CASS COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE

July 18, 2024

Vice-Chair Barrera called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, July 18, 2024. Commissioner Lawrence offered the Invocation. Chair Jones 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: James Lawrence, Joyce Locke, Jeremiah Jones, Mary Howie and Roseann Marchetti.

COMMISSIONERS ABSENT: Ryan Laylin, RJ Lee and Samuel Barrera.

PUBLIC COMMENT (agenda items only)

None.

ADDITIONS/DELETIONS TO THE AGENDA

Commissioner Marchetti added New Business Item 9. Discussion on Building Cleaning.

APPROVAL OF THE AGENDA

Commissioner Howie moved, seconded by Chair Jones, to approve the July 18, 2024, Cass County Committee of the Whole Agenda as amended. Motion to approve the agenda carried by voice vote.

RECOGNITIONS

Clerk/Register Monica McMichael introduced the winners of the 1st Annual "I Voted" Sticker Contest:

Emily Carlisle
Andrew Ernst-Kucsera
Nola Payton

Bryanna Nathan-Keck was unable to attend the meeting.

APPROVAL OF MINUTES

Chair Jones moved, seconded by Commissioner Lee, to approve the June 20, 2024, Committee of the Whole Meeting Minutes. Motion carried by voice vote.

FINANCIAL REPORT

Finance Director Jennifer Rentfrow offered the Finance Report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. **Cass County Planning Commission Appointment**

   Chair Jones explained that the Appointments Committee highly recommended that the board approve the appointment of Todd Haberland to the Cass County Planning Commission for a term expiring July 31, 2027.

   Commissioner Laylin moved, seconded by Commissioner Marchetti, to place item 1. on the next regular board meeting agenda. Motion carried by voice vote.

2. **911 Center/EOC Flooring**

   Commissioner Laylin asked commissioners to approve the purchase of flooring from Infinium Flooring to complete floor replacement at the 911 Center/EOC at a cost of $49,102.00. The purchase would be paid from 911 funds.

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

3. **Opioid Funding Request for Narcan Distribution Boxes**

   Committee Chair Carol Bealor explained that the Opioid Settlement Advisory Committee, on behalf of Woodlands, requested funding approval in the amount of $1,074.84. The funding would purchase two refurbished weather resistant paper boxes that would provide 24/7 public access to Narcan.

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

4. **Material Management Interlocal Agreement - Amendment**

Administrator Newton asked the board to approve an amendment to the Material Management Interlocal Agreement. The amendment would add a dedicated membership for the Pokagon Band of Potawatomi Indians.

Commissioner Laylin moved, seconded by Commissioner Locke, to place item 4. on the next regular board meeting agenda.

5. **Animal Control Vehicle Replacement**

Sheriff Behnke requested approval to purchase two Animal Control Patrol Vehicles at a cost not to exceed $115,000 to be paid from the Motor Pool Fund. The two new vehicles would replace vehicles nine and eleven years old.

Chair Jones moved, seconded by Commissioner Laylin, to move item 5. to the next regular board meeting agenda.

6. **BS&A Cloud Migration**

Administrator Newton informed commissioners that the county must transition BS&A services from the current local .NET solution to a cloud-based solution. The move will add three new modules: Accounts Receivable, Purchase Orders and Human Resources. Administrator Newton requested the board approve the Proposal for the BS&A Cloud Migration and commit the $35,000 required under the agreement to lock-in pricing. The remaining $184,930 plus travel expenses will be paid upon the actual transition to the cloud system, which is anticipated to occur in 2025 or 2026.

Treasurer Anderson stressed that the regular annual subscription would be due in addition to the large fee to upgrade. She also notified the board that the Michigan Association of County Treasurers planned to speak with BS&A at their annual conference regarding the fees.

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

7. **FY 24 Budget Amendments**

Administrator Newton proposed Budget Amendments in the amount of $55,698. The total dollar amount would be allocated from Fund Balance.

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

8. Discussion – FY 25 Draft Budget

Administrator Newton and Finance Director Rentfrow shared a draft FY 25 budget with commissioners. The document was printed with dollar amounts as requested by elected officials and department heads and currently showed a deficit of $3.183 million.

Commissioners discussed next steps that included holding a budget workshop. The workshop would allow commissioners to discuss the budget with each department.

Commissioner Locke moved, seconded by Chair Jones, to set a budget workshop for Friday, August 23, 2024, at 8:00 a.m. in Commissioner Chambers. Motion carried by voice vote.

9. Discussion – Building Cleaning

The discussion item was added to the agenda after the short-term cleaning option was voted down at the last regular board meeting. The county had a short timeframe to find a solution as the current contract would end July 31, 2024.

Due to a conflict of interest, Commissioner Laylin abstained from all discussion.

Commissioners discussed several options including an RFP process and reversing the decision to contract with The Cleanest Company for two months. Ultimately, Commissioners agreed to allow Administrator Newton to find a solution. The current purchasing policy allowed the County Administrator to approve purchases up to $20,000. If the dollar amount exceeded $19,999, the board could call a special meeting.

PUBLIC COMMENT

Public comment occurred.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners Lawrence, Locke and Howie shared comments.

ADJOURNMENT

Chair Jones moved, seconded by Commissioner Laylin, to adjourn. The meeting adjourned at 6:27 p.m.

Approved: ______________
Date

____
Vice-Chair Samuel Barrera

____
Monica McMichael, Clerk/Register