



CASS COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING OF THE CASS COUNTY BOARD OF COMMISSIONERS

December 1, 2022

5:00 PM

CALL TO ORDER - *Chair Dyes*

INVOCATION – *Commissioner File*

PLEDGE OF ALLEGIANCE – *Vice-Chair Grice*

ROLL CALL - *Clerk/Register Monica McMichael*

INTRODUCTION OF VISITORS – *Chair Dyes*

PUBLIC COMMENTS (limit 3 minutes/person)

APPROVAL OF THE AGENDA – *Commissioner Marchetti*

RECOGNITIONS

1. Sheriff Deputy K9 Faust Retirement (2016-2022)

PRESENTATIONS (Limit to 10 minutes)

PROPOSED CONSENT AGENDA - *Vice-Chair Grice*

1. **M-223-22** - Motion to approve Claims dated November 25, 2022
2. **M-224-22** - Motion to approve the November 17, 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

PUBLIC SAFETY REPORT

COUNTY PARTNERS (Limit to 5 minutes)

ELECTED OFFICIALS

UNFINISHED BUSINESS



CASS COUNTY BOARD OF COMMISSIONERS

NEW BUSINESS

1. **M-225-22** – Motion to approve revised Board of Commissioners Rule of Procedure as recommended by the Policy Committee – *Commissioner Laylin*
2. **M-226-22** – Motion to approve revised Land Bank Authority Bylaws – *Vice-Chair Grice*
3. **M-227-22** – Motion to reclassify IT Website Content Manager at Grade 6, Step 9 to Marketing & Communications Manager at Grade 9, Step 6 – *Commissioner Marchetti*
4. **M-228-22** – Motion to approve Letters of Understanding for the following Collective Bargaining Units: -
Commissioner Jones
 - a. Dispatch
 - b. Animal Control
 - c. Corrections
 - d. Corrections Sergeants
 - e. Road Sergeants
5. **R-229-22** – Resolution to Reauthorize Step Level Hiring Across Full Pay Scale – *Commissioner File*

CLOSED SESSION

1. **M-230-22** – Motion to enter Closed Session to discuss trial and/or settlement strategy in the tax-foreclosure litigation including the pending lawsuits in Grainger v County of Ottawa, Calkins v Kent County, and Sattler v Kent County, pursuant to MCL 15.268(e) and to discuss material exempt from disclosure under the attorney-client privilege pursuant to MCL 15.268(h). Closed Session to include Hope Anderson, Monica McMichael, Jennifer Rentfrow, Matthew Newton, Allen Vanderlaan, Nic Spigel, and any other party as may be designated by the Board Chair – *Commissioner Laylin*

NEW BUSINESS (CONTINUED)

6. **M-231-22** – Motion to approve proposed Settlement Agreement - *Commissioner Marchetti*

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

ADJOURNMENT

11/22/2022 12:40 PM
User: JackieT
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
POST DATES 11/14/2022 - 11/25/2022
JOURNALIZED
PAID

Page: 1/10

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000 GENERAL							
101-000-640.914	PARKS REVENUE	DOUG SMITH	REFUDN FOR PARKS RENTAL	072	11/25/22	125.00	1194812
Total For Dept 000 GENERAL						125.00	
Dept 101 BOARD OF COMMISSIONERS							
101-101-865.000	CONFERENCES / MEETINGS / 1	MICHIGAN STATE UNIV	NEW COMMISSIONER TRAINING (8 PLUS A	111522	11/15/22	1,000.00	1194792
101-101-955.000	DUES / MEMBERSHIP / SUBSC	MICHIGAN MUNICIPAL LEA	ASSOCIATE DUES 01/01/23-12/31/23	2082-1122	11/25/22	1,020.00	21710
Total For Dept 101 BOARD OF COMMISSIONERS						2,020.00	
Dept 172 ADMINISTRATOR							
101-172-865.000	CONFERENCES / MEETINGS / 1	MICHIGAN STATE UNIV	NEW COMMISSIONER TRAINING (8 PLUS A	111522	11/15/22	125.00	1194792
Total For Dept 172 ADMINISTRATOR						125.00	
Dept 228 INFORMATION TECHNOLOGY							
101-228-855.000	SOFTWARE SUBSCRIPTIONS	RISE VISION	DISPLAY SOFTWARE	98975	11/25/22	518.40	1194845
101-228-855.000	SOFTWARE SUBSCRIPTIONS	AVALON TECHNOLOGIES IN	VMWARE RENEWAL	8475	11/25/22	4,617.00	21682
101-228-855.000	SOFTWARE SUBSCRIPTIONS	CDW GOVERNMENT, INC.	VEEAM	1C971NT	11/25/22	6,712.62	21687
101-228-855.000	SOFTWARE SUBSCRIPTIONS	PATTI CORP	ANNUAL WEBSITE RENEWAL	244756	11/25/22	5,035.67	21688
101-228-856.000	HARDWARE SUPPORT	SHI INTERNATIONAL CORP	MONITORS FOR JAIL BOOKING	B16071515	11/25/22	889.31	1194847
Total For Dept 228 INFORMATION TECHNOLOGY						17,773.00	
Dept 233 PURCHASING							
101-233-727.000	OFFICE SUPPLIES	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	190.47	1194851
101-233-727.000	OFFICE SUPPLIES	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	73.93	1194851
101-233-727.902	OFFICE SUPPLIES - DISTRICT	PREFERRED PRINTING, IN	APPOINTMENT CARDS FOR PO TIDEY	34340	11/25/22	98.50	21723
101-233-727.904	OFFICE SUPPLIES - FAMILY (	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	69.99	1194851
101-233-727.904	OFFICE SUPPLIES - FAMILY (	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	68.14	1194851
101-233-727.906	OFFICE SUPPLIES - ADMINIS	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	71.98	1194851
101-233-729.000	POSTAGE	UPS	UPS CHARGES	565462	11/25/22	38.43	1194857
101-233-729.000	POSTAGE	UPS	UPS CHARGES	565452	11/25/22	38.16	1194857
101-233-850.000	TELEPHONE / INTERNET	TELNET WORLDWIDE	LONG DISTANCE - COUNTY BUILDINGS	110822	11/15/22	703.62	21677
Total For Dept 233 PURCHASING						1,353.22	
Dept 243 PROPERTY DESCRIPTION DEPT							
101-243-728.000	DEPARTMENTAL SUPPLIES	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	47.93	1194851
Total For Dept 243 PROPERTY DESCRIPTION DEPT						47.93	
Dept 245 COUNTY SURVEY & REMONUMENTATION							
101-245-728.000	DEPARTMENTAL SUPPLIES	ASTRO WOOD STAKE, INC.	REMON MONUMENTS	63183	11/25/22	615.00	1194805
Total For Dept 245 COUNTY SURVEY & REMONUMENTATIO						615.00	
Dept 253 TREASURER							
101-253-955.000	DUES / MEMBERSHIP / SUBSC	MICHIGAN ASSOC OF COUN	MACT MEMBERSHIP DUES - 2023	3244	11/25/22	275.00	1194834
101-253-955.000	DUES / MEMBERSHIP / SUBSC	MICHIGAN ASSOC OF COUN	MACT LEGAL DEFENSE FUND - 2023 DUES	3372	11/25/22	500.00	1194834
Total For Dept 253 TREASURER						775.00	
Dept 262 ELECTIONS							
101-262-865.000	CONFERENCES / MEETINGS / 1	HEATHER HARDING	BOARD OF CANVASSERS LUNCH NOVEMBER	NOV 1003	11/18/22	74.43	1194797
101-262-900.000	PRINTING & BINDING	SPECTRUM PRINTERS INC	NOVEMBER BALLOTS, PRECINCT KITS, AV	72244	11/18/22	20,143.88	1194801
101-262-956.000	ADVERTISING	MARCELLUS NEWS	ADVERTISEMENT FOR ROAD COMMISSION P	1365	11/25/22	78.00	1194832
Total For Dept 262 ELECTIONS						20,296.31	
Dept 265 BUILDINGS & GROUNDS							
101-265-735.000	MAINTENANCE SUPPLIES	COMMUNITY MILLS, INC.	SIDEWALK SALT	00499853	11/25/22	2,530.40	1194809
101-265-735.000	MAINTENANCE SUPPLIES	YOUNG SUPPLY CO.	SUPPLIES	80273251-00	11/25/22	266.60	1194863

