



CASS COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING OF THE CASS COUNTY BOARD OF COMMISSIONERS

September 15, 2022

5:00 PM

CALL TO ORDER - *Chair Dyes*

INVOCATION – *Commissioner Jones*

PLEDGE OF ALLEGIANCE – *Commissioner Laylin*

ROLL CALL - *Clerk/Register Monica McMichael*

INTRODUCTION OF VISITORS – *Chair Dyes*

PUBLIC COMMENTS (limit 3 minutes/person)

APPROVAL OF THE AGENDA – *Commissioner Marchetti*

RECOGNITIONS

PRESENTATIONS (Limit to 10 minutes)

PROPOSED CONSENT AGENDA - *Vice-Chair Grice*

1. **M-170-22** - Motion to approve Claims dated September 2, 2022
2. **M-171-22** - Motion to approve the September 1, 2022 Board of Commissioners 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

FINANCIAL REPORT

PUBLIC SAFETY REPORT

COUNTY PARTNERS (Limit to 5 minutes)

ELECTED OFFICIALS

UNFINISHED BUSINESS



CASS COUNTY BOARD OF COMMISSIONERS

NEW BUSINESS

1. **M-172-22** – Motion to approve 2023 County Veteran Service Fund Grant – *Commissioner Jones*
2. **M-173-22** – Motion to approve Deputy Director of Geographic Information Systems position at Grade 10 – *Commissioner Laylin*
3. **M-174-22** – Motion to approve MOU between the County and City of Dowagiac for GIS Services – *Commissioner Marchetti*
4. **M-175-22** – Motion to approve Amended 2022-2023 Public Defender Contract – *Commissioner File*
5. **M-176-22** – Motion to approve 2023 MIDC Grant – *Vice-Chair Grice*
6. **M-177-22** – Motion to approve FY 22 Budget Amendments – *Commissioner Jones*
7. **R-178-22** – Resolution Rejecting Private Money for Funding Elections – *Commissioner Marchetti*
8. **M-179-22** – Motion to approve a Cleaning Contract with the Cleanest Co LLC from July 7, 2022 until July 30, 2027 at a cost of \$16,650.00 per month - *Commissioner File*
9. **M-180-22** – Motion to hold a Special Meeting on September 29th at 3:00 PM for Final Design Presentation of Historic Courthouse and Renovation Proposal– *Commissioner Laylin*
10. **M-181-22** – Motion to appoint Richard Palmisano to the Woodlands Behavioral Healthcare Network Board to an unexpired term ending March 31, 2023 – *Commissioner Marchetti*
11. **M-182-22** – Motion to appoint Jayne Bailey to the Cass County Planning Commission to an unexpired term ending July 31, 2023 – *Commissioner File*

CLOSED SESSION

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

ADJOURNMENT

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INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
POST DATES 08/22/2022 - 09/02/2022
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GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000 GENERAL							
101-000-123.000	PREPAID EXPENSE	N.P.B.A.	MEMBERSHIP RENEWAL FEES - T GRAVES	070322	09/02/22	50.00	1193854
101-000-123.000	PREPAID EXPENSE	WMCJTC	TRAINING	514	09/02/22	200.00	1193885
101-000-667.912	RENTAL INCOME - JAIL	STATE OF MICHIGAN	OVERBILLED	MDOC NUMBER 8877	08/25/22	2,955.00	1193798
Total For Dept 000 GENERAL						3,205.00	
Dept 101 BOARD OF COMMISSIONERS							
101-101-955.000	DUES / MEMBERSHIP / SUBSC	NATIONAL ASSOCIATION O	MEMBERSHIP DUES FROM 1/1/22 TO 12/3	082922	09/02/22	435.83	1193855
Total For Dept 101 BOARD OF COMMISSIONERS						435.83	
Dept 172 ADMINISTRATOR							
101-172-728.000	DEPARTMENTAL SUPPLIES	DOUBLEDAY OFFICE PRODU	PAPER/DESK SIGN	081922	09/02/22	18.60	1193827
Total For Dept 172 ADMINISTRATOR						18.60	
Dept 228 INFORMATION TECHNOLOGY							
101-228-850.000	TELEPHONE / INTERNET	COMCAST	TELPEPHONE/INTERNET	8771402350005730	08/24/22	378.92	21282
101-228-855.000	SOFTWARE SUBSCRIPTIONS	BUSINESS INFORMATION S		91780	09/02/22	3,165.40	1193807
101-228-855.000	SOFTWARE SUBSCRIPTIONS	CDW GOVERNMENT, INC.	NETMOTION YEARLY RENEWAL	1C8MBGB	09/02/22	7,557.75	21287
101-228-856.000	HARDWARE SUPPORT	BUSINESS INFORMATION S	FOC SUPPORT RENEWAL	91792	09/02/22	380.00	1193807
101-228-856.000	HARDWARE SUPPORT	QUANTUM LEAP COMMUNICA	BILLED SUPPORT HOURS FOR PHONE SYST	8157	09/02/22	685.00	1193863
101-228-856.000	HARDWARE SUPPORT	SHI INTERNATIONAL CORP	NEW UPS FOR COUNTY BUILDING	B15724203	09/02/22	635.00	1193867
101-228-901.001	COPIER CHARGES	D.L. GALLIVAN OFFICE S	COPIER CONTRACT USAGE CHARGES	IN118449	09/02/22	1,291.61	1193824
101-228-967.000	EQUIPMENT < \$20,000	SHI INTERNATIONAL CORP	REPLACMENT PC FOR DEPT IT DIRECTOR	B15711108	09/02/22	1,984.53	1193867
101-228-967.000	EQUIPMENT < \$20,000	CDW GOVERNMENT, INC.	REPLACMENT DESKTOP PCS	CH42128	09/02/22	2,672.28	21287
Total For Dept 228 INFORMATION TECHNOLOGY						18,750.49	
Dept 233 PURCHASING							
101-233-727.902	OFFICE SUPPLIES - DISTRICT	4TH DISTRICT COURT	REIMBURSEMENT FOR SUPPLIES - DEPOSIT	82622	09/02/22	116.93	1193802
101-233-727.904	OFFICE SUPPLIES - FAMILY C	PRINTLINK SHORT RUN BU	ENVELOPES, INVOICE #309965	9222	09/02/22	308.06	21324
101-233-727.909	OFFICE SUPPLIES - TREASURE	PRINTLINK SHORT RUN BU	WINDOW ENVELOPES	309608	09/02/22	455.53	21324
101-233-729.000	POSTAGE	UPS	UPS CHARGES	565332/565342	09/02/22	38.16	1193876
101-233-729.000	POSTAGE	UPS	UPS CHARGES	565332/565342	09/02/22	36.00	1193876
101-233-729.000	POSTAGE	TMK WORLDWIDER LLC	POSTAGE FOR PRE-PAID FUND	090222	09/02/22	3,000.00	1193894
101-233-733.000	COMPUTER / COPIER SUPPLIES	DOUBLEDAY OFFICE PRODU	PAPER/DESK SIGN	081922	09/02/22	1,720.00	1193827
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	107.74	1193832
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	50.87	1193832
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	50.37	1193832
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	55.12	1193832
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	727.83	1193832
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	26.08	1193832
101-233-850.973	TELEPHONE / INTERNET - MDC	MITEL NET SOLUTIONS	TELPEPHONE/INTERNET - MDOC	40636083	08/22/22	444.70	21281
101-233-850.973	TELEPHONE / INTERNET - MDC	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	45.88	1193832
101-233-900.000	PRINTING & BINDING	PRINTLINK SHORT RUN BU	ENVELOPES - EQUALIZATION	309686	09/02/22	420.31	21324
Total For Dept 233 PURCHASING						7,603.58	
Dept 243 PROPERTY DESCRIPTION DEPT							
101-243-728.000	DEPARTMENTAL SUPPLIES	RATHCO SAFETY SUPPLY,	911 ADDRESS SIGNS	175407	09/02/22	1,300.00	1193865
101-243-728.000	DEPARTMENTAL SUPPLIES	RATHCO SAFETY SUPPLY,	911 ADDRESS SIGN NUMBERS	175406	09/02/22	130.47	1193865
101-243-967.000	EQUIPMENT < \$20,000	SHI INTERNATIONAL CORP		B15725570	09/02/22	586.73	1193867
Total For Dept 243 PROPERTY DESCRIPTION DEPT						2,017.20	
Dept 253 TREASURER							
101-253-801.000	PROFESSIONAL SERVICES	POINT AND PAY LLC	MONTHLY SERVICE FEE	JULY INV	09/02/22	50.00	1193860
Total For Dept 253 TREASURER						50.00	

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Fund 101 GENERAL FUND							
Dept 257 ASSESSOR / EQUALIZATION DEPT							
101-257-865.000	CONFERENCES / MEETINGS /	TAMI STEWART	REIMBURSEMENT FOR TRAINING CLASS FE	091422	09/02/22	25.00	1193870
Total For Dept 257 ASSESSOR / EQUALIZATION DEPT						25.00	
Dept 262 ELECTIONS							
101-262-956.000	ADVERTISING	LEADER PUBLICATIONS LL	PUBLIC HEARING NOTICE - COUNTY BUDG	148303/0822	09/02/22	104.13	21303
Total For Dept 262 ELECTIONS						104.13	
Dept 265 BUILDINGS & GROUNDS							
101-265-735.000	MAINTENANCE SUPPLIES	ETNA SUPPLY COMPANY	SUPPLIES	S104668623.001	09/02/22	451.27	1193830
101-265-735.000	MAINTENANCE SUPPLIES	ETNA SUPPLY COMPANY	SUPPLIES	S104642704.001	09/02/22	610.81	1193830
101-265-735.000	MAINTENANCE SUPPLIES	YOUNG SUPPLY CO.	SUPPLIES	80268399-00	09/02/22	701.35	1193887
101-265-741.000	UNIFORMS	UNIFIRST CORPORATION	UNIFORMS	1500005743	09/02/22	109.85	1193875
101-265-741.000	UNIFORMS	UNIFIRST CORPORATION	UNIFORMS	1500006624	09/02/22	136.47	1193875
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	AUGUST	09/02/22	87.52	21311
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	AUGUST	09/02/22	45.87	21311
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	AUGUST	09/02/22	67.73	21311
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	AUGUST	09/02/22	69.93	21311
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	AUGUST	09/02/22	79.61	21311
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	AUGUST	09/02/22	15.57	21311
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	AUGUST	09/02/22	12.42	21311
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	AUGUST	09/02/22	103.71	21311
101-265-922.970	WATER / SEWER - L&C BUILD	VILLAGE OF CASSOPOLIS	WATER/SEWER (6)	083022	09/02/22	189.81	1193880
101-265-922.971	WATER / SEWER - COUNTY BUI	VILLAGE OF CASSOPOLIS	WATER/SEWER (6)	083022	09/02/22	315.38	1193880
101-265-922.972	WATER / SEWER - ANIMAL CON	VILLAGE OF CASSOPOLIS	WATER/SEWER (6)	083022	09/02/22	357.81	1193880
101-265-922.974	WATER / SEWER - SHERIFF J	VILLAGE OF CASSOPOLIS	WATER/SEWER (6)	083022	09/02/22	12.74	1193880
101-265-922.974	WATER / SEWER - SHERIFF J	VILLAGE OF CASSOPOLIS	WATER/SEWER (6)	083022	09/02/22	4,192.40	1193880
101-265-922.975	WATER / SEWER - MAINTENAN	VILLAGE OF CASSOPOLIS	WATER/SEWER (6)	083022	09/02/22	68.46	1193880
101-265-923.975	REFUSE & SHREDDING - MAIN	MICHIANA RECYCLING & D	TRASH REMOVAL - ANIMAL CONTROL	18737000	09/02/22	230.00	21309
101-265-924.974	PEST CONTROL - SHERIFF JAI	ROSE PEST SOLUTIONS	PEST CONTROL	150564874	09/02/22	50.00	21328
101-265-935.000	VEHICLE & EQUIPMENT REPAIR	ELTON JOHNSON	TIRES FOR VEHICLE AND TRAILER - MAI	84990067	09/02/22	1,400.00	1193818
101-265-935.000	VEHICLE & EQUIPMENT REPAIR	JOHN DEERE FINANCIAL	MOWER MAINT	P48588	09/02/22	268.88	1193841
101-265-936.000	BUILDING & GROUNDS REPAIRS	CASS OUTDOOR POWER EQU	MAINTENANCE REPAIRS	154059	09/02/22	76.74	1193817
101-265-936.000	BUILDING & GROUNDS REPAIRS	COMMUNICATION COMPANY	REPAIR LAW AND COURTS HEARING ROOM	21599	09/02/22	66.76	1193821
101-265-936.000	BUILDING & GROUNDS REPAIRS	ETNA SUPPLY COMPANY	REPAIRS	S104665682.001	09/02/22	411.80	1193830
101-265-936.000	BUILDING & GROUNDS REPAIRS	INDUSCO SUPPLY COMPANY	REPAIR	1168321	09/02/22	121.25	1193838
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	SUPPLIES	80268659-00	09/02/22	12.40	1193887
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	REPAIR	80268660-00	09/02/22	431.70	1193887
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	REPAIR	80268660-01	09/02/22	24.80	1193887
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	REPAIR	80268661-00	09/02/22	75.60	1193887
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	REPAIR	80267747-00	09/02/22	374.64	1193887
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	REPAIR ACTUATOR	80263148-00	09/02/22	195.00	1193887
101-265-936.000	BUILDING & GROUNDS REPAIRS	BEHLER-YOUNG COMPANY	REPAIR	13726370	09/02/22	100.81	21284
101-265-936.000	BUILDING & GROUNDS REPAIRS	TRANE	REPAIRS - L & C BLDG	312776304	09/02/22	2,115.25	21338
101-265-936.970	BLDG & GROUNDS REP - L&C F	OVERHEAD DOOR CO. SOUT	REPAIR LAW AND COURTS GARAGE DOOR	0067538	09/02/22	1,190.00	21317
Total For Dept 265 BUILDINGS & GROUNDS						14,774.34	
Dept 276 COURT GRANTS							
101-276-728.214	DEPARTMENTAL SUPPLIES	MULTI-HEALTH SYSTEMS I	TREATMENT COURT SUPPLIES	SIP00224042	09/01/22	526.96	1193889
101-276-728.214	DEPARTMENTAL SUPPLIES	MICHIANA DRUG TESTING	ATC/SC DRUG TESTING - JULY 2022	2370	09/02/22	1,620.00	21308
101-276-728.214	DEPARTMENTAL SUPPLIES	MICHIANA DRUG TESTING	ATC/SC DRUG TESTING - JUNE 2022	2341	09/02/22	1,872.00	21308
101-276-801.205	PROFESSIONAL SERVICES	TARA SMITH THERAPY SER	ATC/SC MH/CBT SERVICES 8/11 THRU 8/	082422	09/02/22	75.00	1193871
101-276-801.205	PROFESSIONAL SERVICES	HEATHER BANGSTON	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	108.00	21283
101-276-801.205	PROFESSIONAL SERVICES	MONIQUE DORTCH	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	50.00	21291

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Fund 101 GENERAL FUND							
Dept 276 COURT GRANTS							
101-276-801.205	PROFESSIONAL SERVICES	MICHIANA DRUG TESTING	ATC/SC DRUG TESTING - JULY 2022	2370	09/02/22	2,139.00	21308
101-276-801.205	PROFESSIONAL SERVICES	MICHIANA DRUG TESTING	ATC/SC DRUG TESTING - JUNE 2022	2341	09/02/22	2,548.00	21308
101-276-801.205	PROFESSIONAL SERVICES	CARLA LOWE	ATC/SC MH/CBT SERVICES 8/11 THRU 8/	082422	09/02/22	600.00	21312
101-276-801.205	PROFESSIONAL SERVICES	TASIA ROBERTS	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	800.00	21327
101-276-801.205	PROFESSIONAL SERVICES	CHELSEA SCHOETZOW	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	720.00	21330
101-276-801.214	PROFESSIONAL SERVICES	PRESTON COLLETT	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	649.00	21288
101-276-801.214	PROFESSIONAL SERVICES	MONIQUE DORTCH	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	420.00	21291
101-276-801.214	PROFESSIONAL SERVICES	BARBARA M. HOWES	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	400.00	21296
101-276-801.214	PROFESSIONAL SERVICES	CLARENCE JAMES	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	518.00	21298
101-276-801.214	PROFESSIONAL SERVICES	CHRISTY LAPORTE	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	200.50	21302
101-276-801.214	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	258.75	21313
101-276-801.214	PROFESSIONAL SERVICES	TIFFANY MONDSCHIEIN	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	576.50	21314
101-276-801.214	PROFESSIONAL SERVICES	HEATHER PAULEY	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	370.88	21320
101-276-801.214	PROFESSIONAL SERVICES	KIMBERLY PEET	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	60.00	21321
101-276-801.214	PROFESSIONAL SERVICES	JOHN PILLOW	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	859.81	21322
101-276-801.214	PROFESSIONAL SERVICES	MANDY SALMEN	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	320.50	21329
101-276-801.214	PROFESSIONAL SERVICES	REDDEN TODD	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	219.63	21337
101-276-801.214	PROFESSIONAL SERVICES	BRADLEY WEST	ATC/SC SERVICES 8/11 THRU 8/24/22	082422	09/02/22	442.75	21340
101-276-801.309	PROFESSIONAL SERVICES - ME	GREGORY FELDMAN	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	900.00	21294
101-276-801.309	PROFESSIONAL SERVICES - ME	CARLA LOWE	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	450.00	21312
101-276-801.309	PROFESSIONAL SERVICES - ME	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	27.38	21313
101-276-801.309	PROFESSIONAL SERVICES - ME	TIFFANY MONDSCHIEIN	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	183.00	21314
101-276-801.309	PROFESSIONAL SERVICES - ME	HEATHER PAULEY	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	720.00	21320
101-276-801.309	PROFESSIONAL SERVICES - ME	KIMBERLY PEET	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	980.00	21321
101-276-801.309	PROFESSIONAL SERVICES - ME	JOHN PILLOW	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	218.25	21322
101-276-801.309	PROFESSIONAL SERVICES - ME	REDDEN TODD	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	48.00	21337
101-276-801.309	PROFESSIONAL SERVICES - ME	BRADLEY WEST	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	26.00	21340
101-276-801.310	PROFESSIONAL SERVICES - SV	CASS COUNTY SHERIFF'S	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	2,560.00	1193816
101-276-801.310	PROFESSIONAL SERVICES - SV	TARA SMITH THERAPY SER	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	300.00	1193871
101-276-801.310	PROFESSIONAL SERVICES - SV	HEATHER BANGSTON	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	31.50	21283
101-276-801.310	PROFESSIONAL SERVICES - SV	PRESTON COLLETT	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	489.00	21288
101-276-801.310	PROFESSIONAL SERVICES - SV	MONIQUE DORTCH	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	125.00	21291
101-276-801.310	PROFESSIONAL SERVICES - SV	BARBARA M. HOWES	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	850.00	21296
101-276-801.310	PROFESSIONAL SERVICES - SV	CLARENCE JAMES	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	814.00	21298
101-276-801.310	PROFESSIONAL SERVICES - SV	CARLA LOWE	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	150.00	21312
101-276-801.310	PROFESSIONAL SERVICES - SV	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	282.25	21313
101-276-801.310	PROFESSIONAL SERVICES - SV	TIFFANY MONDSCHIEIN	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	116.25	21314
101-276-801.310	PROFESSIONAL SERVICES - SV	JONI PATZER	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	390.00	21319
101-276-801.310	PROFESSIONAL SERVICES - SV	HEATHER PAULEY	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	81.88	21320
101-276-801.310	PROFESSIONAL SERVICES - SV	KIMBERLY PEET	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	60.00	21321
101-276-801.310	PROFESSIONAL SERVICES - SV	JOHN PILLOW	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	1,240.63	21322
101-276-801.310	PROFESSIONAL SERVICES - SV	TASIA ROBERTS	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	1,000.00	21327
101-276-801.310	PROFESSIONAL SERVICES - SV	JESSEE SCHOETZOW	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	495.00	21331
101-276-801.310	PROFESSIONAL SERVICES - SV	REDDEN TODD	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	69.75	21337
101-276-801.310	PROFESSIONAL SERVICES - SV	BRADLEY WEST	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	702.38	21340
101-276-801.311	PROFESSIONAL SERVICES - CC	HEATHER BANGSTON	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	13.50	21283
101-276-801.311	PROFESSIONAL SERVICES - CC	PRESTON COLLETT	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	470.00	21288
101-276-801.311	PROFESSIONAL SERVICES - CC	BARBARA M. HOWES	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	2,000.00	21296
101-276-801.311	PROFESSIONAL SERVICES - CC	CLARENCE JAMES	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	592.00	21298
101-276-801.311	PROFESSIONAL SERVICES - CC	CHRISTY LAPORTE	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	6.00	21302
101-276-801.311	PROFESSIONAL SERVICES - CC	GRACE MULLER	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	460.00	21315
101-276-801.311	PROFESSIONAL SERVICES - CC	KIMBERLY PEET	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	480.00	21321

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Fund 101 GENERAL FUND							
Dept 276 COURT GRANTS							
Total For Dept 276 COURT GRANTS						33,687.05	
Dept 279 FAMILY / JUVENILE COURT							
101-279-805.000	LEGAL SERVICES	BANYON FETTE LAW OFFIC	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	1,000.00	1193804
101-279-805.000	LEGAL SERVICES	GREGORY FELDMAN	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	5,655.00	21294
101-279-805.000	LEGAL SERVICES	ROBERT KARDATZKE	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	100.00	21300
101-279-805.000	LEGAL SERVICES	ELIZABETH RAPALEE LYO	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	875.00	21304
101-279-805.000	LEGAL SERVICES	MAY OBERFELL &LORBER	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	470.00	21305
101-279-805.000	LEGAL SERVICES	ELIZABETH MCCREE	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	4,225.00	21306
101-279-805.000	LEGAL SERVICES	LUKE D NOFSINGER	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	1,000.00	21316
101-279-805.000	LEGAL SERVICES	SARAH SCOGGIN	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	1,900.00	21332
101-279-805.000	LEGAL SERVICES	STEPHEN K. WOODS. P.C.	NEGLECT/ABUSE INDIGENT DEFENSE	9222	09/02/22	725.00	21341
Total For Dept 279 FAMILY / JUVENILE COURT						15,950.00	
Dept 286 DISTRICT COURT							
101-286-739.000	BOOKS / REFERENCE MATERIAI	WEST GROUP PAYMENT CTR MI	CRIMINAL LAWS & RULES - 2022	846857616	09/02/22	294.00	1193884
101-286-801.902	PROFESSIONAL SERVICES	MICHIANA DRUG TESTING	ATC/SC DRUG TESTING - JUNE 2022	2341	09/02/22	50.00	21308
101-286-805.000	LEGAL SERVICES	GREGORY FELDMAN	ATC/SC ATTY SERVICES	082622	09/02/22	1,000.00	21294
101-286-805.000	LEGAL SERVICES	ELIZABETH MCCREE	ATC/SC ATTY COVERAGE	082622	09/02/22	200.00	21306
101-286-961.000	BANK CHARGES	4TH DISTRICT COURT	RETURNED CHECK FEE REIMBURSEMENT	AUGUST 2022	08/24/22	10.00	1193781
Total For Dept 286 DISTRICT COURT						1,554.00	
Dept 289 FRIEND OF THE COURT							
101-289-730.000	MOTOR FUEL / LUBRICANTS	J & H OIL COMPANY	FUEL 08/15/2022	CFSI-9614	09/02/22	77.43	21297
101-289-955.000	DUES / MEMBERSHIP / SUBSC	ERICSA	ERICSA MEMBERSHIP PAYMENT FOR RAVAN	08162022	09/02/22	50.00	1193829
101-289-967.000	EQUIPMENT < \$20,000	SHI INTERNATIONAL CORP	DESKTOP SCANNERS FOR FOC	B15546225	09/02/22	838.90	1193867
101-289-967.000	EQUIPMENT < \$20,000	SHI INTERNATIONAL CORP	WEBCAMS FOR FOC	B15747717	09/02/22	140.00	1193867
101-289-967.000	EQUIPMENT < \$20,000	CDW GOVERNMENT, INC.	FOC SCANNER ROLLERS	BV30933	09/02/22	66.33	21287
Total For Dept 289 FRIEND OF THE COURT						1,172.66	
Dept 294 PROBATE COURT							
101-294-817.000	TRIAL COURT APPOINTED ATT	(MICHAEL MURPHY	COURT APPOINTED ATTORNEY FEE FOR 20	08.26.222	09/02/22	125.00	1193853
101-294-817.000	TRIAL COURT APPOINTED ATT	(DAVID S. RODLUND	COURT APPOINTED ATTORNEY FEE FOR 20	08.16.2022	09/02/22	175.00	1193866
101-294-817.000	TRIAL COURT APPOINTED ATT	(MARK J. CRAIG	COURT APPOINTED ATTORNEY FEE FOR 20	08.17.2022	09/02/22	175.00	21290
Total For Dept 294 PROBATE COURT						475.00	
Dept 296 PROSECUTING ATTORNEY							
101-296-728.302	DEPARTMENTAL SUPPLIES - V	CDW GOVERNMENT, INC.		CH52792	09/02/22	2,462.85	21287
101-296-801.000	PROFESSIONAL SERVICES	JUDICIAL SERVICES GROU	SERVICE ON 22-3344-DS JAMES HACKWOR	7424657	09/02/22	49.48	1193843
101-296-815.000	WITNESS FEES	HOBBS CIVIL PROCESS	SERVICE ON SARA FEDEWA 20-167-NA	220825	09/02/22	71.00	1193835
Total For Dept 296 PROSECUTING ATTORNEY						2,583.33	
Dept 301 SHERIFF							
101-301-728.000	DEPARTMENTAL SUPPLIES	PRO SAFETY INNOVATIONS	AED PADS	2393	09/02/22	225.00	1193862
101-301-728.000	DEPARTMENTAL SUPPLIES	W. B. HAYDEN & SONS CO	SPRAYER	231039	09/02/22	23.94	1193882
101-301-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	822687	09/02/22	66.34	1193856
101-301-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	823346	09/02/22	161.73	1193856
101-301-850.000	TELEPHONE / INTERNET	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	135.02	1193832
101-301-935.000	VEHICLE & EQUIPMENT REPAI	F.C. WIMBERLEY FORD-MERC	VEH MAINT	70744	09/02/22	40.20	1193810
101-301-935.000	VEHICLE & EQUIPMENT REPAI	F.C. WIMBERLEY FORD-MERC	VEH MAINT	70770	09/02/22	66.15	1193810
101-301-935.000	VEHICLE & EQUIPMENT REPAI	F.C. WIMBERLEY FORD-MERC	VEH MAINT	70802	09/02/22	56.58	1193810
101-301-935.000	VEHICLE & EQUIPMENT REPAI	F.CASS AUTO SUPPLY CO, I	VEH MAINT	1-128534	09/02/22	150.57	1193812
101-301-967.000	EQUIPMENT < \$20,000	OFFICE INTERIORS	OFFICE CHAIRS	21596	09/02/22	911.82	1193857

