



Cass County Board of Commissioners

Cass County Board of Commissioners Zoom Meeting Notice

269-445-4420

Because of concerns over Covid-19, and an Emergency Order declared by the Board of Commissioners, the Cass County Board of Commissioners will hold their Regular meeting on April 15, 2021 in person at 6:30 p.m. Public participation will be exclusively via Electronic Virtual Access. Any member of the public who wishes to participate in the meeting remotely may do so.

You are invited to a Zoom webinar.

When: Apr 15, 2021 06:30 PM Eastern Time (US and Canada)

Topic: Board of Commissioners Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82488741597>

Or One tap mobile :

US: +13017158592,,82488741597# or +13126266799,,82488741597#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1
253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 824 8874 1597



Cass County Board of Commissioners

REGULAR MEETING OF THE CASS COUNTY BOARD OF COMMISSIONERS

Commissioner Chambers
120 N. Broadway, Cassopolis
April 15, 2021
6:30 P.M.

CALL TO ORDER - *Chair Dwight Dyes*

INVOCATION - *Commissioner File*

ROLL CALL - *Clerk/Register Monica McMichael*

PUBLIC COMMENTS (limit to 3 minutes/person, agenda items only)

APPROVAL OF THE AGENDA - *Commissioner Marchetti*

RECOGNITIONS

PRESENTATIONS

- 1. Change of Responsibilities Ceremony** - *Cass County Veterans Service Officer, Commissioner Jones*
- 2. Annual Report - Equalization Department** - *Equalization Director Tami Stewart*
- 3. Scholarships at Southwestern Michigan College** - *SMC President Dr. Joseph Odenwald*

PROPOSED CONSENT AGENDA - *Vice-Chair Grice*

- 1. M-63-21** - Motion to approve Claims dated April 2, 2021
- 2. M-64-21** - Motion to approve the April 1, 2021 Board of Commissioner Regular meeting minutes

[MOTION: I move the above listed items be voted on at one time by a roll call vote and be considered as the consent agenda by the Board of Commissioners]

COMMITTEE REPORTS

District 1 - Commissioner Laylin
District 2 - Commissioner File
District 3 - Commissioner Dyes
District 4 - Commissioner Marchetti
District 5 - Commissioner Benjamin
District 6 - Commissioner Grice
District 7 - Commissioner Jones

APPOINTMENTS COMMITTEE REPORT

ADMINISTRATOR'S REPORT - *Administrator Jeff Carmen*

FINANCE REPORT

PUBLIC SAFETY REPORT

COUNTY PARTNERS

ELECTED OFFICIALS

UNFINISHED BUSINESS

NEW BUSINESS

1. **R-65-21** - Resolution - 2021 State Equalized Values - *Commissioner Grice*
2. **R-66-21** - Resolution Engaging Intersect Studio - *Commissioner Laylin*
3. **M-67-21** - Motion to approve amended Grant Policy - *Commissioner File*
4. **M-68-21** - Motion to rescind the Cass County Family and Medical Leave Policy adopted on August 5, 1993 and last amended on July 9, 1998. Cass County is required to follow the Federal Family and Medical Leave Act and all changes to Federal law as enacted - *Commissioner Jones*
5. **M-69-21** - Motion to approve quarterly budget adjustments - *Commissioner Marchetti*
6. **M-70-21** - Motion to appoint Christian Lutes to the Woodlands Behavioral Healthcare Network Board to a three-year term expiring March 31, 2021 - *Commissioner Grice*
7. **M-71-21** - Motion to appoint Brandi Crawford to the Solid Waste Planning Commission to a two-year term expiring June 1, 2023 - *Commissioner File*

8. **M-72-21** - Motion to approve appointment of Bruce Campbell to the Cass County Parks Board to an unexpired term ending January 1, 2023 - *Commissioner Laylin*
9. **R-73-21** - Resolution - Temporary Authorization: Wage and Salary Administration Policy - *Commissioner Marchetti*

PUBLIC COMMENT (3 minute limit - non agenda items)

CLOSED SESSION

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

ADJOURNMENT

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INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
POST DATES 03/22/2021 - 04/02/2021
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GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 TREASURER							
Dept 000 TREASURER							
101-000-004.223	IMPREST CASH - ADMIN/PARKS	CASS COUNTY	PETTY CASH FOR MAKING CHANGE FOR PARKS DEPARTM	032521	03/25/21	100.00	1187964
101-000-004.230	IMPREST CASH - GIS	CASS COUNTY	PETTY CASH FOR MAKING CHANGE FOR GIS	032521	03/25/21	100.00	1187965
Total For Dept 000 TREASURER						200.00	
Dept 101 BOARD OF COMMISSIONERS							
101-101-727.000	SUPPLIES	THE MONTEREY COMPANY	BOARD OF COMMISSIONER PINS	183921	03/25/21	946.00	1187974
101-101-727.000	SUPPLIES	WALTER CURTIS CO., LLC	LAPEL BADGES FOR BOC	28616	03/25/21	120.00	1187978
Total For Dept 101 BOARD OF COMMISSIONERS						1,066.00	
Dept 131 CIRCUIT COURT							
101-131-807.022	CONTRACTUAL FOC INDIGENT I	THOMAS D. SWISHER	CONTRACTUAL FOC INDIGENT LEGAL COUN	320201	04/02/21	1,000.00	18933
Total For Dept 131 CIRCUIT COURT						1,000.00	
Dept 136 DISTRICT COURT							
101-136-729.402	ATC/SOBRIETY COURT	TARA SMITH THERAPY SER	ATC/SC MENTAL HEALTH SERVICE 3/10 T	#3	04/02/21	525.00	1188020
101-136-801.301	DRUG ATTORNEY FEES	GREGORY FELDMAN	ATC/SC ATTY FEES	3/25/21	04/02/21	200.00	18902
101-136-813.000	DATA P.-SOFTWARE TECH. SUI	MICHIGAN SUPREME COURT	USER FEES	02092021	03/25/21	5,627.54	1187972
Total For Dept 136 DISTRICT COURT						6,352.54	
Dept 141 FOC							
101-141-801.151	CONSULTANT - MGT	MGT OF AMERICA INC	CRP BILLING 2ND QTR AND SCANTRON TI	39235	04/02/21	1,658.40	1188015
Total For Dept 141 FOC						1,658.40	
Dept 148 PROBATE COURT							
101-148-807.020	INDIGENT LEGAL COSTS (NON-HEIDI BEHNKE		COURT APPOINTED GAL FEE FOR 2021-03	3.17.2021	04/02/21	100.00	1187994
101-148-807.020	INDIGENT LEGAL COSTS (NON-BRIAN T RICHARDS		COURT APPT. ATTY. FEE FOR 2021-047-1	03.22.2021	04/02/21	175.00	1188009
101-148-807.020	INDIGENT LEGAL COSTS (NON-MARK J. CRAIG		COURT APPOINTED ATTY FEE FOR 2012-0	3.17.2021	04/02/21	175.00	18897
101-148-807.020	INDIGENT LEGAL COSTS (NON-LOVINGER & THOMPSON, P		COURT APPOINTED ATTY. DEFERRAL ON 2	2.26.2021	04/02/21	65.00	18910
101-148-807.020	INDIGENT LEGAL COSTS (NON-MAY OBERFELL &LORBER		COURT APPOINTED L-GAL FEE FOR 2019-	3.19.2021	04/02/21	400.00	18911
101-148-807.020	INDIGENT LEGAL COSTS (NON-ESCAMILLA & SALISBURY		COURT APPOINTED ATTY FEE FOR 2009-0	3.18.2021	04/02/21	175.00	18925
101-148-807.020	INDIGENT LEGAL COSTS (NON-DIANE ST. CLAIRE PC		DEFERRAL FOR 2021-044-MI. DEFERRAL	03.15.2021	04/02/21	65.00	18932
Total For Dept 148 PROBATE COURT						1,155.00	
Dept 149 FAMILY/JUVENILE COURT							
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	GREGORY FELDMAN	NEGLECT-ABUSE/INDIGENT DEFENSE	4221	04/02/21	800.00	18902
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	ROBERT KARDATZKE	NEGLECT-ABUSE/INDIGENT DEFENSE	4221	04/02/21	180.00	18909
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	MAY OBERFELL &LORBER	NEGLECT-ABUSE/INDIGENT DEFENSE	4221	04/02/21	90.00	18911
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	ELIZABETH MCCREE	NEGLECT-ABUSE/INDIGENT DEFENSE	4221	04/02/21	3,385.00	18912
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	JAMES M. MILLER LAW OF	NEGLECT-ABUSE/INDIGENT DEFENSE	4221	04/02/21	360.00	18915
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	LUKE D NOFSINGER	NEGLECT-ABUSE/INDIGENT DEFENSE	4221	04/02/21	90.00	18918
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	SARAH SCOGGIN	NEGLECT-ABUSE/INDIGENT DEFENSE	4221	04/02/21	1,785.00	18928
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	STEPHEN K. WOODS. P.C.	NEGLECT-ABUSE/INDIGENT DEFENSE	4221	04/02/21	705.00	18937
101-149-980.900	COMPUTER EQUIPMENT	CDW GOVERNMENT, INC.	KELLEY JJ REPLACEMENT PC	9887784	04/02/21	852.85	18895
Total For Dept 149 FAMILY/JUVENILE COURT						8,247.85	
Dept 172 ADMINISTRATION							
101-172-861.000	CONFERENCE/MEETINGS/TRAINI	JEFF CARMEN	REIMBURSEMENT FOR OFFICE SUPPLY/MEE'	032521	03/25/21	55.00	1187971
Total For Dept 172 ADMINISTRATION						55.00	
Dept 210 CIVIL COUNSEL							
101-210-807.000	LEGAL FEES	FOSTER, SWIFT, COLLINS	LEGAL FEES - LABOR AND EMPLOYMENT M.	804022	03/25/21	1,127.00	1187969
101-210-807.000	LEGAL FEES	FOSTER, SWIFT, COLLINS	LEGAL FEES - LABOR AND EMPLOYMENT/G.	802321	03/25/21	1,173.00	1187969
101-210-807.000	LEGAL FEES	FOSTER, SWIFT, COLLINS	LEGAL FEES - LABOR AND EMPLOYMENT/G.	802321	03/25/21	64.50	1187969
101-210-807.000	LEGAL FEES	FOSTER, SWIFT, COLLINS	LEGAL FEES - LABOR AND EMPLOYMENT/G.	802321	03/25/21	184.00	1187969