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 265 BUILDINGS & GROUNDS							
101-265-741.000	UNIFORMS	ANDERSON'S SIGNS OF TH WINTER HATS - FACILITIES DEPARTMENT		110922	11/22/22	207.67	1194865
101-265-741.000	UNIFORMS	UNIFIRST CORPORATION	UNIFORM	1500015226	11/25/22	102.99	1194856
101-265-741.000	UNIFORMS	UNIFIRST CORPORATION	UNIFORM	1500016015	11/25/22	102.99	1194856
101-265-920.000	ELECTRICITY	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	38.40	21680
101-265-920.970	ELECTRICITY - L&C BUILDING	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	9,093.87	21680
101-265-920.971	ELECTRICITY - COUNTY BUILDING	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	2,643.79	21680
101-265-920.972	ELECTRICITY - ANIMAL CONTROL	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	1,301.57	21680
101-265-920.974	ELECTRICITY - SHERIFF JAIL	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	6,812.29	21680
101-265-920.975	ELECTRICITY - MAINTENANCE	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	84.96	21680
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	20.17	21680
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	9.76	21680
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	68.70	21680
101-265-921.970	NATURAL GAS - L&C BUILDING	SEMCO ENERGY GAS COMPA	NATURAL GAS (6)	111422	11/15/22	1,832.76	21679
101-265-921.971	NATURAL GAS - COUNTY BUILDING	SEMCO ENERGY GAS COMPA	NATURAL GAS (6)	111422	11/15/22	53.48	21679
101-265-921.972	NATURAL GAS - ANIMAL CONTROL	SEMCO ENERGY GAS COMPA	NATURAL GAS (6)	111422	11/15/22	432.40	21679
101-265-921.974	NATURAL GAS - SHERIFF JAIL	SEMCO ENERGY GAS COMPA	NATURAL GAS (6)	111422	11/15/22	2,308.51	21679
101-265-921.975	NATURAL GAS - MAINTENANCE	SEMCO ENERGY GAS COMPA	NATURAL GAS (6)	111422	11/15/22	91.68	21679
101-265-924.970	PEST CONTROL - L&C BUILDING	ROSE PEST SOLUTIONS	PEST	211575C	11/25/22	312.00	21727
101-265-925.000	SECURITY	HAAS SYSTEMS, INC.	JAIL FIRE TROUBLE ISSUE	17872	11/25/22	237.50	1194822
101-265-936.000	BUILDING & GROUNDS REPAIRS	ETNA SUPPLY COMPANY	P.O.0082	S104813261.001	11/25/22	97.78	1194814
101-265-936.000	BUILDING & GROUNDS REPAIRS	ETNA SUPPLY COMPANY	P.O.0076	S104815898.001	11/25/22	283.00	1194814
101-265-936.000	BUILDING & GROUNDS REPAIRS	ETNA SUPPLY COMPANY	P.O.0076	S104821442.001	11/25/22	27.90	1194814
101-265-936.000	BUILDING & GROUNDS REPAIRS	FERGUSON ENTERPRISES L	P.O.0083	6664417	11/25/22	545.88	1194816
101-265-936.000	BUILDING & GROUNDS REPAIRS	FERGUSON ENTERPRISES L	REPAIR	6665411	11/25/22	313.38	1194816
101-265-936.000	BUILDING & GROUNDS REPAIRS	LOWE'S BUSINESS ACCOUNT	MAINTENANCE REPAIRS	110222	11/25/22	26.71	1194829
101-265-936.000	BUILDING & GROUNDS REPAIRS	TAPPER FORD	VEHICLE	83354	11/25/22	1,885.26	1194852
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	P.O. 0076	80273250-00	11/25/22	309.46	1194863
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	P.O.0080	80272536-00	11/25/22	330.00	1194863
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	P.O.0068	80272636-00	11/25/22	177.50	1194863
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	P.O.0084	80273126-00	11/25/22	196.00	1194863
101-265-936.000	BUILDING & GROUNDS REPAIRS	BEHLER-YOUNG COMPANY	P.O.0090	30000212	11/25/22	309.49	21684
Total For Dept 265 BUILDINGS & GROUNDS						33,054.85	
Dept 266 ATTORNEY / CORP COUNSEL							
101-266-805.000	LEGAL SERVICES	FOSTER, SWIFT, COLLINS	LEGAL COUNSEL	846836	11/25/22	5,497.00	1194818
Total For Dept 266 ATTORNEY / CORP COUNSEL						5,497.00	
Dept 276 COURT GRANTS							
101-276-728.205	DEPARTMENTAL SUPPLIES	COVINGTON BOOKS	ATC/SC - PARTICIPANT WORKBOOKS	1060	11/25/22	371.40	1194810
101-276-801.205	PROFESSIONAL SERVICES	HEATHER BANGSTON	ATC/SC SERVICES 11/5 THROUGH 11/17/	111822	11/25/22	49.50	21683
101-276-801.205	PROFESSIONAL SERVICES	MONIQUE DORTCH	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	250.00	21691
101-276-801.205	PROFESSIONAL SERVICES	BRANDY JONES	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	51.19	21703
101-276-801.205	PROFESSIONAL SERVICES	CHRISTY LAPORTE	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	69.00	21706
101-276-801.205	PROFESSIONAL SERVICES	TAYLOR MCMEEEKEN	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	305.00	21709
101-276-801.205	PROFESSIONAL SERVICES	TAYLOR MCMEEEKEN	ATC/SC SERVICES 10/6/22 THRU 10/19/	101922	11/25/22	19.25	21709
101-276-801.205	PROFESSIONAL SERVICES	TAYLOR MCMEEEKEN	ATC/SC SERVICES 10/20 THRU 11/2/22	11222	11/25/22	57.87	21709
101-276-801.205	PROFESSIONAL SERVICES	TAYLOR MCMEEEKEN	ATC/SC SERVICES 11/3 THRU 11/5/22	11522	11/25/22	24.25	21709
101-276-801.205	PROFESSIONAL SERVICES	CARLA LOWE	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	375.00	21711
101-276-801.205	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	ATC/SC SERVICES 11/3 THRU 11/16/22	111522	11/25/22	542.88	21712
101-276-801.205	PROFESSIONAL SERVICES	TIFFANY MONDSCHIEIN	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	588.25	21713
101-276-801.205	PROFESSIONAL SERVICES	MAYA MAXINE POPE NIX	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	220.00	21717
101-276-801.205	PROFESSIONAL SERVICES	JOHN PILLOW	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	1,098.44	21722
101-276-801.205	PROFESSIONAL SERVICES	TASIA ROBERTS	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	840.00	21726

