CASS COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE

September 19, 2024

Vice-Chair Sam Barrera called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, September 19, 2024. Commissioner Howie offered the invocation. Chair Jeremiah Jones led the Pledge of Allegiance to the Flag of the United States of America.

Chief Deputy Clerk/Register Heather Harding called roll:

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

ADDITIONS/DELETIONS TO THE AGENDA

Commissioner Lee moved, seconded by Commissioner Laylin, to add item 6 under New Business, cost allocation plan agreement. Motion carried by voice vote.

APPROVAL OF THE AGENDA

Commissioner Locke moved, seconded by Commissioner Laylin, to approve the September 19, 2024, Committee of the Whole Meeting Agenda with the addition of item 6 under New Business. Motion carried by voice vote.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Commissioner Laylin moved, seconded by Commissioner Lee, to approve the August 15, 2024, Committee of the Whole Meeting Minutes. Motion carried by voice vote.

FINANCE REPORT

The Finance Report was in the packet.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

Chief Deputy Treasurer Paulette Johnson spoke about 2021 foreclosure sales, stating that 2021 was the first year with a formal process. The Treasurer's Office was required to submit a report to the Board of Commissioners as well as the State of Michigan. The report was informational only and required no action by the board. There were 22 parcels included in the foreclosure report. Two of the parcels sold to respective governmental agencies. Nineteen were sold at public auction and one parcel did not sell. The Cass County Land Bank planned to purchase the remaining parcel.

Commissioner Marchetti moved, seconded by Commissioner Laylin, to move item 1. to the next board meeting. Chief Deputy Johnson reminded the board that no action needed to take place, so there was no need to move to the next board meeting.

2. Appointment Recommendations

Appointment of Matthew Newton to the Economic Development Corporation/Brownfield Development Authority as an Ex Officio member for an unexpired term ending 09/30/2028.

Appointment of Zach Morris to the Economic Development Corporation/Brownfield Development Authority for a term expiring 09/30/2030.

Appointment of David Sinclair to the Economic Development Corporation/Brownfield Development Authority for a term expiring 09/30/2030.

Appointment of Steve Schroeder to the Economic Development Corporation/Brownfield Development Authority for a term expiring 09/30/2030.

Reappointment of Hope Anderson to the Economic Development Corporation/Brownfield Development Authority for a term expiring 09/30/2030.

Reappointment of Bernie Williamson to the Historical Commission for a term expiring 08/31/26.

Reappointment of Jane Bergman to the Historical Commission for a term expiring 08/31/26.

Reappointment of Darren Bettinger to the Historical Commission for a term expiring 08/31/26.

Appointment of Barbara Grennan to the Community Corrections Advisory Board for a term expiring 09/30/2028.

Vice Chair Barrera asked Administrator Newton if there were more positions to fill on the EDC board. Administrator Newton indicated there were two more positions to fill. Vice Chair Barrera asked the board to appoint Jason Loose and Candy Riem to the Economic Development Corporation/Brownfield Development Authority. There were no objections.

Vice Chair Barrera moved, seconded by Commissioner Laylin to move the item including the appointments of Jason Loose and Candy Riem to the EDC board to the October 3, 2024, Regular Board Meeting. Motion carried by voice vote.

3. Cleaning RFP-Bid Review

Administrator Newton discussed the bids submitted for cleaning services. He informed commissioners that the group of elected officials and department heads who reviewed the bids unanimously recommended the DM Burr Group. The DM Burr Group provided the lowest quote and also had local experience as they cleaned for Southwestern Michigan College and Brandywine Schools. Chair Jones asked for clarification that all parties supported contracting with DM Burr. Administrator Newton replied that all parties were in agreement.

Commissioner Locke moved, seconded by Commissioner Lee, to move this item to the September 24, 2024, Special Board Meeting. Motion carried by voice vote.

4. FY 2025 Administrator's Recommended Budget

Administrator Newton spoke at length about the FY 2025 recommended budget. He highlighted that he and Finance Director Rentfrow worked extensively to trim the budget to a more comfortable shortfall. With an original deficit of $3.1 million, Administration worked diligently to reduce the deficit to $1.559 million. He thanked Finance Director Rentfrow for her hard work on the final budget. He went on to share items that would be explored in the next budget cycle including county vehicles, job vacancies, postage costs, accounts payable, interlocal agreements, retirement and jail revenue. Administrator Newton announced that the 2025 Board of Commissioners would attend a budget workshop. Chair Jones asked that Administrator Newton add Budget Discussion to every Committee of the Whole.

Administrator Newton advised commissioners that an administrative position vacated more than one year ago was included in the FY2025 Budget. Vice-Chair Barrera asked that the position be reviewed in the Classification Compensation Study before posting. Commissioner Howie agreed. Judge Carol Bealor spoke briefly in support as a job description must be created for consistency. Commissioner Marchetti stated that she was in favor of the position being filled.

Chair Jones moved, seconded by Commissioner Locke, to accept the budget as presented and move the item to the September 24, 2024, Special Board Meeting with a public hearing. Motion failed by voice vote.

The Chair instructed the Clerk to call roll:

Yes (4): Commissioners Lee, Marchetti, Jones and Locke.

No (3): Commissioners Laylin, Barrera and Howie.

Absent (1): Commissioner Lawrence.

Motion to move item 4 to the September 24, 2024, Special Board Meeting carried by roll call vote.

5. **FY 2024 Budget Amendments**

Administrator Newton provided a brief explanation of the FY budget amendments.

Commissioner Laylin moved, seconded by Commissioner Marchetti, to move the item to the September 24, 2024, Regular Board Meeting. Motion carried by voice vote.

6. **Cost Allocation Plan Agreement**

Administrator Newton explained the cost allocation plan agreement.

Commissioner Laylin moved, seconded by Chair Jones, to move item 6 to the October 3, 2024, Regular Board Meeting. Motion carried by voice vote.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

ADJOURNMENT

Chair Jones moved, seconded by Commissioner Marchetti, to adjourn. The meeting adjourned at 6:10 p.m.

Approved: ____________________
Date

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Sam Barrera, Vice-Chair

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Monica McMichael, Clerk/Register