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Fund 101 TREASURER Dept 210 CIVIL COUNSEL							
			Total For Dept 210 CIVIL COUNSEL			2,548.50	
Dept 223 CONTROLLER							
101-223-801.000	PROFESSIONAL/CONTRACTUAL S REBECCA MOORE		ACCOUNTING SERVIES FOR MARCH 2021	03312021	04/02/21	6,000.00	18916
101-223-802.000	DUES/MEMBERSHIP/SUBSCRIPTI GOVERNMENT FINANCE OFF		CERT OF ACHIEVEMENT REVIEW FEE FY20	6495	04/02/21	610.00	1188001
			Total For Dept 223 CONTROLLER			6,610.00	
Dept 225 EQUALIZATION							
101-225-801.000	PROFESSIONAL/CONTRACTUAL S ANTHONY MEYAARD		CONTRACTUAL EQUALIZATION SERVICES -	CASS002	03/24/21	5,333.33	18880
			Total For Dept 225 EQUALIZATION			5,333.33	
Dept 229 PROSECUTING ATTORNEY							
101-229-801.229	PROFESSIONAL/CONTRACTUAL S MGT OF AMERICA INC		1ST QUARTER JAN FEB MARCH 2021	39236	04/02/21	1,179.20	1188015
101-229-805.000	WITNESS FEES/EXPENSES	JEFF SMITH	SERVICE ON GOINS, AMBER CLAYTON, RE	03282021	04/02/21	334.00	18929
101-229-805.010	EXPERT WITNESS FEES	MFB REHABILITATION HOS	DR. VOSS TERMINATION TRIAL TESTIMON	MFB00002719	04/02/21	600.00	1188014
			Total For Dept 229 PROSECUTING ATTORNEY			2,113.20	
Dept 231 VICTIM RIGHTS GRANT							
101-231-729.000	OFFICE SUPPLIES	PREFERRED PRINTING, IN	VICTIM RIGHT ENVELOPES FOR PROSECUT	33471	04/02/21	521.72	18921
			Total For Dept 231 VICTIM RIGHTS GRANT			521.72	
Dept 233 PURCHASING							
101-233-729.223	OFFICE SUPPLY-ADMIN	JEFF CARMEN	REIMBURSEMENT FOR OFFICE SUPPLY/MEE	032521	03/25/21	149.00	1187971
101-233-729.253	OFFICE SUPPLY-TREASURER	CDW GOVERNMENT, INC.	MONITOR FOR BARB C	9403185	04/02/21	209.26	18895
101-233-730.000	POSTAGE	LAKE MICHIGAN MAILERS	POSTAGE FOR MAIL PROCESSING	032521	03/24/21	3,000.00	18881
101-233-730.000	POSTAGE	UPS	UPS CHARGES	565111	03/25/21	4.44	1187976
101-233-730.000	POSTAGE	PITNEY BOWES GLOBAL FI	RENTAL ON COUNTY BUILDING MAIL MACH	101768942	03/26/21	612.00	18886
101-233-850.030	TELEPHONE-MDOC	MITEL NET SOLUTIONS	TELPEHONE - MDOC	35918200	03/22/21	56.87	18879
			Total For Dept 233 PURCHASING			4,031.57	
Dept 258 INFORMATION SYSTEMS							
101-258-987.125	SOFTWARE MAINT-VCLOUD	AVALON TECHNOLOGIES IN	CLOUD SERVICES - VM REPLICATION	7805	04/02/21	950.00	18892
101-258-987.130	HIGH SPEED INTERNET ACCESS	COMCAST	HIGH SPEED INTERNET ACCESS	8771402350005730	03/22/21	330.23	18878
			Total For Dept 258 INFORMATION SYSTEMS			1,280.23	
Dept 265 MAINTENANCE							
101-265-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL - MAINTENANCE	50126	03/26/21	60.71	18883
101-265-801.052	PEST CONTROL - SHERIFF/JAI	ROSE PEST SOLUTIONS	BIOREMEDIATION DRAINLINE	179517C	03/26/21	64.00	18887
101-265-803.005	CONTRAC - ENERGY AUD SAV	TENURGY LLC	DATES OF SERVICE 02.12 THRU 03.12.2	CASSCO-102	04/02/21	368.07	18934
101-265-803.075	CONTRACTUAL CLEANING	THE CLEANEST CO LLC	CLEANING FOR COUNTY ADMIN & L & C -	INVOICE # 2	04/02/21	1,600.00	1188022
101-265-804.102	CONTRACTUAL CLEANING - L&C	THE CLEANEST CO LLC	CLEANING FOR COUNTY ADMIN & L & C -	INVOICE # 2	04/02/21	1,600.00	1188022
101-265-804.351	CONTRACTUAL LIFT STATION	VILLAGE OF CASSOPOLIS	CONTRACTUAL JAIL LIFT STATION	170	03/25/21	500.00	1187977
101-265-804.351	CONTRACTUAL LIFT STATION	VILLAGE OF CASSOPOLIS	JAIL LIFT STATION O & M	174	04/02/21	500.00	1188026
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC - PARKS	032421	03/26/21	78.27	18885
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC - PARKS	032421	03/26/21	41.67	18885
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC - PARKS	032421	03/26/21	52.74	18885
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC - PARKS	032421	03/26/21	168.07	18885
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC - PARKS	032421	03/26/21	70.01	18885
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC - PARKS	032421	03/26/21	14.50	18885
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC - PARKS	032421	03/26/21	12.36	18885
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC - PARKS	032421	03/26/21	89.90	18885
101-265-922.009	WATER/SEWER - COURTHOUSE	VILLAGE OF CASSOPOLIS	COUNTY WATER SEWER BILLS	032521	03/25/21	209.73	1187977
101-265-922.010	WATER/SEWER - MAINT. GARAC	VILLAGE OF CASSOPOLIS	COUNTY WATER SEWER BILLS	032521	03/25/21	65.88	1187977
101-265-922.020	WATER/SEWER - L&C	VILLAGE OF CASSOPOLIS	COUNTY WATER SEWER BILLS	032521	03/25/21	142.81	1187977

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Fund 101 TREASURER							
Dept 265 MAINTENANCE							
101-265-922.030	WATER/SEWER - MDOC	VILLAGE OF CASSOPOLIS	COUNTY WATER SEWER BILLS	032521	03/25/21	60.28	1187977
101-265-922.040	WATER/SEWER - JAIL	VILLAGE OF CASSOPOLIS	COUNTY WATER SEWER BILLS	032521	03/25/21	3,912.80	1187977
101-265-922.040	WATER/SEWER - JAIL	VILLAGE OF CASSOPOLIS	COUNTY WATER SEWER BILLS	032521	03/25/21	12.13	1187977
101-265-922.050	WATER/SEWER - ANIMAL CONT	VILLAGE OF CASSOPOLIS	COUNTY WATER SEWER BILLS	032521	03/25/21	198.91	1187977
101-265-922.050	WATER/SEWER - ANIMAL CONT	VILLAGE OF CASSOPOLIS	WATER & SEWER 02.17 THRU 03.16.21	ACCT 1VC1151	04/02/21	198.81	1188026
101-265-930.075	GENERAL REPAIRS	ADVANTAGE PLUMBING, IN	AFTER HOURS DRAIN PROBLEM AT JAIL	374266	03/25/21	362.10	1187966
101-265-930.075	GENERAL REPAIRS	RANDY EASTON	DUPLICATE KEYS FOR SARGENTS OEM/RMA	9486	03/25/21	45.50	1187968
101-265-930.075	GENERAL REPAIRS	GRAINGER, INC.	MAINTENANCE REPAIRS	9835877045	04/02/21	306.33	1188002
101-265-930.075	GENERAL REPAIRS	JOHN DEERE FINANCIAL	PARTS FOR REPAIRS	F11192	04/02/21	128.13	1188004
101-265-930.075	GENERAL REPAIRS	JOHN DEERE FINANCIAL	LAWN TRACTOR DIAGNOSIS	S30557	04/02/21	50.00	1188004
101-265-930.075	GENERAL REPAIRS	UNITED STATES LUMBER C	PEGBBOARD, HOOKS	2103-106895	04/02/21	60.80	1188005
101-265-930.075	GENERAL REPAIRS	R. W. LAPINE INC.	31963 REPAIR WATER LEAK IN JAIL CON	28616	04/02/21	413.95	18922
101-265-930.075	GENERAL REPAIRS	R. W. LAPINE INC.	32087 JAIL, REPLACE BOILER FLOW SWI	28751	04/02/21	816.25	18922
101-265-930.075	GENERAL REPAIRS	R. W. LAPINE INC.	29928 INSTALL NEW UNIT HTR IN SHOP	27302	04/02/21	3,201.00	18922
101-265-930.080	GENERAL REPAIRS - L&C	R. W. LAPINE INC.	32226 LIEBERT VALUE REPLACEMENT	28830	04/02/21	1,259.11	18922
101-265-930.150	EQUIP. REPAIRS - ANIMAL CO	R. W. LAPINE INC.	30842 REPLACE BFP AT AMINAL CONTROL	27824	04/02/21	2,101.00	18922
Total For Dept 265 MAINTENANCE						18,765.82	
Dept 282 COURT GRANT PROGRAMS							
101-282-801.010	CONTRACTUAL	PRESTON COLLETT	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	360.00	18896
101-282-801.010	CONTRACTUAL	MEGHAN DAWSON	MENTAL HEALTH COURT/SCAO FTC	4221	04/02/21	720.00	18898
101-282-801.010	CONTRACTUAL	MONIQUE DORTCH	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	540.00	18899
101-282-801.010	CONTRACTUAL	BARBARA M. HOWES	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	412.50	18905
101-282-801.010	CONTRACTUAL	HEATHER PAULEY	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	383.40	18920
101-282-801.010	CONTRACTUAL	JESSEE SCHOETZOW	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	42.00	18927
101-282-801.010	CONTRACTUAL	JILLIAN SPRINGSTEEN	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	60.00	18931
101-282-801.010	CONTRACTUAL	BRADLEY WEST	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	66.00	18936
101-282-801.010	CONTRACTUAL	MEGAN ZEEDYK	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	122.32	18938
101-282-801.020	CONTRACTUAL SWIFT & SURE	BARBARA M. HOWES	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	1,000.00	18905
101-282-801.020	CONTRACTUAL SWIFT & SURE	CLARENCE JAMES	SWIFT AND SURE, FTC AND OJP GRANTS	4221	04/02/21	460.00	18907
101-282-801.020	CONTRACTUAL SWIFT & SURE	GRACE MULLER	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	800.00	18917
101-282-801.020	CONTRACTUAL SWIFT & SURE	JONI PATZER	SWIFT AND SURE COURT FINANCIAL	4221	04/02/21	370.00	18919
101-282-801.020	CONTRACTUAL SWIFT & SURE	HEATHER PAULEY	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	51.60	18920
101-282-801.020	CONTRACTUAL SWIFT & SURE	TASIA ROBERTS	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	1,000.00	18924
101-282-801.020	CONTRACTUAL SWIFT & SURE	JESSEE SCHOETZOW	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	150.88	18927
101-282-801.020	CONTRACTUAL SWIFT & SURE	JILLIAN SPRINGSTEEN	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	20.00	18931
101-282-801.020	CONTRACTUAL SWIFT & SURE	BRADLEY WEST	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	60.00	18936
101-282-801.020	CONTRACTUAL SWIFT & SURE	MEGAN ZEEDYK	PROBLEM SOLVING COURTS 3/11 - 3/24/	4221	04/02/21	683.60	18938
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN PRESTON COLLETT	ATC/SC 3/11 THRU 3/24/21	3/24/21	04/02/21	180.00	18896
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN MONIQUE DORTCH	ATC/SC 3/11 THRU 3/24/21	03/24/21	04/02/21	1,080.00	18899
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN RAYMOND FLEMING	ATC/SC 3/11 THRU 3/24/21	03/24/21	04/02/21	292.12	18903
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN HEATHER PAULEY	ATC/SC 3/11/21 THRU 3/24/21	03/24/21	04/02/21	307.76	18920
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN TASIA ROBERTS	ATC/SC 3/11 THRU 3/24/21	03/24/21	04/02/21	600.00	18924
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN CHELSEA SCHOETZOW	ATC/SC 3/11 THRU 3/24/21	03/24/21	04/02/21	575.20	18926
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN JESSEE SCHOETZOW	ATC/SC 3/11 THRU 3/24/21	3/24/21	04/02/21	459.48	18927
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN JILLIAN SPRINGSTEEN	ATC/SC 3/11 THRU 3/24/21	03/24/21	04/02/21	200.00	18931
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN BRADLEY WEST	ATC/SC 3/11 THRU 3/24/21	03/24/21	04/02/21	264.48	18936
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN MEGAN ZEEDYK	ATC/SC 3/11 THRU 3/24/21	03/24/21	04/02/21	558.24	18938
101-282-801.315	CONTRACTUAL ADULT DRUG CO	PRESTON COLLETT	ATC/SC 3/11 THRU 3/24/21	3/24/21	04/02/21	540.00	18896
101-282-801.315	CONTRACTUAL ADULT DRUG CO	BARBARA M. HOWES	ATC/SC 3/11 THRU 3/24/21	03/24/21	04/02/21	1,025.00	18905
Total For Dept 282 COURT GRANT PROGRAMS						13,384.58	