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 276 COURT GRANTS							
101-276-801.205	PROFESSIONAL SERVICES	MANDY SALMEN	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	476.13	21728
101-276-801.205	PROFESSIONAL SERVICES	REDDEN TODD	ATC/SC SERVICES 10/26 THRU 11/2/22	110222	11/25/22	20.38	21736
101-276-801.205	PROFESSIONAL SERVICES	BRADLEY WEST	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	648.38	21737
101-276-801.214	PROFESSIONAL SERVICES	PRESTON COLLETT	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	374.00	21689
101-276-801.214	PROFESSIONAL SERVICES	MONIQUE DORTCH	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	180.00	21691
101-276-801.214	PROFESSIONAL SERVICES	CLARENCE JAMES	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	592.00	21702
101-276-801.214	PROFESSIONAL SERVICES	KIMBERLY PEET	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	60.00	21721
101-276-801.309	PROFESSIONAL SERVICES - ME HEATHER BANGSTON		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	22.50	21683
101-276-801.309	PROFESSIONAL SERVICES - ME PRESTON COLLETT		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	255.00	21689
101-276-801.309	PROFESSIONAL SERVICES - ME MONIQUE DORTCH		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	60.00	21691
101-276-801.309	PROFESSIONAL SERVICES - ME BARBARA M. HOWES		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	550.00	21699
101-276-801.309	PROFESSIONAL SERVICES - ME BRANDY JONES		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	45.13	21703
101-276-801.309	PROFESSIONAL SERVICES - ME CHRISTY LAPORTE		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	245.19	21706
101-276-801.309	PROFESSIONAL SERVICES - ME TAYLOR MCMEEN		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	68.13	21709
101-276-801.309	PROFESSIONAL SERVICES - ME CARLA LOWE		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	375.00	21711
101-276-801.309	PROFESSIONAL SERVICES - ME TIFFANY MONDSCHN		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	300.00	21713
101-276-801.309	PROFESSIONAL SERVICES - ME GRACE MULLER		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	840.00	21716
101-276-801.309	PROFESSIONAL SERVICES - ME MAYA MAXINE POPE NIX		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	280.00	21717
101-276-801.309	PROFESSIONAL SERVICES - ME HEATHER PAULEY		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	558.00	21720
101-276-801.309	PROFESSIONAL SERVICES - ME KIMBERLY PEET		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	135.00	21721
101-276-801.309	PROFESSIONAL SERVICES - ME JOHN PILLOW		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	315.50	21722
101-276-801.309	PROFESSIONAL SERVICES - ME MANDY SALMEN		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	247.25	21728
101-276-801.310	PROFESSIONAL SERVICES - SV HEATHER BANGSTON		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	67.50	21683
101-276-801.310	PROFESSIONAL SERVICES - SV PRESTON COLLETT		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	409.00	21689
101-276-801.310	PROFESSIONAL SERVICES - SV MONIQUE DORTCH		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	60.00	21691
101-276-801.310	PROFESSIONAL SERVICES - SV BARBARA M. HOWES		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	300.00	21699
101-276-801.310	PROFESSIONAL SERVICES - SV CLARENCE JAMES		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	592.00	21702
101-276-801.310	PROFESSIONAL SERVICES - SV THOMAS MONDSCHN		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	238.25	21712
101-276-801.310	PROFESSIONAL SERVICES - SV TIFFANY MONDSCHN		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	361.50	21713
101-276-801.310	PROFESSIONAL SERVICES - SV MAYA MAXINE POPE NIX		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	310.00	21717
101-276-801.310	PROFESSIONAL SERVICES - SV KIMBERLY PEET		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	360.00	21721
101-276-801.310	PROFESSIONAL SERVICES - SV JOHN PILLOW		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	1,222.38	21722
101-276-801.310	PROFESSIONAL SERVICES - SV TASIA ROBERTS		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	840.00	21726
101-276-801.310	PROFESSIONAL SERVICES - SV MANDY SALMEN		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	133.25	21728
101-276-801.310	PROFESSIONAL SERVICES - SV JESSEE SCHOETZOW		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	580.63	21729
101-276-801.310	PROFESSIONAL SERVICES - SV BRADLEY WEST		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	853.63	21737
101-276-801.311	PROFESSIONAL SERVICES - CC PRESTON COLLETT		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	276.00	21689
101-276-801.311	PROFESSIONAL SERVICES - CC MONIQUE DORTCH		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	300.00	21691
101-276-801.311	PROFESSIONAL SERVICES - CC BARBARA M. HOWES		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	1,350.00	21699
101-276-801.311	PROFESSIONAL SERVICES - CC CLARENCE JAMES		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	999.00	21702
101-276-801.311	PROFESSIONAL SERVICES - CC KIMBERLY PEET		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	1,250.00	21721
101-276-801.311	PROFESSIONAL SERVICES - CC BRADLEY WEST		PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	39.13	21737
Total For Dept 276 COURT GRANTS						22,051.89	
Dept 279 FAMILY / JUVENILE COURT							
101-279-805.000	LEGAL SERVICES	LABRE LAW OFFICE	NEGLECT/ABUSE INDIGENT DEFENSE	112522	11/25/22	400.00	1194827
101-279-805.000	LEGAL SERVICES	HEIDI ANN DUNCAN	NEGLECT/ABUSE INDIGENT DEFENSE	112522	11/25/22	450.00	21694
101-279-805.000	LEGAL SERVICES	ROBERT KARDATZKE	NEGLECT/ABUSE INDIGENT DEFENSE	112522	11/25/22	100.00	21704
101-279-805.000	LEGAL SERVICES	ELIZABETH RAPALEE LYO	NEGLECT/ABUSE INDIGENT DEFENSE	112522	11/25/22	1,065.63	21707
101-279-805.000	LEGAL SERVICES	ELIZABETH MCCREE	NEGLECT/ABUSE INDIGENT DEFENSE	112522	11/25/22	1,550.00	21708
101-279-805.000	LEGAL SERVICES	SARAH SCOGGIN	NEGLECT/ABUSE INDIGENT DEFENSE	112522	11/25/22	1,775.00	21730
101-279-805.000	LEGAL SERVICES	STEPHEN K. WOODS. P.C.	NEGLECT/ABUSE INDIGENT DEFENSE	112522	11/25/22	200.00	21738