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Fund 101 GENERAL FUND							
Dept 301 SHERIFF							
Total For Dept 301 SHERIFF						1,837.35	
Dept 345 PUBLIC SAFETY DEPT							
101-345-728.403	DEPARTMENTAL SUPPLIES	PRO SAFETY INNOVATIONS	AED PADS	2393	09/02/22	75.00	1193862
101-345-741.407	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	823346	09/02/22	207.66	1193856
Total For Dept 345 PUBLIC SAFETY DEPT						282.66	
Dept 351 JAIL OPERATION							
101-351-738.000	CLOTHING / BEDDING / TOILE	BOB BARKER CO., INC.	INMATE SUPPLIES	INV1800801	09/02/22	42.48	1193808
101-351-738.000	CLOTHING / BEDDING / TOILE	DASH	JAIL GLOVES	INV1269681	09/02/22	339.60	1193825
101-351-741.000	UNIFORMS	KIMBERLY JOHNSON	UNIFORMS	80	09/02/22	162.34	1193873
101-351-742.000	PRISONER MEALS	CASS COUNTY SHERIFF-PE	PETTY CASH	PETTY CASH	09/02/22	14.32	1193891
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 08/07/22-08/13	118760	09/02/22	4,409.23	21285
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 08/14/22-08/20	118943	09/02/22	4,629.91	21285
101-351-812.000	MEDICAL / DRUG / PHYSICALS	VAN BUREN/CASS DISTRIC	INMATE DENTAL	MICHAEL J PARKEY	09/02/22	320.00	1193877
101-351-812.000	MEDICAL / DRUG / PHYSICALS	VAN BUREN/CASS DISTRIC	INMATE DENTAL	SHANE WHITE	09/02/22	765.00	1193877
101-351-812.000	MEDICAL / DRUG / PHYSICALS	CASS COUNTY SHERIFF-PE	PETTY CASH	PETTY CASH	09/02/22	52.16	1193891
101-351-812.000	MEDICAL / DRUG / PHYSICALS	CORRECTIONAL RECOVERY	INMATE MEDICAL	Q4-100034453	09/02/22	7,508.14	21289
101-351-856.000	HARDWARE SUPPORT	ID NETWORKS INC	LIVESCAN SVC 09/01/22-08/31/23	279629	09/02/22	1,295.00	1193837
Total For Dept 351 JAIL OPERATION						19,538.18	
Dept 430 ANIMAL CONTROL							
101-430-728.000	DEPARTMENTAL SUPPLIES	CASS COUNTY SHERIFF-PE	PETTY CASH	PETTY CASH	09/02/22	42.64	1193891
101-430-734.000	CLEANING SUPPLIES	W. B. HAYDEN & SONS CO	CLEANING SUPPLIES	231033	09/02/22	72.91	1193882
101-430-801.000	PROFESSIONAL SERVICES	ABC CLINIC / PET REFUG	SPAY/NEUTER REIMBURSEMENT, SELLS	2009517	09/02/22	20.00	1193803
Total For Dept 430 ANIMAL CONTROL						135.55	
Dept 681 VETERANS' BURIALS							
101-681-833.000	VETERANS BURIAL	LEONARD SCHAEFER	BURIAL SCHAEFER	8/16/2022	09/02/22	300.00	1193847
Total For Dept 681 VETERANS' BURIALS						300.00	
Dept 682 VETERANS' COUNSELOR							
101-682-835.301	HEALTH SERVICES	VAN BUREN/CASS DISTRIC	APRIL 1-30, MAY 1-31, 22	6/3/2022	09/02/22	2,590.00	1193878
101-682-835.301	HEALTH SERVICES	CASSOPOLIS DENTAL	CRIPPS, DYLEWSKI, HUNT BRADY, GESTO, L	8/18/2022	09/02/22	3,685.80	21286
Total For Dept 682 VETERANS' COUNSELOR						6,275.80	
Dept 701 PLANNING COMMISSION							
101-701-712.000	PER DIEMS	DAVID KRING	PER DIEM/TRAVEL - PLANNING COMMISSI	AUGUST	09/02/22	34.00	1193844
101-701-712.000	PER DIEMS	RICHARD PALMISANO	PER DIEM/MILEAGE - PLANNING COMMISS	AUGUST	09/02/22	34.00	1193858
101-701-712.000	PER DIEMS	CHAR HIEMSTRA	PER DIEM/TRAVEL - PLANNING COMMISSI	AUGUST	09/02/22	34.00	21295
101-701-712.000	PER DIEMS	DIANNA MCGREW	PER DIEMS/TRAVEL - PLANNING COMMISS	AUGUST	09/02/22	34.00	21307
101-701-712.000	PER DIEMS	DAN STUTSMAN	PER DIEM/TRAVEL - PLANNING COMMISSI	AUGUST	09/02/22	34.00	21335
101-701-860.000	TRAVEL / TRANSPORTATION /	DAVID KRING	PER DIEM/TRAVEL - PLANNING COMMISSI	AUGUST	09/02/22	24.74	1193844
101-701-860.000	TRAVEL / TRANSPORTATION /	RICHARD PALMISANO	PER DIEM/MILEAGE - PLANNING COMMISS	AUGUST	09/02/22	7.00	1193858
101-701-860.000	TRAVEL / TRANSPORTATION /	CHAR HIEMSTRA	PER DIEM/TRAVEL - PLANNING COMMISSI	AUGUST	09/02/22	1.75	21295
101-701-860.000	TRAVEL / TRANSPORTATION /	DIANNA MCGREW	PER DIEMS/TRAVEL - PLANNING COMMISS	AUGUST	09/02/22	3.87	21307
101-701-860.000	TRAVEL / TRANSPORTATION /	DAN STUTSMAN	PER DIEM/TRAVEL - PLANNING COMMISSI	AUGUST	09/02/22	15.00	21335
Total For Dept 701 PLANNING COMMISSION						222.36	
Dept 751 PARKS & RECREATION							
101-751-728.000	DEPARTMENTAL SUPPLIES	CASS AUTO SUPPLY CO, I	FUEL FILTER	1128620	09/02/22	11.27	1193812
101-751-728.000	DEPARTMENTAL SUPPLIES	CASS COUNTY CONSERVATI	FRUIT TREES	12345	09/02/22	100.31	1193813
101-751-801.000	PROFESSIONAL SERVICES	LRS HOLDINGS LLC	PORTA JOHNS	PS474920	09/02/22	260.00	1193848
101-751-827.000	MAINTENANCE	UNITED STATES LUMBER C	REPAIRS	2208	09/02/22	45.39	1193842

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Fund 101 GENERAL FUND							
Dept 751 PARKS & RECREATION							
Total For Dept 751 PARKS & RECREATION						416.97	
Total For Fund 101 GENERAL FUND						131,415.08	
Fund 213 ANIMAL CONTROL DONATION FUND							
Dept 430 ANIMAL CONTROL							
213-430-802.000	MISCELLANEOUS SERVICES	COMMUNITY MILLS, INC.	FOOD & BOWLS FOR CASE WORK ANIMALS	00496096	09/02/22	30.64	1193822
213-430-802.000	MISCELLANEOUS SERVICES	COMMUNITY MILLS, INC.	SHAVINGS, COURT CASE SUPPLIES	00495933	09/02/22	6.50	1193822
213-430-802.000	MISCELLANEOUS SERVICES	COMMUNITY MILLS, INC.	DISPOSABLE BOOTS & GUINEA PIG FEED,	00495877	09/02/22	32.54	1193822
213-430-802.000	MISCELLANEOUS SERVICES	COMMUNITY MILLS, INC.	HAY & WATER BOTLES, COURT CASE SUPP	00495648	09/02/22	30.40	1193822
213-430-802.000	MISCELLANEOUS SERVICES	COMMUNITY MILLS, INC.	CHICKEN & RABBIT FEED, COURT CASE S	00495583	09/02/22	74.41	1193822
Total For Dept 430 ANIMAL CONTROL						174.49	
Total For Fund 213 ANIMAL CONTROL DONATION FUND						174.49	
Fund 216 DRUG COURT GRANTS FUND							
Dept 276 COURT GRANTS							
216-276-728.203	DEPARTMENTAL SUPPLIES	MULTI-HEALTH SYSTEMS I	TREATMENT COURT SUPPLIES	SIP00224042	09/01/22	263.47	1193889
216-276-801.203	PROFESSIONAL SERVICES - O:	TARA SMITH THERAPY SER	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	750.00	1193871
216-276-801.203	PROFESSIONAL SERVICES - O:	HEATHER BANGSTON	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	4.50	21283
216-276-801.203	PROFESSIONAL SERVICES - O:	PRESTON COLLETT	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	752.00	21288
216-276-801.203	PROFESSIONAL SERVICES - O:	MONIQUE DORTCH	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	1,758.00	21291
216-276-801.203	PROFESSIONAL SERVICES - O:	BARBARA M. HOWES	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	1,100.00	21296
216-276-801.203	PROFESSIONAL SERVICES - O:	CLARENCE JAMES	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	558.00	21298
216-276-801.203	PROFESSIONAL SERVICES - O:	BRANDY JONES	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	173.63	21299
216-276-801.203	PROFESSIONAL SERVICES - O:	CARLA LOWE	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	750.00	21312
216-276-801.203	PROFESSIONAL SERVICES - O:	TIFFANY MONDSCHIEIN	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	1,053.50	21314
216-276-801.203	PROFESSIONAL SERVICES - O:	GRACE MULLER	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	440.00	21315
216-276-801.203	PROFESSIONAL SERVICES - O:	HEATHER PAULEY	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	412.88	21320
216-276-801.203	PROFESSIONAL SERVICES - O:	KIMBERLY PEET	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	180.00	21321
216-276-801.203	PROFESSIONAL SERVICES - O:	JOHN PILLOW	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	116.69	21322
216-276-801.203	PROFESSIONAL SERVICES - O:	CHELSEA SCHOETZOW	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	720.00	21330
216-276-801.203	PROFESSIONAL SERVICES - O:	JESSEE SCHOETZOW	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	570.00	21331
216-276-801.203	PROFESSIONAL SERVICES - O:	REDDEN TODD	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	223.13	21337
216-276-801.203	PROFESSIONAL SERVICES - O:	BRADLEY WEST	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	26.75	21340
216-276-801.317	PROFESSIONAL SERVICES-FTC	MONIQUE DORTCH	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	50.00	21291
216-276-801.317	PROFESSIONAL SERVICES-FTC	CLARENCE JAMES	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	1,369.00	21298
216-276-801.317	PROFESSIONAL SERVICES-FTC	CARLA LOWE	PROBLEM SOLVING COURT (8/11/22-8/24	9222	09/02/22	225.00	21312
Total For Dept 276 COURT GRANTS						11,496.55	
Total For Fund 216 DRUG COURT GRANTS FUND						11,496.55	
Fund 260 INDIGENT DEFENSE FUND							
Dept 228 INFORMATION TECHNOLOGY							
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SE	INVESTIGATIVE SERVICES	AUGUST 30 2022	09/02/22	4,863.95	1193864
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	LEGAL SERVICES	082922	09/02/22	8,580.00	21292
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	LEGAL SERVICES	082922	09/02/22	289.00	21292
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	LEGAL SERVICES	082922	09/02/22	1,800.00	21292
260-228-805.000	LEGAL SERVICES	HEIDI DUNCAN	LEGAL SERVICES	082922	09/02/22	4,290.00	21293
260-228-805.000	LEGAL SERVICES	HEIDI DUNCAN	LEGAL SERVICES	082922	09/02/22	8,580.00	21293
260-228-805.000	LEGAL SERVICES	CHRISTOPHER PARKS	CONFLICT COUNSEL	082922	09/02/22	1,345.06	21318
Total For Dept 228 INFORMATION TECHNOLOGY						29,748.01	
Total For Fund 260 INDIGENT DEFENSE FUND						29,748.01	

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Fund 261 911 SERVICE FUND							
Dept 325 COMMUNICATIONS / DISPATCH							
261-325-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	1500005744	09/02/22	44.18	1193875
261-325-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	1500006626	09/02/22	59.78	1193875
261-325-850.000	TELEPHONE / INTERNET	FRONTIER	TELEPHONES - COUNTY BUILDINGS (9)	AUGUST	09/02/22	1,271.29	1193832
261-325-850.000	TELEPHONE / INTERNET	LANGUAGE LINE SERVICES	INTERPRETOR 07/2022	10589658	09/02/22	34.15	1193846
261-325-900.000	PRINTING & BINDING	PREFERRED PRINTING, IN	BUSINESS CARDS	34248	09/02/22	108.20	21323
261-325-920.000	ELECTRICITY	INDIANA MICHIGAN POWER	ELECTRIC (1)	082422	08/24/22	9.30	21342
261-325-922.000	WATER / SEWER	VILLAGE OF CASSOPOLIS	WATER/SEWER - E911	1 VC1209	09/02/22	96.24	1193880
Total For Dept 325 COMMUNICATIONS / DISPATCH						1,623.14	
Total For Fund 261 911 SERVICE FUND						1,623.14	
Fund 265 DRUG LAW ENFORCEMENT FUND							
Dept 301 SHERIFF							
265-301-730.000	MOTOR FUEL / LUBRICANTS	CASS COUNTY SHERIFF-PE	PETTY CASH	PETTY CASH	09/02/22	48.55	1193891
265-301-816.000	VETERINARY / K-9 COSTS	BERGMAN SMALL ANIMAL P	FAUST, NEERA VET	491765	09/02/22	607.71	1193806
265-301-816.000	VETERINARY / K-9 COSTS	HILL'S PET NUTRTION SA	DOG FOOD	0242944129	09/02/22	229.15	1193834
265-301-816.000	VETERINARY / K-9 COSTS	CASS COUNTY SHERIFF-PE	PETTY CASH	PETTY CASH	09/02/22	96.29	1193891
265-301-920.000	ELECTRICITY	MIDWEST ENERGY COOPERA	CCDET UTILITIES 07/15/22-08/15/22	2850801	09/02/22	263.91	21311
265-301-920.000	ELECTRICITY	MIDWEST ENERGY COOPERA	CCDET UTILITIES 07/15/22-08/15/22	2851202	09/02/22	169.92	21311
265-301-920.000	ELECTRICITY	MIDWEST ENERGY COOPERA	CCDET UTILITIES 07/15/22-08/15/22	3813101	09/02/22	48.06	21311
265-301-920.000	ELECTRICITY	MIDWEST ENERGY COOPERA	CCDET UTILITIES 07/15/22-08/15/22	4201703	09/02/22	167.36	21311
265-301-935.000	VEHICLE & EQUIPMENT REPAIR	TKO CUSTOMIZING	WINDOW TINT	807288	09/02/22	460.00	1193874
Total For Dept 301 SHERIFF						2,090.65	
Total For Fund 265 DRUG LAW ENFORCEMENT FUND						2,090.65	
Fund 266 LAW ENFORCEMENT FUND							
Dept 301 SHERIFF							
266-301-728.413	DEPARTMENTAL SUPPLIES	MEAT BY LINZ, INC	GOLF OUTING	1446633	09/02/22	152.16	1193850
266-301-935.411	VEHICLE & EQUIPMENT REPAIR	C. WIMBERLEY	VEH MAINT	47795	09/02/22	70.20	1193809
266-301-935.411	VEHICLE & EQUIPMENT REPAIR	CURTIS ROHDY	VEH MAINT	08252022	09/02/22	222.00	1193840
266-301-960.410	MISCELLANEOUS EXPENSE	CREATIVE VINYL	BRITTON DECALS	47169	09/02/22	139.00	1193823
266-301-960.410	MISCELLANEOUS EXPENSE	WOLF'S DIVER'S SUPPLY	SERVICE	1706	09/02/22	94.50	1193886
266-301-960.410	MISCELLANEOUS EXPENSE	CASS COUNTY SHERIFF-PE	PETTY CASH	PETTY CASH	09/02/22	47.00	1193891
Total For Dept 301 SHERIFF						724.86	
Total For Fund 266 LAW ENFORCEMENT FUND						724.86	
Fund 270 HISTORICAL COMMISSION FUND							
Dept 803 HISTORICAL COMMISSION							
270-803-960.000	EXPENDITURES	MIDWEST ENERGY COOPERA	ELECTRIC/TELEPHONE - NEWTON HOME	AUGUST	09/02/22	107.63	21311
270-803-960.000	EXPENDITURES	MIDWEST ENERGY COOPERA	ELECTRIC/TELEPHONE - NEWTON HOME	AUGUST	09/02/22	59.44	21311
Total For Dept 803 HISTORICAL COMMISSION						167.07	
Total For Fund 270 HISTORICAL COMMISSION FUND						167.07	
Fund 272 COMMUNITY CORRECTIONS FUND							
Dept 362 JAIL TRAINING							
272-362-801.000	PROFESSIONAL SERVICES	HOUSE ARREST SERVICES, SCRAM,	SOBERLINK 07/2022	5451460-JUL	09/02/22	1,447.25	1193836
272-362-801.000	PROFESSIONAL SERVICES	TARA SMITH THERAPY SER	JAIL SERVICES 07/2022	JULY FY 2022	09/02/22	307.95	1193872
272-362-801.000	PROFESSIONAL SERVICES	PRESTON COLLETT	JAIL MRT 07/2022	000010	09/02/22	600.00	21288
Total For Dept 362 JAIL TRAINING						2,355.20	

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Fund 272 COMMUNITY CORRECTIONS FUND							
Total For Fund 272 COMMUNITY CORRECTIONS FUND						2,355.20	
Fund 275 SHERIFF JUSTICE TRAINING FUND							
Dept 301 SHERIFF							
275-301-960.000	MISCELLANEOUS EXPENSE	FORENSIC PHOTOGRAPHY S	FORENSIC DIGITAL PHOTOGRAPHY FOR LA	08302022	09/02/22	500.00	1193831
Total For Dept 301 SHERIFF						500.00	
Total For Fund 275 SHERIFF JUSTICE TRAINING FUND						500.00	
Fund 282 CARES ACT FUND							
Dept 191 ACCOUNTING DEPT							
282-191-972.000	CAPITAL OUTLAY	CASS COUNTY ROAD COMMI	R-39-22 CCRC REVENUE	08232022	09/01/22	991,493.00	1193888
282-191-972.000	CAPITAL OUTLAY	CASS COUNTY ROAD COMMI	R-40-22 LOCAL	082322	09/01/22	500,000.00	1193888
282-191-972.001	CAPITAL OUTLAY - HISTORIC	INTERSECT STUDIO LLC	CONSULTANT FEES/DEMOLITION FEES	3186	09/02/22	158,109.55	21343
Total For Dept 191 ACCOUNTING DEPT						1,649,602.55	
Total For Fund 282 CARES ACT FUND						1,649,602.55	
Fund 290 SOCIAL WELFARE FUND							
Dept 000 GENERAL							
290-000-123.000	PREPAID EXPENSE	CHILD & FAMILY SERVICE	EXPENSES FOR OPERATION GOOD CHEER P	082422	09/02/22	1,860.00	1193820
Total For Dept 000 GENERAL						1,860.00	
Dept 670 DHS SOCIAL SERVICES							
290-670-712.000	PER DIEMS	DIANE SEIFERT	PER DIEM/TRAVEL-MCF/DHS	AUGUST	09/02/22	49.00	21333
290-670-712.000	PER DIEMS	VICKIE VAUGHN	PER DIEM/TRAVEL - MCF/DHS	AUGUST	09/02/22	40.25	21339
Total For Dept 670 DHS SOCIAL SERVICES						89.25	
Total For Fund 290 SOCIAL WELFARE FUND						1,949.25	
Fund 292 CHILD CARE FUND							
Dept 662 CHILD CARE - FAMILY COURT							
292-662-801.703	BASIC GRANT - COUNSELING	BATTLE CREEK COUNSELIN	EVALUATION INVOICE #20220823	9222	09/02/22	500.00	1193805
292-662-801.703	BASIC GRANT - COUNSELING	BATTLE CREEK COUNSELIN	EVALUATION INVOICE# 20220812	9222	09/02/22	500.00	1193805
Total For Dept 662 CHILD CARE - FAMILY COURT						1,000.00	
Total For Fund 292 CHILD CARE FUND						1,000.00	
Fund 297 DHS CHILD CARE FUND							
Dept 663 CHILD CARE - DHS							
297-663-801.707	PARENT AIDE	ROXANN RICE	CASS COUNTY CASE AIDE 8/8/22-8/21/2	9222	09/02/22	939.75	21326
Total For Dept 663 CHILD CARE - DHS						939.75	
Total For Fund 297 DHS CHILD CARE FUND						939.75	
Fund 445 PUBLIC IMPROVEMENT FUND							
Dept 900 CAPITAL OUTLAY							
445-900-967.000	EQUIPMENT	SOLID DESIGN SOFTWARE		SC10579	09/02/22	9,500.00	21334
Total For Dept 900 CAPITAL OUTLAY						9,500.00	
Total For Fund 445 PUBLIC IMPROVEMENT FUND						9,500.00	
Fund 595 JAIL COMMISSARY FUND							
Dept 351 JAIL OPERATION							
595-351-728.000	DEPARTMENTAL SUPPLIES	CENTRIC GROUP LLC	INMATE PHONES 06/2022	CASMI	09/02/22	3,988.94	1193839
595-351-728.000	DEPARTMENTAL SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 08/	118646	09/02/22	1,674.70	21285

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Fund 595 JAIL COMMISSARY FUND							
Dept 351 JAIL OPERATION							
595-351-728.000	DEPARTMENTAL SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 08/	118827	09/02/22	1,305.99	21285
Total For Dept 351 JAIL OPERATION						6,969.63	
Total For Fund 595 JAIL COMMISSARY FUND						6,969.63	
Fund 616 TAX REVOLVING CONTROL FUND							
Dept 000 GENERAL							
616-000-089.999	CHARGEBACKS DUE FROM OTHE	F GREGORY HODGSON OR VEN	MICHIGAN TAX TRIBUNAL 14-020-008-00	22-920	08/25/22	1,991.21	1193790
616-000-089.999	CHARGEBACKS DUE FROM OTHE	F KERRY KJERGAARD LIFE E	ASSESSOR ADJUSTMENT 14-090-185-049-	22-916	08/25/22	857.17	1193792
616-000-089.999	CHARGEBACKS DUE FROM OTHE	F MARCELLUS VILLAGE TREA	REFUND FROM ASSESSOR/BOR ADJUSTMENT	22-918	08/25/22	181.92	1193793
616-000-089.999	CHARGEBACKS DUE FROM OTHE	F ONTWA TWP. TREASURER	REFUND FROM ASSESSOR/BOR ADJUSTMENT	22-919	08/25/22	64.17	1193795
Total For Dept 000 GENERAL						3,094.47	
Dept 254 DELINQUENT TAX PROPERTY SALES							
616-254-801.018	18 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	NOTICE OF INTENT CLAIM PROCEEDS 709	338263 NJS	09/02/22	600.00	21301
616-254-801.018	18 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	NOTICE OF INTENT TO CLAIMS- 215 SHE	338262 NJS	09/02/22	1,012.50	21301
616-254-801.018	18 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	2018 TAX FORECLOSURES (2020)	338261 NJS	09/02/22	487.50	21301
616-254-801.019	19 TAX YR SALE EXPENDITURE	CROSS EXCAVATING & DEM	DEMOLITION -509 1/2 N FRONT ST, DOW	2022-7262	08/25/22	9,063.00	1193788
616-254-801.019	19 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	FORECLOSE SALE PROCEEDS - JACQUELIN	338264 NJS	09/02/22	112.50	21301
616-254-801.020	20 TAX YR SALE EXPENDITURE	TITLE CHECK, LLC	PARCEL ADMIN FEES 2020	2208-22	09/02/22	2,459.17	21336
Total For Dept 254 DELINQUENT TAX PROPERTY SALES						13,734.67	
Total For Fund 616 TAX REVOLVING CONTROL FUND						16,829.14	
Fund 631 TAX REVOLVING - 2021							
Dept 000 GENERAL							
631-000-275.000	OVERPAYMENT OF TAXES	CITY OF DOWAGIAC	2022 SUMMER TAXES 14-160-205-001-00	22-921	08/25/22	1,640.75	1193787
Total For Dept 000 GENERAL						1,640.75	
Total For Fund 631 TAX REVOLVING - 2021						1,640.75	
Fund 661 MOTOR POOL FUND							
Dept 000 GENERAL							
661-000-148.000	VEHICLES	CREATIVE VINYL	VEHICLE GRAPHICS	47197	09/02/22	537.76	1193823
661-000-148.000	VEHICLES	CREATIVE VINYL	REMOVE OLD GRAPHICS	47198	09/02/22	165.00	1193823
661-000-148.000	VEHICLES	CREATIVE VINYL	INSTALL NEW VEH GRAPHICS	47211	09/02/22	537.76	1193823
661-000-148.000	VEHICLES	CREATIVE VINYL	INSTALL NEW VEH GRAPHICS	47225	09/02/22	537.76	1193823
Total For Dept 000 GENERAL						1,778.28	
Total For Fund 661 MOTOR POOL FUND						1,778.28	
Fund 701 GENERAL CUSTODIAL FUND							
Dept 000 GENERAL							
701-000-221.529	DUE TO CITY OF DOWAGIAC	DOWAGIAC CITY TREASURE	ORDINANCE FINES & COSTS - JULY 2022	22-910	08/25/22	160.05	1193789
701-000-226.511	DUE TO TOWNSHIPS - HOWARD	HOWARD TOWNSHIP TREASU	ORDINANCE FINES & COSTS - JULY 2022	22-912	08/25/22	99.00	1193791
701-000-226.518	DUE TO TOWNSHIPS - ONTWA	ONTWA TWP. TREASURER	ORDINANCE FINES & COSTS - JULY 2022	22-911	08/25/22	610.83	1193794
701-000-226.524	DUE TO TOWNSHIPS - WAYNE	WAYNE TOWNSHIP TREASUR	ORDINANCE FINES & COSTS - JULY 2022	22-913	08/25/22	54.45	1193801
701-000-227.525	DUE TO VILLAGES - CASSOPOI	CASSOPOLIS VILLAGE TRE	ORDINANCE FINES & COSTS - JULY 2022	22-914	08/25/22	174.90	1193786
701-000-227.526	DUE TO VILLAGES - EDWARDS	VILLAGE OF EDWARDSBURG	ORDINANCE FINES & COSTS - JULY 2022	22-915	08/25/22	277.20	1193800
701-000-228.010	DUE TO STATE - ST EDUCATI	C STATE OF MICHIGAN	RETURN FOR S.E.T & MOBILE HOME TAX	SOM-0815	08/25/22	811,945.68	1193797
701-000-228.060	SHARED FEES (PROBATE)	STATE OF MICHIGAN	PROABTE COURT FEES DUE TO THE STATE	9.1.2022	09/02/22	3,736.90	1193897
701-000-228.371	CRIME VICTIMS RIGHTS (PRO	STATE OF MICHIGAN	FEE TRANSMITTAL FROM CASS COUNTY JU	9122	09/02/22	39.60	1193896
701-000-228.424	STATE COURT FUND (PROBATE)	STATE OF MICHIGAN	PROABTE COURT FEES DUE TO THE STATE	9.1.2022	09/02/22	290.00	1193897
701-000-228.560	E RECORDING FILING (PROBA	STATE OF MICHIGAN	PROABTE COURT FEES DUE TO THE STATE	9.1.2022	09/02/22	725.00	1193897