Dept 301 OFFICE OF SHERIFF

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Fund 101 TREASURER							
Dept 301 OFFICE OF SHERIFF							
101-301-746.010	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	769617	04/02/21	199.00	1188016
101-301-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL	CFSI-5055	04/02/21	100.51	18906
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	C. WIMBERLEY FORD-MERC	OIL CHANGE	55487	04/02/21	38.40	1187996
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	C. WIMBERLEY FORD-MERC	OIL CHANGE, ROTATE TIRES	55556	04/02/21	19.95	1187996
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	C. WIMBERLEY FORD-MERC	OIL CHANGE	55673	04/02/21	38.40	1187996
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	TELE-RAD, INC.	BROKEN LIGHTBAR	901408	04/02/21	320.00	1188021
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	GRAMES TIRE & BATTERY	RIM CHANGE	16206	04/02/21	54.00	18904
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	GRAMES TIRE & BATTERY	TIRES	16255	04/02/21	819.00	18904
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	GRAMES TIRE & BATTERY	RIM CHANGE	16256	04/02/21	108.00	18904
101-301-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 02/2021	9874816245	03/22/21	560.48	1187958
101-301-861.000	CONFERENCE/MEETINGS/TRAINING	LEXIPOL LLC	POLICEONE ACADEMY ANNUAL RATE PER U	INVPR1856	04/02/21	1,440.00	1188010
101-301-980.000	NEW EQUIPMENT	CDW GOVERNMENT, INC.	MONITOR FOR TRACY M	9403175	04/02/21	209.26	18895
Total For Dept 301 OFFICE OF SHERIFF						3,907.00	
Dept 304 SECONDARY ROAD PATROL GRANT							
101-304-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 02/2021	9874816245	03/22/21	40.01	1187958
Total For Dept 304 SECONDARY ROAD PATROL GRANT						40.01	
Dept 306 HOWARD TOWNSHIP POLICE							
101-306-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 02/2021	9874816245	03/22/21	40.01	1187958
Total For Dept 306 HOWARD TOWNSHIP POLICE						40.01	
Dept 351 JAIL OPERATION							
101-351-735.060	IN COUNTY INMATE MEDICAL	CCLIA LABORATORY	PROGRA CERTIFICATE FEE 08/28/21-08/27/23	23D2171233	04/02/21	180.00	1187999
101-351-735.060	IN COUNTY INMATE MEDICAL	C VAN BUREN/CASS DISTRICT	INMATE DENTAL	JOSEPH VANKIRK	04/02/21	330.00	1188025
101-351-746.010	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	768323	04/02/21	59.95	1188016
101-351-746.010	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	768321	04/02/21	38.50	1188016
101-351-775.000	CLEANING SUPPLIES	KSS ENTERPRISES	UTILITY BRUSH	1282132-2	04/02/21	8.36	1188007
101-351-775.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	099 0283765	04/02/21	38.93	1188023
101-351-814.000	PRISONER BOARD (MEALS)	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 01/17/21-01/23	104340	04/02/21	2,933.38	18894
101-351-814.000	PRISONER BOARD (MEALS)	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 03/07/21-03/13	105557	04/02/21	2,590.74	18894
101-351-814.000	PRISONER BOARD (MEALS)	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 03/14/21-03/20	105727	04/02/21	2,554.24	18894
Total For Dept 351 JAIL OPERATION						8,734.10	
Dept 430 ANIMAL CONTROL							
101-430-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL	CFSI-5059	04/02/21	297.46	18906
101-430-777.001	VEHICLE REPAIRS/MAINTENANCE	CASS AUTO SUPPLY CO, I	WIPER BLADES UNIT 93	1-114999	04/02/21	29.12	1187997
101-430-801.000	PROFESSIONAL/CONTRACTUAL	SELISE KRIEGER	SPAY/NEUTER DEPOSIT REIMBURSEMENT 0	09-15-2020-2	04/02/21	10.00	1188000
101-430-801.000	PROFESSIONAL/CONTRACTUAL	SELIZ SMITH	SPAY/NEUTER DEPOSIT REIMBURSEMENT 1	12-04-2020-1	04/02/21	14.00	1188011
101-430-861.000	CONFERENCE/MEETINGS/TRAINING	M.A.A.C.O.	BUTTS ANIMAL CONTROL CONFERENCE	291	04/02/21	175.00	1188012
Total For Dept 430 ANIMAL CONTROL						525.58	
Dept 681 VETERANS BURIALS							
101-681-831.001	BURIAL FEES	CONNELLY CHAPEL WAGNER	BURIAL BENEFIT - ALLEN, LUNDY	0315	04/02/21	300.00	18935
101-681-831.001	BURIAL FEES	CONNELLY CHAPEL WAGNER	BURIAL BENEFIT - ALLEN, LUNDY	0315	04/02/21	300.00	18935
Total For Dept 681 VETERANS BURIALS						600.00	
Dept 682 VETERANS AFFAIRS							
101-682-804.200	EM VETERAN WORK PROJECT	GF INDIANA MICHIGAN POWER ELECTRIC	TIRC - VETERANS - J MING	04977311044	03/25/21	693.60	1187970
101-682-804.200	EM VETERAN WORK PROJECT	GF SEMCO ENERGY GAS COMPANY	NATURAL GAS - J MING	0143653.504	03/25/21	501.93	1187973
101-682-804.200	EM VETERAN WORK PROJECT	GF UNITED HEALTHCARE	HEALTHCARE PAYMENT - VETERANS - D M	341823613-1	03/25/21	334.60	1187975
101-682-804.200	EM VETERAN WORK PROJECT	GF VILLAGE OF CASSOPOLIS	WATER SEWER - VETERANS FUNDS - D M	1VC1121	03/25/21	74.58	1187977
Total For Dept 682 VETERANS AFFAIRS						1,604.71	