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INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
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Fund 101 GENERAL FUND							
Dept 279 FAMILY / JUVENILE COURT							
Total For Dept 279 FAMILY / JUVENILE COURT						5,540.63	
Dept 286 DISTRICT COURT							
101-286-801.902	PROFESSIONAL SERVICES	BARBARA M. HOWES	ATC/SC SERVICES 11/3 THRU 11/16/22	111622	11/25/22	150.00	21699
101-286-955.000	DUES / MEMBERSHIP / SUBSC	CASS COUNTY BAR ASSOCI	2023 MEMBERSHIP DUES - JUDGE RENTFR	2023SAR	11/25/22	45.00	1194808
Total For Dept 286 DISTRICT COURT						195.00	
Dept 289 FRIEND OF THE COURT							
101-289-730.000	MOTOR FUEL / LUBRICANTS	J & H OIL COMPANY	SQUAD FUEL 11/15/2022	CFSI-10456	11/25/22	72.63	21701
101-289-865.000	CONFERENCES / MEETINGS /	SARAH MATHEWS	REIMBURSEMENT FOR CCE CLASS - PAID	355030	11/15/22	495.00	1194791
101-289-961.000	BANK CHARGES	FIFTH THIRD BANK	BANK CHARGES 10/1/22-10/31/22	10-22 008446	11/25/22	140.33	21696
Total For Dept 289 FRIEND OF THE COURT						707.96	
Dept 294 PROBATE COURT							
101-294-817.000	TRIAL COURT APPOINTED ATT	DAVID S. RODLUND	COURT APPOINTED ATTORNEY FEE FOR 20	11.14.2022	11/25/22	125.00	1194846
Total For Dept 294 PROBATE COURT						125.00	
Dept 296 PROSECUTING ATTORNEY							
101-296-739.000	BOOKS / REFERENCE MATERIAI	WEST GROUP PAYMENT CTR	ONLINE/SOFTWARE SUBSCRIPTION	847266890	11/25/22	252.68	1194860
101-296-739.000	BOOKS / REFERENCE MATERIAI	WEST GROUP PAYMENT CTR	LIBRARY PLAN	847352897	11/25/22	241.47	1194860
101-296-801.000	PROFESSIONAL SERVICES	JEFF SMITH	SUMMONS SERVICE FROM 11/11/22 TO 11	11212022	11/25/22	42.00	21732
101-296-815.000	WITNESS FEES	JEFF SMITH	SUMMONS SERVICE FROM 11/11/22 TO 11	11212022	11/25/22	84.00	21732
101-296-815.000	WITNESS FEES	JEFF SMITH	SUMMONS SERVICE FROM 11/11/22 TO 11	11212022	11/25/22	42.00	21732
101-296-816.302	VETERINARY/K-9 COSTS - VIC	AMANDA SMEGO	REIMBURSEMENT FOR FEED AND GROOMING	11212022	11/25/22	69.80	21731
101-296-816.302	VETERINARY/K-9 COSTS - VIC	AMANDA SMEGO	REIMBURSEMENT FOR FEED AND GROOMING	11212022	11/25/22	35.00	21731
101-296-955.000	DUES / MEMBERSHIP / SUBSC	STATE BAR OF MICHIGAN	RYAN PATRICK FUNK P83576	515718	11/18/22	415.00	1194802
101-296-955.000	DUES / MEMBERSHIP / SUBSC	MILLER JAMES	REIMBURSEMENT FOR BAR FEES	1122022	11/25/22	415.00	1194838
Total For Dept 296 PROSECUTING ATTORNEY						1,596.95	
Dept 301 SHERIFF							
101-301-728.000	DEPARTMENTAL SUPPLIES	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	45.50	1194851
101-301-728.000	DEPARTMENTAL SUPPLIES	TRI-TECH, INC.	EVIDENCE ROOM SUPPLIES	00809656	11/25/22	155.48	1194855
101-301-730.000	MOTOR FUEL / LUBRICANTS	J & H OIL COMPANY	FUEL	CFSI-10450	11/25/22	303.15	21701
101-301-741.000	UNIFORMS	NEXTHILL CAPITAL PARTN	UNIFORMS	23428-2	11/25/22	167.99	1194840
101-301-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	834113	11/25/22	208.87	1194842
101-301-855.000	SOFTWARE SUBSCRIPTIONS	LEXISNEXIS RISK SOLUTI	IYETEK MAINT	1100164-20221031	11/25/22	1,200.00	1194828
101-301-865.000	CONFERENCES / MEETINGS /	FBI-LEEDA	TRAINING - CLINT ROACH	200077386	11/25/22	695.00	1194815
101-301-865.000	CONFERENCES / MEETINGS /	MICHIGAN DEPT OF ENVIR	TRAINING - MANNY DELAROSA	0691	11/25/22	65.00	1194835
101-301-935.000	VEHICLE & EQUIPMENT REPAIR	FIRST CHOICE AUTO	VEH MAINT	0020638	11/25/22	364.05	1194817
101-301-935.000	VEHICLE & EQUIPMENT REPAIR	FIRST CHOICE AUTO	VEH MAINT	0020826	11/25/22	1,550.69	1194817
101-301-935.000	VEHICLE & EQUIPMENT REPAIR	CURTIS ROHDY	VEH MAINT	11162022	11/25/22	45.00	1194824
101-301-935.000	VEHICLE & EQUIPMENT REPAIR	GRAMES TIRE & BATT	TIRE Tires	19862	11/25/22	116.00	21697
101-301-935.000	VEHICLE & EQUIPMENT REPAIR	GRAMES TIRE & BATT	TIRE Tires	19886	11/25/22	25.00	21697
101-301-955.000	DUES / MEMBERSHIP / SUBSC	MICHIGAN SHERIFFS' ASS	2023 MSA MEMBERSHIP DUES	20221084	11/25/22	1,030.00	1194837
Total For Dept 301 SHERIFF						5,971.73	
Dept 316 SECONDARY ROAD PATROL							
101-316-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	833908	11/25/22	(124.50)	1194842
Total For Dept 316 SECONDARY ROAD PATROL						(124.50)	
Dept 345 PUBLIC SAFETY DEPT							
101-345-935.407	VEHICLE & EQUIPMENT REPAIR	FIRST CHOICE AUTO	VEH MAINT	0020945	11/25/22	419.87	1194817
Total For Dept 345 PUBLIC SAFETY DEPT						419.87	