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Fund 701 GENERAL CUSTODIAL FUND							
Dept 000 GENERAL							
701-000-228.580	CIVIL FILING FEE (PROBATE)	STATE OF MICHIGAN	PROABTE COURT FEES DUE TO THE STATE	9.1.2022	09/02/22	4,226.00	1193897
701-000-228.591	JUSTICE SYSTEM FUND (FAMI	STATE OF MICHIGAN	FEE TRANSMITTAL FROM CASS COUNTY JU	9122	09/02/22	91.00	1193896
701-000-228.673	TRAILER COACH PARK TAX (TF	STATE OF MICHIGAN	RETURN FOR S.E.T & MOBILE HOME TAX	SOM-0815	08/25/22	1,708.00	1193797
701-000-230.500	DUE TO CCDCF	CASS COUNTY MEDICAL CA	LOCAL COMMUNITY STABILIZATION SHARE	22-939	09/02/22	18,550.40	1193815
701-000-255.674	DEPOSITS PAYABLE SPAY / NE	ABC CLINIC / PET REFUG	SPAY/NEUTER REIMBURSEMENT, SELLS	2009517	09/02/22	30.00	1193803
701-000-274.002	COMMERCIAL FOREST TAX	CALVIN TWP. TREASURER	COMMERCIAL FOREST DISTRIBUTION	22-938	09/02/22	5.04	1193811
701-000-274.002	COMMERCIAL FOREST TAX	CASS COUNTY COUNCIL ON	COMMERCIAL FOREST DISTRIBUTION	22-923	09/02/22	28.23	1193814
701-000-274.002	COMMERCIAL FOREST TAX	CASS COUNTY COUNCIL ON	COMMERCIAL FOREST DISTRIBUTION	22-923	09/02/22	17.86	1193814
701-000-274.002	COMMERCIAL FOREST TAX	CASS COUNTY MEDICAL CA	COMMERCIAL FOREST DISTRIBUTION	22-924	09/02/22	14.16	1193815
701-000-274.002	COMMERCIAL FOREST TAX	CASS COUNTY MEDICAL CA	COMMERCIAL FOREST DISTRIBUTION	22-924	09/02/22	8.96	1193815
701-000-274.002	COMMERCIAL FOREST TAX	CASSOPOLIS PUBLIC SCHO	COMMERCIAL FOREST DISTRIBUTION	22-929	09/02/22	34.85	1193819
701-000-274.002	COMMERCIAL FOREST TAX	DECATUR PUBLIC SCHOOLS	COMMERCIAL FOREST DISTRIBUTION	22-926	09/02/22	22.65	1193826
701-000-274.002	COMMERCIAL FOREST TAX	DOWAGIAC UNION SCHOOL	COMMERCIAL FOREST DISTRIBUTION	22-928	09/02/22	18.14	1193828
701-000-274.002	COMMERCIAL FOREST TAX	HERITAGE SW INTERMEDIA	COMMERCIAL FOREST DISTRIBUTION	22-932	09/02/22	33.15	1193833
701-000-274.002	COMMERCIAL FOREST TAX	LAGRANGE TWP. TREASURE	COMMERCIAL FOREST DISTRIBUTION	22-937	09/02/22	8.11	1193845
701-000-274.002	COMMERCIAL FOREST TAX	MARCELLUS COMMUNITY SC	COMMERCIAL FOREST DISTRIBUTION	22-927	09/02/22	8.26	1193849
701-000-274.002	COMMERCIAL FOREST TAX	MICHIGAN DEPARTMENT OF	COMMERCIAL FOREST DISTRIBUTION	22-925	09/02/22	588.65	1193851
701-000-274.002	COMMERCIAL FOREST TAX	PENN TWP. TREASURER	COMMERCIAL FOREST DISTRIBUTION	22-936	09/02/22	2.49	1193859
701-000-274.002	COMMERCIAL FOREST TAX	POKAGON TWP. TREASURER	COMMERCIAL FOREST DISTRIBUTION	22-935	09/02/22	3.08	1193861
701-000-274.002	COMMERCIAL FOREST TAX	SOUTHWESTERN MICHIGAN	COMMERCIAL FOREST DISTRIBUTION	22-930	09/02/22	43.34	1193868
701-000-274.002	COMMERCIAL FOREST TAX	VANBUREN CO. BD. OF ED	COMMERCIAL FOREST DISTRIBUTION	22-931	09/02/22	17.83	1193879
701-000-274.002	COMMERCIAL FOREST TAX	VOLINIA TOWNSHIP TREAS	COMMERCIAL FOREST DISTRIBUTION	22-934	09/02/22	5.54	1193881
701-000-274.002	COMMERCIAL FOREST TAX	WAYNE TOWNSHIP TREASUR	COMMERCIAL FOREST DISTRIBUTION	22-933	09/02/22	7.78	1193883
701-000-285.000	DEPOSITS PAYABLE (JUVENILE	AUTO OWNERS INSURANCE	RESTITUTION FROM M NEEDHAM FILE#12-	9122	09/02/22	25.00	1193890
701-000-285.000	DEPOSITS PAYABLE (JUVENILE	STEVEN GLASS	RESTITUTION FROM D. HRADEL	9122	09/02/22	25.00	1193892
701-000-285.000	DEPOSITS PAYABLE (JUVENILE	HAMPSHIRE COUNTRY CLUB	RESTITUTION FROM C.KELLEY	9122	09/02/22	180.00	1193893
701-000-285.000	DEPOSITS PAYABLE (JUVENILE	PARAGON SUBROGATION SE	RESTITUTION C.SALGUERO CLAIM# 57409	9122	09/02/22	25.00	1193895
701-000-960.502	MISCELLANEOUS EXPENSE	CASS COUNTY COUNCIL ON	VILLAGE OF CASS HOUSING PILOT	22-922	09/02/22	94.50	1193814
701-000-960.502	MISCELLANEOUS EXPENSE	CASS COUNTY COUNCIL ON	LOCAL COMMUNITY STABILIZATION SHARE	22-940	09/02/22	36,985.77	1193814
Total For Dept 000 GENERAL						880,922.40	
Total For Fund 701 GENERAL CUSTODIAL FUND						880,922.40	
Fund 704 IMPREST PAYROLL FUND							
Dept 000 GENERAL							
704-000-231.860	DUE TO VOLUNTARY LTD	RELIANCE STANDARD LIFE	SHORTAGE DUE FOR LTD AND STD	083022	09/02/22	3,804.04	21325
704-000-231.861	DUE TO LIFE / AD&D / STD	RELIANCE STANDARD LIFE	SHORTAGE DUE FOR LTD AND STD	083022	09/02/22	404.11	21325
704-000-231.868	DUE TO WORKERS COMPENSATI	MICHIGAN MUNICIPAL LEA	POLICY PREMIUM 7/1/22-7/1/23	6359206	09/02/22	25,998.00	21310
704-000-232.000	DUE TO EMPLOYEES	SARA HEUER	REISSUANCE OF PAYROLL CHECK	082522	08/25/22	685.18	1193796
704-000-232.000	DUE TO EMPLOYEES	THOMAS HUBBERT	REISSUANCE OF PAYROLL CHECK	082522	08/25/22	945.94	1193799
Total For Dept 000 GENERAL						31,837.27	
Total For Fund 704 IMPREST PAYROLL FUND						31,837.27	
Fund 841 LAKE LEVEL FUND							
Dept 442 DRAIN COMMISSIONER							
841-442-965.000	DRAIN & LAKE LEVEL COSTS	STATE OF MICHIGAN	#209 - BARRON LAKE LKEVEL - PERMIT	761-10500662	09/02/22	200.00	1193869
841-442-965.000	DRAIN & LAKE LEVEL COSTS	MIDWEST ENERGY COOPERA	#204 TWIN LAKES DRAIN	AUGUST	09/02/22	197.82	21311
Total For Dept 442 DRAIN COMMISSIONER						397.82	
Total For Fund 841 LAKE LEVEL FUND						397.82	

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Fund Totals:							
			Fund 101 GENERAL FUND			131,415.08	
			Fund 213 ANIMAL CONTROL DONATION FUND			174.49	
			Fund 216 DRUG COURT GRANTS FUND			11,496.55	
			Fund 260 INDIGENT DEFENSE FUND			29,748.01	
			Fund 261 911 SERVICE FUND			1,623.14	
			Fund 265 DRUG LAW ENFORCEMENT FUND			2,090.65	
			Fund 266 LAW ENFORCEMENT FUND			724.86	
			Fund 270 HISTORICAL COMMISSION FUND			167.07	
			Fund 272 COMMUNITY CORRECTIONS FUND			2,355.20	
			Fund 275 SHERIFF JUSTICE TRAINING FUN			500.00	
			Fund 282 CARES ACT FUND			1,649,602.55	
			Fund 290 SOCIAL WELFARE FUND			1,949.25	
			Fund 292 CHILD CARE FUND			1,000.00	
			Fund 297 DHS CHILD CARE FUND			939.75	
			Fund 445 PUBLIC IMPROVEMENT FUND			9,500.00	
			Fund 595 JAIL COMMISSARY FUND			6,969.63	
			Fund 616 TAX REVOLVING CONTROL FUND			16,829.14	
			Fund 631 TAX REVOLVING - 2021			1,640.75	
			Fund 661 MOTOR POOL FUND			1,778.28	
			Fund 701 GENERAL CUSTODIAL FUND			880,922.40	
			Fund 704 IMPREST PAYROLL FUND			31,837.27	
			Fund 841 LAKE LEVEL FUND			397.82	
Total For All Funds:						2,783,661.89	

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

SEPTEMBER 1, 2022

The County Board of Commissioners met in regular session Thursday, September 1, 2022, in the Board of Commissioners chambers.

Chair Skip Dyes called the meeting to order at 5:00 p.m. Commissioner Jones provided the Invocation. Commission Laylin led the Pledge of Allegiance to the Flag of the United States of America.

Chief Deputy Clerk/Register Heather Harding called roll:

Commissioners Present (7): Annie File, Jeremiah Jones, Mike Grice, Dwight Dyes, Ryan Laylin, Roseann Marchetti and Robert Benjamin.

Commissioners Absent (0): None.

STAFF PRESENT: County Administrator Matthew Newton, Finance Director Jennifer Rentfrow and Chief Deputy Clerk/Register Heather Harding.

Chair Dyes opened the public hearing at 5 pm.

PUBLIC HEARING

County Administrator Matthew Newton indicated that he and Finance Director Jennifer Rentfrow have prepared the FY 2023 budget. He spoke briefly regarding the process. Chair Dyes asked if there was any input from the public.

Lori Whitmyer, Cass County Conservation District Director, spoke regarding the funding the County provides for the Conservation District. They are asking for an increase with hopes of hiring another position and an ability to provide more education in schools.

Commissioner Laylin moved, seconded by Commissioner Jones, to close the public hearing.

Public hearing closed at 5:04 pm.

INTRODUCTION OF VISITORS

Visitors introduced themselves.

PUBLIC COMMENT

Bruno Editis, Barron Lake Association President, spoke regarding the pump inefficiencies at Barron Lake. They have been able to isolate the problem and are now able to fix and remedy the inefficiencies.

Dale Snow, Eagle Lake landowner, spoke briefly regarding his standing in the community and gave information about a lawsuit he is involved with the Cass County Road Commission.

APPROVAL OF THE AGENDA

Commissioner Marchetti moved, seconded by Commissioner Benjamin, to approve the Cass County Board of Commissioners Regular Meeting Amended Agenda for September 1, 2022, with the addition of M-169-22 a motion to approve a secondary road patrol grant in the amount of \$106,345.00. There was no discussion. Motion carried by voice vote.

RECOGNITIONS

There were none.

PRESENTATIONS

There were none.

CONSENT AGENDA

Vice Chair Grice moved, seconded by Commissioner Marchetti, 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-162-22

Motion to approve Claims dated August 19, 2022.

M-163-22

Motion to approve the August 18, 2022, Cass County Board of Commissioners Regular Meeting minutes and the August 22, 2022, Special Meeting minutes.

There was no discussion.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners File, Jones, Grice, Dyes, Laylin, Marchetti and Benjamin.

No (0): None.

The consent agenda passed by roll call vote.

COMMITTEE REPORTS

Commissioners File, Marchetti and Jones offered committee reports.

APPOINTMENTS COMMITTEE REPORT

Commissioner Marchetti reported that there are two Woodlands board positions open and one position on the EDC board. Interested candidates can apply on the Cass County website.

ADMINISTRATOR'S REPORT

County Administrator Matthew Newton offered the Administrator's Report.

PUBLIC SAFETY UPDATE

Sheriff Behnke briefed commissioners about a situation at the Dowagiac Union Schools. He wanted to let them know that one of his deputies went 'above and beyond' on the first day of school when reports came in about a student with a gun. He further reported the Marine Division will start 'tapering off' after this weekend. He finished with an introduction of Tracy Monroe as the new office manager.

COUNTY PARTNERS

There were none.

ELECTED OFFICIALS UPDATE

Cass County Treasurer gave an update regarding PRE (principal residence exemption). She indicated that her office received the most they have ever received at one time, 144. She offered stats of monies collected and where it would be allocated.

Chief Judge Carol Bealor asked commissioners should they have any constituents with complaints about the zoom proceedings being held, pass them on to her. She indicated that they would be continuing zoom proceedings for different hearings, but the building is always open, and they can attend in person should they want to do that instead.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

R-164-22

2022 REVISED L-4029 RESOLUTION

WHEREAS, it is the statutory duty of Cass County Board of Commissioners to authorize the levy of the county's millage rate for 2022; and

WHEREAS, the county millage is affected by M.C.L. Section 211.34d, Headlee Rollback, that has limited the County to 6.7255 mills for 2022 and;

WHEREAS, the State Treasury has notified Cass County on monies to be received under the Convention Facility Liquor Tax of \$139,203 and Health and Safety Fund Act Revenue of \$0 for a total of \$139,203 which further reduces the county millage rate to 6.7255 mills due to M.C.L. Section 211.34d and P.A. 5 of 1982 and;

WHEREAS, the County Board of Commissioners has the authority to levy a maximum of 6.7255 mills, which includes 4.5702 Allocated mills, 0.9858 mill for Council on Aging, 0.4751 allocated mill for Drug Enforcement, 0.4944 mill for Cass County Medical Care Facility and 0.2000 mill for E-911 Emergency Dispatch and;

WHEREAS, the county can levy the full millage rate of 6.7255 only after fulfilling the public requirements of M.C.L. Section 211.34d and P.A. 5 of 1982 and;

WHEREAS, the Cass County Board of Commissioners has fulfilled the requirements of M.C.L. 211.34d and P.A. 5 of 1982.

NOW, THEREFORE BE IT RESOLVED, that after much deliberation and consideration of the county's budgetary needs for 2022, the Cass County Board of Commissioners has decided, in the best interest of the county, to levy 6.7255 mills, which is 4.5702 Allocated mills, 0.9858 mill for Council on Aging, 0.4751 mill for Drug Enforcement, 0.4944 mill for Cass County Medical Care Facility and 0.2000 mill for E-911 Emergency Dispatch.

Commissioner File moved, seconded by Commissioner Benjamin, to approve resolution R-164-22. There was no discussion.

The Chair instructed the Chief Deputy to call roll:

Yes(7): Commissioners Jones, Grice, Dyes, Laylin, Marchetti, Benjamin and File.

No(0): None.

Resolution R-164-22 passed by roll call vote.

R-165-22

FISCAL YEAR 2023 AND FISCAL YEAR 2024 GENERAL APPROPRIATIONS ACT

WHEREAS, the Uniform Budgeting and Accounting Act (Public Act 2 of 1968) provides a system of unified procedures for the preparation and execution of budgets for units of local government; and

WHEREAS, the County Administrator has prepared a recommended budget as required by Public Act 2; and

WHEREAS, it is the intent of the Board of Commissioners to provide for the solvency of county fiscal operations by adopting an Appropriations Act as required by law; and

WHEREAS, the Board of Commissioners, in accordance with the Uniform Budgeting and Accounting Act, held a public hearing on the FY 2023 and FY 2024 budget on September 1, 2022, after proper notice was published in a newspaper of general circulation.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that this General Appropriations Act is adopted for October 1, 2022 – September 30, 2023 and October 1, 2023 – September 30, 2024 and provides by departmental activity, the budgets as approved and amended by the Board this date; and

BE IT FURTHER RESOLVED that this General Appropriations Act reflects the application of \$1,849,469 and \$2,023,373, respectively from General Fund fund balance for a FY 2022-2023 and FY 2023-2024 balanced budget; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby adopts the budgets of the Other Funds as attached; and

BE IT FURTHER RESOLVED that this budget reflects a reasonable allocation of available resources to the various County departments, boards, and agencies, and allows for all mandated services, programs, and activities to be performed at or above reasonable, necessary, and serviceable levels; and

BE IT FURTHER RESOLVED that every appropriation is subject to all County policies as well as the conditions set forth in this resolution and that any modification, addition, or deletion, of such amounts hereby adopted shall be done in accordance with the policies and procedures established by the Board of Commissioners; and

BE IT FURTHER RESOLVED that the Board of Commissioners grants authority to appointed Boards and Commissions to manage their assigned budgets as adopted herein; and

BE IT FURTHER RESOLVED that it is understood that revenues and expenses may vary from those which are currently contemplated and may be changed from time to time by the Board of Commissioners during the 2023 and 2024 fiscal years as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the approved budget and/or impose a

hiring freeze and/or impose reductions in force due to unforeseen financial changes; therefore, the Board of Commissioners reserves the right to impose a hiring freeze at any time; and

BE IT FURTHER RESOLVED that those positions included in the budget and programs which are supported partially or in whole by grant, cost sharing, reimbursement, or other source of outside funding are only approved contingent upon the County receiving the budgeted revenues. Upon notification that budgeted funding of a position or program shall not be received, the Elected Official or Department Head shall immediately notify the County Administrator and that position shall be immediately removed if funding is exhausted; and

BE IT FURTHER RESOLVED that the County Administrator shall oversee the preparation and maintenance of accounts in every office to enforce this Act as adopted and that the Board of Commissioners permits the County Administrator to execute transfers between line items of departments so as to eliminate the necessity for budget amendments except between distinct departmental activities.

Commissioner Jones moved, seconded by Commissioner File, to approve resolution R-165-22.

Commissioner Benjamin expressed his concern with the \$1.8 million dollar deficit. He went on to say that the Cass County Conservation District should submit for the money they are asking for separately.

Commissioner Marchetti and Grice expressed their concern over the deficit as well. Commissioner Grice asked where the funding was in the budget for the Historical Building. County Administrator Matthew Newton informed them that fund 282 is the ARPA monies that will be used for the Historical Building.

Commissioner Jones expressed his confidence in County Administrator Matthew Newton and Finance Director Jennifer Rentfrow. He went on to point out that historically (the last 10 years) the budget has been in a deficit to begin with.

County Administrator Newton addressed the concerns with the deficit. Marijuana monies could go up, would like to look at revenues and need to try to be conservative with expenditures. He went on to point out that FY 21-22 had a projected deficit; however, ended with a surplus.

Commissioner Grice asked how many departments asked for new employees. Finance Director Jennifer Rentfrow indicated that there may be one new position.

Commissioner Dyes expressed that in the last ten years there have been no layoffs. He is bothered by the deficit, but comfortable.

There was no further discussion.

The Chair instructed the Chief Deputy to call roll:

Yes(4): Commissioners Dyes, Laylin, File and Jones.

No(3): Commissioners Grice, Marchetti and Benjamin.

Resolution R-165-22 passed by roll call vote.

R-166-22

A RESOLUTION TO AUTHORIZE AND GRANT THE COUNTY DRAIN COMMISSIONER THE AUTHORITY TO EXCEED THE STATUTORY EXPENDITURE LIMIT TO PROCEED WITH AN ADDITIONAL AUGMENTATION WELL FOR BARRON LAKE

WHEREAS, Part 307 of the Natural Resources and Environmental Protection Act, MCL 324.30701, et seq (“Part 307”), among other things, outlines a process to maintain legal lake levels and to fund improvements to maintain a legal lake level; and

WHEREAS, Part 307 requires a county board of commissioners and/or their delegated authority to maintain a legal lake level. MCL 324.30708(1). The Cass County Drain Commissioner (“Drain Commissioner”) is the delegated authority who maintains Barron Lake’s legal lake level. Part 307 further allows counties and delegated authorities to drill wells or pump water to maintain a legal lake level. MCL 324.30708(3); and

WHEREAS, Barron Lake is an inland lake located within Howard Township, Cass County, Michigan. An Order of the Cass County Circuit Court established a legal lake level under Part 307 for Barron Lake on January 30, 2004; and

WHEREAS, Barron Lake’s legal lake level is maintained, in-part, by an augmentation well; and

WHEREAS, after monitoring the performance of the current augmentation well, the Cass County Drain Commissioner desires to add a second augmentation well in order to ensure compliance with the 2004 Barron Lake Level Order; and

WHEREAS, statute limits the expenditure amount of the delegated authority to \$10,000.00 dollars in a calendar year beyond which County Board of Commissioner approval would be required by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners as follows:

1. The Cass County Board of Commissioners authorizes granting the Drain Commissioner acting on behalf of the Barron Lake Level Special Assessment District the authority to exceed the expenditure limit to proceed with an additional augmentation well.
2. Pursuant to Part 307, the Drain Commissioner is the delegated authority that maintains Barron Lake’s lake level and he may take any actions as authorized under Part 307 to maintain the Part

307 lake level including constructing a second augmentation well. The Drain Commissioner is expressly authorized to retain legal counsel, engineers, and/or any such experts necessary to design and construct a second augmentation well.

3. All costs associated with obtaining an easement and designing and constructing the second augmentation well (including the costs of retaining the experts discussed above) shall be borne by property owners within the Barron Lake Level Special Assessment District to the extent authorized by Part 307 and other applicable laws. The County Board of Commissioners authorizes the Drain Commissioner to spend over \$10,000 to construct the second augmentation well.

Commissioner Grice moved, seconded by Commissioner Marchetti, to approve resolution R-166-22. There was no discussion.

The Chair instructed the Chief Deputy to call roll:

Yes(7): Commissioners Dyes, Laylin, Marchetti, Benjamin, File, Jones and Grice.

No(0): None.

Resolution R-166-22 passed by roll call vote.

M-167-22

Commissioner Marchetti moved, seconded by Commissioner Grice, to approve budget amendment in the amount of \$25,000 for Jury Fees and transfer \$13,892.35 from Clerk-Professional Services (101-215-801.000) to Election-Printing and Binding (101-262-900.000). There was no discussion. Motion carried by voice vote.

M-168-22

Commissioner Laylin moved, seconded by Commissioner Marchetti, to approve jail shower quote from R.W. LaPine, Inc. in the amount of \$210,000.00 and to be completed by December 31, 2022. There was no discussion. Motion carried by voice vote.

M-169-22

Commissioner Marchetti moved, seconded by Commissioner Jones, to approve a secondary road patrol grant in the amount of \$106,345.05. There was no discussion. Motion carried by voice vote.

CLOSED SESSION

There was none.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners Jones, File and Dyes made board member comments/announcements.

ADJOURNMENT

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

The meeting adjourned at 5:52 p.m.

Approved: _____
Date

Dwight Dyes, Chair

Heather Harding, Chief Deputy Clerk



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

ADMINISTRATOR'S REPORT – September 9, 2022

Meetings – In-Person & Virtual

- Hydro Aluminium Site Visit
- Jodi Nestich, IT Director
- Attorney Butterer
- Personnel
- Stephen Curry, MAC
- Prosecutor Fitz
- Personnel
- Attorney Butterer
- Kevin Anderson, Dowagiac City Manager
- Erika Espeland, GIS Director
- Commissioner Marchetti
- Sheriff Behnke
- Policy Committee
- Personnel
- Intersect Studio
- PlazaCorp
- Erika Espeland, GIS Director
- Commissioner Laylin
- Commissioner Marchetti
- Chair Dyes
- Commissioner Benjamin
- Vice-Chair Grice
- Personnel

CASS COUNTY

FINANCE DIRECTOR

TO: CASS COUNTY BOARD OF COMMISSIONERS
FROM: JENNIFER RENTFROW / FINANCE
DATE: AUGUST 31, 2022
RE: FINANCE REPORT

GENERAL FUND BUDGET TO ACTUAL SUMMARY REPORT

Attached you will find the General Fund Budget to Actual Summary Report. The report reflects the fiscal year budget & year-to-date activity total from October 1, 2021 through August 31, 2022, (FYE 9/30/22).

**Please note this is a preliminary report and is subject to change as it continues to be reviewed in depth to prepare for closing year-end and audit preparations.*

NOTES OF INTEREST

The preparation of the FY 23 budget was a large focus during July and August. Administrator Newton presented the budget to the Board of Commissioners for their review on August 18, 2022. This was followed by a Special Meeting on August 22, 2022. I would like to see a focus on driving revenues by means of grants and inter-agency partnerships in the future.

Inter-agency contract for Facilities was approved recently. We have since caught up and billed for any work that was completed and have already started receiving revenues.

There is one month remaining in the fiscal year. The focus will be to start preparing for fiscal year end. I will be reaching out to the auditors in the coming weeks and will prepare them for all the changes that have occurred as far as our Chart of Accounts.

**GENERAL FUND REVENUE BUDGET TO ACTUAL SUMMARY
AS OF 08/31/2022 (92% of Fiscal Year 2021-2022)**

	ACTUAL @ 8/31/21	2021-2022 ORIGINAL	2021-2022 AMENDED	ACTIVITY FOR AUG 2022	ACTUAL @ 8/31/22	AVAILABLE BALANCE	% BDGT USED
REVENUE SOURCES LESS GRANT/REIMBURSEMENTS:							
FEES/SERVICES/PERMITS	1,819,574.48	1,938,497.00	1,938,497.00	180,948.14	1,659,566.18	278,930.82	85.61%
INTEREST & RENTS	163,274.17	179,500.00	179,500.00	17,023.33	123,547.41	55,952.59	68.83%
STATE FUNDING	2,085,220.02	2,635,361.00	2,629,337.00	373,355.40	2,028,682.32	600,654.68	77.16%
TRANSFERS IN	502,851.14	470,000.00	470,000.00	0.00	349,750.00	120,250.00	74.41%
TAXES	3,276,686.46	11,305,000.00	11,305,000.00	1,713,260.78	4,123,215.34	7,181,784.66	36.47%
SUB TOTAL	7,847,606	16,528,358	16,522,334	2,284,588	8,284,761	8,237,573	50.14%
GRANT/REIMBURSEMENTS:							
GRANTS	1,330,478.77	1,673,171.00	1,679,134.00	71,020.15	951,644.13	727,489.87	56.67%
LOCAL CONTRIBUTIONS	158,158.83	415,047.00	475,443.00	9,842.88	199,562.70	275,880.30	41.97%
REIMBURSEMENTS/OTHER REVENUE	240,946.54	233,300.00	520,800.00	37,062.64	396,153.84	124,646.16	76.07%
FUND BALANCE ALLOCATION	0.00	1,235,102.00	1,323,570.00	0.00	0.00	1,323,570.00	0.00%
SUB TOTAL	1,729,584	3,556,620	3,998,947	117,926	1,547,361	2,451,586	38.69%
TOTAL REVENUES	9,577,190	20,084,978	20,521,281	2,402,513	9,832,122	10,689,159	47.91%
TOTAL EXPENSES (See Detail Below)	15,351,813	20,084,978	20,521,281	1,407,931	16,823,687	3,697,594	81.98%

**GENERAL FUND EXPENSE BUDGET TO ACTUAL SUMMARY
AS OF 08/31/2022 (92% of Fiscal Year 2021-2022)**

	ACTUAL @ 8/31/21	2021-2022 ORIGINAL	2021-2022 AMENDED	ACTIVITY FOR AUG 2022	ACTUAL @ 8/31/22	AVAILABLE BALANCE	% BDGT USED
101 - BOARD OF COMMISSIONERS	167,167.38	197,911.00	197,911.00	8,322.78	145,985.63	51,925.37	73.76%
172 - ADMINISTRATOR	406,691.17	247,175.00	312,175.00	19,450.32	284,114.77	28,060.23	91.01%
191 - ACCOUNTING DEPT	181,162.77	352,305.00	352,305.00	20,871.02	286,145.04	66,159.96	81.22%
215 - CLERK	483,477.13	653,615.00	653,615.00	42,200.91	494,764.44	158,850.56	75.70%
228 - INFORMATION TECHNOLOGY	466,505.06	849,570.00	849,570.00	48,043.27	602,150.68	247,419.32	70.88%
233 - PURCHASING	146,259.47	145,400.00	145,400.00	6,530.15	116,691.26	28,708.74	80.26%
243 - PROPERTY DESCRIPTION DEPT	143,283.86	424,630.00	424,630.00	18,682.69	318,315.57	106,314.43	74.96%
245 - COUNTY SURVEY & REMONUMENTATIOI	43,836.74	44,600.00	44,600.00	0.00	37,956.69	6,643.31	85.10%
253 - TREASURER	318,869.10	438,000.00	438,000.00	32,581.55	365,947.57	72,052.43	83.55%
257 - ASSESSOR / EQUALIZATION DEPT	215,778.09	270,730.00	270,730.00	23,040.31	244,639.66	26,090.34	90.36%
262 - ELECTIONS	22,716.52	37,900.00	77,900.00	2,857.34	68,935.66	8,964.34	88.49%
265 - BUILDINGS & GROUNDS	741,685.80	1,080,819.00	1,080,819.00	75,749.98	916,275.92	164,543.08	84.78%
266 - ATTORNEY / CORP COUNSEL	40,784.77	50,000.00	100,000.00	12,765.00	90,870.80	9,129.20	90.87%
271 - INSURANCE / TAXES	326,083.69	493,000.00	493,000.00	0.00	189,831.75	303,168.25	38.51%
276 - COURT GRANTS	389,237.13	711,452.00	688,149.00	57,277.41	468,693.57	219,455.43	68.11%
279 - FAMILY / JUVENILE COURT	640,079.82	811,860.00	811,860.00	61,864.64	657,059.68	154,800.32	80.93%
283 - CIRCUIT COURT	302,800.74	353,975.00	353,975.00	25,106.78	271,700.96	82,274.04	76.76%
286 - DISTRICT COURT	763,627.98	936,575.00	936,575.00	67,144.44	805,854.14	130,720.86	86.04%
289 - FRIEND OF THE COURT	976,111.90	1,305,949.00	1,305,949.00	82,715.08	1,069,852.56	236,096.44	81.92%
294 - PROBATE COURT	388,481.42	447,545.00	447,545.00	34,938.52	416,965.56	30,579.44	93.17%
296 - PROSECUTING ATTORNEY	819,434.29	1,035,840.00	1,035,840.00	88,579.27	903,112.91	132,727.09	87.19%
301 - SHERIFF	2,166,799.21	2,689,285.00	2,707,035.00	216,148.18	2,400,184.77	306,850.23	88.66%
304 - LAW & COURTS SECURITY	82,837.19	135,842.00	160,842.00	13,295.91	150,463.97	10,378.03	93.55%
316 - SECONDARY ROAD PATROL	85,109.86	100,707.00	100,707.00	7,274.19	92,982.67	7,724.33	92.33%
331 - MARINE LAW ENFORCEMENT	18,290.04	35,190.00	35,190.00	6,677.31	28,408.73	6,781.27	80.73%
345 - PUBLIC SAFETY DEPT	217,172.37	284,326.00	344,722.00	19,630.87	232,931.22	111,790.78	67.57%
351 - JAIL OPERATION	2,461,760.19	3,008,625.00	3,008,625.00	245,174.23	2,700,011.33	308,613.67	89.74%
426 - EMERGENCY MGMT / HOMELAND SECUR	82,761.07	84,917.00	99,917.00	6,703.57	92,121.18	7,795.82	92.20%
430 - ANIMAL CONTROL	298,734.25	359,070.00	360,570.00	29,663.62	349,074.09	11,495.91	96.81%
441 - PUBLIC WORKS	425.83	450.00	950.00	0.00	730.10	219.90	76.85%
442 - DRAIN COMMISSIONER	139,407.82	123,882.00	123,882.00	8,619.06	111,865.12	12,016.88	90.30%
528 - WASTE COLLECTION/DISPOSAL	10,545.63	10,000.00	24,000.00	664.74	23,723.26	276.74	98.85%
568 - SOIL CONSERVATION	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00%
601 - HEALTH DEPARTMENT	266,253.00	249,566.00	279,566.00	0.00	279,566.00	0.00	100.00%

	ACTUAL @ 8/31/21	2021-2022 ORIGINAL	2021-2022 AMENDED	ACTIVITY FOR AUG 2022	ACTUAL @ 8/31/22	AVAILABLE BALANCE	% BDGT USED
631 - SUBSTANCE ABUSE	28,681.50	58,721.00	76,181.00	33,403.00	76,179.42	1.58	100.00%
648 - MEDICAL EXAMINER	104,437.43	125,500.00	150,500.00	28,650.84	142,876.52	7,623.48	94.93%
649 - MENTAL HEALTH	0.00	114,000.00	114,000.00	28,500.00	114,000.00	0.00	100.00%
681 - VETERANS' BURIALS	8,673.00	12,000.00	12,000.00	600.00	7,440.20	4,559.80	0.00%
682 - VETERANS' COUNSELOR	98,711.47	165,042.00	165,042.00	7,727.65	105,999.90	59,042.10	64.23%
701 - PLANNING COMMISSION	17,568.43	5,951.00	5,951.00	4,833.00	5,708.91	242.09	95.93%
710 - COOPERATIVE EXTENSION	102,359.70	121,460.00	121,460.00	2,763.83	113,913.17	7,546.83	93.79%
751 - PARKS & RECREATION	213,116.91	221,135.00	221,135.00	18,880.01	194,531.34	26,603.66	87.97%
966 - TRANSFERS OUT	959,093.20	1,285,458.00	1,383,458.00	0.00	840,110.05	543,347.95	60.73%

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TOTAL EXPENDITURES	15,351,813	20,084,978	20,521,281	1,407,931	16,823,687	3,697,594	81.98%
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FUND BALANCE ALLOCATION ANALYSIS

UNASSIGNED FUND BALANCE 9/30/15	5,126,404	PER 9/30/15 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/16	5,449,774	PER 9/30/16 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/17	6,011,346	PER 9/30/17 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/18	5,779,269	PER 9/30/18 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/19	6,073,472	PER 9/30/19 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/20	7,950,059	PER 9/30/20 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/21	8,704,098	PER 9/30/21 Comprehensive Financial Report

ADOPTED FUND BALANCE ALLOCATION	1,235,102	Original 2021-2022 Budget as adopted
	88,468	Adjustments

1,323,570

EST. UNASSIGNED FUND BALANCE 9/30/22	<u>7,380,528</u>
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CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: September 15, 2022

RE: Veteran Service Grant

REQUEST:

Approve 2023 County Veteran Service Fund Grant

BACKGROUND:

Annually, the County applies for the CVSF Grant. This grant funds the activities of the Veteran's Affairs Department. For 2023, the County was awarded \$64,275.00. This will consist of \$50,000.00 as a direct payment with the remainder paid via reimbursement.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration
Veteran's Affairs

FINANCIAL ANALYSIS:

The Veteran's Affairs office will have access to up to \$64,275.00 in grant funding to support its mission of assisting Cass County veterans.