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Fund 101 TREASURER							
Total For Fund 101 TREASURER						89,775.15	
Fund 208 PARKS SPECIAL REVENUE							
Dept 751 PARKS & RECREATION							
208-751-801.145	PARKS PLAN & USE CONTRACT	WIGHTMAN & ASSOCIATES, DR.	LAWLESS FEASABILITY STUDY	69413/69596	03/25/21	4,366.25	1187979
Total For Dept 751 PARKS & RECREATION						4,366.25	
Total For Fund 208 PARKS SPECIAL REVENUE						4,366.25	
Fund 216 FAMILY DRUG COURT GRANTS							
Dept 166 FAMILY DRUG COURT							
216-166-801.053	CONTRACTUAL	BARBARA M. HOWES	PROBLEM SOLVING COURTS 3/11 - 3/24/.	4221	04/02/21	1,000.00	18905
216-166-801.053	CONTRACTUAL	CLARENCE JAMES	SWIFT AND SURE, FTC AND OJP GRANTS	4221	04/02/21	1,200.00	18907
216-166-801.053	CONTRACTUAL	HEATHER PAULEY	PROBLEM SOLVING COURTS 3/11 - 3/24/.	4221	04/02/21	77.60	18920
216-166-801.053	CONTRACTUAL	CHELSEA SCHOETZOW	PROBLEM SOLVING COURTS 3/11 - 3/24/.	4221	04/02/21	555.04	18926
216-166-801.053	CONTRACTUAL	JESSEE SCHOETZOW	PROBLEM SOLVING COURTS 3/11 - 3/24/.	4221	04/02/21	84.00	18927
216-166-801.053	CONTRACTUAL	BRADLEY WEST	PROBLEM SOLVING COURTS 3/11 - 3/24/.	4221	04/02/21	54.00	18936
216-166-801.220	(SCAO) (MHSDCP) CONTRACTUAL	PRESTON COLLETT	PROBLEM SOLVING COURTS 3/11 - 3/24/.	4221	04/02/21	720.00	18896
216-166-801.220	(SCAO) (MHSDCP) CONTRACTUAL	MEGHAN DAWSON	MENTAL HEALTH COURT/SCAO FTC	4221	04/02/21	720.00	18898
216-166-801.220	(SCAO) (MHSDCP) CONTRACTUAL	CLARENCE JAMES	SWIFT AND SURE, FTC AND OJP GRANTS	4221	04/02/21	1,050.00	18907
216-166-801.220	(SCAO) (MHSDCP) CONTRACTUAL	GRACE MULLER	PROBLEM SOLVING COURTS 3/11 - 3/24/.	4221	04/02/21	800.00	18917
Total For Dept 166 FAMILY DRUG COURT						6,260.64	
Total For Fund 216 FAMILY DRUG COURT GRANTS						6,260.64	
Fund 233 MARCELLUS TWP POLICE CONTRACT							
Dept 310 COPS FAST GRANT							
233-310-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 02/2021	9874816245	03/22/21	40.01	1187958
233-310-852.000	VEHICLE MAINTENANCE	C. WIMBERLEY FORD-MERC	VEH MAINT	55457	04/02/21	374.65	1187996
Total For Dept 310 COPS FAST GRANT						414.66	
Total For Fund 233 MARCELLUS TWP POLICE CONTRACT						414.66	
Fund 243 ECONOMIC DEVELOPMENT CORP.							
Dept 728 ECONOMIC DEVELOPMENT							
243-728-701.012	PROFESSIONAL SVCS - REGION	BERRIEN CASS VAN BUREN	ECONOMIC DEVELOPMENT SERVICES FOR C	KG-03052021	03/26/21	25,000.00	18884
Total For Dept 728 ECONOMIC DEVELOPMENT						25,000.00	
Total For Fund 243 ECONOMIC DEVELOPMENT CORP.						25,000.00	
Fund 258 MIDC (MICHIGAN INDIGENT DEFENSE COMM.)							
Dept 258 INFORMATION SYSTEMS							
258-258-807.071	COUNSEL AT FIRST ARRAIGNME	HEIDI DUNCAN	COUNSEL AT FIRST ARR. - APRIL 2021	32521	04/02/21	4,290.00	18901
258-258-807.167	INDIGENT DEFENSE RETAINER	ROBERT W DRAKE	INDIGENT DEFENSE LEGAL COSTS - DRAK	32521	04/02/21	8,580.00	18900
258-258-807.167	INDIGENT DEFENSE RETAINER	ROBERT W DRAKE	INDIGENT DEFENSE COSTS - CLERICAL -	032520212	04/02/21	289.00	18900
258-258-807.167	INDIGENT DEFENSE RETAINER	ROBERT W DRAKE	MIDC ASSIGNED COUNSEL - MNGR - DRAK	0325203	04/02/21	1,200.00	18900
258-258-807.167	INDIGENT DEFENSE RETAINER	GREGORY FELDMAN	INDIGENT DEFENSE COUNSEL - FELDMAN	03252021	04/02/21	8,580.00	18902
258-258-807.167	INDIGENT DEFENSE RETAINER	GREGORY FELDMAN	INDIGENT DEFENSE COSTS - CLERICAL -	032520212	04/02/21	289.00	18902
258-258-807.167	INDIGENT DEFENSE RETAINER	ROBERT KARDATZKE	INDIGENT DEFENSE COSTS - KARDATZKE	03252021	04/02/21	8,580.00	18909
258-258-807.167	INDIGENT DEFENSE RETAINER	ROBERT KARDATZKE	INDIGENT DEFENSE COSTS - CLERICAL -	032520212	04/02/21	289.00	18909
Total For Dept 258 INFORMATION SYSTEMS						32,097.00	
Total For Fund 258 MIDC (MICHIGAN INDIGENT DEFENSE)						32,097.00	
Fund 260 ANIMAL CONTROL DONATION FUND							

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Fund 260 ANIMAL CONTROL DONATION FUND							
Dept 430 ANIMAL CONTROL							
260-430-801.131	SPAY/NEUTER SERVICES	KALAMAZOO HUMANE SOCIE	SPAY/NEUTER ASSISTANCE WHITAKER	1904028	04/02/21	240.00	1188006
Total For Dept 430 ANIMAL CONTROL						240.00	
Total For Fund 260 ANIMAL CONTROL DONATION FUND						240.00	
Fund 261 CENTRAL DISPATCH FUND							
Dept 301 OFFICE OF SHERIFF							
261-301-775.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	099 0282934	04/02/21	28.16	1188023
261-301-850.000	TELEPHONE	LANGUAGE LINE SERVICES	INTERPRETOR 02/2021	4949183	04/02/21	5.82	1188008
261-301-852.010	RADIO MAINTENANCE	SMR COMMUNICATIONS, IN	ALIGN SIMULCAST SYSTEM AUDIO 2ND QT	27488	04/02/21	1,480.00	18930
261-301-852.010	RADIO MAINTENANCE	SMR COMMUNICATIONS, IN	2ND QTR 2021 RADIO MAINT	27489	04/02/21	1,580.00	18930
261-301-920.000	UTILITIES	INDIANA MICHIGAN POWER	ELECTRIC (1)	032521	03/25/21	15.09	18891
261-301-920.000	UTILITIES	CASSOPOLIS VILLAGE TRE	DISPATCH WATER/SEWER 02/17/21-03/16	1VC1209	04/02/21	188.99	1187998
261-301-920.000	UTILITIES	OTIS ELEVATOR COMPANY	DISPATCH ELEVATOR MAINT 04/01/21-03	100400298942	04/02/21	1,708.80	1188017
261-301-922.000	WATER / SEWER	CASSOPOLIS VILLAGE TRE	DISPATCH WATER/SEWER 02/17/21-03/16	1VC1209	04/02/21	603.77	1187998
261-301-980.000	NEW EQUIPMENT	VAN BUREN COUNTY REGIO	MEVO PHONE KIT DISPATCH	90	04/02/21	597.64	1188024
Total For Dept 301 OFFICE OF SHERIFF						6,208.27	
Total For Fund 261 CENTRAL DISPATCH FUND						6,208.27	
Fund 271 C.C. DRUG ENFORCEMENT TEAM							
Dept 301 OFFICE OF SHERIFF							
271-301-811.200	VETERINARY SERVICES/K-9 S	RIVER VALLEY EQUINE CL	NELLIE VET	402042	04/02/21	47.50	1188019
271-301-811.200	VETERINARY SERVICES/K-9 S	RIVER VALLEY EQUINE CL	NELLIE VET	400515	04/02/21	165.98	1188019
271-301-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 02/2021	9874816245	03/22/21	40.01	1187958
271-301-920.000	UTILITIES	MICHIANA RECYCLING & D	CCDET GARBAGE SERVICE 05/2021-07/20	2744463	04/02/21	82.50	18913
271-301-920.000	UTILITIES	MIDWEST ENERGY COOPERA	CCDET UTILITIES 02/15/21-03/15/21	2850801	04/02/21	159.57	18914
271-301-920.000	UTILITIES	MIDWEST ENERGY COOPERA	CCDET UTILITIES 02/15/21-03/15/21	2851202	04/02/21	122.23	18914
271-301-920.000	UTILITIES	MIDWEST ENERGY COOPERA	CCDET UTILITIES 02/15/21-03/15/21	3813101	04/02/21	49.65	18914
271-301-944.020	BUILDING LEASE	PARK PLACE COMPANIES I	CCDET RENT 04/01/21-09/30/21	03312021	04/02/21	17,017.00	1188018
Total For Dept 301 OFFICE OF SHERIFF						17,684.44	
Total For Fund 271 C.C. DRUG ENFORCEMENT TEAM						17,684.44	
Fund 272 K-9 DRUG FUND							
Dept 301 OFFICE OF SHERIFF							
272-301-811.200	VETERINARY SERVICES/K-9 S	BERGMAN SMALL ANIMAL P	FAUST VET	468677	04/02/21	216.25	1187995
Total For Dept 301 OFFICE OF SHERIFF						216.25	
Total For Fund 272 K-9 DRUG FUND						216.25	
Fund 283 COMMUNITY DEVELOPMENT GRANT							
Dept 707 COMM DEVELOPMENT HOUSING GRANT							
283-707-700.050	PROGRAM INCOME EXPENDITURE	MARCELLUS VILLAGE TREA	02.23 THRU 03.22.21 SERVICE ADDR 27	ACCT # 100428	04/02/21	63.31	1188013
Total For Dept 707 COMM DEVELOPMENT HOUSING GRANT						63.31	
Total For Fund 283 COMMUNITY DEVELOPMENT GRANT						63.31	
Fund 284 COMMUNITY CORRECTIONS GRANT							
Dept 362 JAIL TRAINING							
284-362-801.064	CONTRACTUAL COGNITIVE MRT	PRESTON COLLETT	JAIL MRT 02/2021	0005	04/02/21	600.00	18896
284-362-801.064	CONTRACTUAL COGNITIVE MRT	VALERIE JONES	JAIL MRT 02/2021	0004	04/02/21	600.00	18908
284-362-801.067	PRETRIAL SERVICES & SUPERV	HOUSE ARREST SERVICES, SCRAM	GPS SOBERLINK 02/2021	1618272-FEB	04/02/21	2,519.75	1188003