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Fund 101 GENERAL FUND							
Dept 351 JAIL OPERATION							
101-351-734.000	CLEANING SUPPLIES	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	49.99	1194851
101-351-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	1500000355	11/25/22	49.96	1194856
101-351-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	1500016016	11/25/22	59.78	1194856
101-351-738.000	CLOTHING / BEDDING / TOILE	BOB BARKER CO., INC.	JAIL SUPPLIES	INV1838234	11/25/22	86.46	1194807
101-351-738.000	CLOTHING / BEDDING / TOILE	BOB BARKER CO., INC.	JAIL SUPPLIES	INV1838566	11/25/22	690.69	1194807
101-351-738.000	CLOTHING / BEDDING / TOILE	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	17.99	1194851
101-351-738.000	CLOTHING / BEDDING / TOILE	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	26.85	1194851
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 10/30/22-11/05	120930	11/25/22	4,147.70	21686
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 11/06/22-11/12	121108	11/25/22	4,276.39	21686
101-351-812.000	MEDICAL / DRUG / PHYSICALS	VAN BUREN/CASS DISTRIC	INMATE DENTAL	BRENDON BROWN	11/25/22	120.00	1194858
101-351-812.000	MEDICAL / DRUG / PHYSICALS	CORRECTIONAL RECOVERY	INMATE MEDICAL	Q1-100034516	11/25/22	4,243.21	21690
Total For Dept 351 JAIL OPERATION						13,769.02	
Dept 430 ANIMAL CONTROL							
101-430-728.000	DEPARTMENTAL SUPPLIES	SYNCBAMAZON	TONER CARTRIDGES/OFFICE SUPPLIES/AN	111022	11/25/22	41.37	1194851
101-430-730.000	MOTOR FUEL / LUBRICANTS	J & H OIL COMPANY	FUEL	CFSI-10454	11/25/22	334.64	21701
Total For Dept 430 ANIMAL CONTROL						376.01	
Dept 681 VETERANS' BURIALS							
101-681-833.000	VETERANS BURIAL	JUSTIN SAMUEL	BURIAL - SAMUEL JR, JAMES	11/9/2022	11/25/22	300.00	1194826
101-681-833.000	VETERANS BURIAL	MISSION HILLS MEMORIAL	INSTALL MARKER - CRAWLEY III JAMES	11092022	11/25/22	395.00	1194839
Total For Dept 681 VETERANS' BURIALS						695.00	
Dept 682 VETERANS' COUNSELOR							
101-682-835.301	HEALTH SERVICES	VAN BUREN/CASS DISTRIC	DENTAL SERVOCES	10312022	11/25/22	2,170.00	1194859
Total For Dept 682 VETERANS' COUNSELOR						2,170.00	
Dept 701 PLANNING COMMISSION							
101-701-712.000	PER DIEMS	JAYNE BAILEY	PLANNING COMMISSIONER PER DIEM/TRAV	NOVEMBER	11/25/22	34.00	1194806
101-701-712.000	PER DIEMS	RICHARD PALMISANO	PER DIEM/MILEAGE - PLANNING COMMISS	NOVEMBER	11/25/22	34.00	1194844
101-701-712.000	PER DIEMS	CHAR HIEMSTRA	PER DIEM/TRAVEL - PLANNING COMMISSI	NOVEMBER	11/25/22	34.00	21698
101-701-712.000	PER DIEMS	DAN STUTSMAN	PER DIEM/TRAVEL - PLANNING COMMISSI	NOVEMBER	11/25/22	34.00	21734
101-701-860.000	TRAVEL / TRANSPORTATION /	JAYNE BAILEY	PLANNING COMMISSIONER PER DIEM/TRAV	NOVEMBER	11/25/22	9.62	1194806
101-701-860.000	TRAVEL / TRANSPORTATION /	RICHARD PALMISANO	PER DIEM/MILEAGE - PLANNING COMMISS	NOVEMBER	11/25/22	7.00	1194844
101-701-860.000	TRAVEL / TRANSPORTATION /	CHAR HIEMSTRA	PER DIEM/TRAVEL - PLANNING COMMISSI	NOVEMBER	11/25/22	1.75	21698
101-701-860.000	TRAVEL / TRANSPORTATION /	DAN STUTSMAN	PER DIEM/TRAVEL - PLANNING COMMISSI	NOVEMBER	11/25/22	15.00	21734
Total For Dept 701 PLANNING COMMISSION						169.37	
Dept 751 PARKS & RECREATION							
101-751-712.000	PER DIEMS	BRUCE CAMPBELL	PER DIEM/TRAVEL - PARKS BOARD	NOVEMBER	11/25/22	34.00	21685
101-751-712.000	PER DIEMS	LYNDON PARRISH	PER DIEM/TRAVEL - PARKS BOARD	NOVEMBER	11/25/22	34.00	21719
101-751-728.000	DEPARTMENTAL SUPPLIES	DUSSEL'S FARM MARKET I	MUMS	4662	11/25/22	59.85	1194813
101-751-728.000	DEPARTMENTAL SUPPLIES	ONE WAY PRODUCTS	BATHROOM SUPPLIES	765220	11/25/22	108.82	21718
101-751-730.000	MOTOR FUEL / LUBRICANTS	J & H OIL COMPANY	FUEL	3456	11/25/22	322.31	21701
101-751-801.000	PROFESSIONAL SERVICES	GARRETT LABORATORIES I	WATER TESTING	82644-82377-82461	11/25/22	190.00	1194819
101-751-801.000	PROFESSIONAL SERVICES	ORBIS ENVIRONMENTAL CO	ENVIRONMENTAL SURVEY REQUIRMENT FOR	2582	11/25/22	1,091.25	1194843
101-751-860.000	TRAVEL / TRANSPORTATION /	BRUCE CAMPBELL	PER DIEM/TRAVEL - PARKS BOARD	NOVEMBER	11/25/22	16.25	21685
101-751-860.000	TRAVEL / TRANSPORTATION /	LYNDON PARRISH	PER DIEM/TRAVEL - PARKS BOARD	NOVEMBER	11/25/22	4.88	21719
101-751-955.000	DUES / MEMBERSHIP / SUBSC	STATE OF MICHIGAN	WELL FEE	761-11044423	11/25/22	323.40	1194849
Total For Dept 751 PARKS & RECREATION						2,184.76	
Total For Fund 101 GENERAL FUND						137,531.00	