RECOMMENDATION:

Approve the Grant Agreement for the 2023 County Veteran Service Grant



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN VETERANS AFFAIRS AGENCY
LANSING

ZANETA ADAMS
DIRECTOR

September 7, 2022

Matthew Newton
120 N. Broadway
Cassopolis, MI 49031

Dear Mr. Newton:

The Michigan Veterans Affairs Agency (MVAA) has accepted Cass county's application for the 2023 County Veteran Service Fund (CVSF) Grant. Your grant will be assigned a grant number on October 1, 2022.

The grant award will be funded for up to \$64,275 of approved costs during the grant period of October 1, 2022, to September 30, 2023, once the Grant Agreement is signed by both the county and the State of Michigan.

The county will receive a direct payment of up to \$50,000.00, and any remainder will be paid on a reimbursement basis. The grant award will be carried out under the direction of Karee Krause as stated in the grant application.

All grant activities will be supervised by MVAA. For all communications related to the grant, please e-mail mvaagrants@michigan.gov and include your county name and "CVSF" in the subject line.

As a Grantee, you must be registered to do business with the State of Michigan. Registration is available at the following website: www.michigan.gov/SIGMAVSS. Failure to register will delay payment.

To accept the grant award, please review and sign the Grant Agreement and return in its entirety to mvaagrants@michigan.gov no later than 60 days from the date of this letter. Failure to return the signed Grant Agreement may delay payment.

Sincerely,

Kate Preston

Grants Specialist, Michigan Veterans Affairs Agency
Department of Military and Veterans Affairs
PrestonK2@michigan.gov
517-230-8535

Cc: Karee Krause
Jennifer Rentfrow

GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS,
MICHIGAN VETERANS AFFAIRS AGENCY
and CASS COUNTY

This Grant Agreement ("Agreement") is made between the Michigan Department of Military and Veterans Affairs, (DMVA) **Michigan Veterans Affairs Agency** ("MVAA"), and **Cass County** ("Grantee"). The parties in this agreement will be referred to as Grantor (DMVA or MVAA) and Grantee (County Recipient).

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to Public Act 192 of 1953 MCL 35.623a. This Agreement is subject to the terms and conditions specified herein.

Project Name: Cass County FY23 CVSF Grant
Amount of Grant: \$64,275
Start Date (date executed by DMVA): 10-1-2022
[unless alternate date specified]

Grant #: TBD
End Date: 09/30/2023

GRANTEE CONTACT:

Matthew Newton
Name/Title
Cass County
Organization
120 N. Broadway
Address
Cassopolis, MI 49031
Address
269-445-4484
Telephone number
Fax number
matthewn@cassco.org
E-mail address

Federal ID number – (Required for Federal Funding)

Grantee DUNS number - (Required for Federal Funding)

STATE'S CONTACT:

Kate Preston, Grants Specialist
Name/Title
MVAA
Division/Bureau/Office
3423 N. Martin Luther King Jr. Blvd. (Bldg. 32)
Address
Lansing, MI 48906
Address
517-230-8535
Telephone number
Fax number
PrestonK2@michigan.gov
E-mail address

[Program will add a Remittance address if different than the above.]

The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports, and other instruments of every kind.

FOR THE GRANTEE:

Signature/Title Date

FOR THE GRANTOR:

Signature/Project Manager Date

Signature/Christine F. Apostol, Chief Financial Officer Date

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the Grantor and the Grantee and may be modified only by written agreement between the Grantor and the Grantee.

- (A) The scope of this project is to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldier's relief commission in such counties (MCL 35.621 to 35.624).
- (B) Grants are provided to counties for county veteran service operations. "Veteran service operations" means assistance and programming of any kind to meet the needs of the veterans in this state. Veteran service operations include, but are not limited to, providing assistance, programming, and services for the purpose of assisting veterans in this state and providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.
- (C) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement. Failure to obtain written prior approval from the State may result in expenses not being approved or reimbursed.
- (D) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the Grantor, the Agreement shall be effective from the Start Date until the End Date on Page 1. The Grantor shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on Page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Adjustments of budget categories and use of funds may not be made until the MVAA has approved the requested budget modifications. Grantee may adjust the budget categories up to 10 percent of the total approved budget, provided that the total budget amount is not increased. Budget category adjustments exceeding 10 percent of the approved budget must be approved in writing by MVAA and DMVA. The Grantee agrees changes will not be executed until approved and the modification is executed. The Grantee must submit change requests in advance using the form provided by the Grantor. The Grantor reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without written approval by the Grantor. All change requests must be received by the Grantor no later than June 30, 2023.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

- (A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the Grantor and must include supporting documentation of eligible project expenses. These reports shall be due according to the following schedule:

Reporting Period	Due Date
October 1 – December 31	January 10, 2023
January 1 – March 31	April 10, 2023
April 1 – June 30	July 10, 2023
July 1 – September 30	October 5, 2023

Late report submissions may result in delayed payments and termination of the Agreement.

The forms provided by the Grantor shall be submitted to mvaagrants@michigan.gov. Required documentation (for example one or more of the following: invoice, proof of payment, cancelled checks, credit card receipt or general ledger, refer to Appendix A for further clarification) for expenses must be included with the report.

- (B) If requested, the Grantee shall provide a final project report in a format prescribed by the Grantor. The Grantee shall submit the final status report, including expenditure documentation, along with the final project report and any other outstanding requests for information.
- (C) The Grantee must provide copies of all documents in accordance with Appendix A.
- (D) Marketing/advertising products shall acknowledge “paid for in part or in whole by the Michigan Veterans Affairs Agency” if space allows.

V. GRANTEE RESPONSIBILITIES

- (A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this Agreement.
- (B) The Grantee, by signature of this Agreement, attests that all persons served under this Agreement are veterans, spouses, or eligible dependents of veterans with separation status in accordance with county policy for eligibility. Documentation of veteran eligibility must be kept on file and available to MVAA upon request.
- (C) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.
- (D) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee’s receipt or execution of this Agreement.
- (E) The Grantee agrees to have internal controls in place to provide reasonable assurance that administrative objectives will be met. In the incidents of emergency assistance, it is expected that grant funds will be funds of last resort. Grantees are also expected to maintain separate accounts and records for each source of funds (e.g., Federal, State, other) used to support the project, and to maintain separate records for matching funds and program income funds if applicable.

- (F) The Grantee agrees to fulfill all matters within the grant guidance as requested and enforced. This may include, but is not limited to, mandatory training(s) for Project Directors and Financial Officers or designees, to learn correct reporting format.
- (G) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Agreement.
- (H) Supplanting is not allowed.
- (I) The Grantee will complete training as provided by the MVAA. Travel/training costs may be reimbursed by the grant as budgeted. The areas of training will be relative to processing applications for benefits payable to veterans due to military sexual trauma, post-traumatic stress disorder, depression, anxiety, substance abuse, or other mental health issues. The training is required and will be coordinated with all Grantees providing Veteran Service Officer services to Michigan citizens.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this Agreement whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the Grantor. The Grantor does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The Grantor reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the Grantor will consider the Grantee to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the anticipated Agreement. Verification of any documentation is the responsibility of the grantee; Grantor can request detail at any time if necessary. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required. Subcontractors shall report activities and services to the Grantee in a form and manner prescribed by the Grantee. The Grantee shall provide signed copies of all subcontracts to the Grantor within 14 days of execution. The Grantee is subject to local procurement policy.

IX. NON-DISCRIMINATION

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and [Executive Directive 2019-09](#). Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

XI. LIABILITY

- (A) The Grantee, not the Grantor, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.
- (B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the Grantor, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the Grantor. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the Grantor. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The Grantor reserves the right to conduct a programmatic and financial audit of the project, and the Grantor may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the Grantor. The Grantor or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of [five] years after the final payment has been issued to the Grantee by the Grantor.

All Grantees will be subject to grant monitoring of performance, including data collection according to a form and format prescribed by the Grantor. A Budget, Progress, and Activity Reports will be required quarterly. Grant and performance monitoring will be conducted by MVAA. Grant and performance monitoring will be conducted by MVAA. If the Grantor determines, by audit or otherwise, that a Grantee expended the grant funds received for purposes other than veteran service operations, the Grantor shall reduce the grant disbursement provided to the Grantee in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended. The Grantor reserves the right to require payment of misspent funds if funds are not appropriated, or the Grantee does not apply for appropriated grant funding, in the subsequent year.

XVI. INSURANCE

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the Grantor under this Agreement must not be financed by any source other than the Grantor under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to refund to the Grantor, within 14 business days, the total amount representing such duplication of funding.

XVIII. COMPENSATION

- (A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The Grantor will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid for within the Start and End Date of this Agreement. All other costs necessary to complete the project are the sole responsibility of the Grantee.
- (B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.
- (C) The Grantor will approve reimbursement requests after approval of reports and related documentation as required under this Agreement.
- (D) The Grantor reserves the right to request additional information necessary to substantiate reimbursement requests.
- (E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract and Payment Express Website (<http://www.cpexpress.state.mi.us>).

XIX. CLOSEOUT

- (A) A determination of project completion, which may include a site inspection and an audit, shall be made by the Grantor after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.
- (B) Upon issuance of final payment from the State, the Grantee releases the Grantor of all claims against the Grantor arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the Grantor claims against the Grantee.
- (C) The Grantee shall refund to the Grantor any funds allowed by this Agreement that remain unspent by September 30, 2023, within 14 days of the Grantor demand. Monies (debts) which have been due and owing to the Agency more than 180 days may be referred to the Michigan Department of Treasury by the MVAA.

XX. CANCELLATION

This Agreement may be canceled by the Grantor, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the Grantor and Grantee. The Grantor may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the Grantor and the Grantor will no longer be liable to pay the Grantee for any further charges to the Agreement.

XXI. TERMINATION

(A) This Agreement may be terminated by the Grantor as follows:

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the Grantor for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the Grantor finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the Grantor in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the Grantor shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the Grantor if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes;
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity; or
- e. Added to the federal or state Suspension and Debarment list.

(A) If the Agreement is terminated, the Grantor reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

(B) Termination for Non-Appropriation— the Grantee acknowledges that continuation of the Agreement is subject to appropriation or availability of funds for the grant. If funds are not appropriated or otherwise made available, the Grantor must terminate the Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

PROGRAM-SPECIFIC BOILERPLATE

XXIII. DISCLOSURE OF INFORMATION

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the Grantor except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.

PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

Standard Language

- (A) Grantee will receive an initial up-front payment up to a maximum of \$50,000 for the CVSF Grant. The remaining balance will be paid on a reimbursement basis.
- (B) If, at the end of the Fiscal Year (September 30, 2023), there are unspent funds remaining from the initial advance payment the Grantee will return the balance of those funds to the State upon demand.
- (C) The Grantee will provide verification of funds spent down from the original advance with the Quarterly Reports in the form and format prescribed by the Grantor. For example, certified time sheets, itemized receipts, invoices, and proof of payment or other appropriate documentation to support and verify expenditures. Examples of acceptable proof of payment include copies of cancelled checks and/or general ledger reports that include dates, transaction IDs, vendor names, and amounts.
- (D) Progress Reports and Quarterly Financial Reports will be due according to the schedule listed.
- (E) All reports will be submitted in the form and format prescribed by the Grantor.
- (F) Failure to properly complete progress reports, financial reports, and claims reports may delay payments.
- (G) Travel rates, lodging, meals, and mileage reimbursement will be paid up to the allowable State of Michigan travel rates (see attached). Expenses above the State of Michigan rates will be the sole responsibility of the Grantee. *Be cautious of using travel sites such as Expedia, if the site cannot provide a detailed invoice for hotel, airfare, car, the expense will not be reimbursed.
- (H) Expenses incurred prior to the Start Date or after the End Date and not authorized by MVAA will not be reimbursed.
- (I) FY2023 funds may not be used to support contracts, services, or purchases prior to October 1, 2022, or beyond September 30, 2023.
- (J) All purchases must be paid for no later than September 30, 2023, with the exception of payroll charged to the grant.
- (K) Obtain a PIV card by September 24, 2023, which will be verified by MVAA and the USDVA.
- (L) Must provide no less than 20 hours of veteran service operations per week unless an exception has been requested of and approved by MVAA.
- (M) All receipts and invoices must include be itemized, dated and include the name and address of the vendor.
- (N) Failure to comply with reporting requirements may result in the State terminating the Agreement.

As the Grantee, it is your responsibility to review the following reporting criteria and supply appropriate supporting documents as it applies to your grant.

Quarterly reports should be succinct and have all Personally Identifiable Information (PII) and Personal Health Information (PHI) redacted prior to submission.

	GRANTEE MUST HOLD PHYSICAL COPIES FOR 5 YRS. FROM DATE OF LAST CVSF GRANT PAYMENT	GRANTEE MUST INCLUDE WITH QUARTERLY REPORTS
Travel/meetings:		
Airline ticket receipt	X	X
Airline baggage fee receipt	X	X
Receipts for transportation (such as tolls, parking, taxis, shuttles, ferries, and public transportation)	X	X
Mileage (if requesting reimbursement) proof (MapQuest or similar), to/from the destination is required if the mileage is being charged by the Grantee directly. If contracting with an outside transportation service, a map is not required.	X	
Training/conference receipt	X	X
Agenda	X	X
Meal receipts	X	X
<i>Travel insurance is not a reimbursable expense.</i> <i>Air travel is limited to commercial coach fare only. Additional costs incurred due to changing travel arrangements for the benefit of passenger preference is at the expense of the County.</i> <i>Air travel must be at the lowest available airfare.</i> <i>Reimbursement of baggage for one piece of personal luggage is allowed; reimbursing overweight or additional baggage fees is not an allowable expense.</i>		
<i>The cost of transportation from the traveler's home or official workstation, whichever is closer, to and from a training, station or terminal is reimbursable.</i> <i>Mileage reimbursement for privately owned and County-owned vehicles for business is based on actual miles traveled. Requests for fuel purchase will be denied (exception only for rental vehicles).</i> <i>Mileage reimbursement for privately owned vehicles may be reimbursable at the SoM premium rate. Local policy prevails.</i> <i>Mileage reimbursement for County-owned vehicles will be at the standard SoM mileage rate.</i>		
<i>Reimbursement for actual costs of meals cannot exceed the applicable maximum published state rate including tax and gratuities.</i>		
County hosted events/meetings:		
Sign-in sheet for meetings where meals are served	X	X
Agenda/program	X	X
Detailed invoices/receipts for food/catering	X	X
Detailed invoices/receipts for other meeting costs	X	X
Proof of payment	X	X
<i>Reimbursement for costs of catered meals cannot exceed the applicable maximum published state rate including gratuities. Sales tax is not reimbursable.</i>		
Emergency relief:		
Veteran/spouse/eligible dependent first name & last initial	X	X
Veteran application/request for service	X	
Dates of military service	X	
Character of discharge	X	
Itemized detailed receipt	X	X
Proof of payment	X	X
Members of review panel (if applicable)	X	
Appeal process (if case denied)	X	

Vouchers/gift cards/gas cards to veterans:		
	GRANTEE MUST HOLD PHYSICAL COPIES FOR 5 YRS. FROM DATE OF LAST CVS F GRANT PAYMENT	GRANTEE MUST INCLUDE WITH QUARTERLY REPORTS
Log with first name, last initial of veteran/spouse/eligible dependent	X	
Veteran application/request for service	X	
Copy of receipt for purchase of cards	X	X
Copy of itemized receipt(s) with store name and date of purchases made by veteran/spouse/eligible dependent with card(s)	X	X
<i>Veterans must return receipts for purchases with gift/gas cards.</i>		
Dental/medical/psychological services:		
Patient first name & last initial	X	X
Date of service and service provided	X	X
Veteran application/request for services (proof of need if applicable)	X	
Proof of payment	X	X
Advertising:		
Copy of subcontract for ad services	X	
Invoice (including dates ads have run)	X	X
Proof of payment	X	X
Vehicle/trailer purchase:		
Copy of Title/registration	X	X
Sales receipt	X	X
Proof of payment	X	X
Transportation services:		
Veteran's first name & last initial	X	X
Veteran application/request for services (proof of need if applicable)	X	
Date of transport	X	X
Copy of subcontract (if applicable)	X	
Invoice if subcontracted; mileage proof with MapQuest (or similar) to/from destination if requesting mileage reimbursement	X	X
Proof of payment	X	X
Service animals:		
Veteran's first name & last initial	X	X
Veteran application/request for service	X	
Detailed invoice including purchase of dog and services	X	X
Description of animal (breed, age, gender)	X	
Dates of service for training	X	
Dates of service for boarding, if applicable	X	
Detailed veterinarian invoice to include dates of service and proof of payment, if applicable	X	X
Proof of payment	X	X
Personal services for veterans:		
Copy of subcontract with provider	X	
Veteran application/request for service	X	
Copy of invoice	X	X
Receipt/proof of payment	X	X

2022-2023 Cass County Veteran Service
Fund Grant

Grant Total: \$ 64,275.00

Dental Services:	\$ 45,000.00
Marketing/Advertising	\$ 8,768.99
MVTF per diems Committee Members	\$ 700.00
Office Supplies/ Technology	\$ 1,400.00
Peace-Time Veterans Emergency Ass Program	\$ 7406.01
Transportation for Veterans to VA appts	\$ 1,000.00



FY2023 COUNTY VETERAN SERVICE FUND GRANT

GRANT APPLICATION TEMPLATE

This is the only approved template for use in submitting the County Veteran Service Fund (CVSF) grant request.

Definitions to determine the proper individual to list as a contact can be found in the Grant Guidance. Your Authorizing Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners.

CONTACT INFORMATION

Applicant County	Cass		
Total Grant Amount	64,275.00		
SIGMA Vendor Code	VSO126660	SIGMA Address Code	AD003

Project Director	Karee N. Krause
Mailing Address	120 N. Broadway, Suite# 112 Cassopolis, MI 49031
Phone	269-445-4472
E-mail Address	kareek@cassco.org

Financial Officer	Jennifer Rentfrow
Mailing Address	120 N. Boradway Cassopolis, MI 49031
Phone	269-445-4420
E-mail Address	jenniferr@cassco.org

Authorized Official	~~Jeffrey Carmen~~ Matthew Newton
Mailing Address	120 N. Boradway, Cassopolis, MI 49031
Phone	269-445-4484
E-mail Address	~~jeffc@cassco.org~~ mattewn@cassco.org

All assistance, programming, and service initiatives need to be submitted with separate project narrative, budget narrative, and Excel request forms. Please duplicate the Project Detail, Budget Narrative, and Excel request sheets as needed for each initiative/program/salaries your county is seeking funding. Attach pages as needed.

Grant amount requested above is the TOTAL of ALL initiatives/programs/salaries.

PROJECT DETAIL

Project Title	Dental Services for Cass County Veterans
Grant Focus Area	Dental Services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

The focus is to provide dental care to the Cass County Veterans for 2022-2023 fiscal year. During this past year services have increased as the word gets out. The veterans are utilizing the Cassopolis Dental in Cassopolis MI and Van Buren/Cass District Health Department in Dowagiac, MI. The Cass County veteran participation rate has steadily increased throughout 2021/2022.

The budget for dental services in 2022-2023 CVSF grant will be for each provider 25,000.00. (allowing a maximum of \$1000.00 per veteran). the amount requested will allow for a continuation of the number of participants, plus some degree of program growth.

We have been able to also grow the VetraSpec system in having each veteran come to the office 1st get a letter allowing them to receive dental benefits and to see if they qualify for any other benefits at the VA that they were unaware of.

BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.

Budget request for the 2022-2023 CVSF Grant for Dental Services is \$45,000.00

Cass County Veterans, upon presentation of their letter from the veterans office and having a character of discharge or Honorable or general under Honorable Conditions and after having meet with the county Veterans Service Director to review their profile of current and needed benefits (which will then be applied for), is eligible to receive dental services. Dental Services will be provided by the Cass Dental and Van Buren/Cass District Health Department.

All qualifying local veteran can receive up to \$ 1000.00 of dental services per grant year.

Any, and all, available insurances will be the first source of payment for the Dental Services.

[illegible]

PROJECT DETAIL

Project Title	County Veteran Service Fund Grant to Expand County Veteran Services
Grant Focus Area	Marketing/Advertising

PROJECT NARRATIVE

Detailed project narrative must be provided below:

The goal of the marketing/advertising campaign is to raise awareness of the benefits and resources available to veterans and their dependents in Cass County. The campaign will direct them to the Cass County Veterans Affairs office so that our accredited Veterans Service Direct (VSD) can advise, assist and advocate for them to receive earned benefits.

Cass county has a facebook site for veterans information and updates.

Fliers will be placed into local newspapers twice within the fiscal year to market the presence and availability of the Veterans Office in the county, contact information and services provided.

The goal of the marketing campaign - promotional items is to raise awareness of the Cass County Veterans Office and the accessibility of our VSD, to connect veterans and veterans connected families to their benefits. Purchased items will be distributed business cards in various locations and situations, providing veterans with the contact information so they may set up appointments or contact her via telephone or email.

Items to be purchased:

- * Deluxe Divot Tool & Marker Set
- * T-Shirts
- * Newspaper Fliers to provide Cass Co Veteran information in local papers twice/year
- * Business cards for the VSD to hand out to local veterans in various settings, providing them with contact information

The cost listed are based on a promotional sales booklet. Actual amounts and final cost per item to be adjusted at the time of the order. Items will not exceed the total budgeted amount without prior amended approval.

BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.

Cass County is requesting \$8,768.99 for Marketing and or promotional items for the purpose of connecting local veterans to their benefits.

Items to be purchased:

* Deluxe Divot Tool & Marker Set
100 imprinted @ 5.55 each = 640.00

* T Shirts
125 imprinted @ 6.64 each = 1031.25

Set up charge and shipping= 192.00

* Newspapers Fliers
2000 @ 1.35 each=270.00

* VSD Business Cards
1000 imprinted @ .15 each = 150.00

Shipping on cards = 35.24

[illegible]



Search

GO



24 Hour

Hot

New

Sale

Outlet

Subtotal (2 Items)
\$1,403.75

[Checkout](#)

My Shopping Cart (2)



Deluxe Divot Tool and Marker Set
Item #127701

Product: Antique Brass/White
Quantity: 50
Total: \$372.50

[Price Details](#)[Edit](#) [Remove](#)

Contender Athletic T-Shirt - Men's - Screen
Item #112348-M-S

Product: True Red
Quantity: 125
Total: \$1,031.25

[Price Details](#)[Edit](#) [Remove](#)[Continue Shopping](#) [Save as Favorites Board](#)[View Favorites Boards](#)[Clear Cart](#)

Order Summary

Subtotal (2 products)

\$1,403.75

[Enter Coupon Code](#)[Proceed to Checkout](#)

Your Artwork

How do I upload my art files?

Once you've completed checking out, an option is provided to upload your art file(s).
We gladly accept all file types.

What if I don't have my art files right now?

No worries, the confirmation email you'll receive after ordering will have additional instructions.

[Share Your Cart](#) [360° Guarantee®](#)

PROJECT DETAIL

Project Title	MVTF Advisory Committee Meetings Per Diem
Grant Focus Area	Connect Veterans to Benefits

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Committee members for the Michigan Veterans Trust Fund are paid per diems when they gather, as a group, to review and approve/not approve veterans request for funding. In addition, MVTF members are compensated, via per diems from the CVSF Grant for attending the annual MVTR training and the annual county meeting held each September. Mileage is paid by the state (MVTF).

(Note: A second advisory committee, the Soldiers & Sailors Relief Committee, is paid stipends and mileage out of the VSO Director's budget under Soldiers & Sailors).

The Committee overviews, reviews and discussions of applications provides a safety net to veterans applicants as they seek financial assistance for emergency benefits. Coming together as a group, beyond the VSO, provided additional reviews, thoughts and insight when determining the final outcomes of the request prior to sending these applications to the state, as appropriate, for final determinations. The goal is always to ensure that every veteran receives all benefits for which they are qualified. Review of applications to the state, as appropriate, for Final determinations. The goal is always to ensure that every veteran receives all benefits for which they are qualified. Review of application by committee members strengthens the vetting process of all request, ensuring that veterans are provided with the maximum opportunity to receive financial support of their need(s). Being veterans themselves, each committee member works judiciously to support fellow veterans and assist in meeting their needs. Being knowledgeable for the guidelines established to qualify for and to receive benefit funding, the committee members are excellent veteran advocates.

PROJECT DETAIL

Project Title	Veteran Advisory Committee Meetings Per Diems
Grant Focus Area	Connect Veterans to Benefits

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Committee Mmembers are called in for meetings throughout the year to review and approve/disapprove individual veterans request for funding through the MVTF. Per diem payments ar emade to those commitee memvers who attend these meetings. The MVTF also must conduct and annual meeting in which committee members are to attend.

PROJECT DETAIL

Project Title	Office/ Technology
Grant Focus Area	Increase Service Provisions- Connect Veterans

PROJECT NARRATIVE

Detailed project narrative must be provided below:

A small budget has been budgeted for the purchase of general office supplies, such as copy paper, ink, staples and so forth. These supplies are necessary for the day to day functioning of the Veterans Affairs office and the administrative functions it completes regularly in support of veterans services and benefits.

The purchase of a TV is being budgeted in for 2022-2023. The office will use this for the purpose of helping veterans with their hearings and zooms calls. This type of technology is needed in helping veterans with their claims and ratings.

BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.

Budget request for 2022-2023 CVSF Grant for Office Supplies & Technology is requesting \$ 1400.00

* TV- Hearings, VA Aoom Doctor appts \$ 1000.00

* Gel Pens 1 Dozen = 18.89

* Highlighters 1 Dozen = 11.20

* Staples 500 1/2" = 12.21

* File folders, Letter Size 100 = 15.99

* Paper Clips 10 Boxes = 11.09
 Jumbo 1000 = 20.29

* Post it notes 3x5 100 pd = 30.99
 1 1/2 100 pd 9.99

* Rack Cards 100 = 57.99

* Box of Paper 7 @ 27.95 = 209.37

		Total	\$1,398.02
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PROJECT DETAIL

Project Title	Peace-time Veteran Emergency Assistance Program
Grant Focus Area	Increase Service Provision

PROJECT NARRATIVE

Detailed project narrative must be provided below:

The program is intended to aid peacetime county veterans and their families who are experiencing a temporary financial hardship that a grant will resolve. CVSF grant assistance will be funds of last resort. The grant may be combined with assistance from other agencies to resolve their hardship.

To be eligible, applicants must be a Cass County resident. The veterans character of discharge must have been either Honorable or General Under Honorable conditions from the US Army, Air force, Navy, Coast guard, Marine Corps or womans auxillary.