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Fund 284 COMMUNITY CORRECTIONS GRANT							
Dept 362 JAIL TRAINING							
			Total For Dept 362 JAIL TRAINING			3,719.75	
			Total For Fund 284 COMMUNITY CORRECTIONS GRANT			3,719.75	
Fund 290 SOCIAL WELFARE FUND							
Dept 670 SOCIAL SERVICES DEPARTMENT							
290-670-708.010	PER DIEM	VICTORIA GROSS	PER DIEM - MCF	MARCH	03/26/21	45.00	18882
290-670-708.010	PER DIEM	RICHARD SHEFFER	PER DIEM - MCF/DHHS	MARCH	03/26/21	45.00	18888
290-670-708.010	PER DIEM	VICKIE VAUGHN	PER DIEM - MCF/DHHS	MARCH	03/26/21	45.00	18889
			Total For Dept 670 SOCIAL SERVICES DEPARTMENT			135.00	
			Total For Fund 290 SOCIAL WELFARE FUND			135.00	
Fund 292 FAMILY COURT CHILD CARE FUND							
Dept 662 CHILD CARE - FAMILY							
292-662-801.150	COURT WRAPAROUND PROGRAM	ROBERT BROOKS	WRAPAROUND SERVICES 3/12/21 - 3/25/21	4221	04/02/21	1,620.00	18893
			Total For Dept 662 CHILD CARE - FAMILY			1,620.00	
			Total For Fund 292 FAMILY COURT CHILD CARE FUND			1,620.00	
Fund 296 HISTORICAL COMMISSION FUND							
Dept 803 HISTORICAL COMMISSION							
296-803-701.000	EXPENDITURES	CHARLES BENSON	TRIM AND REMOVE TREES - AT NEWTON HOME	057943	03/25/21	625.00	1187980
296-803-701.000	EXPENDITURES	MIDWEST ENERGY COOPERA	ELECTRIC/TELEPHONE - NEWTON HOME	1101301	03/26/21	62.40	18885
296-803-701.000	EXPENDITURES	MIDWEST ENERGY COOPERA	ELECTRIC/TELEPHONE - NEWTON HOME	1101301	03/26/21	95.55	18885
296-803-701.000	EXPENDITURES	MIDWEST ENERGY COOPERA	ELECTRIC/TELEPHONE - NEWTON HOME	1101301	03/26/21	(16.44)	18885
296-803-701.000	EXPENDITURES	MIDWEST ENERGY COOPERA	PROPANE - NEWTON HOME	5760200	03/26/21	573.08	18885
			Total For Dept 803 HISTORICAL COMMISSION			1,339.59	
			Total For Fund 296 HISTORICAL COMMISSION FUND			1,339.59	
Fund 297 DHS CHILD CARE							
Dept 663 CHILD CARE - DHS							
297-663-842.001	PARENT AIDE	ROXANN RICE	DHHS PARENT AIDE 3/8 - 3/21/21	4221	04/02/21	630.00	18923
			Total For Dept 663 CHILD CARE - DHS			630.00	
			Total For Fund 297 DHS CHILD CARE			630.00	
Fund 595 JAIL COMMISSARY FUND							
Dept 351 JAIL OPERATION							
595-351-726.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 03/21-03/27	105438	04/02/21	1,813.32	18894
595-351-726.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 03/28-04/03	105616	04/02/21	1,775.77	18894
			Total For Dept 351 JAIL OPERATION			3,589.09	
			Total For Fund 595 JAIL COMMISSARY FUND			3,589.09	
Fund 620 TAX REVOLVING 2020							
Dept 253 TREASURER							
620-253-026.000	TAXES RECEIVABLE	AMY JUROFF	REFUND FOR OVERPAYMENT OF 2020 WINT	21-156	03/25/21	301.84	1187967
620-253-445.000	INTEREST ON TAXES	AMY JUROFF	REFUND FOR OVERPAYMENT OF 2020 WINT	21-156	03/25/21	3.02	1187967
620-253-447.000	ADMIN FEES/PENALTY	AMY JUROFF	REFUND FOR OVERPAYMENT OF 2020 WINT	21-156	03/25/21	12.07	1187967
			Total For Dept 253 TREASURER			316.93	
			Total For Fund 620 TAX REVOLVING 2020			316.93	

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Fund 701 TRUST & AGENCY							
Dept 000 TREASURER							
701-000-221.000	DUE CITY OF DOWAGIAC	DOWAGIAC CITY TREASURE	ORDINANCE FINES AND COSTS FEBRUARY .21-157		03/25/21	112.20	1187982
701-000-226.020	DUE HOWARD	HOWARD TOWNSHIP TREASU	ORDINANCE FINES AND COSTS FOR FEBRU.21-159		03/25/21	21.45	1187983
701-000-226.080	DUE NEWBERG	NEWBERG TWP. TREASURER	ORDINANCE FINES AND COSTS FOR FEBRU.21-160		03/25/21	37.95	1187985
701-000-226.090	DUE ONTWA	ONTWA TWP. TREASURER	ORDINANCE FINES AND COSTS FOR FEBRU.21-158		03/25/21	930.60	1187986
701-000-227.010	DUE VILLAGE - CASSOPOLIS	CASSOPOLIS VILLAGE TRE	ORDINANCE FINES AND COSTS FOR FEBRU.21-161		03/25/21	903.96	1187981
701-000-227.020	DUE VILLAGE - EDWARDSBURG	VILLAGE OF EDWARDSBURG	ORDINANCE FINES AND COSTS FOR FEBRU.21-162		03/25/21	645.48	1187988
701-000-227.030	DUE VILLAGE - MARCELLUS	MARCELLUS VILLAGE TREA	ORDINANCE FINES AND COSTS FOR FEBRU.21-163		03/25/21	100.65	1187984
701-000-227.040	DUE VILLAGE - VANDALIA	VANDALIA VILLAGE TREAS	ORDINANCE FINES AND COSTS FOR FEBRU.21-164		03/25/21	52.80	1187987
701-000-228.058	CIVIL FILING FEE FUND (PROB	STATE OF MICHIGAN	FEES DUE TO STATE FROM PROBATE COUR' 4.1.2021		04/01/21	2,457.00	1188030
701-000-228.060	SHARED FEES (PROBATE)	STATE OF MICHIGAN	FEES DUE TO STATE FROM PROBATE COUR' 4.1.2021		04/01/21	2,607.64	1188030
701-000-228.424	STATE COURT FUND (SCAO) (I	STATE OF MICHIGAN	FEES DUE TO STATE FROM PROBATE COUR' 4.1.2021		04/01/21	225.00	1188030
701-000-228.561	DUE STATE-E RECORDING FILI	STATE OF MICHIGAN	FEES DUE TO STATE FROM PROBATE COUR' 4.1.2021		04/01/21	425.00	1188030
701-000-255.000	DEPOSIT PAYABLE-SPAY/NEUT	FELISE KRIEGER	SPAY/NEUTER DEPOSIT REIMBURSEMENT 0 09-15-2020-2		04/02/21	30.00	1188000
701-000-255.000	DEPOSIT PAYABLE-SPAY/NEUT	LIZ SMITH	SPAY/NEUTER DEPOSIT REIMBURSEMENT 1.12-04-2020-1		04/02/21	26.00	1188011
Total For Dept 000 TREASURER						8,575.73	
Total For Fund 701 TRUST & AGENCY						8,575.73	
Fund 841 LAKE LEVEL FUND							
Dept 275 DRAIN COMMISSIONER							
841-275-701.800	EXPENDITURES-DRAIN/LAKE	MIDWEST ENERGY COOPERA	ELECTRIC - TWIN LAKES PUMP #204	2584400	03/26/21	107.44	18885
Total For Dept 275 DRAIN COMMISSIONER						107.44	
Total For Fund 841 LAKE LEVEL FUND						107.44	

DB: Cass County

PAID

Page: 9/9

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund Totals:							
			Fund 101 TREASURER			89,775.15	
			Fund 208 PARKS SPECIAL REVENUE			4,366.25	
			Fund 216 FAMILY DRUG COURT GRANTS			6,260.64	
			Fund 233 MARCELLUS TWP POLICE CONTRAC			414.66	
			Fund 243 ECONOMIC DEVELOPMENT CORP.			25,000.00	
			Fund 258 MIDC (MICHIGAN INDIGENT DEFE			32,097.00	
			Fund 260 ANIMAL CONTROL DONATION FUND			240.00	
			Fund 261 CENTRAL DISPATCH FUND			6,208.27	
			Fund 271 C.C. DRUG ENFORCEMENT TEAM			17,684.44	
			Fund 272 K-9 DRUG FUND			216.25	
			Fund 283 COMMUNITY DEVELOPMENT GRANT			63.31	
			Fund 284 COMMUNITY CORRECTIONS GRANT			3,719.75	
			Fund 290 SOCIAL WELFARE FUND			135.00	
			Fund 292 FAMILY COURT CHILD CARE FUND			1,620.00	
			Fund 296 HISTORICAL COMMISSION FUND			1,339.59	
			Fund 297 DHS CHILD CARE			630.00	
			Fund 595 JAIL COMMISSARY FUND			3,589.09	
			Fund 620 TAX REVOLVING 2020			316.93	
			Fund 701 TRUST & AGENCY			8,575.73	
			Fund 841 LAKE LEVEL FUND			107.44	
Total For All Funds:						202,359.50	

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

April 1st, 2021

The County Board of Commissioners met in regular session Thursday, April 1st, 2021 in the Board of Commissioners chambers.

Chair Dwight Dyes called the meeting to order at 6:30 p.m. Commissioner Marchetti provided the Invocation.

Chief Deputy Clerk/Register Heather Harding called roll:

Commissioners Present (6): Ryan Laylin, Annie File, Mike Grice, Dwight Dyes, Roseann Marchetti and Jeremiah Jones.

Commissioners Absent (1): Robert Benjamin.

STAFF PRESENT: County Administrator Jeff Carmen, Finance Director Becky Moore and Chief Deputy Clerk/Register Heather Harding.

PUBLIC COMMENT
Agenda Items Only

There were none.

APPROVAL OF THE AGENDA

Commissioner Jones moved, seconded by Commissioner Marchetti, to approve the Cass County Board of Commissioners Regular Meeting Agenda for April 1st, 2021. There was no discussion. Motion carried by voice vote.

RECOGNITIONS

There were none.