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Fund 213 ANIMAL CONTROL DONATION FUND							
Dept 430 ANIMAL CONTROL							
213-430-801.000	PROFESSIONAL SERVICES	ABC CLINIC / PET REFUG	SPAY/NEUTER ASSISTANCE, MENCHINI	2029014	11/25/22	40.00	1194804
213-430-801.000	PROFESSIONAL SERVICES	MICHIGAN MIXED ANIMAL	SPAY/NEUTER ASSISTANCE, SADOWITZ	7890	11/25/22	80.00	1194836
213-430-801.000	PROFESSIONAL SERVICES	TOWN & COUNTRY VETERIN	SPAY/NEUTER ASSISTANCE, GRAVIT	97828	11/25/22	40.00	1194854
213-430-880.000	PROMOTION / MARKETING	DOLLAR GENERAL - REGIO	CANDY AND SUPPLIES FORR LAWLESS TRU	1001204352	11/25/22	78.00	1194811
213-430-967.000	EQUIPMENT < \$20,000	A&L STORAGE BARNS	ANIMAL CONTROL SHED	828204	11/25/22	5,774.40	1194803
Total For Dept 430 ANIMAL CONTROL						6,012.40	
Total For Fund 213 ANIMAL CONTROL DONATION FUND						6,012.40	
Fund 216 DRUG COURT GRANTS FUND							
Dept 276 COURT GRANTS							
216-276-728.203	DEPARTMENTAL SUPPLIES	COVINGTON BOOKS	ATC/SC - PARTICIPANT WORKBOOKS	1060	11/25/22	371.40	1194810
216-276-801.203	PROFESSIONAL SERVICES - O	PRESTON COLLETT	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	675.00	21689
216-276-801.203	PROFESSIONAL SERVICES - O	MONIQUE DORTCH	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	1,250.00	21691
216-276-801.203	PROFESSIONAL SERVICES - O	BARBARA M. HOWES	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	1,150.00	21699
216-276-801.203	PROFESSIONAL SERVICES - O	BRANDY JONES	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	156.38	21703
216-276-801.203	PROFESSIONAL SERVICES - O	CHRISTY LAPORTE	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	63.31	21706
216-276-801.203	PROFESSIONAL SERVICES - O	CARLA LOWE	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	975.00	21711
216-276-801.203	PROFESSIONAL SERVICES - O	TIFFANY MONDSCHN	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	32.63	21713
216-276-801.203	PROFESSIONAL SERVICES - O	MAYA MAXINE POPE NIX	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	50.00	21717
216-276-801.203	PROFESSIONAL SERVICES - O	HEATHER PAULEY	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	720.00	21720
216-276-801.203	PROFESSIONAL SERVICES - O	KIMBERLY PEET	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	255.00	21721
216-276-801.203	PROFESSIONAL SERVICES - O	JOHN PILLOW	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	82.88	21722
216-276-801.203	PROFESSIONAL SERVICES - O	JESSEE SCHOETZOW	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	420.63	21729
216-276-801.203	PROFESSIONAL SERVICES - O	REDDEN TODD	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	241.38	21736
216-276-801.203	PROFESSIONAL SERVICES - O	BRADLEY WEST	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	54.13	21737
216-276-801.317	PROFESSIONAL SERVICES-FTC	HEATHER BANGSTON	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	18.00	21683
216-276-801.317	PROFESSIONAL SERVICES-FTC	MONIQUE DORTCH	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	100.00	21691
216-276-801.317	PROFESSIONAL SERVICES-FTC	CLARENCE JAMES	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	1,258.00	21702
216-276-801.317	PROFESSIONAL SERVICES-FTC	CHRISTY LAPORTE	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	263.53	21706
216-276-801.317	PROFESSIONAL SERVICES-FTC	TAYLOR MCMEKEN	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	169.25	21709
216-276-801.317	PROFESSIONAL SERVICES-FTC	CARLA LOWE	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	375.00	21711
216-276-801.317	PROFESSIONAL SERVICES-FTC	THOMAS MONDSCHN	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	44.25	21712
216-276-801.317	PROFESSIONAL SERVICES-FTC	TIFFANY MONDSCHN	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	682.00	21713
216-276-801.317	PROFESSIONAL SERVICES-FTC	GRACE MULLER	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	840.00	21716
216-276-801.317	PROFESSIONAL SERVICES-FTC	JOHN PILLOW	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	80.00	21722
216-276-801.317	PROFESSIONAL SERVICES-FTC	MANDY SALMEN	PROBLEM SOLVING COURT (11/3/22-11/1	112522	11/25/22	171.75	21728
Total For Dept 276 COURT GRANTS						10,499.52	
Total For Fund 216 DRUG COURT GRANTS FUND						10,499.52	
Fund 260 INDIGENT DEFENSE FUND							
Dept 228 INFORMATION TECHNOLOGY							
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SE	INVESTIGATIVE SERVICES	NOVEMBER	11/25/22	2,703.56	21724
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	INDIGENT DEFENSE	DECEMBER	11/25/22	8,580.00	21692
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	INDIGENT DEFENSE	DECEMBER	11/25/22	289.00	21692
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	INDIGENT DEFENSE	DECEMBER	11/25/22	900.00	21692
260-228-805.000	LEGAL SERVICES	HEIDI DUNCAN	INDIGENT DEFENSE	DECEMBER	11/25/22	8,869.00	21693
260-228-805.000	LEGAL SERVICES	HEIDI DUNCAN	COUNSEL AT FIRST ARRAIGNMENT FEES	DECEMBER 2022	11/25/22	4,290.00	21693
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	INDIGENT DEFENSE	OCTOBER	11/25/22	8,580.00	21695
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	LEGAL COUNSEL	OCTOBER	11/25/22	289.00	21695
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	INDIGENT DEFENSE	NOVEMBER	11/25/22	8,580.00	21695
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	LEGAL COUNSEL	NOVEMBER	11/25/22	289.00	21695

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Fund 260 INDIGENT DEFENSE FUND							
Dept 228 INFORMATION TECHNOLOGY							
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	LEGAL COUNSEL	DECEMBER	11/25/22	289.00	21695
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	INDIGENT DEFENSE	DECEMBER	11/25/22	8,580.00	21695
260-228-805.000	LEGAL SERVICES	ROBERT KARDATZKE	INDIGENT DEFENSE COUNSEL	DECEMBER	11/25/22	8,580.00	21704
260-228-805.000	LEGAL SERVICES	ROBERT KARDATZKE	LEGAL COUNSEL	DECEMBER	11/25/22	289.00	21704
Total For Dept 228 INFORMATION TECHNOLOGY						61,107.56	
Total For Fund 260 INDIGENT DEFENSE FUND						61,107.56	
Fund 261 911 SERVICE FUND							
Dept 325 COMMUNICATIONS / DISPATCH							
261-325-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	1500015227	11/25/22	44.18	1194856
261-325-856.000	HARDWARE SUPPORT	SMR COMMUNICATIONS, IN	ALIGN SIMULCAST SYSTEM AUDIO	28136	11/25/22	1,480.00	21733
261-325-920.000	ELECTRICITY	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	1,774.87	21680
261-325-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPA	NATURAL GAS (3)	110822	11/15/22	20.74	21678
261-325-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPA	NATURAL GAS (3)	110822	11/15/22	16.51	21678
261-325-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPA	NATURAL GAS (3)	110822	11/15/22	16.51	21678
261-325-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPA	NATURAL GAS (6)	111422	11/15/22	77.13	21679
261-325-991.000	PRINCIPAL	MOTOROLA SOLUTIONS CRE	ANNUAL TOWER PMT	31605	11/25/22	343,438.00	21714
261-325-994.000	INTEREST EXPENSE	MOTOROLA SOLUTIONS CRE	ANNUAL TOWER PMT	31605	11/25/22	42,390.44	21714
Total For Dept 325 COMMUNICATIONS / DISPATCH						389,258.38	
Total For Fund 261 911 SERVICE FUND						389,258.38	
Fund 265 DRUG LAW ENFORCEMENT FUND							
Dept 301 SHERIFF							
265-301-801.000	PROFESSIONAL SERVICES	INTERSECT STUDIO LLC	CCDET CONSULTANT FEES	3196-1	11/25/22	22,551.50	21700
Total For Dept 301 SHERIFF						22,551.50	
Total For Fund 265 DRUG LAW ENFORCEMENT FUND						22,551.50	
Fund 266 LAW ENFORCEMENT FUND							
Dept 301 SHERIFF							
266-301-728.409	DEPARTMENTAL SUPPLIES	DAVID NEVINS	FUNDS FOR FAUST'S RETIREMENT PARTY	112222	11/22/22	500.00	1194864
Total For Dept 301 SHERIFF						500.00	
Total For Fund 266 LAW ENFORCEMENT FUND						500.00	
Fund 270 HISTORICAL COMMISSION FUND							
Dept 803 HISTORICAL COMMISSION							
270-803-960.000	EXPENDITURES	INDIANA MICHIGAN POWER ELECTRIC (11)		111422	11/14/22	9.76	21680
Total For Dept 803 HISTORICAL COMMISSION						9.76	
Total For Fund 270 HISTORICAL COMMISSION FUND						9.76	
Fund 272 COMMUNITY CORRECTIONS FUND							
Dept 362 JAIL TRAINING							
272-362-801.000	PROFESSIONAL SERVICES	HOUSE ARREST SERVICES, SCRAM, ETHERNET, SOBERLINK 10/2022		1658198-OCT	11/25/22	1,007.00	1194823
272-362-801.000	PROFESSIONAL SERVICES	TARA SMITH THERAPY SER	JAIL MRT 10/2022	10262022	11/25/22	600.00	1194853
272-362-801.000	PROFESSIONAL SERVICES	PRESTON COLLETT	JAIL MRT 10/2022	00001	11/25/22	600.00	21689
Total For Dept 362 JAIL TRAINING						2,207.00	
Total For Fund 272 COMMUNITY CORRECTIONS FUND						2,207.00	
Fund 276 911 DISPATCH TRAINING FUND							