The following types of expenses may be considered:

- * Auto Insurance
- * Auto Loan Payments
- *Auto Repairs
- * Utility Bills
- * Propane
- * Wells/ Well Pump
- * Property Taxes
- * Auto Purchase
- * Medial Bills
- * Temporary Shelter
- * Fuel oil, wood, wood pellets

* Food, paper products,Cleaning supplies,Personal care products,Household Supplies, Home Repairs, Appliance, Adaptive Medical Equipment/Equipment (rehabilitation) Rent, Mortgage, Home Insurance

Applicants must fill out a modified version of the MVTF grant application and provide all documents on the enclosed guidelines.

Assistance request of up to \$500.00 may be approved by the VSD. Greater request will be review by the Soldiers & Saloirs Relief Commission.

There is no limit to the number of grant request an applicant can submit. However unless determined otherwise by the commission, no more then \$ 2,500.00 in total will be paid to or on behalf of the applicant.

BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.

Cass County is requesting \$ 7406.01 for Peacetime Veterans Emergency Assistance.

Emergency assistance is applican/need based therefore it is not possible to determin the catefories or amount of relief to be provided. The lump sum amount will be budgeted to cover listed Project Narrative and will not exceed the requested amount.

County Veteran Service Fund Grant Budget Request

[illegible]

PROJECT DETAIL

Project Title	Transportation for Veterans to VA Medical Appointments
Grant Focus Area	Increase Service Provisions- Connect Veterans & Widows to Services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Cass County is a rural county in Southwest Michigan. Many rural areas struggle to provide transportation to its citizens who may not have their own transportation or who may no longer drive or have others who can take them to their scheduled appointments. This has been a long standing issue in the Cass County and it does impact our veterans and widows who may have medical providers at the VA's. Or the widows who have appointment that have no way of getting to their appointments and do not go for lack of a ride.

Currently the county transportation department is working with us on a designated day of Wednesdays. They pick the veteran up at their door, take them to the appointment and return them to their home of record. At the end of each month the Cass County Transport system sends us an itemized bill of hours, name of veteran transported and date. At that time if the veteran has a follow up appointment they schedule the next ride.

We give the veterans a Veteran Rider card, so that they do not have to carry a DD 214 with the phone number of transit on it and a number on the back so we know how many we have give out.

We are monitoring the number of rides and where the appointment are, this will allow us to see where most of the appointment are located at. The transport driver will maintain a log of veterans, hrs of pick-up, traveled to date and time and it will be submitted along with invoice.

This service will assist in connecting veterans to their available benefits and services. Widows will be able to continue their care at their doctor offices. We believe this will continue to be a valuable and appreciated service provided to the community veterans and widows.

BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.

Budget request for the 2022-2023 CVSF Grant for transportation is \$1000.00

Cass County Veterans, or Widows upon presentation of the Veterans Rider card and having a character of discharge of Honorable or General under Honorable Conditions or the Widows deceased spouse. are eligible for transportation services to and from their medical appointments.

* 52 weeks per yr = 19.23 hrs/yr

* 35.00 per hr to equal \$1000.00

[illegible]

SUBMISSION OF APPLICATION

Type an "X" in the box for confirmation of the following statements.

I understand that my County must become registered to do business with the State of Michigan prior to receiving any grant funding. Registration is available at the following website: www.michigan.gov/SIGMAVSS .	X
I understand that the grant agreement must be signed by the Authorizing Official before grant funds can be expended.	X
I have included Itemized budget attachments for each initiative/program/salary request.	X
I have included FY17 and current year County budgets for the organization structure that provides assistance to veterans and/or family members.	X
I understand that I should receive an email confirmation of submission of my application within 24 business hours, and if I do not receive an email confirmation, I should contact the agency for confirmation.	X
I understand that remote access to the United States Department of Veterans Affairs computing systems to obtain PIV cards for county veteran services officers must be established no later than September 24, 2022.	X

Signature: _____

Date: _____

May 9, 2022

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY	2017-18 DEPT REQ BUDGET
Dept 682 - VETERANS AFFAIRS						
101-682-703.004	DIRECTOR'S SALARY	33,264	32,964	32,549	32,488	33,219
101-682-708.000	ETO HOURS PAID	725	800	800	819	800
101-682-708.010	PER DIEM	600	640	600	568	600
101-682-715.010	FICA	2,836	2,836	2,597	2,798	2,648
101-682-715.020	HEALTH INSURANCE	75	81	90	103	95
101-682-715.030	LIFE INSURANCE	21	21	23	16	16
101-682-715.040	RETIREMENT	3,754	3,751	3,743	3,830	4,867
101-682-715.050	WORKERS COMPENSATION INSURANCE	59	85	83	106	121
101-682-715.060	DISABILITY INSURANCE	309	309	342	243	241
101-682-715.070	DENTAL INSURANCE	546	567	656	545	539
101-682-715.090	CASH OPTION PAYMENT	2,700	2,700	2,700	2,700	2,700
101-682-802.000	DUES/MEMBERSHIP/SUBSCRIPTIONS	60	55	60	55	75
101-682-860.000	TRAVEL/TRANSPORTATION	1,000	485	800	511	800
101-682-861.000	CONFERENCE/MEETINGS/TRAINING	400	397	400	291	400
101-682-983.000	SOFTWARE MAINT	200		350		350
NET OF REVENUES/APPROPRIATIONS - 682 - VETERANS AFFA		(46,549)	(45,691)	(45,793)	(45,073)	(47,471)
ESTIMATED REVENUES - FUND 101						
APPROPRIATIONS - FUND 101		46,549	45,691	45,793	45,073	47,471
NET OF REVENUES/APPROPRIATIONS - FUND 101		(46,549)	(45,691)	(45,793)	(45,073)	(47,471)
BEGINNING FUND BALANCE						
ENDING FUND BALANCE		9,133,564	9,133,564	9,580,481	9,580,481	9,535,408
		9,087,015	9,087,873	9,534,688	9,535,408	9,487,937

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY	2017-18 DEPT REQ BUDGET
Dept 682 - VETERANS AFFAIRS						
293-682-699.101	TRANSFER IN - GENERAL FUND (101)	2,000	2,000	4,000	4,000	4,000
293-682-701.000	EXPENDITURES	2,000	1,965	4,000	2,262	4,000
	NET OF REVENUES/APPROPRIATIONS - 682 - VETERANS AFFA		35		1,738	
ESTIMATED REVENUES - FUND 293		2,000	2,000	4,000	4,000	4,000
APPROPRIATIONS - FUND 293		2,000	1,965	4,000	2,262	4,000
	NET OF REVENUES/APPROPRIATIONS - FUND 293		35		1,738	
BEGINNING FUND BALANCE		4,613	4,613	4,648	4,648	6,386
ENDING FUND BALANCE		4,613	4,648	4,648	6,386	6,386
ESTIMATED REVENUES - ALL FUNDS		2,000	2,000	4,000	4,000	4,000
APPROPRIATIONS - ALL FUNDS		48,549	47,656	49,793	47,335	51,471
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(46,549)	(45,656)	(45,793)	(43,335)	(47,471)
BEGINNING FUND BALANCE - ALL FUNDS		9,138,176	9,138,176	9,585,129	9,585,129	9,541,794
ENDING FUND BALANCE - ALL FUNDS		9,091,627	9,092,520	9,539,336	9,541,794	9,494,323

05/24/2022 09:52 AM

User: JENNIFERR

DB: Cass County

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY

Page: 1/1

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 09/30/2021 NORM (ABNORM)	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND								
Revenues								
Dept 000 - GENERAL								
101-000-569.301	VETERANS GRANT	53,034.58	81,095.00	81,095.00	50,000.00	0.00	31,095.00	61.66
Total Dept 000 - GENERAL		53,034.58	81,095.00	81,095.00	50,000.00	0.00	31,095.00	61.66
TOTAL REVENUES		53,034.58	81,095.00	81,095.00	50,000.00	0.00	31,095.00	61.66
Expenditures								
Dept 682 - VETERANS' COUNSELOR								
101-682-703.301	PART-TIME WAGES	12,480.00	0.00	0.00	2,119.20	0.00	(2,119.20)	100.00
101-682-712.301	PER DIEMS	1,400.00	0.00	700.00	(350.00)	0.00	1,050.00	(50.00)
101-682-717.301	FICA	965.11	0.00	0.00	0.00	0.00	0.00	0.00
101-682-722.301	WORKERS COMPENSATION	28.36	0.00	0.00	0.00	0.00	0.00	0.00
101-682-728.301	DEPARTMENTAL SUPPLIES	37.98	0.00	699.82	472.41	332.61	227.41	67.50
101-682-743.001	VETERANS BENEFITS	0.00	0.00	2,500.00	99.10	0.00	2,400.90	3.96
101-682-801.301	PROFESSIONAL SERVICES	4,933.51	0.00	0.00	0.00	0.00	0.00	0.00
101-682-835.301	HEALTH SERVICES	34,497.59	0.00	51,220.18	29,493.80	4,448.87	21,726.38	57.58
101-682-860.301	TRAVEL / TRANSPORTATION / MEA	101.53	0.00	22,295.00	338.42	0.00	21,956.58	1.52
101-682-880.301	PROMOTION / MARKETING	2,224.31	0.00	3,680.00	2,539.09	1,379.09	1,140.91	69.00
101-682-967.301	EQUIPMENT < \$20,000	0.00	81,095.00	0.00	0.00	0.00	0.00	0.00
Total Dept 682 - VETERANS' COUNSELOR		56,668.39	81,095.00	81,095.00	34,712.02	6,160.57	46,382.98	42.80
TOTAL EXPENDITURES		56,668.39	81,095.00	81,095.00	34,712.02	6,160.57	46,382.98	42.80
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		53,034.58	81,095.00	81,095.00	50,000.00	0.00	31,095.00	61.66
TOTAL EXPENDITURES		56,668.39	81,095.00	81,095.00	34,712.02	6,160.57	46,382.98	42.80
NET OF REVENUES & EXPENDITURES		(3,633.81)	0.00	0.00	15,287.98	(6,160.57)	(15,287.98)	100.00

FY23 County Quarterly Activity Report						
	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep		
County:					Applications directly sent to VA	Applications sent to VSO - AL, VFW, DAV, VVA
Claims Activity	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep		
Federal Burial Allowance						
Clothing Allowance						
Survivors Pension						
Death Indemnity Compensation						
Educational Claims						
Non-Service Connected Pension						
Special Adapted Automotible						
Special Adapted Housing						
Service Connected Compensation						
TOTAL Claims						
Appeals Process						
Supplemental Claims						
Higher-Level Reviews						
Board of Veterans Appeals						
TOTAL Appeal Process						
Support Services						
Michigan Veteran Trust Fund Applications						
Soldiers/Sailors Relief Fund Applications						
County Burial Allowance Application						
Home Loan Guarantee Certificate of Eligibilty						
CHAMPVA application						
Healthcare Enrollment Apps						
Total Support Services						
Other Activities						
Personal Interviews						
File Reviews						
Claim Status Checks						
Demographics						
Aging and Elderly Veterans (70+)						
Female Veterans						
If you have a female veteran over the age of 70 each should be counted, once for age and once for gender, if a person fits both categories they should be counted under each category						



FY23 COUNTY VETERAN SERVICE FUND GRANT

PIV Verification Form for Affiliates

By digitally signing this form you are certifying that you currently have an active VA PIV Card and are providing the full date of expiration that is displayed on the lower section of the card. Providing false information relating to a government ID card can result in disciplinary action and removal of the access by the Agency.

Instructions: Forward form to your VA.gov email and open while signed into Citrix. Select certificates (side margin area), fill out the form, then look for "digitally sign" at the top. To sign, highlight the signature block and then "sign" with current PIV credentials. Please return completed form to MVAAGrants@michigan.gov on or before September 24, 2023. Thank you.

County

Name on PIV Card:

Exact date of expiration to include month, day, and year:

Signature of Employee: (must digitally sign using PIV Card)

Contact Wynette Adamson at adamsonw@michigan.gov or (517) 243-8619 with questions.

Michigan Veterans Affairs Agency		
	County Veteran Service Fund Grant	
	Change Notice #__	
	Project / Budget Amendment	
Grant No:	Grantee:	Budget Period
23*	(County)	FY23
Project Director:	Email Address:	SIGMA Vendor Code
(Name)	Project Director Email Address	

This form is required for requesting any changes to grant activities that differ from those outlined in the signed grant agreement. Activities include, but are not limited to, focus areas, budget items, staffing, etc. Activities that differ from those stated in the signed agreement will not be covered under the grant agreement until the change form has been submitted, signed and approved, and returned to the Grantee by the MVAA. Amendment deadline for FY23 is June 30, 2023.

Complete all questions below as thoroughly as possible. If necessary, submit any documentation that may support your change request. If additional space is needed attach a Word Document.

1. Describe, in detail, the area of your grant agreement you are requesting to change.

2. Provide an updated budget for your request(s). *Reduction and Increase must balance .*

Project Name (Project Reduction Here)	Project Name (Project Increase Here)

Project Director Printed Name and Signature (Grantee)	Date
Authorizing Official Printed Name and Signature (Grantee)	Date
MVAA Program Manager Printed Name and Signature	Date
Chief Financial Officer, Department of Military and Veterans Affairs	Date

Michigan Veterans Affairs Agency				
	County Veteran Service Fund Progress Report			
Grant No: 23*	Grantee: (COUNTY)	Budget Period: (QUARTER)	Project Director: (NAME)	Email Address: (PROJECT DIRECTOR E-MAIL)
	SIGMA Address Code:	SIGMA Vendor Code:		
Use Additional Sheets if Necessary				
Major Tasks Completed During Reporting Period				
List any challenges to fulfilling the terms of the grant application. Write NA if not applicable				
Number of increased VSO hours paid for by Grant Funds				
Number of Trust Fund Applications Completed by staff funded through the Grant				

**County Veteran Service Fund Grant
Reimbursement Request**

One initiative per page. Make additional sheets for each initiative.						
Applicant County		Grant Number			SIGMA Vendor Code	
I. Project / Initiative Name						
II. Project Total						
III. Expenditure Details						
Line Item	Date	Item / Service Description	Cost Per Unit	Quantity	Cost	MVAA USE ONLY
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
			Total		\$0.00	
IV. Authorization and Certification						
I certify that this is a true and correct statement of expenditures for the above named items during the listed reporting period and that the documentation to support these expenditures is available for review.						
Prepared By			Date			
Email Address			Signature			
Phone Number						
Please number each receipt clearly to identify with the line item it represents						

County Veteran Service Fund Grant
Staff Budget Quarterly Report

One staff member per page. Make additional sheets for each staff member.				
Applicant County		Grant Number		SIGMA Vendor Code
		FOR MVAA USE ONLY		
I. Project / Initiative Name				
Salary and Fringes				
II. Quarter				
(Q1, 2, 3, or 4)				
III. Expenditure Details				
Name	Position	Hourly Rate	Total # of Hours Worked this Quarter	Total
				\$0.00

Fringe Benefits	Hourly Rate	Percentage	Hours Worked	Total
Employer FICA				\$0.00
Retirement				\$0.00
Hospital Insurance				\$0.00
Dental Insurance				\$0.00
Vision Insurance				\$0.00
Unemployment				\$0.00
Workers Compensation				\$0.00
Life Insurance				\$0.00
Insurance Waiver				\$0.00
State Taxes				\$0.00
City Taxes				\$0.00
Health Care Savings				\$0.00
Child Care Savings				\$0.00
Medical				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00

Salary Total	\$0.00
Fringe Benefits Total	\$0.00
Total Salary	\$0.00

County Veteran Service Fund Grant - Employee Time Sheet

Attachment C

	Employee:			
	County:			
	Pay Period Dates:			
	<u>Day</u>	<u>Date</u>	CVSF Hours	Activities Performed - specific duties each day
Week 1:	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
Week 2:	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	TOTAL PERFORMED HOURS:		0.00	
By signature, I certify that the data recorded on this timesheet is true and accurate and the hours used were in support of the County Veteran Service Fund Grant.				
	Employee Signature			Date
	Supervisor Signature			Date

MVAA Training and Travel Reimbursement Form

Name:	Date:	SIGMA Vendor Code:	Grant Number:
Address of Official Work Station:		Organization:	
Reason for Travel:		Destination:	

	Date(s)	Departure Time	Arrival Time	Quantity	Rate	Total	MVAA USE ONLY
Conference Registration Fee						0	
Airline Ticket						0	
Mileage						0	
Hotel						0	
Baggage Fee						0	
Ground Transportation						0	
Parking						0	
Tolls						0	
Breakfast						0	
Lunch						0	
Dinner						0	
Breakfast						0	
Lunch						0	
Dinner						0	
Breakfast						0	
Lunch						0	
Dinner						0	
Breakfast						0	
Lunch						0	
Dinner						0	
Breakfast						0	
Lunch						0	
Dinner						0	
Total Reimbursement Request						\$0.00	\$0.00

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET, VEHICLE AND TRAVEL SERVICES SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES Effective July 1, 2022
--

MICHIGAN SELECT CITIES *

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	\$85.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	\$85.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00
Per Diem	\$87.00	
Lodging	\$51.00	
Breakfast	\$ 8.50	
Lunch	\$ 8.50	
Dinner	\$19.00	

OUT-OF-STATE SELECT CITIES *

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50
Per Diem	\$95.00	
Lodging	\$51.00	
Breakfast	\$10.25	
Lunch	\$10.25	
Dinner	\$23.50	

Incidental Costs Per Day (with overnight stay) \$5.00

Mileage Rates

Premium Rate	\$0.625 per mile
Standard Rate	\$0.360 per mile

* See Select Cities Listing

** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.conlintravelhub.com/som.

SELECT HIGH-COST CITY LIST

TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES

Effective July 1, 2022

Michigan Select Cities/Counties

<u>Cities</u>	<u>Counties</u>
Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	All of Grand Traverse, Oakland, and Wayne

Out of State Select Cities/Counties

<u>State</u>	<u>City/County</u>	<u>State</u>	<u>City/County</u>
Arizona	Phoenix, Scottsdale, Sedona	Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford
California	Los Angeles (Los Angeles, Orange, Mendocino & Ventura Counties, and Edwards AFB), Eureka, Arcata, McKinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Maryland	Counties of Montgomery & Prince Georges, Baltimore City, Ocean City
		Massachusetts	Boston (Suffolk), Burlington, Cambridge, Woburn, Martha's Vineyard
		Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
		Nevada	Las Vegas
		New Mexico	Santa Fe
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	New York	Lake Placid, Manhattan (the borough of Manhattan, Brooklyn, Bronx, Queens, and Staten Island), Riverhead, Ronkonkoma, Melville, Suffolk County, Tarrytown, White Plains, New Rochelle
Connecticut	Bridgeport, Danbury		
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	Ohio	Cincinnati
		Pennsylvania	Bucks County, Pittsburgh
		Rhode Island	Bristol, Jamestown/Middletown/Newport (Newport County) Providence
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West	Texas	Austin, Dallas, Houston, L.B. Johnson Space Center
Georgia	Jekyll Island, Brunswick	Utah	Park City (Summit County)
Idaho	Sun Valley, Ketchum	Vermont	Manchester, Montpelier, Stowe (Lamoille County)
		Virginia	Alexandria, Falls Church, Fairfax
Illinois	Chicago (Cook and Lake counties)	Washington	Port Angeles, Port Townsend, Seattle
Kentucky	Kenton		
Louisiana	New Orleans	Wyoming	Jackson, Pinedale



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: September 15, 2022

RE: Deputy Director of Geographic Information Systems

REQUEST:

Approve the position of Deputy Director of Geographic Information Systems at Grade 10

BACKGROUND:

In the current FY 23 Budget and the preceding FY 22 Budget, there was a plan to work with county partners and local municipalities to expand the capabilities of the GIS Department and offer services to said partners and agencies. While we had hoped to achieve this goal during FY 22, there was a lot of preparatory work required to set up the infrastructure necessary to realize this vision. As was indicated during the September 1st meeting, the new plan was to finalize our first Agreement with the City of Dowagiac at the outset of FY 23. The MOU between the County and the City of Dowagiac will follow this item.

To be able to support that MOU, the GIS Department will need to hire an additional staff member to fulfill the responsibilities of that agreement. Additionally, we would also anticipate this new role to provide service to the Cass County Road Commission as well. This position would be responsible for facilitating project requests required through all agreements. In the fulfillment of those responsibilities, the position, if approved, will require a broad knowledge base to be able to process and coordinate all requests. Attached is a recommendation utilizing the Class Comp Scale.

While we anticipate 16 to 24 hours of week will be spent fulfilling requirements of the MOU with the City of Dowagiac and the Road Commission, it's important to note that this will have the effect of expanding the ability of the GIS Department to enhance operations and services internally as well. And it is also important to note that the County's ability to offer the services specified in the proposed MOU is intrinsically linked with the addition of this staff member. If a new position is not approved, we will not be able to move forward with any partner/local unit agreements.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration

GIS

FINANCIAL ANALYSIS:

With the recommendation of a Grade 10, the salary scale would fall between \$(INSERT) at Step 1 and \$(INSERT) at Step 9. There are a couple of key factors here to note. First, the following Agenda item to approve an MOU with the City of Dowagiac provides an offset of \$75,000.00 to the wages and benefits of this role. An additional agreement planned with the Road Commission will further offset those costs. As such, we anticipate that most if not all the wages and benefit costs will be recovered through both agreements. Additionally, we would also note that this role was



CASS COUNTY BOARD OF COMMISSIONERS

contemplated within the FY 23 Budget and the funds to support this position and grade are already budgeted for FY 23.

RECOMMENDATION:

Approve the creation of a Deputy Director GIS position at a Grade 10 on the County Pay Scale.

CASS COUNTY JOB DESCRIPTION

Deputy Director of Geographic Information Systems (GIS)

Supervised by: Director of Geographic Information Systems (GIS)
Supervises: Staff as assigned
Grade:

Position Summary:

Under the supervision of the GIS Director establishes, promotes, and improves flow of geographically related data throughout Cass County. Develops applications, processing procedures for live and static spatial datasets, creates, obtains, maintains, and reviews data, as well as engages in quality assurance and control measures. Provides direction and support to GIS department staff, county departments, and local municipalities.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Coordinate, develop, and oversee departmental workflows, projects, reports, written communication, requisitions, objectives, policies, and procedures.
2. Design and implement employee training programs.
3. Administration, testing, and deployment of large multi-function cross platform GIS live data applications involving interfaces with multiple end users.
4. Acquisition, creation, storage, analysis, standardization, and display of attributed spatial data sets.
5. Compilation, maintenance, and quality control of complex enterprise geodatabases and GIS deliverables.
6. Recommending, and creation of suitable GIS applications for various government agencies, departments, private parties, and community organizations.
7. Examination of sensitive information.
8. Upgrading, maintenance, and operation of spatial software products and equipment.
9. Keeps abreast of GIS and related technological developments, information sources and current issues through continued education and professional growth.

10. Attends conferences, workshops, and seminars related to the development of Geographic Information Systems in government organizations.
11. Establishes and maintains effective relationships with vendors, department administrators, colleagues, outside agencies, and local municipalities.
12. Completes special projects as requested by the Director of Geographic Information Systems.
13. Performs other duties and responsibilities as assigned by Director of Geographic Information Systems.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Master's Degree in Geographic Information Systems (GIS).
- Certified FAA UAS Remote Pilot, and experience with drone mapping.
- Michigan Vehicle Operator's License.
- Two (2) years of experience working with Geographic Information Systems development and maintenance.
- Regular, reliable, and predictable attendance.
- Ability to work independently, in office, remotely, as well as out in the field.
- Experience with a variety of ESRI products such as ArcGIS Enterprise, ArcGIS Pro, ArcMap, ArcGIS Online, ArcGIS Collector, Survey123, Dashboards, ArcGIS Experience Builder, ArcGIS Web AppBuilder, and ModelBuilder.
- Experience with Python (ArcPy), ArcGIS Arcade, and SQL.
- Experience using Trimble Commercial GPS Systems, and Fetch.
- Knowledge of coordinate geometry, Public Land Survey System (PLSS), cartographic terms, principals, and standards, as well as the uses and capabilities of Geographic Information Systems.
- Ability to read and understand survey drawings, design plans, and maps to translate data sources into usable formats.

- Ability to research, identify, cultivate, create, and access sources of spatial datasets.
- Ability to communicate effectively, verbally and in writing.
- Demonstrated ability to deal effectively with the public and maintain professional integrity and respect for colleagues and co-workers.
- Ability to maintain office confidentiality and handle stressful situations.
- Ability to use a variety of smart devices.
- Ability to use office equipment such as plotters and large format scanners, and work with MS Office Suite and Microsoft Teams.
- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak, and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools, or controls. The employee must compose and read written and computerized documents, plans, reports, and maps. The employee is often required to walk or stand and reach with hands and arms. The employee must occasionally lift and/or move objects of light to moderate weight. The noise level in the work environment is typical of a busy office, ranging from quiet to moderate.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: _____ Revision History: _____

		<u>Discretion & Independent Judgment</u>	<u>Education</u>	<u>Experience</u>	<u>Superv. or Manag. Responsibility</u>	<u>Position Complexity</u>	<u>Budgetary/Asset Control</u>	<u>Score</u>
		1 = Low (exercises judgment per standardized rules & policies w/ others readily available to direct) 2 = Medium (exercises some judgment interpreting rules & policies w/ check in supervision) 3 = High (regularly exercises independent judgment interpreting rules & policies w/ latitude & low supervision) 4 = High + (regularly exercises independent judgment + interpreting rules & policies w/ high latitude w/ work product/decisions governed by professional standards + directs + develops)	1 = HS diploma or equivalent 1.5 = Associates degree, vocational training certificate, specialized training certificate or equivalent 2 = Bachelor's degree or equivalent 3 = Master's degree or other post graduate specialized training or equivalent 4 = JD, PhD, or equivalent	0 = None .5 = 1 year or < 1 = >1 year -3 years 1.5 = >3 years-5 years 2 = >5 years	0 = No supervisory or managerial responsibility .5 = Directs others on behalf of superior 1 = Supervises and/or Manages with low discretion & independence carrying out standardized rules & policies 2 = Supervises and/or Manages with high discretion & independence interpreting & carrying out standardized rules & policies	1 = Low (job duties driven by set methods and processes without significant variables or ambiguities) 2 = Medium (job duties involve regular use of analytic & problem solving skills) 3 = High (job duties involve extensive use of analytic & problem solving skills with regular use of originality and pre-emptive problem solving skills)	0 = No responsibility 1 = Low responsibility, may handle & safekeep \$ or other employer assets 1.5 = Med. responsibility w/ some budgetary fin. discretion & oversight 2 = High responsibility for budgetary fin. oversight w/ extensive discretion	
Deputy Director GIS		3	3	1	0.5	2	1	10.5



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: September 15, 2022

RE: MOU GIS Services

REQUEST:

Approve the MOU for GIS Services between the County and the City of Dowagiac

BACKGROUND:

As was discussed in the previous Agenda item, a major goal has been to reach a point where we are able to offer GIS Services to partner agencies and local municipalities. Throughout the planning phases, the City of Dowagiac had expressed interest in partnering with the County when we had the infrastructure and capabilities ready to go. Pursuant to the addition of a new staff member, we have reached a point where we are now able to realize that goal.

Meetings have been held with the City Manager over the last year to review the needs of the city and refine the County's ability to meet those needs. The MOU presented provides the city with the services they have sought and provides \$75,000.00 annually to help offset costs associated with the increased personnel and maintenance of GIS systems.

The MOU provides an initial term of October 15, 2022 through September 30th, 2023 and would renew automatically for 2 additional years unless terminated in accordance with the provisions outlined in the agreement.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration
GIS

FINANCIAL ANALYSIS:

The MOU provides for \$75,000.00 in revenues to offset the added personnel and system maintenance costs.

RECOMMENDATION:

Approve MOU for GIS Services to the City of Dowagiac as presented.

MEMORANDUM OF UNDERSTANDING GEOGRAPHIC INFORMATION SYSTEMS (GIS)

A MEMORANDUM OF UNDERSTANDING (MOU), by and between Cass County hereinafter referred to as "County" and, **City of Dowagiac**, hereinafter referred to as "City" by which the County agrees to offer and carry out specific activities and establishing certain other terms and conditions of operation.

IT IS MUTUALLY AGREED AS FOLLOWS:

ARTICLE I. GIS SERVICES

SECTION 1. SCOPE

Cass County and the City of Dowagiac wish to cooperate to provide the City of Dowagiac with Geographic information System (GIS) Services. The Parties agree to undertake the activities specifically described below:

A. General Statement

The City of Dowagiac hereby agrees to engage Cass County to perform the GIS services set forth in this MOU.

B. County Shall:

1. Secure at its own expense, all personnel required in performing the services under this contract.
2. Provide 16 hours of service per week to the City. Hours of service provided shall include any necessary fieldwork to facilitate completion of projects under this agreement.
3. The County will work with the City to convert existing CAD datasets into existing GIS systems.
4. Maintain and create GIS data layers as requested by the City and according to information supplied to the County from the City. These general GIS data layers include, but are not limited to, annexations, municipal boundaries, reviewing existing parcel data, zoning, voting precincts, utilities, tax increment (TIF) districts, parking, and cemeteries.
5. Upon request of the City, the County will create customized maps for the City according to information supplied to the County by the City. All printing costs associated to any custom map requests will be paid for by the City.
6. Upon request, Cass County will work with the City to create and host web maps and GIS applications.
7. Cass County will complete annual quality control tasks. The County will utilize GIS best practice techniques when creating, reviewing, or maintaining data for the City. These best practice techniques include topology and data integrity checks. The final quality control checks are the responsibility of the City.