PRESENTATIONS

Commissioner Laylin introduced Intersect Studio. Intersect Studio is the firm the Historic Courthouse Planning and Programming Committee is recommending to provide design services for a move of County Building offices to the Historic Courthouse. Bill and Marissa LaDitka of Intersect then started with a brief history of the steps that have been taken thus far with regard to the Historic Courthouse and a summary of how they view the services they would provide. The committee sent requests for proposal to five firms, and interviewed three. Intersect Studio plans to work with NuWay Construction, the firm that previously had provided some preliminary construction research and estimates

CONSENT AGENDA

Vice Chair Grice moved, seconded by Commissioner Laylin, 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-55-21

Motion to approve Claims dated March 19, 2021.

M-56-21

Motion to approve the March 18, 2021 Cass County Board of Commissioners Regular Meeting minutes.

There was no discussion.

The Chair instructed the Clerk to call roll:

Yes(6): Commissioners: File, Jones, Grice, Dyes, Laylin and Marchetti.

No(0): Commissioners: None.

Absent(1): Commissioners: Robert Benjamin.

The Consent Agenda passed by roll call vote.

COMMITTEE REPORTS

Commissioners Laylin, Marchetti and Jones offered committee reports.

APPOINTMENTS COMMITTEE REPORT

There was nothing to report.

ADMINISTRATOR'S REPORT

County Administrator Jeff Carmen offered the Administrator's Report.

SHERIFF BEHNKE'S PUBLIC SAFETY UPDATE

Sheriff Behnke offered his public safety report. He informed the board that suicide and mental health calls are up. The jail currently has 55 inmates. Emergency Director David Smith is retiring in September, and they are looking to hire a replacement before he leaves.

ELECTED OFFICIALS UPDATE

There was none.

NEW BUSINESS

M-57-21

Commissioner File moved, seconded by Commissioner Laylin, to approve the amended Delinquent Tax Revolving Fund Policy. There was no discussion. Motion carried by voice vote.

M-58-21

Commissioner Laylin moved, seconded by Commissioner Grice, to approve the amended Jail Commissary Retained Earnings Balance Policy. There was no discussion. Motion carried by voice vote.

M-59-21

Commissioner Marchetti moved, seconded by Commissioner Laylin, to approve the amended Petty Cash Policy. There was no discussion. Motion carried by voice vote.

M-60-21

Commissioner Jones moved, seconded by Commissioner Marchetti, to approve the amended Cash Option Plan Policy. There was no discussion. Motion carried by voice vote.

M-61-21

Vice Chair Grice moved, seconded by Commissioner Laylin, to approve the amended Meal Reimbursement Policy. There was no discussion. Motion carried by voice vote.

M-62-21

Commissioner File moved, seconded by Commissioner Grice, to set a fee of \$36.75 for all non-criminal fingerprints. There was no discussion. Motion carried by voice vote.

DISCUSSION

ORV

Commissioner Laylin started a discussion regarding ORV use on Cass County roadways. He had been in contact with all commissioners privately to discuss this topic. He had also spoken with Bob Thompson of the Cass County Road Commission. Mr. Thompson had provided him with a list of the primary roads in Cass County. Commissioner Laylin had also been in contact with Sheriff Behnke as well regarding ORV use. He had also been in contact with several counties such as: Lake, Kankaskas and St. Joe. St Joe County was the only county that had responded and they are happy with the decision they made to allow ORV use on roadways.

Commissioner File informed the board that some townships have an ordinance in place to allow ORV use. Vice Chair Grice spoke of issues that come with allowing ORV's on the roadways. Commissioner Laylin went on to say that they would not be allowed on primary roads and that minors would not be allowed to drive them on the roadways. Commissioner Marchetti gave Commissioner Laylin her list of concerns along with meeting notes that she took a year ago with regard to the issue. Commissioner Laylin informed the board he will be meeting with township officials in the coming weeks and there will be more info to come.

AD-HOC COMMITTEE

Chair Dyes is setting up an ad-hoc committee with himself, Commissioners Jones and Marchetti to discuss the American Recovery Funding Options. He hopes to have a report at the board workshop on April 30th.

PUBLIC COMMENT

Commissioner Jones informed the board that he will be submitting the resolution to make Cass County a sanctuary county.

Sherry Fike asked the commissioners to pushback and protect their citizens against the overreach of the Governor.

CLOSED SESSION

There were none.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners File, Marchetti and Laylin made board member comments/announcements.

ADJOURNMENT

Commissioner Jones moved, seconded by Commissioner Grice, to adjourn. Motion carried by voice vote.

The meeting adjourned at 7:51 p.m.

Approved: _____
Date

Dwight Dyes, Chair

Heather Harding, Chief Deputy Clerk

R-65-21

**BOARD OF COMMISSIONERS
COUNTY OF CASS, MICHIGAN**

**RESOLUTION TO ADOPT THE 2021 COUNTY EQUALIZATION REPORT
AS SUBMITTED**

WHEREAS, the Equalization Department has examined the assessment rolls of the 15 Townships and 2 Cities within Cass County to determine whether the real and personal property in the respective Townships and Cities has been equally and uniformly assessed; and

WHEREAS, based on this examination and studies it conducted, the Equalization Department has prepared and presented to the County Board of Commissioners the attached 2021 Equalization Report; and

WHEREAS, said Equalization Report presents recommended County equalized valuation for each of the 15 Townships and 2 Cities withing the County; and

WHEREAS, the recommended County equalized valuations were determined by adding to, or Deducting from, the assessed valuations of taxable property in the 15 Townships and 2 Cities within the County, the amount necessary to arrive at the appropriate proportion of true cash value.

NOW, THEREFORE BE IT RESOLVED, that the Cass County Board of Commissioners Accepts and adopts the recommended County equalized valuations presented in the 2021 Equalization Report prepared by the Cass County Equalization Department for a total 2021 Equalized valuation of real and personal property of \$3,349,125,388 with the breakdown of equalization valuation by property classification as follows:

Agricultural Real Property	\$ 536,176,200
Commercial Real Property	\$ 105,268,400
Industrial Real Property	\$ 52,534,100
Residential Real Property	\$ 2,375,811,412
Developmental Real Property	<u>\$ 0</u>
 Total Real Property	 \$ 3,069,790,112
Total Personal Property	<u>\$ 279,335,276</u>
Total Real and Personal Property	\$ 3,349,125,388

BE IT FURTHER RESOLVED that the Cass County Board Chair and the County Clerk of the Board of Commissioners are authorized to sign the report; further, that the County Administrator and the Equalization Director are authorized to represent Cass County at both Preliminary and Final State Equalization sessions, if deemed necessary.

ADOPTED THIS 15TH DAY OF APRIL, 2021

ATTEST:

Monica McMichael, Clerk Register
County of Cass

Dwight Dyes, Chair
County of Cass Board of Commissioners

R-66-21

**BOARD OF COMMISSIONERS
COUNTY OF CASS, MICHIGAN**

WHEREAS, The Historic Courthouse Committee undertook a Request for Qualifications for professional services to assist with Evaluation, Programming, Planning, Cost and Options analysis and invited 5 firms to respond; and

WHEREAS, Following Reviews of the proposals received and formal interviews with three firms and a presentation at the April 1, 2021 Board of Commissioner's Meeting, the Committee recommends proceeding with Intersect Studio whose office is located in Kalamazoo; and

WHEREAS, This project was anticipated and provided for in the FY 2021 Budget in The Public Improvement Fund.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners, pending review and approval by Counsel, authorizes the engagement of Intersect Studio at a fee not to exceed \$98,400 to complete a scope of services including all Meetings, with Departments, the County Clerk and Treasurer and Commissioners individually and as a group and also interested Community Groups as defined by the Committee.

ADOPTED THIS 15th DAY OF April, 2021

ATTEST:

Monica McMichael, Clerk/Register

Dwight Dyes, Chair
Cass County Board of Commissioners

CASS COUNTY, MICHIGAN GRANT POLICIES AND PROCEDURES

SECTION 1: DEFINITION AND PURPOSE

The definition of a grant for purposes of this policy is as follows: An award of financial assistance in the form of money or property by a funding source including the federal government, state government, other local governments, non-profit agencies, and private businesses and citizens the County ("Grantee" herein) has the Authority to accept or reject.

The purpose of the grant procedures outlined in this document is:

1. To ensure proper oversight of all funds appropriated to the Grantee.
2. To minimize the Grantee's risk of non-compliance with grant requirements.
3. To ensure proper administration and accounting of all grants.

SECTION 2: SCOPE

This policy is applicable to any Cass County program, department, Elected Official, or Employee ("Grantee(s) department" herein) preparing and submitting grant applications to agencies outside the Grantee government for funds, materials, or equipment to be received and administered by the Grantee or by an agency for which the Grantee acts as fiscal agent. The goals and objectives of the Grantee department shall be established early in the planning process and shall not change based on changes in the availability of different funding sources sought and received. If grant policies and regulations conflict with regulations and policies of the Grantee, the federal and state regulations will prevail unless they are less restrictive than Grantee policies-in which case Grantee policy prevails.

No grant will be accepted that will incur management reporting costs greater than the grant amount. Such costs include, but are not limited to, indirect costs, overhead and any other items needed to administer the grant. Any unapproved submittal by any Grantee department in violation of these grant procedures shall not bind the Grantee.

SECTION 3: CENTRAL RESPONSIBILITY

The County Administrator authorizes the Finance Department to promulgate any procedures that minimize the Grantee's risk for non-compliance with grant requirements and for providing support to requesting agencies. The Finance Department will maintain the back-up file for all grants in order to facilitate management reporting and overall monitoring. Financial records, supporting documents, statistical records, and all other Grantee records pertinent to a Federal award must be retained by the Grantee department for a period of three years from the date of submission of the final, quarterly or annual report as appropriate.

For Federal Grants, the Grantee department shall ensure compliance with the Federal Office of Management and Budget (OMB) general requirements and any other state and/or federal requirements specified in the grant conditions. The Finance Department will review expenditures for obvious non-compliance and will act as liaison with independent auditors. All

Grantee departments shall submit any/all grant information required by the Finance Department to carry out its oversight responsibilities.