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Fund 276 911 DISPATCH TRAINING FUND							
Dept 301 SHERIFF							
276-301-960.000	MISCELLANEOUS EXPENSE	MACNLOW ASSOCIATES	TRAINING KELLY GILLAM, KELLY JERUE	1962	11/25/22	600.00	1194830
276-301-960.000	MISCELLANEOUS EXPENSE	MACNLOW ASSOCIATES	TRAINING JANIE PROBST	1972	11/25/22	699.00	1194830
276-301-960.000	MISCELLANEOUS EXPENSE	MACNLOW ASSOCIATES	TRAINING ABIGAIL HARRIS	1994	11/25/22	275.00	1194830
Total For Dept 301 SHERIFF						1,574.00	
Total For Fund 276 911 DISPATCH TRAINING FUND						1,574.00	
Fund 292 CHILD CARE FUND							
Dept 662 CHILD CARE - FAMILY COURT							
292-662-801.704	INSTITUTIONAL CARE	GENESEE COUNTY	INVOICE CASS COUNTY S. ROSE	112522	11/25/22	2,520.00	1194820
Total For Dept 662 CHILD CARE - FAMILY COURT						2,520.00	
Total For Fund 292 CHILD CARE FUND						2,520.00	
Fund 293 VETERANS' RELIEF FUND							
Dept 682 VETERANS' COUNSELOR							
293-682-960.000	MISCELLANEOUS EXPENSE	DONALD WOLFORD	ELECTRICAL - LESNIAK, R	11/14/2022	11/25/22	965.00	1194861
Total For Dept 682 VETERANS' COUNSELOR						965.00	
Total For Fund 293 VETERANS' RELIEF FUND						965.00	
Fund 297 DHS CHILD CARE FUND							
Dept 663 CHILD CARE - DHS							
297-663-801.707	PARENT AIDE	ROXANN RICE	CASS COUNTY CASE AIDE 10/31/22-11/1	112522	11/25/22	824.25	21725
Total For Dept 663 CHILD CARE - DHS						824.25	
Total For Fund 297 DHS CHILD CARE FUND						824.25	
Fund 595 JAIL COMMISSARY FUND							
Dept 351 JAIL OPERATION							
595-351-728.000	DEPARTMENTAL SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 10/	120812	11/25/22	1,287.65	21686
595-351-728.000	DEPARTMENTAL SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK 11/06/	120996	11/25/22	1,392.08	21686
Total For Dept 351 JAIL OPERATION						2,679.73	
Total For Fund 595 JAIL COMMISSARY FUND						2,679.73	
Fund 616 TAX REVOLVING CONTROL FUND							
Dept 000 GENERAL							
616-000-089.999	CHARGEBACKS DUE FROM OTHE	NICOLE SWARTZENTRUBER	ASSESSOR PRE ADJUSTMENT 14-120-209-	23-43	11/25/22	2,560.05	1194841
616-000-089.999	CHARGEBACKS DUE FROM OTHE	NICOLE SWARTZENTRUBER	ASSESSOR PRE ADJUSTMENT 14-120-209-	23-43	11/25/22	3,162.60	1194841
Total For Dept 000 GENERAL						5,722.65	
Dept 254 DELINQUENT TAX PROPERTY SALES							
616-254-801.000	PROFESSIONAL SERVICES	TITLE CHECK, LLC	PARCEL ADMINISTRATION FEES - 2020 T.	2211-29	11/25/22	2,459.17	21735
616-254-801.011	11 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	TREASURER - 2 CROOKED CREEK, LLC	340953 NJS	11/25/22	400.00	21705
616-254-801.018	18 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	GENERAL REPRESENTATION	340954 NJS	11/25/22	562.50	21705
616-254-801.018	18 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	LEGAL SERVICES RENDERED THROUGH 10/	340955 NJS	11/25/22	217.50	21705
Total For Dept 254 DELINQUENT TAX PROPERTY SALES						3,639.17	
Total For Fund 616 TAX REVOLVING CONTROL FUND						9,361.82	
Fund 620 TAX REVOLVING - 2020							
Dept 253 TREASURER							
620-253-701.011	ADMINISTRATION FEES	NICOLE SWARTZENTRUBER	ASSESSOR PRE ADJUSTMENT 14-120-209-	23-43	11/25/22	25.60	1194841