C. City Shall:

1. Make available at no cost to the County any information and data in the possession of the City of Dowagiac that is required as source documentation in the completion of any requested tasks.
2. Provide office space for County GIS personnel as may be needed.
3. Provide credentials and access into any necessary systems or software required to facilitate services to be provided by this agreement.

D. Data Ownership

All data produced under the scope of this agreement shall be the property of the City. The City will grant to the County the right to store the data on County computers for the term of this agreement. The data produced under the scope of this agreement shall not be distributed by the County in any form to any entity without the consent of the City, unless the County is otherwise obliged by law to respond regardless of consent (e.g., pursuant to a court order, a proper Freedom of information Act request, or other legal obligation). Upon termination of this agreement, the County will, upon direction of the City, remove all City data from County computers.

E. Equipment

The County shall provide all equipment necessary to carry out the functions as set forth in this agreement at sub-foot accuracy.

SECTION 2. TERM OF MOU

The initial term of this MOU will be October 15, 2022 through September 30, 2023. This agreement shall automatically renew on October 1st of each year through 2025, contingent upon any mutually agreed upon amendments under Article II, Section 3 or termination exercised in accordance with Article III, Section 6.

ARTICLE II. FINANCIAL CONDITIONS

SECTION 1. BUDGET AND COMPENSATION

- (A) The City shall pay the County \$75,000.00 annually for services provided under this agreement.
- (B) If desired, the City may elect to split the annualized cost into quarterly payments.
- (C) Payment shall be due within 30 days of services being offered under this agreement.

ARTICLE III. GENERAL CONDITIONS

SECTION 1. COMPLIANCE WITH LAWS

The County, in performance of this MOU, agrees to comply with all applicable Federal, State, Local Laws and Ordinances.

SECTION 2. ASSIGNMENT AND SUBCONTRACTING

The County shall not assign or subcontract any portion of the services provided within the terms of this MOU without obtaining prior written approval from the City.

SECTION 3. AMENDMENTS TO MOU

The parties hereby further agree that this MOU cannot be amended or modified without the written concurrence of both parties.

SECTION 4. DISPUTE RESOLUTION

The parties will attempt in good faith to resolve any dispute or claim arising out of or in relation to this MOU through negotiations between representatives with the authority to settle the relevant dispute. If the dispute cannot be settled amicably within thirty (30) days from the date on which either party has served written notice on the other of the dispute, then the remaining provisions of this MOU, including remedies for non-compliance and termination shall apply.

SECTION 5. SUSPENSION AND TERMINATION

If the Agency fails to comply with the terms and conditions of this MOU, the County may terminate this MOU under the following terms:

- (A) Termination for Cause – If the County fails to comply with the terms and conditions of this MOU, and any of the following conditions exist:
 - (1) The lack of compliance with the provisions of this MOU are of such scope and nature that the City deems continuation of this MOU to be substantially non-beneficial to the public interest;
 - (2) The County has failed to take satisfactory corrective action as directed by the City within the time specified; or
 - (3) The County has failed within the time specified by the City to satisfactorily substantiate compliance with the terms and condition of this MOU;

then the City may terminate this MOU in whole or in part, and thereupon shall notify in writing the County of the termination, the reasons therefor, and the effective date. The effective date shall not be prior to notification of the termination by the City to the County.

(B) Termination for Convenience

This MOU may be terminated for convenience, in whole or in part, as follows:

- (1) By the City or the County with the consent of the other party. The two parties shall agree upon the termination conditions, including the effective date; or
- (2) By the City upon submitting at least a 6-month written notification to the County. The written notification must set forth the reasons for the termination, and the effective date.

SECTION 6. DATA ACCESS

Every effort will be made to ensure the City can access their data, websites, custom applications, etc. 7 days a week, 24 hours a day, including holidays. Exceptions include periods of preventative or remedial maintenance and/or operational or security issues. The County will not be liable, financially, or otherwise, for periods of inaccessibility.

SECTION 6. SEVERABILITY

It is understood and agreed by the parties that If any part, term, or provision of this MOU is held by the courts to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this MOU did not contain that particular part, term, or provision held to be invalid.

SECTION 7. INTEGRATED DOCUMENT

This MOU with any attachments constitutes the entire MOU between the parties and both parties acknowledge that there are no other agreements, written or oral, that have been fully set forth in the text of this MOU.

This contract is effective October 15, 2022.

Dated this _____ day of _____ 2022.

CITY OF DOWAGIAC

Dated this _____ day of _____, 2022.

CASS COUNTY

Kevin Anderson, City Manager
CITY OF DOWAGIAC

Dwight Dyes, Chairperson
CASS COUNTY BOARD OF COMMISSIONERS



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: September 15, 2022

RE: Indigent Defense Contract

REQUEST:

Approve the Amended 2022-2023 Indigent Defense Contract

BACKGROUND:

The proposed revision to the Indigent Defense Contract contains a few updates. Some minor revisions include updating the representative for Cass County reflecting the change in County Administrator. The primary change here is the addition of a new attorney. This is a result of a recommendation made by the State of Michigan to proceed with the addition of an attorney based upon the current caseload and backlog.

The costs are partially offset through the MIDC Grant that follows this Agenda item. For FY 23, the total authorized budget per the grant is \$610,617.00. Of that total, \$354,283.99 will consist of State Grant Contribution. As such, the grant will cover approximately 58% of the costs of the Indigent Defense Program.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

The additional attorney contained in the revised contract will cost \$8,580.00 per month with approximately 58% of that cost (~\$4,976.40) being offset through the MIDC Grant.

RECOMMENDATION:

Approve the Amended 2022-2023 Public Defender Contract as presented.

COUNTY OF CASS, STATE OF MICHIGAN
CONTRACT FOR INDIGENT DEFENSE REPRESENTATION, FY 2022 & FY 2023

I. PARTIES

- a. County of Cass, a Michigan Municipal Corporation, ("CASS COUNTY");
- b. Four independent, non-affiliated attorneys, who may be identified by the name "CASS COUNTY DEFENDERS" (individually and collectively "ATTORNEYS").

II. TERM

The term of this Amended Agreement shall be from October 1, 2022 through and including September 30, 2023, subject to receiving state funding from the state through the Michigan Indigent Defense Commission ("MIDC").

III. DEFINITIONS

- a. "Indigent": any person who is unable to afford counsel to represent himself/herself in a Court proceeding and who has been found to be indigent and entitled to a court-appointed attorney at COUNTY expense by a judicial officer of the COURTS.
- b. "Misdemeanor": as defined by MCL 761.1(n) and a violation of a penal law of this state that is not a felony or a violation of an order, rule, or regulation of a state agency that is punishable by imprisonment of not more than 1 year or a fine that is not a civil fine as well as ordinance violations which are punishable as misdemeanors. Traffic offenses are not included within the scope of this contract.
- c. "Felony": as defined by MCL 761.1(f) and a violation of a penal law of this state for which the offender, upon conviction, may be punished by imprisonment for more than 1 year or an offense expressly designated by law to be a felony.
- d. "ATTORNEYS": as used in this contract, means three independent, non-affiliated attorneys, more specifically identified as: Robert A. Kardatzke, Gregory H. Feldman, Nicholas R. Hogue and Robert W. Drake—collectively known as the "CASS COUNTY DEFENDERS".
- e. "MAC MANAGER": as used in this contract, means the Managed Assigned Counsel Manager, Attorney Robert W. Drake, who oversees attorney assignments, attorney use of expert/investigator fees, attorney training mandates, conflict assignments, mentoring, and collaborates with CASS COUNTY and MIDC staff regarding MIDC related oversight and compliance.
- f. "APPOINTMENTS": The CASS COUNTY DEFENDERS will be appointed for parties determined to be indigent by a judicial officer of the Court after first arraignment in criminal cases. The scope of representation includes representing the indigent party in all proceedings through initial sentencing in criminal cases identified herein and through final order in civil cases identified herein. ATTORNEYS are responsible for providing representation in Court and outside Court at all critical stages of a case. ATTORNEYS are

responsible for filing motions for the use of expert witnesses and investigators as appropriate and necessary.

Specific Case assignments will be made by the MAC MANAGER who will make assignments taking into consideration caseload, complexity of each case, and the individual skills and experience of each of the ATTORNEYS. Subject to MCR 2.117(B)(3)(b) and any applicable MIDC Standards and the Professional Rules of Conduct, and except in the case of an actual conflict of interest between indigent clients, any one of the ATTORNEYS may appear in Court proceedings for a case assigned to the CASS COUNTY DEFENDERS so long as the ATTORNEYS give priority to handling cases assigned pursuant to the terms of this contract over any other matters the ATTORNEYS may be handling as part of their private practice.

The ATTORNEYS shall not seek adjournments of hearings for cases assigned pursuant to the terms of this contract because of a scheduling conflict with a case that is part of their private practice, and the ATTORNEYS will make it a priority to manage each case assigned to each particular attorney from appointment to conclusion to provide continuity to the persons being represented.

ATTORNEYS shall be in substantial compliance with maximum caseload limits of: Felonies: 150 cases per year, per ATTORNEY or Non-Traffic Misdemeanors: 400 cases per year, per ATTORNEY, or a mixed caseload of proportional sizes as described herein. In the event these caseload limits are exceeded, CASS COUNTY and the ATTORNEYS shall meet to develop a corrective action plan.

The MAC MANAGER shall carry a reduced caseload as approved by MIDC and receive additional compensation if available from the MIDC grant to carry out the MAC MANAGER duties as set forth herein and as approved by MIDC.

IV. COVENANTS OF THE ATTORNEYS:

- a. Commencing October 1, 2021 through and including September 30, 2023, the ATTORNEYS shall provide legal defense services as follows:
 - i. Appearance after first arraignment through sentencing in all new felony and non-traffic misdemeanor criminal matters including juveniles in adult Court as a result of an automatic or traditional waiver subject to the requirement that the MAC MANAGER utilize available MIDC funds to pay for Conflict Counsel to handle misdemeanors as appropriate to address caseload sizes of the ATTORNEYS as well as COVID jury trial backlogs which impact the ATTORNEYS' availability.
 - ii. Appearance at all hearings related a probation violation(s) after appointment and through sentencing on the probation violation(s)
 - iii. Appearance at hearings on extradition matters
 - iv. Appearance at all hearings in paternity matters through entry of the final order after appointment
 - v. Appearance at all hearings regarding violations of Personal Protection Orders through sentencing
 - vi. Appearance at all hearings and proceedings regarding Juvenile Delinquency proceedings under MCL 712A.2(a) and (d) as authorized by MCR 3.903(B)(3)
 - vii. Appearance at all hearings and proceedings regarding appeals from District Court to Circuit Court with the ability to seek additional payment, beyond the

terms of this contract, from the MAC MANAGER for such appeals if there are MIDC funds available to cover the costs of such appeals with billing done consistent with the fee schedule for Conflict Counsel at the rate of \$100 per hour

specifically excluding providing services for indigent defense counsel at first arraignment which is a separately awarded contract.

The ATTORNEYS shall not be assigned to cases involving minor offenses in the District or Probate Court in which the presiding Judge has expressly ruled that, upon conviction, the punishment would not include incarceration, nor shall the ATTORNEYS be appointed in any child protective proceeding. Except as provided for herein, the ATTORNEYS are not required to provide representation for appeals of convictions, post-trial, or post-sentencing proceedings.

- b. In the event a substitute attorney is needed by the ATTORNEYS to fill in at court proceedings, the ATTORNEYS shall obtain consent from their client for a substitution and make prior contact with assigned Judge and provide the name of the proposed substitute attorney as well as details of the substitute attorney's qualifications along with the proposed dates the substitute attorney would be acting for the ATTORNEYS.
- c. In the event that the Court enters an Order allowing withdrawal by one of the ATTORNEYS from a case assigned pursuant to this contract, the MAC MANAGER will assign one of the remaining ATTORNEYS to handle the case and the newly assigned ATTORNEY shall file an Appearance with the Court and serve the same on all interested persons except where there is a showing that all ATTORNEYS from the CASS COUNTY DEFENDERS have a conflict of interest after which Conflict Counsel shall be assigned by the MAC MANAGER as specified herein. In the event that one of the ATTORNEYS and his client agree that another ATTORNEY from the CASS COUNTY DEFENDERS should handle a case, the withdrawing ATTORNEY and his client along with the new ATTORNEY shall sign and file a Substitution of Appearance with the Court and serve the same on all interested persons.
- d. The ATTORNEYS shall represent indigent defendants arising out of the same transaction or occurrence, except that, in the event of a criminal transaction or occurrence that results in criminal charges against four or more defendants, in which case Conflict Counsel shall be appointed as specified herein.
- e. In the event Conflict Counsel needs to be appointed for an indigent individual because of criminal charges being filed against four or more defendants, a conflict of interest by one or more of the ATTORNEYS, or other good cause, the following process shall be utilized:
 - i. The MAC MANAGER shall be notified of the need for the appointment of Conflict Counsel;
 - ii. The MAC MANAGER shall develop and maintain a list of private attorneys willing to serve as conflict counsel who also meet the qualifications set forth in paragraphs IV. f.-y., inclusive, as set forth herein;
 - iii. Conflict Counsel shall be compensated by the COUNTY as approved by the MAC MANAGER as follows:
 - 1. \$100 per hour for misdemeanor cases

2. \$110 per hour for felony cases
3. \$120 per hour for life offense cases

Subject to the maximums set forth on the billing form as well as reimbursement for actual mileage costs, reimbursed at Cass County's standard mileage reimbursement rate, set on January 1st of each year provided that Conflict Counsel utilized the standard billing form attached hereto as Exhibit A which should be completed and submitted for payment to the Cass County employee coordinating payment of MIDC related vouchers, preferably after each client contact, but in all events within 14 days after sentencing occurs.

- iv. The obligation of the COUNTY for compensating conflict counsel shall not exceed \$16,000 during the term of this twelve (12) month contract. Any compensation owed to conflict counsel in excess of \$16,000 during the term of this twelve (12) month contract shall be withheld from the monthly compensation payable to the ATTORNEYS for the last four (4) months of the twelve (12) month contract.
- f. All of the ATTORNEYS have and shall continue to have during the term of this contract the following minimum qualifications:
- i. Juris Doctorate degree from an ABA accredited law school
 - ii. Licensed to practice law in Michigan
 - iii. Member in good standing with the Michigan State Bar Association
 - iv. Training, experience and skill in criminal law work sufficient to effectively handle cases assigned pursuant to this contract
 - v. Understand and comply with all applicable federal and state statutes, constitution and case law
 - vi. Understand and comply with applicable Michigan Court Rules
 - vii. Understand and comply with the Michigan Rules of Professional Conduct
 - viii. Understand and comply with ABA Standards of Practice
 - ix. Maintain an office in Cass County
 - x. Maintain appropriate means of contact to Court and Clients, including but not limited to:
 1. Telephone
 2. E-mail address
 3. Internet access
 - xi. Compliance with MIDC Standards as approved by the Department of Licensing and Regulatory Affairs (LARA).
- g. The ATTORNEYS shall annually complete at least twelve (12) hours of continuing legal education as required by MIDC as provided in MCL 780.991(2)(e). ATTORNEYS shall have reasonable knowledge of substantive Michigan and federal law, constitutional law, criminal law, criminal procedure, rules of evidence, ethical rules and local practices. ATTORNEYS have a continuing obligation to have reasonable knowledge of changes and developments in the law. ATTORNEYS shall have reasonable knowledge of forensic and scientific issues that can arise in a criminal case, the legal issues concerning defenses to a crime, and be reasonably able to effectively litigate those issues. ATTORNEYS shall be reasonably able to use office technology commonly used in the legal community and technology used in the applicable court system. ATTORNEYS shall be reasonably able to effectively review materials that are provided in electronic and other formats as well as an ability to effectively investigate, analyze and prepare to defend each case assigned.

- h. The ATTORNEYS shall make initial contact with clients in conformity with MIDC standards such that when a client of the ATTORNEYS is in local custody, ATTORNEYS shall conduct an initial, confidential interview within three (3) business days after appointment and when a client of the ATTORNEYS is not in custody, promptly deliver an introductory communication so that clients may follow up to schedule a confidential meeting. For clients in the custody of the Michigan Department of Corrections or detained in custody elsewhere, the ATTORNEYS shall make arrangements for confidential client contact within three (3) business days if videoconference or telephonic access is provided to the ATTORNEYS or if such videoconference or telephonic access is not provided to the ATTORNEYS then as soon as is reasonably practical but in all circumstances prior to the first pretrial hearing.
- i. ATTORNEYS shall conduct client interviews throughout the course of representation as necessary to effectively conclude each case by the provision of timely, high quality and effective representation and to keep each client informed throughout the life of each case. The purpose of interviews and ongoing communications is to (1) establish an effective relationship with each indigent client; (2) review the details of all charges; (3) determine whether motions including motions for pretrial release are appropriate; (4) evaluate the need for experts and investigators; (5) evaluate client's physical, mental and other needs including the need for an accommodation because of disability (including sign language interpretation) or the use of a foreign language interpreter; (6) to ensure clients are advised not to discuss the facts and circumstances of their arrest or allegations against them with cellmates, law enforcement, family or anyone else without counsel present; (7) explain the trial process and prepare for trial if necessary; and (8) review the pre-sentence investigation report and sentencing process with the client prior to sentencing.
- j. The ATTORNEYS shall conduct all individual client interviews in a private and confidential setting prior to the date of the next court proceedings to the extent reasonably possible.
- k. The ATTORNEYS shall evaluate whether each client is capable of participation in his/her representation, understands the charges, and has some basic comprehension of criminal process and procedure. The ATTORNEYS have a continuing obligation to evaluate client capacity and competency, and where appropriate, to file appropriate motions with the Court concerning a client's capacity or competency to stand trial or to enter a plea pursuant to MCR 6.125 and MCL 330.2021. ATTORNEYS shall take appropriate action when there are any questions about a client's competency.
- l. When the ATTORNEYS are unable to effectively communicate with clients because of language or communication barriers, the ATTORNEYS shall take whatever steps are necessary to fully explain the proceedings in a language or form of communication that the client can understand. ATTORNEYS need to take reasonable steps which may include seeking the appointment of a sign language interpreter by making contact with the COURTS' ADA Coordinator or seeking the appointment of a foreign language interpreter by making contact with the COURTS' Language Access Coordinator or taking other action pursuant to MCR 1.111 to assist with pretrial preparation, interviews, investigation, and in-court proceedings.

- m. The ATTORNEYS shall conduct an independent evaluation and investigation of each client's charge(s) and the alleged offense(s) as promptly as practicable. When appropriate, the ATTORNEYS shall request reasonable funds to retain an investigator or expert to assist with the client's defense or rebut the prosecution's case consistent with fee schedules approved and funded by MIDC. ATTORNEYS have a continuing duty to evaluate each case for appropriate defense investigations or expert assistance taking into consideration the wishes of each client and the client's version of the facts at issue.
- n. It shall be the sole responsibility of the ATTORNEYS to compensate any substitute attorney for rendering services on behalf of the ATTORNEYS to carry out the duties agreed to and set forth herein and the ATTORNEYS agree to indemnify and hold CASS COUNTY, its elected and appointed officials, employees and agents from all claims for payment of fees by any substitute attorney utilized by the ATTORNEYS.
- o. The ATTORNEYS shall, at their own expense, protect, defend and indemnify and hold harmless CASS COUNTY, its elected and appointed officials, employees and agents from all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that may be incurred as a result of any acts, omissions or negligence of the ATTORNEYS, their employees or agents or their subcontractors or sub-subcontractors, or any of their officers, employees or agents which may arise out of this contract (the indemnification responsibilities of the ATTORNEYS shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to CASS COUNTY, its elected and appointed officials, employees and agents or by the insurance coverage obtained and/or maintained by the selected ATTORNEYS pursuant to the requirements of this contract).
- p. The ATTORNEYS shall, at their own expense, carry Professional Liability Insurance at all times this contract is in effect and the ATTORNEYS shall be responsible for insuring all customarily used practice equipment and all materials, which may be used and/or left at the work site such that neither CASS COUNTY shall be responsible for any loss or damage to the tools and materials of the ATTORNEYS. The ATTORNEYS shall procure and maintain during the term of this contract Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with the laws of the state of Michigan at all times a contract is in effect. Upon execution of this contract, the ATTORNEYS shall provide CASS COUNTY with proof of Professional Liability Insurance and Workers' Compensation Insurance (if required by state law) and if any of the required insurance coverages expire during the term of this contract, the ATTORNEYS shall deliver renewal certificates to CASS COUNTY at least ten (10) days prior to the expiration date.
- q. The ATTORNEYS have not and shall not offer personal gifts, gratuities, credits or other benefits of economic value to any of CASS COUNTY's Elected Officials, Department Heads, and/or County employees as a result of their official position or business.
- r. The ATTORNEYS, as required by law, shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly related to employment, because of race, color, religion, national origin, age, sex, or disability that is unrelated to an individual's ability to perform the duties of a particular job or position.

- s. The ATTORNEYS may maintain a private practice; however, the ATTORNEYS shall give priority to handling their obligations set forth in this contract over private practice matters and shall not seek adjournment of hearings on cases subject to this contract because of a scheduling conflict with a case that is part of their private practice.
- t. The ATTORNEYS shall not accept anything of value from a defendant the ATTORNEYS are appearing on behalf of pursuant to this contract or from a defendant the CASS COUNTY DEFENDERS were appointed to provide legal services to pursuant to this contract.
- u. The ATTORNEYS must maintain written records related to the services performed including minimum written case documentation, for each appointed case, as follows and in substantial conformity with the Indigent Defense Case Tracker, Exhibit B, which shall be submitted along with monthly invoices:
 - i. Docket number
 - ii. Date appointed
 - iii. Defendant Name
 - iv. Date of initial interview (whether Defendant was in or out of custody)
 - v. Dates of all subsequent contacts
 - vi. Dates of all court appearances
- v. The ATTORNEYS must immediately notify CASS COUNTY in writing anytime an ATTORNEY becomes aware of a complaint lodged with the Michigan Grievance Commission, providing CASS COUNTY with a copy of the complaint and related materials.
- w. The ATTORNEYS shall keep adequate records of all services rendered on behalf of clients pursuant to this contract and shall make all financial and administrative records, excluding client-related confidential documents, available to CASS COUNTY and their designees or representatives as may be reasonably directed. This provision however, shall not be construed so as to require any disclosure which would violate ATTORNEYS' duties under the Rules of Professional Conduct to preserve as confidential client confidences.
- x. ATTORNEYS individually and collectively guarantee continued performance of their respective obligations under this contract during the term of this contract regardless of their present or future organizational composition, and regardless of their employment status relative to any law firms.
- y. ATTORNEYS shall not assign, subcontract or otherwise transfer any of their obligations under this contract without the prior written approval of CASS COUNTY.

V. COVENANTS OF CASS COUNTY

CASS COUNTY agrees as follows:

- a. To compensate the ATTORNEYS for the performance of the services provided by the ATTORNEYS under the terms of this contract as set forth below.

- b. To pay the total sum of \$308,880 for the four ATTORNEYS for the period of October 1, 2022 through and including September 30, 2023 contingent on receipt of monies from the MIDC.
- c. To pay the total sum of \$13,872 for the three ATTORNEYS' clerical support staff needs for the period of October 1, 2022 through and including September 30, 2023 contingent on receipt of monies from the MIDC. Clerical support staff shall be independent of any past, or present connection to any of the ATTORNEYS. Clerical support staff shall not have any business interest outside of the proposed contract with any of the ATTORNEYS or any entity associated with the ATTORNEYS or any agent of the ATTORNEYS.
- d. To pay the total sum of \$15,600 for the MAC MANAGER for the period of October 1, 2021 through and including September 30, 2023 contingent on receipt of monies from the MIDC.
- e. Payment of the sum set forth in V. b. above shall be made by CASS COUNTY in equal monthly installments of:
 - a. \$8,580 per month, October 1, 2022 through and including September 30, 2023, payable to Robert A. Kardatzke;
 - b. \$8,580 per month, October 1, 2022 through and including September 30, 2023, payable to Gregory H. Feldman; and,
 - c. \$8,580 per month, October 1, 2022 through and including September 30, 2023, payable to Robert W. Drake
 - d. \$8,580 per month, October 1, 2022 through and including September 30, 2023, payable to Nicholas R. Hogue

after each ATTORNEY submits a monthly invoice to the CASS COUNTY employee processing MIDC vouchers in a format in substantial conformity with the invoice attached as Exhibit C.

- f. Payment of the sum set forth in V. c. above shall be made by CASS COUNTY in equal monthly installments of:
 - a. \$289 per month, October 1, 2022 through and including September 30, 2023, payable to Robert A. Kardatzke;
 - b. \$289 per month, October 1, 2022 through and including September 30, 2023, payable to Gregory H. Feldman; and,
 - c. \$289 per month, October 1, 2022 through and including September 30, 2023, payable to Robert W. Drake
 - d. \$289 per month, October 1, 2022 through and including September 30, 2023, payable to Nicholas R. Hogue

after each ATTORNEY submits a monthly invoice to the CASS COUNTY employee processing MIDC vouchers for reimbursement of clerical support staff expenses in a format in substantial conformity with the invoice attached as Exhibit D.

- g. Payment of the sum set forth in V. d. above shall be made by CASS COUNTY in equal monthly installments of \$1,300 per month, October 1, 2022 through and including September 30, 2023, payable to Robert W. Drake after he submits a monthly invoice to the CASS COUNTY employee processing MIDC vouchers in a format in substantial conformity with the invoice attached as Exhibit E.
- h. Monthly payments shall be made in a timely manner, as time is of the essence.
- i. CASS COUNTY shall be responsible for payment of all witness fees, service of process fees, mileage/transportation costs for witnesses, expert witness fees, independent investigator fees, and/or independent lab testing incurred by the ATTORNEYS and approved by the MAC Attorney, in substantial conformity with applicable fee schedules established by MIDC and approved as allowable expenses by Cass County's MIDC grant.
- j. In the event a substitute attorney is needed for the ATTORNEYS, after the ATTORNEYS obtain consent from their client and make prior contact with the presiding Judge and provide the name of the proposed substitute attorney as well as details of the substitute attorney's qualifications along with the proposed dates the substitute attorney would be acting for the ATTORNEYS, the presiding Judge shall timely notify the ATTORNEYS of whether or not the request for substitute attorney is approved or denied (approval will not unreasonably be withheld taking into consideration all of the facts and circumstances of each situation where a request for substitute attorney is made).
- k. The indigent criminal defense system shall make all reasonable efforts to provide necessary accommodations to ensure compliance with MIDC standards including the need for private discussions between clients and the ATTORNEYS at facilities controlled by CASS COUNTY and the COURTS including locations at the Law & Courts Building and in the County Jail.
- l. The indigent criminal defense system shall make all reasonable efforts to ensure the ATTORNEYS are provided with copies of all relevant documents which are available, including charging documents, police reports, reports/assessments/recommendations regarding pretrial release, and other discoverable material at no cost to the ATTORNEYS.

VI. TERMINATION

- a. This contract may be terminated by CASS COUNTY as to one or more of the ATTORNEYS in the event any of the following occur:
 - i. If one or more of the ATTORNEYS fails to perform his or her obligations under this contract in a manner satisfactory to CASS COUNTY, provided however, that CASS COUNTY shall not have the right to determine the quality of legal services rendered;
 - ii. CASS COUNTY finds that one or more of the ATTORNEYS has not provided adequate legal representation for defendants at first arraignment according to the duties set forth herein, applicable court rules, rules of professional conduct, state and federal law, as well as any other factors CASS COUNTY determines are appropriate;

- iii. State legislation is enacted whereby any of the following occur:
 - 1. State funding for indigent defense supersedes county funding and State law or regulation either prohibits the continuation of this contract or will not permit CASS COUNTY to utilize said State funding to defray its obligations under this contract; or
 - 2. Future MIDC standards adopted by LARA will create a substantial additional burden for the ATTORNEYS in the delivery of the services the ATTORNEYS are required to deliver pursuant to this contract.
- b. In the event this contract is terminated pursuant to VI. a. iii. above, the parties shall be under an affirmative duty to renegotiate this contract in good faith to conform this contract to such legislative requirements so as to permit CASS COUNTY to be eligible for receiving State funding for indigent defense. However, this subsection shall not be construed so as to mandate the parties to reach any agreement.
- c. Should this contract be terminated as to one or more of the ATTORNEYS, the terminated ATTORNEY(S) shall be entitled to and CASS COUNTY is obligated to pay for the ATTORNEYS' legal services as set forth in this contract and the remaining ATTORNEYS shall be required to handle all contractual obligations including appearances at first arraignment at no additional cost to CASS COUNTY.

