5): Commissioners Lee, Marchetti, Laylin, Barrera and Locke.

No (3): Commissioners Jones, Howie and Lawrence.

Motion to amend carried by roll call vote.

The amended motion carried by voice vote.

PUBLIC COMMENT

Public comment occurred.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

ADJOURNMENT

Chair Jones adjourned the meeting at 6:15 p.m.

Approved: _____
Date

Chair Jeremiah Jones

Monica McMichael, Clerk/Register