SECTION 4: GRANT APPLICATION PROCEDURES

4.1 The Grantee department desiring to submit a grant application soliciting funds will prepare the request as outlined by the grantor's requirements. Grant applications will be reviewed by the Grantee department in order to make an independent assessment of all financial aspects of the application to ensure funds availability. The Grantee department shall sign the grant application as approval that funds are available and that they are supportive of the fiscal impacts to their department. The Grantee department shall make every effort to project all initial and ongoing costs associated with the grant program including but not limited to: staff support, needed assistance for computer systems, office space, utilities, systems furniture, vehicles, office equipment, office supplies, computer software and hardware, and/or telephone charges.

4.2 Upon completing its financial assessment, the Grantee department shall prepare and submit the grant application to the Finance Department along with any required assurances and conditions prior to submitting the application to the grantor agency for approval. The purpose of this is to eliminate duplication of submissions by Grantee agencies for the same grant, to allow Finance to maintain a comprehensive list of pending grant applications as well as active grants, to provide assistance as appropriate to Grantee departments in the preparation and administration of grants, and to ensure availability of matching funds, where applicable. The Finance department will obtain the County Administrator's approval and notify the Grantee department that the application has been approved. Finance will also send a Memorandum of Understanding if necessary, on the Grant's requirements to the department applying for the grant and will assist Grantee departments on inquiries concerning compliance issues.

4.3 The Finance Department will request additional information or revised submittals if needed. The Finance Department will work with Grantee departments to ensure the availability of funds.

4.4 With respect to any grant that impacts technology, Grantee departments shall consult with the IT department head before applying for the grant. Cass County's Software/Hardware standards and IT staffing must be considered for any software/hardware purchases. IT must make assurances that any equipment/software purchased will be technologically compatible and can be supported in years to come.

4.5 If the grant is incorporated into the Adopted Cass County Budget and appropriated, then no additional Board approval is required for the application and acceptance of the grant; however, supporting documentation to assist in monitoring of the grant shall be forwarded to the Finance Department by Grantee departments.

4.6 All grant award acceptances must have approval from the County Administrator and the Board of Commissioners, under the provisions of this policy. When not previously budgeted, this action will involve preparation of a Board of Commissioners agenda item for inclusion on the next regular meeting agenda for consideration. For an item to be considered at a board meeting, the Grantee department must forward the required Board report and any necessary

documentation to the County Administrator in accordance with Board of Commissioners agenda procedures.

4.7 In the event that a grant application is denied by the grantor, a copy of the letter of denial shall be forwarded by the Grantee department to the Finance Department for their records.

SECTION 5: GRANT ACCEPTANCE PROCEDURES

5.1 Whenever possible, all requests for acceptance of grants of a recurring nature shall be submitted to the Finance Director through the normal budget process that must be approved by the Board of Commissioners.

5.2 The grant award letter/acceptance agreement (notification received detailing the amount of the grant awarded, grant assurances and special conditions, and the guidelines that must be followed to comply with the grant requirements) will be forwarded to the Finance Department by the Grantee department, who will review the grant award for reporting requirements, special conditions, and deadlines related to administering the grant.

5.3 If deemed necessary by Finance and time permits, the Finance Department may forward the grant award letter/agreement to the County Attorney for legal review of any clauses or grant special conditions to ensure compliance with particular federal or state laws.

5.4 In order for expenditures to be processed against a grant, a budget appropriation must be established through Board Action. The Grantee department requesting a grant will prepare a Board of Commissioners agenda item requesting appropriation of grant funds, unless the grant has already been approved by the Board of Commissioners as part of the adopted annual budget process. The County Administrator will authorize the grant acceptance through the Board of Commissioners voting quorum.

5.5 Upon obtaining a copy of the Board action approving a grant, the Finance Department will assign an account code to the grant. For reimbursable grants, all reimbursement requests shall be copied and forwarded to Finance and the Treasurer, noting the applicable account code for the receipting of the funds.

5.6 Grantee departments shall notify the Finance Department if:

- (a) There is a subsequent alteration in the funding configuration;
- (b) There is a subsequent alteration in the County's financial obligation;
- (c) Grant funds will be carried forward into the next fiscal year;
- (d) There is any notification that the grant will be terminated.

5.7 Grantee departments shall process Personnel action/status forms whenever necessary for those grants that have new account numbers each year, to eliminate necessary future adjustments.

5.8 Grantee departments are responsible for ensuring that all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods.

SECTION 6: GRANT MONITORING AND REPORTING

6.1 Monitoring of Grants

6.1.1 Grantee departments are responsible for continuous monitoring of the financial status of grants. The Finance Department will provide Grantee departments with on-line access of monthly financial reports for such monitoring. Grantee departments must review the monthly financial reports and notify the Finance Department promptly of any discrepancies noted and/or any additional reports needed.

6.1.2 Line item budget amendments must be approved prior to grant expenditures being made in order to avoid lost grant funds when/if amendments are denied. Line items can go negative if the grant account is not negative in total, but the Grantee department shall report all expenditures as required by the Grantor.

6.1.3 Grantee departments must also monitor grants for compliance with all applicable federal, state, and local regulations and ensure that grant expenditures are in compliance with grant procurement policies and procedures. For example, equipment procured with grant funds must be disposed of in accordance with the terms of the grant and OMB Circular A-87 requires payroll costs to be supported properly based on the percentage worked on the grant. Federal grants must meet requirements set out in OMB Circulars A-87, A-102, and A-133 or the Uniform Grant Guidance, as applicable. Grantee departments shall contact Finance if assistance is needed with compliance issues.

6.2 Grant Reporting

6.2.1 Grantee departments are responsible for providing financial reports to Grantors. If it is determined that the report preparation is to be handled by the Finance Department, this must be indicated on the Grant Processing Request Form.

6.2.2 Grantee departments handling grant reporting are responsible for complying by the due dates with all reporting requirements of the grant including financial reporting and reimbursement requests. All reimbursement requests shall be copied and forwarded to Finance for review and monitoring of timeliness of revenue reimbursements.

6.2.3 Timely requests for reimbursements are crucial to maximize the financial benefits of the grants to the Grantee. Grant reimbursements shall be completed timely and in accordance with the requirements of the specific grant.

SECTION 7: COST PRINCIPLES

7.1.1 Grantee departments must pay strict attention to the allowability of grant costs per the specific terms of the grant. To be allowable, costs must be necessary and reasonable. Must conform to any limitations of the grant award. Be consistent with treatment of like costs in non-Federal circumstances. Be adequately documented and must not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program.

7.1.2 In addition to any grant terms, compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance, including but not necessarily limited to wages and salaries. Fringe benefits may also be included. Grantee departments must be certain that compensation is reasonable considering the services rendered, as that paid for similar work. Allocation of time spent on program versus non-program efforts must be accurate, truthful and substantiated.

SECTION 8: INDIRECT COSTS

Grant applicants may request indirect costs if the application guidelines do not require a federally approved indirect cost rate and indirect cost are allowed in the grant. Grantee departments shall contact the Finance Department for assistance with identifying and calculating indirect costs for inclusion in grant applications. These funds may be used by the Finance Department to offset costs in overseeing the grant including staff time, external auditor expenditures, etc.

SECTION 9: NEW PERSONNEL

Any new personnel positions to be created as a result of grant funding must be approved by the County Administrator and properly classified by Human Resources. Grantee departments are to promptly notify Payroll of coding changes needed for those persons being charged to grants.

SECTION 10: GRANT-RELATED PROCUREMENT AND POLICY ISSUES

The County's purchasing agent must be notified that federal funds are involved for all purchases with federally funded grants, regardless of the dollar amount involved.

Assets acquired using Federal funds can be properly identified. Equipment items purchased with Federal funds that cost \$5,000 or more are to be tagged when purchased so that proper disposal procedures can be followed when items are sold or sent to surplus. Federal equipment shall be inventoried at least every 2 years in order to be properly safeguarded against theft, damage, or loss. Also, land purchases made with grant funds often have land use restrictions which will be discussed with the County Attorney's office to ensure restriction compliance. When assets acquired with Federal funds are no longer used in the grant program (i.e., grant has expired, asset was lost, stolen, or damaged, or asset became idle) the grantor must be notified. The Federal Government may be due a portion of the proceeds for equipment items with a book value of \$5,000 or more at the time of disposition. If the federal agency is compensated for the current fair market value of the item, the equipment may be retained by the agency.

Grantees shall follow the County's and/or grantor's policies and procedures for all practices including procurement for the selection of contractors and vendors. If grant applications have special conditions, a copy of such must be given to Finance Director for assistance in compliance monitoring. If grant guidelines require grantees to abide by different procurement procedures other than those adopted by the County, the grantee shall resolve the situation with the County Finance Director prior to submitting the application. As a rule, the federal and state regulations prevail unless less restrictive than County policies-where County policy prevails.

SECTION 11: CLASSIFICATION OF GRANT REVENUE

11.1.1 All federal, state and local grant revenue shall be receipted as revenue as opposed to as expenditure refunds in order to be in compliance with approved grant policies. Budgets of expenditures for revenues received are obtained through Board action as previously described in above paragraphs. Revenues for grants must be handled by Grantee departments in conformity with grant terms and conditions.

11.1.2 Deposits of Federal advance payments must be held in interest bearing accounts, and interest earnings of up to \$500 per year may be retained by the County to cover administrative expenses.

SECTION 12: PROGRAM INCOME

Program income is gross income received that is directly generated by the federally funded project during the grant period. The County currently receives federally funded grants for programs that generate program income. The County takes all necessary steps to ensure that program income is properly recorded as earned and deposited in the bank as collected. Procedures are in place to provide for correct use of program income in accordance with Federal program requirements.

SECTION 13: YEAR-END PROCEDURES

Indicate clearly on your October and November vouchers which fiscal year (prior or current) they are to be posted to. Only goods and services received prior to September 30th can be posted back to the prior year. Reconcile October and November expenditures promptly since these adjustments can only be made until the end of November, this is due to audit timing and materiality of expenditures.

Ensure all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods.

SECTION 14: COUNTY ADMINISTRATOR EXEMPTION

The County Administrator may exempt any grants from this policy at his/her sole discretion. Refer to Board of Commissioners July 16, 2020 meeting R-101-20 for specific guidance on COVID-19 related grant applications.

Adopted: October 03, 2019

Amended: August 6, 2020

Amended: _____, 2021

FAMILY AND MEDICAL LEAVE POLICY

President Clinton has signed into law the Family and Medical Leave Act of 1993. The purpose of this policy is to summarize the provisions of the Act and to state the County's policy to comply fully with it.