VII. DEATH, DISABILITY OR LICENSE SANCTIONS

- a. In the event one of the ATTORNEYS dies, becomes disabled, or is otherwise unable to work as an attorney, or suffers the suspension or revocation of his/her license to practice law in the State of Michigan, then the remaining ATTORNEYS and CASS COUNTY shall meet as soon as possible after such event for the purpose of selecting a replacement attorney, if appropriate and necessary, with such appointment to take place within 30 days of the notice of the terminating event. Between the time of such notice and the selection of an appropriate replacement attorney to the extent possible and in conformity with Michigan Court Rules:
 - i. The remaining ATTORNEYS shall fulfill the obligations set forth in this contract.
 - ii. All parties to this contract shall operate in conformity with the requirements of this contract regarding requests for substitute attorneys as set forth herein.

VIII. GOVERNING LAW

This contract shall be construed in accordance with the laws of the State of Michigan, the Rules of Professional Conduct for attorneys, the Canons of Judicial Conduct, the Michigan Court Rules, the United States Constitution and the Constitution of the State of Michigan. In the event of a conflict between the common law of the State of Michigan regarding contracts and the Court Rules, Rules of Professional Conduct or Canons of Judicial Conduct, the later shall be controlling. Neither the ATTORNEYS nor CASS COUNTY shall be deemed to be the drafting party with respect to the terms of this contract.

IX. ADMINISTRATION AND NOTICE

When notice is required under the terms of this contract, notice shall be deemed properly served upon a party if it is in writing and mailed, postage prepaid and properly addressed as follows:

If to CASS COUNTY:

Matthew Newton
Cass County Administrator
120 N. Broadway Street
Cassopolis, MI 49031

If to the ATTORNEYS:

Robert W. Drake
Attorney at Law
205 Spaulding Street
Dowagiac, MI 49047

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated opposite their names:

CASS COUNTY

Dated: _____, 2022

Skip Dyes
Chair, Cass County Board of Commissioners

Dated: _____, 2022

Matthew Newton, Cass County Administrator

THE CASS COUNTY DEFENDERS/ATTORNEYS

Dated: _____, 2022

Robert W. Drake

Dated: _____, 2022

Gregory H. Feldman

Dated: _____, 2022

Robert A. Kardatzke

Dated: _____, 2022

Nicholas R. Hogue

Exhibit A

CONFLICT COUNSEL BILLING FORM

Defendant: _____ **Case No.:** _____

Conflict Counsel may bill at the following rates:

\$100 per hour for misdemeanor cases, capped at \$1,000 (trial) & \$500 (no trial)
\$110 per hour for felony cases, to a maximum of \$2,200 (trial) & \$1,100 (no trial)
\$120 per hour for life offense cases, capped at \$2,500 (trial) & \$1,200 (no trial)
\$250 for probation violations (formal hearing)
\$150 for probation violations (informal hearing/sentence only)

Total attorney fees billed (see attached Defense case tracker)

Time: _____ Fee: _____

Mileage for out of county travel to meet with Defendant

Miles: _____ Fee: _____

Mileage = general county rate (currently .58 per mile)

INVOICE TOTAL: _____

I affirm under penalties for perjury that the foregoing representations are true.

Submitted by: _____ Dated: _____

Name:
P#:
Address:

DO NOT WRITE BELOW THIS LINE—FOR COURT USE ONLY

CASS COUNTY ACCOUNTS PAYABLE

DEPARTMENT NAME	MIDC Conflict Counsel
VENDOR NUMBER	_____
DATE RECEIVED	_____
DATE FORWARDED	_____
DESCRIPTION	ATTORNEY FEES
REVIEWED BY	_____
APPROVED BY	_____
ACCOUNT NUMBER	_____
TOTAL:	_____

Exhibit B

INDIGENT DEFENSE CASE TRACKER

[Firm Name]

[Street Address]

Date _____

[City, State Zip]

Invoice # _____

[Phone]

Court Appointment Information

Case Number _____

Defendant Name _____

Date Appointed _____

Court Number _____

Initial Interview Information

Was client in custody?	☐ Yes	☐ No
------------------------	------------------------------	-----------------------------

Interview Date _____

[illegible]

I declare that I have examined this document, and to the best of my knowledge and belief, it is true, correct, and accurately list all services provided during the course of this billing period.

Attorney Name and P#

Signature

Date _____

Exhibit C

CASS COUNTY DEFENDERS ATTORNEY BILLING STATEMENT

Attorney Fees for MONTH OF _____, 20____:

TOTAL: \$8,580.00

Payable to: _____
(per terms of contract in effect)

By submission of this invoice, I hereby certify that for the time period covered in this billing cycle, and with respect to my indigent defense contract clients, when a client is in local custody, I have conducted an initial confidential interview within three (3) business days after appointment and when a client is not in custody, I promptly delivered an introductory communication so that my client may follow up and schedule a confidential meeting. For clients in the custody of the MDOC or detained in a county other than Cass County, I have arranged for confidential client contact in advance of the first pretrial hearing.

Date: _____ Submitted by: _____
Signature

DEPARTMENT	FUND 258 MIDC
VENDOR NUMBER	_____
DATE RECEIVED	_____
DATE FORWARDED	_____
DESCRIPTION	CONTRACTUAL ATTORNEY SERVICES
REVIEWED BY	_____
APPROVED BY	_____
ACCOUNT NUMBER	AMOUNT
258-258-807.167 (CASS DEFENDERS)	\$8,580
TOTAL	\$8,580

Exhibit D

CASS COUNTY DEFENDERS CLERICAL SUPPORT BILLING STATEMENT

Clerical Support Fees for MONTH OF _____, 20____:

TOTAL: \$289.00

Payable to: _____
(per terms of contract in effect)

By submission of this invoice, I hereby certify that I have incurred clerical support fees in the amount of \$289 or greater for the month billed for.

Date: _____ Submitted by: _____
Signature

DEPARTMENT	FUND 258 MIDC
VENDOR NUMBER	_____
DATE RECEIVED	_____
DATE FORWARDED	_____
DESCRIPTION	CONTRACTUAL ATTORNEY SERVICES
REVIEWED BY	_____
APPROVED BY	_____
ACCOUNT NUMBER	AMOUNT
258-258-807.167 (CASS DEFENDERS)	\$289
TOTAL	\$289

MIDC MANAGED ASSIGNED COUNSEL (MAC) ATTORNEY BILLING STATEMENT

MAC Fees for MONTH OF _____, 20____:

Week of _____, 2020, ____ hours (max. 3), at \$100 per hour = \$ _____
Week of _____, 2020, ____ hours (max. 3), at \$100 per hour = \$ _____
Week of _____, 2020, ____ hours (max. 3), at \$100 per hour = \$ _____
Week of _____, 2020, ____ hours (max. 3), at \$100 per hour = \$ _____
Week of _____, 2020, ____ hours (max. 3), at \$100 per hour = \$ _____

TOTAL: \$ _____

Payable to: Robert W. Drake, 205 Spaulding Street, Dowagiac, MI 49047

Date: _____ Submitted by: _____
Signature

DEPARTMENT	FUND 258 MIDC
VENDOR NUMBER	<u>99988</u>
DATE RECEIVED	_____
DATE FORWARDED	_____
DESCRIPTION	CONTRACTUAL MAC ATTORNEY SERVICES
REVIEWED BY	_____
APPROVED BY	_____
ACCOUNT NUMBER	AMOUNT
258-258-807.167	\$ _____
TOTAL <u>\$</u> _____	



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: September 15, 2022

RE: 2023 MIDC Grant

REQUEST:

Approve 2023 MIDC Grant

BACKGROUND:

Each year, the County receives a grant from the Michigan Indigent Defense Commission to support minimum standards approved by LARA for indigent criminal defense services. For FY 23, the State of Michigan recommended that an additional public defender be added with consideration given to the current caseload and backlog that exists. In conjunction with that recommendation, the grant award was adjusted to reflect the normal 58% cost offsets including the addition of a new attorney.

The county is required to comply with the minimum standards established by LARA. As such, the County is required to offer these services as established.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

The total authorized budget for the 2023 MIDC Grant is \$610,617.00 consisting of State Grant Contributions of \$354,283.99 and Local Share Contributions of \$256,333.01. The authorized budget was incorporated into the adopted FY 23 Budget.

RECOMMENDATION:

Approve the 2023 MIDC Grant as presented.

GRANT BETWEEN
THE STATE OF MICHIGAN
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC)
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)
AND
Cass County

GRANTEE/ADDRESS:

Name: Jeff Carmen
Title: County Administrator
Address: 120 N Broadway St, Cassopolis, MI 49031
Phone: (269) 445-4420 x 428

GRANTOR/ADDRESS:

Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
611 W. Ottawa St.
Lansing, MI 48933
(517) 657-3060

GRANT PERIOD:

From: 10/01/2022 to 09/30/2023

TOTAL AUTHORIZED BUDGET: \$610,617.00

State Grant Contribution:	\$354,283.99
Local Share Contribution:	\$256,333.01

ACCOUNTING DETAIL: Accounting Template No.: 6411113T032

SIGMA Vendor Code: CV0047964

GRANT

This is Grant # E20230034-00 between the Michigan Indigent Defense Commission (Grantor), and Cass County (Grantee), subject to terms and conditions of this grant agreement (Agreement).

1.0 Statement of Purpose

The purpose of this Grant is to provide funding to assist the Grantee (also referred to as local funding unit) to comply with the Compliance Plan and Cost Analysis approved by the MIDC for the provision of indigent criminal defense services through the minimum standards approved by LARA on May 22, 2017 and October 29, 2020, and the process described in the Michigan Indigent Defense Commission Act (MIDC Act). The funding for this grant is contingent upon an appropriation by the Legislature that is signed by the Governor. Consistent with the MIDC Act, in the event that the funds appropriated apply to less than all of the minimum standards, the funding unit will not be required to fully comply with all of the minimum standards. In the event that an appropriation is insufficient to fully fund this grant, the amount of the grant will be reduced by the Grantor and the funding unit will not be required to fully comply with the minimum standards the original approved grant was designed to allow.

1.1 Definitions

- A. Budget means the detailed statement of estimated costs approved as the Grantee's Cost Analysis and required to implement the Compliance Plan.
- B. Budget Category means the aggregate of all funds in each of the high-level categories within the approved Cost Analysis.
- C. Compliance Plan or Plan is the plan submitted by the local funding unit and approved by the MIDC that specifically addresses how the Grantee shall meet the approved minimum standards established by the MIDC.
- D. Cost Analysis is a statement of the types of expenditures and funding necessary to bring Grantee's indigent defense system into compliance with the approved minimum standards established by the MIDC, including a statement of the funds in excess of the Grantee's local share as defined under the MIDC Act and as outlined in the Compliance Plan.
- E. MIDC Act means the Michigan Indigent Defense Commission Act, Public Act 93 of 2013, MCL 780.991 et seq., as amended, enacted for the purpose of creating the Michigan Indigent Defense Commission and creating minimum standards for the local delivery of indigent criminal defense services that meet the constitutional requirements for the effective assistance of counsel.
- F. Subgrantee means a governmental agency or other legal entity to which an MIDC subgrant is awarded by the Grantee. Attorneys representing indigent defendants, including both public defenders and attorneys contracted to represent indigent defendants, public defender office employees, judges, magistrates, court personnel, and professional service contract vendors shall not be considered subgrantees.
- G. "Substantial Change" to a Compliance Plan is a change to the Plan or Cost Analysis that alters the method of meeting the objectives of the standard(s) in the approved Plan.

1.2 Statement of Work

The Grantee agrees to undertake, perform, and complete the services described in its approved Compliance Plan and in accordance with the MIDC Act, specifically Standards 1 through 5. The Parties to this Agreement enter into this Agreement to facilitate the process described in the MIDC Act, which controls or supersedes any terms of this Agreement. Consistent with the Act and when applicable, an indigent criminal defense system shall comply with the terms of this Agreement in bringing its system into compliance with the minimum standards established by the MIDC within 180 days after receiving funds from the MIDC. Grantee may exceed 180 days for compliance with a specific item needed to meet minimum standards as set forth in the Act. Grantee's Compliance Plan, as submitted and approved by the MIDC, addresses the prescribed methods Grantee has chosen to provide indigent criminal defense services pursuant to MCL 780.993(3). Any substantial changes to the work described in the Compliance Plan must be submitted to the MIDC for approval as set forth in this Agreement prior to any changes being implemented. All provisions and requirements of this Agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this Agreement and Grantee shall be responsible for the performance of any Subgrantee work, as defined in subsection 1.1.

1.3 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, without the prior written consent of the MIDC.
- C. The Grantee agrees that all funds are to be spent as detailed in the Budget, unless a budget adjustment request is approved. See section 1.3(E).
- D. Grantee will maintain a restricted fund within their Local Chart of Accounts for the sole purpose of accounting for the expenses and revenue sources for operation of this grant and the local adult indigent defense system.
- E. All requests for a budget adjustment or substantial changes to the Grantee's Compliance Plan will be submitted quarterly with the Grantee's quarterly report. MIDC staff shall respond to a request in writing within 30 days of receipt.
 - 1) Budget adjustments less than or equal to 5% of the Budget Category total, including adjustments between Budget Categories, do not require approval by MIDC staff, but must be reported quarterly in the next financial status report.
 - 2) A Budget adjustment involving greater than 5% of the aggregate of all funding within a Budget Category requires prior written approval by MIDC Staff and must be reported to the MIDC as soon after the Grantee is aware of the necessity of the Budget adjustment and reported in the Grantee's quarterly report.
 - 3) Any substantial change to a Compliance Plan requires prior approval by MIDC staff and MIDC Commission.

1.4 Payment Schedule

The maximum amount of grant assistance approved is \$354,283.99 (Three Hundred Fifty Four Thousand Two Hundred Eighty Three and 99/100)

Grantee must report and certify to Grantor by October 31st of each year the balance of any unexpended indigent defense grant funds from the prior fiscal year grant plus any interest earned on the advancement of the state grant funds in the previous fiscal year. Any funds from the previous fiscal year contained in an approved extension of the previous fiscal year's grant for projects that will be completed after September 30, 2021 will be carried over into the current fiscal year and shall not be considered unexpended funds, nor be included in the balance of unexpended funds. The current fiscal year indigent defense grant funds advanced will be reduced by the amount of unexpended funds from the prior fiscal year's grant by reducing the 2nd and 3rd disbursement equally. The maximum amount of grant assistance approved includes the unexpended funds reported from the previous fiscal year.

An initial advance of 25% of the State Grant shall be made to the Grantee upon receipt by the Grantor of a signed Agreement. The Grantor shall make subsequent disbursements of up to 25% of the total state grant amount in accordance with the following schedule:

Initial Advance of 25% of total grant – Within 15 days of receipt of executed agreement

25% disbursement – January 15, 2022

25% disbursement – April 15, 2022

25% disbursement – July 15, 2022 (final payment)

The above schedule of disbursement of funds is contingent upon receipt of quarterly reporting as addressed in this section and section 1.5 of this document. Any disputed matters shall not cause delay in remitting any disbursements or in issuing a grant contract and funds for the next fiscal year. Disputed matters shall be acted on independently from undisputed matters. The financial status report (FSR) report must be submitted on the form provided by the MIDC/LARA and indicate:

Grant funds received to date;

Expenditures for the reporting period by budget category; and;

Cumulative expenditures to date by budget category;

The quarterly FSR must be supported and accompanied by documentation of those grant funded expenditures incurred for the reporting period, including but not limited to:

- The general ledger for the restricted local indigent defense fund, including a detailed expenditure report with all expenditure detail within the budget categories, which must include documentation of payments to contract attorneys either by individual invoice or by report of payments made, by attorney;

- All invoices related to experts and investigators;
- All invoices related to construction; and
- Personnel detail including full-time equivalency of any grant funded positions, including total compensation for that position;

Upon request, Grantee shall provide the MIDC with additional documentation/verification of expenditures under the grant within 30 days of the making of the request. Any additional documentation/verification of expenditures shall not delay issuance of a grant contract or grant disbursements. Grantee's documentation of expenditures shall be maintained according to record retention policies for audit purposes in order to comply with this Agreement. Grantee will be held to the full contribution of the Local Share within the original one-year grant period.

The quarterly FSR and standards compliance report as addressed in Section 1.5, shall be provided in accordance with the following schedule:

Initial FSR and compliance report for 10/1/21–12/31/21 – January 31, 2022

2nd FSR and compliance report for 1/1/22-3/31/22 – April 30, 2022

3rd FSR and compliance report for 4/1/22-6/30/22 – July 31, 2022

Final FSR and compliance report for 7/1/22-9/30/22 – October 31, 2022

1.5 Monitoring and Reporting Program Performance

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work is being accomplished.
- B. Quarterly Reports. The Grantee shall submit to the Grantor quarterly program reports on compliance with the minimum standards and participate in follow up and evaluation activities. Compliance reports include narrative responses containing a description of the Grantee's compliance with Standards 1-5, identifying problems or delays, actual, real or anticipated and any significant deviation from the approved Compliance Plan. Grantee will use its best efforts to provide data relevant to assessing compliance as contained in the compliance reporting template requested by MIDC. If Grantee is unable to provide the information requested by the report, Grantee will demonstrate in writing the steps taken to assess what information is currently available and how to retrieve it. Grantee also agrees to work with MIDC research staff to seek additional options or ideas for the collection and retrieval of this information.

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain prior written approval for substantial changes to the compliance plan from Grantor.

2.2 Delegation

Grantee must notify the MIDC at least 90 calendar days before any proposed delegation with reasonable detail about Subgrantee and the nature and scope of the activities delegated. If any obligations under this Grant are delegated, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant activities; (b) make all payments to the Subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with Subgrantee. Grantee remains responsible for the completion of the Grant activities and compliance with the terms of this Grant.

2.3 Program Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be recorded in the Grantee's restricted indigent defense fund and included in the quarterly FSRs. The grant award shall not be increased by the amount of interest earned. Any grant funds attributable to interest and not spent at the end of the grant period shall be returned to the State or included in future grant awards from the MIDC consistent with MCL 780.993(15).

2.4 Share-in-savings

Grantor expects to share in any cost savings realized by Grantee in proportion of the grant funds to the local share.

2.5 Purchase of Equipment

The purchase of equipment must be made pursuant to Grantee's established purchasing policy and if not specifically listed in the Budget, Grantee must have prior written approval of Grantor. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by Grantee unless otherwise specified at the time of approval.

2.6 Accounting

Grantee must establish and maintain a restricted indigent defense fund in its local chart of accounts to record all transactions related to the Grant. The restricted fund will not lapse to the local general fund at the close of Grantee's fiscal year. Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. Grantee's overall financial management system must ensure effective control over and accountability for all indigent defense funds received. Where the Grantee uses a nonprofit entity to provide indigent defense services as contemplated in its compliance plan and cost analysis, the Grantee shall ensure that the contract or agreement defining the nonprofit entities relationship allows for reasonable access, in its sole discretion, to financial records for monitoring by the Grantee and its representatives. Accounting records must be supported by source documentation of expenditures including, but not limited to, balance sheets, general

ledgers, payroll documents, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.7 Records Maintenance, Inspection, Examination, and Audit

Grantor or its designee may audit Grantee and the restricted indigent defense fund account to verify compliance with this Grant. Grantee must retain and provide to Grantor or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, Grantor and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors have occurred, the amount in error must be reflected as a credit or debit on subsequent disbursements until the amount is paid or refunded. Any remaining balance must be reported by Grantee to Grantor by October 31 of each year as required under the MIDC Act.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

2.8 Competitive Bidding

Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition, consistent with Grantee's purchasing policies. Sole source contracts should be negotiated to the extent that such negotiation is possible. Attorney contracts for representation of indigent or partially indigent defendants, and contracts for managed assigned counsel coordinators, are exempt from a competitive bid process but must meet standard internal procurement policies, as applicable.

3.0 Liability

The State is not liable for any costs incurred by Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the total grant amount.

3.1 Safety

Grantee and all subgrantees are responsible for ensuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. Grantee and every subgrantee are responsible for compliance with all federal, state, and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.2 Indemnification

Each party to the Grant must seek its own legal representation and bear its own legal costs; including judgments, in any litigation which may arise from the performance of this Grant and/or Agreement. It is specifically understood and agreed that neither party will indemnify the other party in any such litigation.

3.3 Failure to Comply and Termination

A. Failure to comply with duties and obligations under the grant program as set forth in Public Act 93 of 2013, as amended, is subject to the procedures contained in sections 15 and 17 of the Act.

B. Termination for Convenience

Grantor may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If Grantor terminates this Grant for convenience, Grantor will pay all reasonable costs for approved Grant responsibilities. If the parties cannot agree to the cost to be paid by the Grantor, the parties shall attempt to resolve the dispute by mediation pursuant to MCL 780.995. Grantee's duty to comply with MIDC standards is limited to funding covering the cost of compliance as set forth in the Act.

3.4 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify Grantor of any violation or potential violation of this Section. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

3.5 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 to 37.2804, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

3.6 Unfair Labor Practices

Under MCL 423.324, the State may void any Grant with a grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

3.7 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or act of God that are beyond its control and without its fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees except where the MIDC determines that an unforeseeable condition prohibits timely compliance pursuant to MCL 780.993, Sec. 13(11).

4.0 Certification Regarding Debarment

Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or state department or agency. If Grantee is unable to certify to any portion of this statement, Grantee shall attach an explanation to this Agreement.

4.1 Illegal Influence

Grantee certifies, to the best of its knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee certifies, to the best of its knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of Grantee, to any person for influencing or attempting to influence an officer or employee of any state agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state

loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.2 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles. All claims relating to, or arising out of, this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved as outlined in Sec. 15 of PA93 of 2013, as amended.

4.3 Disclosure of Litigation, or Other Proceeding

Grantee must notify Grantor within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively Proceeding) that arises during the term of the Grant against a public defender office, an attorney employed by a public defender office, or an attorney contracted to perform indigent defense functions funded by the Grantee that involves: (a) a criminal Proceeding; (b) a civil Proceeding involving a claim that, after consideration of Grantee's insurance coverages, would adversely affect Grantee's viability; (c) a civil Proceeding involving a governmental or public entity's claim or written allegation of fraud related to performance of the Grant; or (d) a Proceeding challenging any license that an attorney practicing on behalf of a public defender office or an attorney practicing pursuant to a contract to perform indigent defense functions for Grantee is required to possess in order to perform under this Grant.

4.4 Assignment

Grantee may not assign this Grant to any other party without the prior approval of Grantor. Upon notice to Grantee, Grantor, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If Grantor determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform its obligations under the Grant.

4.5 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant activities. Pursuant to the MIDC Act, the MIDC shall promulgate policies necessary to carry out its powers and duties. The MIDC may also provide guides, instructions, informational pamphlets for the purpose of providing guidance and information with regard to the Grant and MIDC policies. This Agreement supersedes all terms of MIDC policies, guides, instructions, informational pamphlets and any other explanatory material that is in conflict with the Agreement. This Agreement may not be amended except by a signed written agreement between the parties.

4.6 Grantee Relationship

Grantee assumes all rights, obligations, and liabilities set forth in this Grant. Grantee, its employees, and its agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee,

and not Grantor or the State of Michigan, is responsible for the payment of wages, benefits, and taxes of Grantee's employees. Prior performance does not modify Grantee's status as an independent grantee.

4.7 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with section 15 of Public Act 93 of 2013. The dispute will be referred to the parties' respective representatives or program managers. Such referral must include a description of the issues and all supporting documentation. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance or performance would require Grantee to spend in excess of the Local Share as defined by MCL 780.983(h).

5.0 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

5.1 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

Signature:

,

Date:

Bureau of Finance and Administrative Services
Department of Licensing and Regulatory Affairs
State of Michigan

Signature:

,

Date:

Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
State of Michigan

Signature:

Representative: ,

Date:

Funding Unit: Cass County

GRANT NO. E20230034-00



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: September 15, 2022

RE: FY 22 Budget Amendments

REQUEST:

Approve Budget Amendments

BACKGROUND:

There are 6 budget amendments proposed for consideration. The first is for the Sheriff Justice Training Fund. This adjustment would use fund balance from the Sheriff Justice Training Fund to cover additional training that is needed. The 911 Service Fund requires adjustment due to wages being overbudget in relation to the MERS transition. Many departments have not needed adjustment due to turnover, however, 911 has not seen that. As such, additional funding is needed from the 911 Service Fund. The Veterans Relief Fund adjustment would allocate additional funding for food vouchers. The Concealed Pistol Licensing Fund had part-time wages slightly underbudgeted. The amendment would allocate funding from the Concealed Pistol License Fund to cover the increased part-time wages. The Local Corrections Officers Training had both increased revenues and increased expenditures. The increased expense is fully offset through the increased revenue. Finally, Animal Control is in a similar situation to the the 911 Service Fund due to the MERS transition. An adjustment is proposed to utilize \$20,000.00 of fund balance from the General Fund to offset the increased costs associated with the MERS transition.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

Impact by Fund:

- Sheriff Justice Training Fund – Increase Expense of \$2,000.00
- 911 Service Fund – Increased Expense of \$100,000.00
- Veteran's Relief Fund – Increased Expense of \$500.00
- Concealed Pistol Licensing Fund – Increased Expense of \$3,500.00
- Local Corrections Officers Training – Increased Expense of \$3,000.00 (Note: Budget Neutral)
- Animal Control (General Fund) – Increased Expense of \$20,000.00

RECOMMENDATION:

Approve FY 22 Budget Amendments as presented.

Adjustments Requiring BOC Approval - Sept 15,2022:

Account #	Fund / Dept	Account Name	R = Revenue E = Expense	Increase	Decrease
275-000-699.050	Sheriff Justice Training Fund	Fund Balance Allocation	R	2,000	
275-301-960.000	Sheriff Justice Training Fund	Misc Expenditures	E	2,000	

Requesting to use fund balance to cover additional training needs this year.

261-000-699.050	911 Service Fund	Fund Balance Allocation	R	100,000	
261-325-702.000	911 Service Fund	Full Time Wages	E	100,000	

Wages are over budget due to MERS transition. Although most departments had vacancies that would cover these additional cost, 911 has not see the turnover that some of the other departments have seen. Additional funding would come from 911 Fund balance.

293-000-699.050	Veterans Relief Fund	Fund Balance Allocation	R	500	
293-682-960.000	Veterans Relief Fund	Misc Expenditures	E	500	

*"With the economy being what is is (horrible) we have given out food vouchers " - Karee K
Requesting to utilize some more of the fund balance for additional food vouchers.*

263-000-699.050	Concealed Pistol Licensing Fund	Fund Balance Allocation	R	3,500	
263-215-703.000	Concealed Pistol Licensing Fund	Part Time Wages	E	3,500	

Part time wages were slightly under budgeted. Requesting to utilize fund balance for the difference not collected with licenses & permits.

264-000-640.000	Local Corrections Officers Training	Charges for Service	R	3,000	
264-362-702.000	Local Corrections Officers Training	Full Time Wages	E	3,000	

Revenue and expenditures higher than anticipated.

101-000-699.050	Animal Control	Fund Balance Allocation	R	20,000	
101-430-702.000	Animal Control	Full-Time Wages	E	20,000	

Wages are over budget due to MERS transition. Although most departments had vacancies that would cover these additional cost, Animal Control has not seen the turnover that some of the other departments have seen. Additional funding would come from 101 Fund Balance.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Roseann Marchetti, Commissioner District #4

DATE: September 15, 2022

RE: R-178-22 Rejecting Private Money for Funding Elections

REQUEST:

Approve R-178-22 as presented.

BACKGROUND:

R-178-22 affirms that funding and managing elections is a government function and specifies that the County will not approve nor accept any donations, grants of private money, personal property, or real property for use or purposes of funding or managing elections.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve R-178-22 as presented.

CASS COUNTY BOARD OF COMMISSIONERS

R-178-22

A RESOLUTION REJECTING PRIVATE MONEY FOR FUNDING ELECTIONS

WHEREAS, Cass County, through the Board of Commissioners, has the authority to accept or reject proposed donations or grants to the County in the form of cash, personal property, and real property;

WHEREAS, funding and managing elections has always been a government function; and

WHEREAS, private organizations are not subject to the same laws as public institutions, they are not required to hold public hearings, cannot be monitored via freedom of information requests and other mechanisms of administrative and financial transparency, are not subject to the normal checks and balances of the governmental process, and are not accountable to citizens if the public disapproves of their actions.

NOW, THEREFORE, BE IT RESOLVED, that the Cass County Board of Commissioners:

1. Affirms that funding and managing elections is a government function, not a private function;
2. Shall not approve or accept donations or grants of private money or personal or real property to the County for use or purposes of funding and managing elections; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Governor Gretchen Whitmer, the Speaker of the Michigan House of Representatives, Senate Majority Leader Mike Shirkey, Representative Steve Carra, Representative Brad Paquette, the Michigan Association of Counties, and the Michigan Association of County Treasurers.

ADOPTED THIS 15th DAY OF SEPTEMBER 2022

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Dwight Dyes, Chair
CASS COUNTY BOARD OF COMMISSIONERS



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: September 15, 2022

RE: Cleaning Contract

REQUEST:

Cleaning Contract with Cleanest Co LLC

BACKGROUND:

In June of 2021, an RFP was issued for Custodial Maintenance Services for all County-owned buildings. Two vendors submitted bids with Cleanest Co LLC coming in as the lowest cost bid. M-109-21 approved a cleaning contract from June 17, 2021 to June 17, 2023 at a cost of \$10,095.00 per month. Since that time, the vendor has completed work as required and has performed satisfactorily. As any issues have arisen, the vendor has been responsive in taking required corrective actions.

As we approached the anniversary date of the first year of the proposal, a meeting was requested by the vendor to review pricing. During this meeting, it was noted that some discrepancies had occurred with respect to the scope of the agreement ranging from not being able to view certain areas during the initial walkthrough to some additions that had been requested. The vendor also stated that they had communicated with the prior Building & Grounds Director that a price adjustment may be required after the first year due to these concerns. As this predates my tenure, I am not able to independently verify what may have been discussed. It is also noted that, for reasons I am not able to determine as it also predates my tenure, that the Independent Contractor Agreement was never executed. The work has been completed under the terms of the proposal received during the RFP.

Pursuant to those items being addressed and considering the economic conditions present, the vendor requested that a price adjustment be permitted, and a proposal was received by the Administration Office. Upon review, it was determined that the proposed adjustment would necessitate the completion of a new RFP. That was undertaken in June of 2022. For that RFP, it was posted to the County website and issued directly to 4 vendors including: The Cleanest Co LLC, The Cleaning Authority, CSM Services, and Spik N Span. The County received 2 proposals under the RFP. The proposed pricing for each is attached.

Following the RFP process, the lowest cost bid remained The Cleanest Co LLC at a proposed monthly price of \$16,650.00. The pricing does come with the option of a 9% discount if payment is facilitated on a bi-weekly basis. The proposal would furnish Custodial Maintenance Services at this cost through July 30, 2027.

In conjunction with the above-referenced proposal, Finance Director Rentfrow, Building & Grounds Director Williams, and myself discussed the annualized cost and endeavored to determine if a move to facilitating custodial services internally would carry any cost savings. Utilizing Grade 4, Step 1 as a baseline, and factoring in benefits and supply costs, it was determined that the County would not be able to effectuate the work internally at a lower cost than what had been proposed. Additionally, moving services internally was noted to create potential logistics challenges due to the work schedule of the cleaning services. As such, it was not recommended to bring cleaning service in-house at this time.



CASS COUNTY BOARD OF COMMISSIONERS

Additionally, we had approached the Cass County Medical Care Facility to ascertain if their existing custodial department would potentially have any interest in pursuing an Interlocal Agreement as we have done with maintenance and IT services. My understanding is that the Medical Care Facility is not equipped to offer a service of this nature at this time and no formal proposal was received.

As noted below, there are a few possible paths forward here. The first option would be to entertain approving the proposed contract. This would permit the execution of a completed agreement, confirm pricing for a 5-year period, and continue with our existing vendor. Of note, the vendor is a local company, so this contract supports a local business. The second option would be revising the proposed contract with any terms or provisions as the BOC may see fit and negotiate with the vendor based on the specified criteria. Those could include a shorter term or other provisions as may be deemed necessary. The third option would be to complete a new RFP with any specified requirements as the BOC may request. Finally, the new proposal could be denied, and the vendor requested to continue providing services as specified in M-109-21 through June 17, 2023.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration
Maintenance

FINANCIAL ANALYSIS:

If approved, the new agreement would increase costs monthly ranging from \$5,056.50 to \$6,555.00 depending on the payment schedule selected.

RECOMMENDATION:

Discuss the proposed contract and determine a direction to take with respect to the proposed Cleaning Contract. The options would be as follows:

1. Approve the new proposed contract as presented.
2. Recommend any changes or revisions requested to the proposed contract and a revised version can be presented at the October 6th Regular Meeting.
3. Request the completion of a new RFP and any specified requirements.
4. Not approve the proposed contract and request vendor continue services under M-109-21.

Professional Janitorial Service Proposal

Prepared for:

Cass County Buildings and Grounds

120 N Broadway

Suite 200

Cassopolis, MI 49031

Submitted by:

The Cleanest Co LLC

23547 Engle St

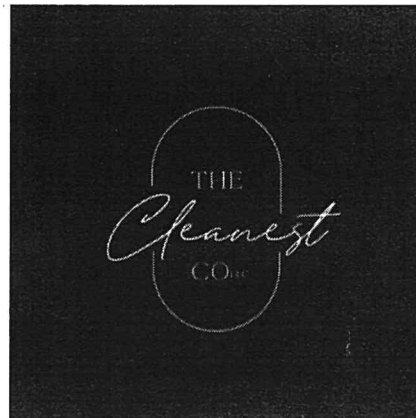
Cassopolis, MI 49031

Alexandra Laylin

Owner & Resident Agent

269.635.7437

Alex.cleanestco@gmail.com



The Cleanest Co LLC
23547 Engle St
Cassopolis, MI 49031

June 30, 2022

Cass County Building and Grounds
120 N Broadway Suite 200
Dowagiac, MI 49047

To whom it may concern,

Subject: Janitorial Service Proposal

Thank you for allowing The Cleanest Co LLC to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. Our last 16 months as your cleaning vendor has The Cleanest Co LLC well suited to become a long term vendor of Cass County. So again, Thank you!

Here are a few important highlights:

Hygiene is a vital part of all our lives. A Clean office provides you and your employees the environment needed to work efficiently and comfortably.

All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely. Our cleaners give extra care to critical microbial touch-points, ridding your office of any allergies or illnesses.

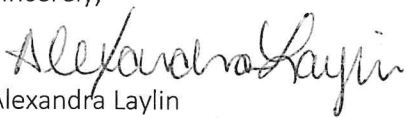
We know a seamless, no-hassle start-up is important to every client. So at The Cleanest Co LLC, we combine up-front preparation and training with strong management and direct to ensure a smooth and successful start-up.

At The Cleanest Co LLC, we offer strong management and quality control to plan for, and not lose traffic on, the many necessary cleaning details.

We are a company that was started in Cass County and all of our employees are local to the community.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional s information as you review or proposal.

Sincerely,



Alexandra Laylin
Resident Agent
The Cleanest Co LLC
When Clean Matters

Cass County Buildings and Grounds

Professional Janitorial Service Proposal

General

The Cleanest Co LLC agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. The Cleanest Co LLC agrees to furnish such cleaning service until July 30, 2027.

Compensation

5 days per week Professional Janitorial Services: \$16,650/month

Payments can also be done bi-weekly with an 9% price break

\$7,211.54/Bi-Weekly

This will include everything that is under job specifications, along with exterior window cleaning service performed once.

Square Footage Cost

Many factors go into the cost breakdown. These include; square footage, numbers of bathrooms and break-rooms, detail work (wood work, polishing chrome), and number of windows.

Total cleanable service footage: 81,260

Animal Control 1% of sq ft: **\$205/month**

Central Dispatch 3% of sq ft: **\$477.65/month**

Fitness Center 3% of sq ft: **\$477.65/month**

Sheriff's Department 3% of sq ft: **\$512.50/month**

County Building 38% of sq ft: **\$6,355/month**

Law & Courts Building 52% of sq ft: **\$8,610/month**

Special Services

Carpet Extraction Cleaning is billed after first service. This will be done twice a year, on the weekend.

Price: \$7,500 per year.

Exterior windows are cleaned one time per year, price is included in compensation.

Kitchen appliances can be cleaned at an additional costs.

Service Schedule

Cleaning service operations described in this program will be performed 5 days per week, Monday through Friday.

Services will begin at 4pm. The Cleanest Co LLC will work with designated person for schedules of meetings and gatherings at buildings, to avoid disruptions of meetings/gatherings.

The cleaning crew will observe holidays observed by the customer. The Cleanest Co LLC is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

The Cleanest Co LLC will send an email when contract is finalized to Maintenance department in regards to a schedule for 1 day/week task etc. This will be to insure quality service every time.

For Example: Dusting Window Sills will be done on Mondays in all buildings. To dust, please make sure all personal items are removed.

Services to be performed by the Contractor

Janitorial Services to the Animal Control Building, Central Dispatch/Emergency Management Center, County Building, Employee Fitness Center, Law & Courts Building, and Sheriff's Department.

Invoicing

All invoicing will be submitted monthly and payments due on the first Friday of each month.

Pricing can be adjusted with payment schedules. Refer to compensation.

Ex. January services due the 1st Friday in February

Supervision

An owner of the company is present each night for supervision to ensure quality service.

Supplies

The client will furnish roll paper towel, soap for dispensers, bags, seat covers, toilet paper, feminine products, and deodorant blocks/as needed. Our manager will be in contact with Ryan Williams, through email when these supplies are needed.

The Cleanest Co LLC will furnish all cleaning supplies inclusive of but not limited to : cleaning agents, disinfectants, etc.

Equipment

The Cleanest Co LLC will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, carpet extractor, vacuums, maid carts, mop buckets, mops, and brooms. The client agrees to provide a secure space for storage of this equipment, as may be necessary.

The Cleanest Co LLC will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

The Cleanest Co LLC will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Bonded
- Workers' Compensation

Employee Status

Personnel supplied by The Cleanest Co LLC are deemed employees of The Cleanest Co LLC and will not for any purpose be considered employees or agents of the client.

Employee wages

Employees are paid an hour rate based on experience and length of employment.

Wages range from \$13-\$22/hour

Equal Opportunity Employer

The Cleanest Co LLC is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

The Cleanest Co LLC is committed to providing quality janitorial services that deliver the highest levels of customer satisfactions. Our goal is to create a clean and healthy environment for all your employees.

Term

The term of this agreement shall be for five (5) years. This agreement may be negotiated up to 4 times annually. The agreement will be subject to negotiation when buildings are added or total square footage to be maintained has been changed.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of ninety (90) days written notice from either party.

References

Jansen Valk Thompson Reahm PC
58151 Park Place
Dowagiac, MI 49047

Mandy Wallace

269.782.3957

Paula Glynn-Glynn Fabricating
24600 Flanders St
Dowagiac, MI 49047

269.251.0405

Cass County Buildings
120 N Broadway
Cassopolis, MI 49031

File Land Company
Nicholas File
57808 M 62
Cassopolis, MI 49031

269.605.9743

Cass County Building and Grounds

Job Specifications

All buildings are 5 times a week for daily tasks
Monday through Friday
Janitorial Responsibilities will begin at 4pm

Sheriff's Department
Animal Control Building
County Building
Law & Courts Building
Central Dispatch/Emergency Management Center
Employee Fitness Center

Waste

Task Description	Service Days
Empty Waste Receptacles	5 days/week
Place waste in area, provided by client	5 days/week
Wash/Sanitize Waste Receptacles	Monthly
Replace plastic liners, provided by client	As needed

Windows & Glass

Task Description	Service Days
Clean/Sanitize Entrance door glass for smudges, fingerprints, smears, and splashes	5 days/week
Clean/Sanitize interior partition and reception glass for fingerprints, small windows *all personal items and décor must be removed	5 days/week
Clean interior of exterior glass	Monthly

Dusting

Task Description	Service Days
Clean/Sanitize smudges and fingerprints on doors	5 days/week
Clean/sanitize conference and break room tables	5 days/week
Dust ledges, window sills, and shelves *all personal items and décor must be removed	1 day/week
Dust High horizontal surfaces above 6'	1 day/week
Dust low horizontal surfaces below 2'	1 day/week
Polish bright metal	1 day/week
Knock down cobwebs	As Needed

Floors – Ceramic/Concrete

Task Description	Service Days
------------------	--------------

Sweep	5 days/week
Mop	5 days/week
Dust Baseboards	Monthly
Wash Baseboards	Annually

Stairways

Task Description	Service Days
Sweep	2 days/week
Clean Hand Rails	2 days/week
Wash stairwell doors	2 days/week
Mop	1 day/week

Floors – Carpeted

Task Description	Service Days
Vacuum Traffic areas, aisles, customer areas	5 days/week
Carpet Stain Removal	As needed
Vacuum under desks	1 day/week(FRIDAYS)
Carpet extraction cleaning	2 times/year

Restrooms

Task Description	Service Days
Clean/Sanitize Toilets, Basins, & Urinals	5 days/week
Clean/Sanitize Sinks and Counters	5 days/week
Clean floor for debris	5 days/week
Clean/Sanitize Mirrors	5 days/week
Polish Chrome	5 days/week
Mop floors	5 days/week
Clean/Sanitize splash marks from walls & partitions	5 days/week
Clean/Sanitize Containers (exteriors)	5 days/week
Dust pipes & flush meters	5 days/week
Restock all supplies – paper, soap, etc provided by client	5 days/week

Miscellaneous

Task Description	Service Days
Clean/Sanitize Drinking Fountains	5 days/week
Shut off lights, etc as required	5 days/week
Keep janitor area neat and clean	5 days/week
Lock doors and windows as required	5 days/week
Report irregularities, such as unlocked doors, windows, broken items, etc.	5 days/week
Wash & Dry safety rails	5 days/week
Holding cell areas thoroughly cleaned and disinfected	5 days/week
Vacuum fabric	1 day/week
Refill paper towel in break rooms as needed	5 days/week
Clean break room sinks	2 days/week

**Cleaning

- Spot Cleaning – to clean only visible dirt
- Detail Clean – A Full Clean

**Hygiene

- Sanitizing – Reduces microorganisms
- Disinfecting – Eliminates all microorganisms

**We do not clean desk, phones, computers, or other electronic devices. For dusting, all personal & secure items must be removed.

**We do not wash dishes, clean out refrigerators, microwaves, etc

Cass County Building and Grounds

Staff Members

Alexandra Laylin	Owner/Resident Agent
Michael Laylin	Owner/On-Call Manager
Danielle McCleery	Employee
Sydney Butts	Employee
Gloria Yuhas	Employee

Each night there will be 2-3 staff members, with an owner present to review work for quality service.

All employees wear uniform shirts and have an ID badge.

Cass County Building and Grounds

Task Checklist Example below

**Checklists are given to each employee and will be hung in janitorial closet if able.*

Waste:

Monthly	Wash/Sanitize Waste Receptacles
---------	---------------------------------

As Needed	Replace liners
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M	T	W	TR	F	Empty Waste Receptacles
M	T	W	TR	F	Place Waste in area provided by client

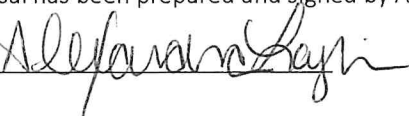
Management Review signature: _____

Restrooms:

M	T	W	TR	F	Clean/Sanitize Toilets Basins, & Urinals
M	T	W	TR	F	Clean/Sanitize Sinks & Counters
M	T	W	TR	F	Clean Floors of Debris
M	T	W	TR	F	Clean/Sanitize Mirrors
M	T	W	TR	F	Polish Chrome
M	T	W	TR	F	Mop floors w/disinfectants
M	T	W	TR	F	Clean/Sanitize splash marks from walls & partitions
M	T	W	TR	F	Clean/sanitize containers (exterior)
M	T	W	TR	F	Dust pipes & flush meters
M	T	W	TR	F	Re-stock all soap, paper products, etc provided by client

Management Review signature: _____

This proposal has been prepared and signed by Alexandra Laylin, Owner and Resident Agent of The Cleanest Co LLC.

Signature: 

Alexandra Laylin
The Cleanest Co LLC
When Clean Matters
23547 Engle St
Cassopolis, MI 49031
269.635.7437
Alex.cleanestco@gmail.com



Matthew Newton

From: Ryan Williams
Sent: Thursday, June 30, 2022 3:00 PM
To: Matthew Newton
Subject: Fwd: Thank you for choosing Spik N Span!!!

Get [Outlook for iOS](#)

From: Noah Nicholson III <nnicholson@spiknspancleaning.com>
Sent: Thursday, June 30, 2022 2:57:44 PM
To: Maintenance <Maint@cassco.org>
Subject: Thank you for choosing Spik N Span!!!

Hi Ryan,

Thank you so much for considering Spik N Span. It was a pleasure meeting you today. I just wanted to touch base to get a quote to you officially, and get the ball rolling with your cleaning program.

We understand how important it is for the presentation of your facility to be excellent. Surprisingly, many people choose where they would like to work or conduct business, based on the look, cleanliness and upkeep of the facility. This is why we take great pride in providing our clients with the professional, thorough, quality finish that they are looking for.

After taking a look at the facility layouts, and also considering the Covid-19 pandemic, I would like to make a recommendation for our "full service" sanitation and cleaning package. Considering the size and traffic flow each building, I would definitely recommend 5 cleanings per week. With this service package we will perform a very thorough cleaning and disinfecting of each facility, including the floors, restrooms, offices, trash, glass, and surfaces.

We can assure that you will no longer have to even think about the actual cleaning of any facility- everyone will have peace of mind knowing that everything has been thoroughly disinfected. (I am sure that you would much rather be focused on running your business in other ways! 😊)

We will keep your facilities "Spik N Span" for a flat rate of just \$7,000 / week (covers all 5 buildings being cleaned 5 days per week). Your service package can always be modified to fit the changes in the needs of your business moving forward. We also do not lock our clients into contracts. We believe in building and maintaining relationships with our clients by always remaining consistent and dependable. We would love the opportunity to earn your business and service your office with excellence, professionalism, and integrity.

We look forward to you becoming part of the "Spik N Span" family!! Please feel free to give me a call on my cell at 708-769-6654 (or shoot me an email or text if that is more convenient) and we will get your service started as soon as you would like! Thank you again for your consideration!

~Licensed, Bonded, & Insured~

Noah L. Nicholson III
"Servicing your business with EXCELLENCE and INTEGRITY!"
Spik N Span Cleaning & Facility Services
Office: [574-314-8995](tel:574-314-8995)
Cell: [708-769-6654](tel:708-769-6654)

nnicholson@spiknspancleaning.com

www.spiknspancleaning.com



INDEPENDENT CONTRACTOR CUSTODIAL MAINTENANCE AGREEMENT

AGREEMENT entered this ____ day of September 2022, by and between the County of Cass ("County") and

_____.

WHEREAS, the County is in need of janitorial and cleaning services for the maintenance and upkeep of:

Animal Control, 323 M-62
Central Dispatch/Emergency Management Center, 130 N. Broadway (Upstairs)
County Building, 120 N. Broadway Street
Employee Fitness Center, 130 N. Broadway Street (Downstairs)
Law & Courts Building, 60296 M-62
Sheriff's Department, 321 M-62

located in Cassopolis, Michigan; and

WHEREAS, the Contractor is qualified to provide such services and desires to perform the same.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, it is hereby agreed as follows:

A. Services to be performed by the Contractor:

1. The Contractor shall provide janitorial services to the Animal Control Building, Central Dispatch/Emergency Management Center, County Building, Employee Fitness Center, Law & Courts Building and Sheriff's Department pursuant to and in accordance with the General Conditions (Exhibit A) and the sanitation specification that are incorporated by reference into this Agreement and made a part thereof.
2. The Contractor shall provide, at its own expense, all equipment, labor, and cleaning materials required for the performance of the services to be provided under this Agreement.

B. Compensation

1. For performance of the services more fully described in Exhibit A, the County shall pay to Contractor the sum of \$_____, to be paid on or before the 30th day of the month immediately following the month in which the services have been completed.

C. Representations and Warranties of Contractor

1. The Contractor represents and warrants that its performance under this Agreement shall be in a workmanlike manner and shall meet the satisfaction and approval of the County Administrator or his/her designee. The Contractor agrees that a designated representative or agent of the County shall have the right to inspect Contractor's performance of its services at any time.
2. The Contractor represents and warrants that all its employees performing services on the County's premises will sign a condition of employment with the Contractor that states that they have never been convicted of any felony or any misdemeanor involving theft or dishonesty. The Contractor shall furnish to Cass County information meeting the above criteria on each employee.
3. The Contractor represents and warrants that it will perform reasonable employment reference checks and obtain a criminal history background check from the Michigan State Police on each employee of the Contractor working on the County's premises. The Contractor shall not employ on the County's premises any employee who has been convicted of any felony or any misdemeanor involving theft or dishonesty, or any employee who has been fired from a job for theft or dishonesty.

4. The Contractor represents and warrants that it shall render the services required by this Agreement in complete compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Contractor shall also meet all federal, state, and local license and authorization requirements.
5. The Contractor represents and warrants that it shall adhere to Federal, state, and local laws, ordinances, and regulations prohibiting discrimination with regard to persons seeking employment. The Contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, sexual orientation, handicap, height, weight, marital status, political affiliation or beliefs, or citizenship.

D. Independent Contractor.

1. It is expressly understood and agreed that the Contractor is an Independent Contractor. The personnel employed by the Contractor shall in no way be deemed to be and shall not hold themselves out as the employees, servant, or agents of the County and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, paid sick leave or vacation leave, or longevity. The Contractor shall be responsible for the withholding and payment of all applicable taxes, including but not limited to, income and social security taxes, to the proper federal, state, and local governments. The Contractor shall carry worker's compensation and unemployment compensation coverage for its employees, as required by law.

E. Insurance.

1. The Contractor shall procure, pay the premium on, keep, and maintain during the term of this Agreement the insurance coverage as required by this paragraph. Workers Compensation and Employer Liability: statutory requirements and employer liability with limits of \$1,000,000. Commercial General Liability: at least \$1,000,000 for each occurrence of Bodily Injury/Property Damage and \$2,000,000 aggregate. Insurance policies obtained by the Contractor for the services it provides hereunder shall name the County as an additional insured. The Contractor shall provide the County with a Certificate of Insurance evidencing the insurance coverage required by this paragraph. The insurance will not be canceled, nor any major changes made in the policy that restrict or reduce the insurance provided or change the name of the insured without first giving ten (10) days notice in writing to Cass County.

F. Term and Termination.

1. The Contractor shall commence performance of the services and obligations required of it under this Agreement on _____ and shall continue until _____. This contract may be renewed, and price adjustments may be negotiated annually or at the discretion of the County if a change in scope or service is requested. Any proposed price adjustments shall require approval from the Board of Commissioners. All submissions for invitation to bid will be itemized with a monthly charge on price page.
2. Either party may terminate this Agreement upon the material breach by the other party of any one or more of the terms and conditions of the Agreement or its Exhibits. The party so failing shall be notified in writing by the other party of the failure and, unless cured or a satisfactory resolution has been agreed upon with thirty (30) calendar days of said written notification, the non-breaching party may terminate this Agreement.
3. This Agreement may be terminated by either party with 90 days' notice.
4. In the event of early termination of this Agreement, the County shall reimburse the Contractor for services rendered by the Contractor up to the effective date of termination on a prorated basis, based upon the number of days in the month of the termination.

G. Indemnification.

1. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County, its officers and employees, from and against costs, losses and damages (including, but not limited to reasonable fees and charges of attorneys and other professionals, and reasonable court or arbitration or other disputed resolution costs) caused solely by the negligent acts, errors, or omissions of the Contractor

or Contractor's officers, directors and employees in the performance of Contractor's services under this Agreement.

H. Dispute Resolution.

1. The County and the Contractor agree that they shall diligently pursue resolution of all disagreements for a period of thirty (30) days, using a mutually acceptable form of mediated dispute resolution, prior to exercising their rights under other provisions of this Agreement or under the law. Disagreements consisting of claims, counterclaims, disputes, and other matters in question between the parties arising out of or relating to this Agreement shall be in writing.

I. Waivers.

1. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power, or privilege.

J. Modification of Agreement.

1. Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

K. Assignment.

1. The Contractor shall not assign, subcontract, or otherwise transfer its duties and/or obligations under this Agreement without the prior written consent of the County.

L. Disregarding Titles.

1. The titles of the paragraph set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

M. Completeness of the Agreement.

1. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or bind any of the parties hereto.

N. Invalid Provisions.

1. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

O. Certification.

1. The persons signing this Agreement on behalf of the parties hereto certify by said signatures that they are duly authorized to sign on behalf of said parties and that said parties have authorized this Agreement.

IN WITNESS WHEREOF, the parties hereto have fully executed this Agreement on the day and year first above written.

Witness

By: _____
Chair, Board of Commissioners

Dated: _____

Witness

By: _____

Dated: _____

GENERAL CONDITION

A. Supervision

The Contractor shall always provide competent and adequate supervision to satisfy the requirement and specifications of the contract.

The supervisor shall cooperate fully with the representatives of Cass County and shall be available for inspections of the buildings at times other than during working hours when requested by the County's representatives and adequate notice has been given.

The Contractor shall maintain a check-off schedule detailing when the items required to be completed on a monthly basis or greater are completed. It is the sole responsibility of the contractor to maintain the schedule.

B. Employees

The contractor shall employ competent persons, well trained in their area of work assigned.

Employees of the contractor will be required to wear some identification badge/uniform as an employee of the company. The Contractor shall submit to the County representative a list of employees of the Contractor working at each location and this list shall be updated as employees are hired and terminated. Employees of the contractor shall not work in any of the seven locations until being vetted (background check and fingerprinted) by the Cass County Sheriff and each employee signs a security awareness agreement.

The Contractor will be held accountable for its employees, who shall not disturb papers on desks, open drawers, or cabinets, use telephone or data terminals or tamper with personal property.

C. Keys

Keys or the Card Reader System to the building shall be furnished by Cass County and no keys are to be duplicated. All keys and access cards shall be returned at the termination of the contract. All keys are to be stored in a locked room and **under no circumstances** are to be removed from the building.

D. Work Week

All custodial service responsibilities will be performed starting at 4:00 p.m. each day, Monday through Friday for all locations. It shall be understood that cleaning responsibilities shall be performed after activities have ended in conference and common areas to provide for a clean building the following day.

E. Correction of Work

The Contractor shall promptly (within 24 hours) correct all work rejected by the representative of the County as defective or as failing to conform to the custodial service specifications, including failure to execute such work.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: September 15, 2022

RE: September 29th, 2022 Special Meeting

REQUEST:

Approve Special Meeting to be held on September 29th, 2022 at 3:00 PM for Final Design Presentation of Historic Courthouse and Renovation Proposal.

BACKGROUND:

We are reaching the end of the Design phase of the Historic Courthouse Project. As such, the goal would be to designate a Special Meeting focused solely on the Historic Courthouse Project. The Meeting would consist of a final design presentation from Intersect Studio showing the evolution of the proposed space from the Original Phase 1 Programming Phase to the Phase 2 Design Phase. Following the presentation, a Renovation Proposal would be presented and considered.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve Special Meeting to be held on September 29th at 3:00 PM.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Appointments Committee

DATE: September 15, 2022

RE: Appointment – Woodlands Behavioral Healthcare Network Board

REQUEST:

Appoint Richard Palmisano to the Woodlands Behavioral Healthcare Network Board to an unexpired term ending March 31, 2023.

BACKGROUND:

The Appointments Committee met on September 8th to review vacancies for County Boards and Commissions. After reviewing vacancies and potential candidates, the above recommendation was made by the Committee.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve the appointment as presented.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Appointments Committee

DATE: September 1, 2022

RE: Appointment – Cass County Planning Commission

REQUEST:

Appoint Jayne Bailey to the Cass County Planning Commission to an unexpired term ending July 31, 2023.

BACKGROUND:

The Appointments Committee met on September 8th to review vacancies for County Boards and Commissions. After reviewing vacancies and potential candidates, the above recommendation was made by the Committee.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve the recommended appointment as presented.



September Meetings

Townships	Date	Time	How
Calvin	09/13/22	6:00 PM	In Person
Howard	09/20/22	7:00 PM	In Person
Jefferson	09/08/22	6:30 PM	In Person
LaGrange	09/20/22	7:00 PM	In Person
Marcellus	09/20/22	6:00 PM	In Person
Mason	09/13/22	7:00 PM	In Person
Milton	09/13/22	7:00 PM	In Person
Newberg	09/12/22	7:00 PM	In Person
Ontwa	09/12/22	7:00 PM	In Person
Penn	09/12/22	6:30 PM	In Person
Pokagon	09/14/22	7:00 PM	In Person
Porter	09/13/22	7:00 PM	In Person
Silver Creek	09/14/22	7:00 PM	In Person
Volinia	09/12/22	6:30 PM	In Person
Wayne	09/01/22	7:30 PM	In Person
City of Dowagiac			
	09/12/22	7:00 PM	In Person
	09/26/22	7:00 PM	In Person
Villages			
Cassopolis	09/12/22	6:30 PM	In Person
Edwardsburg	09/19/22	7:00 PM	In Person
Marcellus	09/12/22	7:00 PM	In Person
	09/26/22	7:00 PM	In Person
Vandalia	09/12/22	7:00 PM	In Person
Boards & Commissions			
Cass District Library	09/19/22	6:00 PM	In Person
Cass County Cons Dist	09/12/22	3:00 PM	In Person at Council on Aging, Decatur Rd.
Economic Dev Corp	NONE	8:30 AM	In Person
Historical Commission	09/08/22	5:00 PM	In Person
Medical Care Facility	09/26/22	10:00 AM	Zoom
Parks Board	09/08/22	4:00 PM	In Person
Planning Commission	09/28/22	4:00 PM	In Person
Road Commission	09/15/22	9:00 AM	In Person
Transportation	09/12/22	8:00 AM	In Person
VanBuren/Cass Dist			
Health Dept	09/14/22	3:00 PM	302 S. Front St., Dowagiac
Woodlands	09/27/22	5:00 PM	In Person