Rescinded no
Need.
Motion to remove
and follow Fed.
Policy.

- * The Act allows eligible male and female employees to take up to twelve (12) unpaid weeks of leave during any twelve (12) month period for the following three reasons:
 - (1) birth, adoption, or foster care of a child (within the first year only)
 - (2) a serious health condition of a spouse, child or parent
 - (3) a serious health condition of the employee
- * All employees who have completed twelve (12) months of employment (and who have worked a minimum of 1,250 hours during the preceding twelve-month period) are eligible under the Act.
- * If leave is taken due to the serious health condition of the employee, the County will require that the employee substitute any accrued compensatory time for any part of the 12 week unpaid leave. The employee may choose to substitute any accrued vacation and earned time off (ETO) once the compensatory time is used up.
- * If leave is taken to care for a newborn or newly placed child or to care for a seriously ill family member, the County will require that the employee substitute any accrued compensatory time for any part of the 12 week unpaid leave. The employee may choose to substitute any accrued vacation and earned time off (ETO) once the compensatory time is used up.
- * The employee must provide the County with 30 days' written notice if the need for leave is foreseeable based on an expected birth, adoption, foster care placement of a child, or planned medical treatment for a serious health condition. If the need for leave is not foreseeable, lesser notice will be accepted.
- * The County will require an employee who seeks leave because of their own serious health condition or that of a family member to provide a doctor's certification (copy enclosed) concerning the condition. In addition, the County may, at its own expense, require that a second or third medical opinion and periodic re-certification be provided.

Family and Medical Leave Policy
Page Two

- * The County must, at its own expense, provide employees on family and medical leave with the same level of health insurance coverage that they previously enjoyed. The County may recover the cost of these insurance premiums if the employee fails to return to work under certain circumstances.
- * Employees may not forfeit any seniority or benefits previously earned while on family or medical leave, but will not accrue additional seniority or benefits while on leave.
- * The effective date of the Act is August 5, 1993 (non-union employees), January 1, 1994 (AFSCME and CCIEA employees) and February 5, 1994 (COAM and POAM employees). The County intends to incorporate the terms of the policy into future collective bargaining agreements.

All requests for family or medical leave must be in writing and be forwarded to the responsible elected official and then the County Administrator's office for final consideration.

TLP:mab

adopted 8/5/93

amended 7/9/98

Quarterly Adjustments Requiring BOC Approval - Quarter End:

March 2021

Account #		Fund / Dept	Account Name	Cause	R = Revenue E = Expense		Inc	Dec
1	101-000-528.001	General	Federal COVID-19 Grants	Final CESF draw-down December 2020	R		146,437.00	
2	101-000-677.000	General	Reimbursements	MMRMA RAP Grant funding	R		21,200.00	
3	101-131-980.000	General / Circuit Court	New Equipment	Circuit courtroom video recording equipment	E		19,950.00	
4	101-136-980.000	General / District Court	New Equipment	Complete IT project left unfinished previously & copier replacement	E		7,600.00	
5	101-149-708.000	General / Family/ Juvenile Court	ETO Hours	Annual payout greater than estimated	E		2,817.00	
6	101-172-727.001	General / Administration	Supplies - COVID-19	Net \$250,000-\$300,000 reported as income in FY2019 - will improve budget	E		44,700.00	
7	101-219-703.010	General / Clerk-Register	Full-time Wages	Employee vacation, eto paid out on retirement - Binns	E		9,000.00	
8	101-219-704.000	General / Clerk-Register	Part-time Wages	New CPL position funded 25% Clerk-Register	E		4,000.00	
9	101-219-980.000	General / Clerk-Register	New Equipment	Copier for public usage	E		3,100.00	
10	101-258-983.000	General / Information Tech	Software Maintenance	Move budget to another account	E			3,135.00
11	101-258-987.100	General / Information Tech	Soft Maint / Video Courtroom	Received budget from another account	E		3,135.00	
12	101-275-801.275	General / Drain Commissioner	MDEQ Saw Grant - final	Final of three year grant - not budgeted	E		40,403.00	
13	101-301-703.010	General / Sheriff	Full-time Wages	Employee vacation, eto paid out on retirement - Dominiak	E		7,500.00	
14	101-301-708.000	General / Sheriff	ETO Hours	Annual payout greater than estimated	E		20,900.00	
15	101-301-727.001	General / Sheriff	Supplies - COVID-19	Greater spending than budgeted	E		1,600.00	
16	101-301-980.000	General / Sheriff	New Equipment	Replacement tablets for squad cars	E		10,000.00	
17	101-304-708.000	General / Sec Road Patrol	ETO Hours	Annual payout greater than estimated	E		1,900.00	
18	101-306-980.000	General / Howard Township	New Equipment	Replacement tablet for squad car	E		1,100.00	
19	101-851-708.050	General / Insurance & Other	Retirement Sick Bank	Payout of retirees not budgeted	E		2,100.00	
20	101-851-715.010	General / Insurance & Other	Retirement FICA	Payout of retirees not budgeted	E		160.00	
21	101-851-715.040	General / Insurance & Other	Retirement Retirement	Payout of retirees not budgeted	E		390.00	
22	101-851-715.050	General / Insurance & Other	Retirement Work Comp	Payout of retirees not budgeted	E		5.00	
23	243-728-701.012	Economic Development	Professional Services	Study performed, not budgeted	E		25,000.00	

24	243-728-723.802	Economic Development	Dues / Memberships	Edwardsburg CoFC dues not budgeted	E	100.00
25	260-430-980.000	Animal Control Donation	New Equipment	Replacement tablets for vehicles	E	7,500.00
26	261-301-708.000	Central Dispatch Fund	ETO Hours	Annual payout greater than estimated	E	6,760.00
27	261-301-898.000	Central Dispatch Fund	Principal Payments	Paid off final two years of leased dispatch equipment, savings \$8,000 interest - underestimated last quarter based on budget	E	25,420.00
28	263-219-614.000	Concealed Pistol Licensing	Fingerprint Revenue	New services offered	R	11,200.00
29	263-219-704.000	Concealed Pistol Licensing	Part-time Wages	New services offered	E	4,000.00
30	263-219-715.010	Concealed Pistol Licensing	FICA	New services offered	E	320.00
31	263-219-715.020	Concealed Pistol Licensing	Health Insurance	New services offered	E	200.00
32	263-219-715.030	Concealed Pistol Licensing	Life Insurance	New services offered	E	30.00
33	263-219-715.040	Concealed Pistol Licensing	Retirement	New services offered	E	60.00
34	263-219-715.050	Concealed Pistol Licensing	Workers Compensation	New services offered	E	20.00
35	263-219-715.060	Concealed Pistol Licensing	Disability	New services offered	E	150.00
36	263-219-980.000	Concealed Pistol Licensing	New Equipment	Finger print equipment purchase	E	7,000.00

R-73-21

**BOARD OF COMMISSIONERS
COUNTY OF CASS, MICHIGAN**

WHEREAS, Section 4 of the Current County of Cass Wage and Salary Administration Policy (3/17/05) provides that the County Administrator may approve Step level hiring at the midpoint of Paygrades; and

WHEREAS, The County is currently conducting a classification and compensation system evaluation, likely to change a variety of Position Grades; and

WHEREAS, In a number of recent cases there have been no Qualified Applicants for County Positions either internal from County Service or external from the community, or applicants have been unwilling to accept the midpoint range in the Grade and Step.

NOW THEREFORE BE IT RESOLVED, that thru December 31, 2021 The County Administrator is Authorized to make “full use” of the compensation schedule when A Department Head or Elected Official he/she determines it is necessary and in the County’s interest to attract and maintain an acceptable level of talent. And further, in every instance of such use, The Administrator will notify the Board of Commissioners by providing a copy of the County Employee Status Change Form together with a Memorandum explaining the necessity.

ADOPTED THIS 15th DAY OF April, 2021

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Dwight Dyes, Chair
CASS COUNTY BOARD OF
COMMISSIONERS



April Meeting Dates and Times

Townships	Date	Time	How
Calvin	04/13/21	6:00 PM	In Person
Howard	04/20/21	7:00 PM	In Person
Jefferson	04/08/21	6:30 PM	Zoom
LaGrange	04/19/21	7:00 PM	Covid Uncertainty-contact Supervisor 269-445-0625
Marcellus	04/20/21	6:00 PM	In Person
Mason	04/13/21	7:00 PM	Zoom
Milton	04/13/21	7:00 PM	Covid Uncertainty-contact Supervisor 269-591-7977
Newberg	04/12/21	7:00 PM	Zoom
Ontwa	04/12/21	7:00 PM	Zoom
Penn	04/12/21	6:30 PM	Covid Uncertainty-contact Supervisor 269-506-6187
Pokagon	04/14/21	7:00 PM	In Person
Porter	04/13/21	7:00 PM	In Person
Silver Creek	04/14/21	7:00 PM	Zoom
Volinia	04/12/21	6:30 PM	In Person
Wayne	04/05/21	7:00 PM	Cancelled
City of Dowagiac			
	04/12/21	7:00 PM	In Person
	04/26/21	7:00 PM	In Person
Villages			
Cassopolis	04/12/21	6:30 PM	In Person
Edwardsburg	04/19/21	7:00 PM	In Person
Marcellus	04/13/21	7:00 PM	In Person
	04/27/21	7:00 PM	In Person
Vandalia	04/12/21	7:00 PM	In Person
Boards & Commissions			
Cass District Library	04/19/21	7:00 PM	Zoom
Cass County Cons Dist	04/12/21	3:00 PM	Zoom
Economic Dev Corp	04/28/21	8:30 AM	Zoom
Historical Commission	04/08/21	5:00 PM	Zoom
Medical Care Facility	04/26/21	10:00 AM	Zoom
Parks Board	04/08/21	9:00 AM	In Person
Planning Commission	04/28/21	4:00 PM	In Person
Road Commission	04/22/21	9:00 AM	Zoom
Transportation	04/12/21	8:00 AM	In Person
VanBuren/Cass Dist			
Health Dept	04/14/21	3:00 PM	In Person/Hartford Office
Woodlands	04/27/21	4:00 PM	Zoom

DUE TO COVID THERE ARE TIMES A VILLAGE OR TOWNSHIP WILL CANCEL W/SHORT NOTICE