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Fund 620 TAX REVOLVING - 2020							
Dept 253 TREASURER							
			Total For Dept 253 TREASURER			25.60	
			Total For Fund 620 TAX REVOLVING - 2020			<u>25.60</u>	
Fund 631 TAX REVOLVING - 2021							
Dept 253 TREASURER							
631-253-701.011	ADMINISTRATION FEES	NICOLE SWARTZENTRUBER	ASSESSOR PRE ADJUSTMENT 14-120-209- 23-43		11/25/22	31.62	1194841
			Total For Dept 253 TREASURER			<u>31.62</u>	
			Total For Fund 631 TAX REVOLVING - 2021			<u>31.62</u>	
Fund 632 TAX REVOLVING - 2022							
Dept 000 GENERAL							
632-000-275.000	OVERPAYMENT OF TAXES	MARCELLUS TWP. TREASUR	2022 SUMMER TAX - PARCEL 14-050-025 23-44		11/25/22	359.46	1194833
			Total For Dept 000 GENERAL			<u>359.46</u>	
			Total For Fund 632 TAX REVOLVING - 2022			<u>359.46</u>	
Fund 701 GENERAL CUSTODIAL FUND							
Dept 000 GENERAL							
701-000-228.010	DUE TO STATE - ST EDUCATION	STATE OF MICHIGAN	RETURN FOR S.E.T AND MOBILE HOME TAX	103122-SOM	11/25/22	360,253.03	1194848
701-000-228.050	NOTARY FEES (CLERK)	MICHIGAN DEPARTMENT OF	NOTARY FEES DUE STATE OCTOBER	NOV 1002	11/18/22	12.00	1194798
701-000-228.160	PISTOL PERMITS (CLERK)	MICHIGAN STATE POLICE-	CPL NEW & NEW OCTOBER 2022	551-607097	11/18/22	3,697.00	1194799
701-000-228.440	REAL ESTATE TRANSFER TAX	REAL ESTATE TRANSF.	TAX TRANSFER TAX DUE STATE OCTOBER 2022	NOV 1001	11/18/22	149,673.75	1194800
701-000-228.673	TRAILER COACH PARK TAX (T)	STATE OF MICHIGAN	RETURN FOR S.E.T AND MOBILE HOME TAX	103122-SOM	11/25/22	1,602.00	1194848
701-000-255.677	DEPOSITS PAYABLE - SHERIFF	SOUTHWEST MICHIGAN ASS	SURPLUS PROCEEDS FROM SHERIFF SALE	23-42	11/25/22	47,916.41	1194850
701-000-265.000	BONDS PAYABLE (CLERK)	GORDON D. MEDEMA	REFUND OF BOND POSTED ON BEHALF OF	426	11/25/22	10,000.00	1194821
701-000-265.000	BONDS PAYABLE (CLERK)	JOSHUA CURRAN	REFUNDING BALANCE OF CASH BOND POST	513	11/25/22	3,875.00	1194825
701-000-265.000	BONDS PAYABLE (CLERK)	MANDY R. HENSLEE	CASE DISMISSED; REFUNDING CASH DEPO	427	11/25/22	20,000.00	1194831
			Total For Dept 000 GENERAL			<u>597,029.19</u>	
			Total For Fund 701 GENERAL CUSTODIAL FUND			<u>597,029.19</u>	
Fund 801 DRAIN FUND							
Dept 442 DRAIN COMMISSIONER							
801-442-965.000	DRAIN & LAKE LEVEL COSTS	MARK GRISHABER	#86 - MUD & PINE DRAIN - EXCAVATION	259	11/25/22	300.00	21715
801-442-965.000	DRAIN & LAKE LEVEL COSTS	MARK GRISHABER	#60 - PLEASANT LAKE DRAIN - EXCAVA	260	11/25/22	325.00	21715
			Total For Dept 442 DRAIN COMMISSIONER			<u>625.00</u>	
			Total For Fund 801 DRAIN FUND			<u>625.00</u>	

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Fund Totals:							
			Fund 101 GENERAL FUND			137,531.00	
			Fund 213 ANIMAL CONTROL DONATION FUND			6,012.40	
			Fund 216 DRUG COURT GRANTS FUND			10,499.52	
			Fund 260 INDIGENT DEFENSE FUND			61,107.56	
			Fund 261 911 SERVICE FUND			389,258.38	
			Fund 265 DRUG LAW ENFORCEMENT FUND			22,551.50	
			Fund 266 LAW ENFORCEMENT FUND			500.00	
			Fund 270 HISTORICAL COMMISSION FUND			9.76	
			Fund 272 COMMUNITY CORRECTIONS FUND			2,207.00	
			Fund 276 911 DISPATCH TRAINING FUND			1,574.00	
			Fund 292 CHILD CARE FUND			2,520.00	
			Fund 293 VETERANS' RELIEF FUND			965.00	
			Fund 297 DHS CHILD CARE FUND			824.25	
			Fund 595 JAIL COMMISSARY FUND			2,679.73	
			Fund 616 TAX REVOLVING CONTROL FUND			9,361.82	
			Fund 620 TAX REVOLVING - 2020			25.60	
			Fund 631 TAX REVOLVING - 2021			31.62	
			Fund 632 TAX REVOLVING - 2022			359.46	
			Fund 701 GENERAL CUSTODIAL FUND			597,029.19	
			Fund 801 DRAIN FUND			625.00	
Total For All Funds:						1,245,672.79	

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

November 17, 2022

The Cass County Board of Commissioners met in regular session on Thursday, November 17, 2022, in Commission Chambers.

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

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: Ryan Laylin, Annie File, Roseann Marchetti, Skip Dyes, Robert Benjamin, Mike Grice and Jeremiah Jones.

COMMISSIONERS ABSENT: None.

STAFF PRESENT: Administrator Matthew Newton and Finance Director Jennifer Rentfrow.

INTRODUCTION OF VISITORS

Visitors present introduced themselves.

PUBLIC COMMENT

Jefferson Township resident Taras Lyssenko invited board members and elected officials to the Kalamazoo Air Zoo on December 1st. That was the date when public television would film middle and high school students from Cassopolis Public Schools working on aircraft that Lyssenko salvaged from the Great Lakes.

APPROVAL OF THE AGENDA

Commissioner Benjamin informed Chair Dyes that he would remove M-212-22 from the Consent Agenda. Commissioner Laylin moved, seconded by Commissioner File, to approve the November 17, 2022, Cass County Board of Commissioner's Agenda. Motion carried by voice vote.

RECOGNITIONS

None.

PRESENTATIONS

Equalization Director Tami Stewart presented the revised 2022 Apportionment Report.

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-211-22) A motion to approve Claims dated November 10, 2022.

The Vice Chair instructed the Clerk to call roll:

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

No (0): None.

The Consent Agenda carried by roll call vote.

COMMITTEE REPORTS

Commissioners Marchetti, Grice and Jones shared Committee Reports.

APPOINTMENTS COMMITTEE REPORT

Commissioner Marchetti stated that the Appointments Committee had been busy.

ADMINISTRATOR'S REPORT

Administrator Newton shared the Administrator's Report.

FINANCE REPORT

The Finance Report was included in the packet.

PUBLIC SAFETY REPORT

Animal Control Director Ron Butts announced the Bissell Empty the Shelter event set to take place December 1 – 11, 2022. The event would include fully vaccinated and microchipped dogs and cats for adoption fees of only \$20. Director Butts went on to update commissioners on building projects.

COUNTY PARTNERS

Conservation District Coordinator Korie Blyveis invited commissioners to the Conservation District Annual Meeting from 5:30 to 8:30 p.m. on November 29, 2022, at the Cassopolis VFW. She also announced the district was accepting applications for a District Administrator.

Christian Lutes, Cass County Medical Care Facility Director, shared updates that included: new outpatient therapy, contracted maintenance and IT services with the county, a goal of expanding the campus, as well as being awarded a five-star rating for the sixth year in a row.

Newly appointed Cass County Transit Authority Director Gary Bundle introduced himself to the board. He stated that, although it would be a challenge, he hoped to implement the changes set forth in the new transit plan.

Road Commission Manager Bob Thompson discussed the large amount of snow already received, causing the trucks to convert to plows earlier than usual. He went on to thank the county for collaborating for maintenance services and stating he looked forward to expanding with county IT services. Finally, he shared an update on the Milton Township Roundabout. The attorney for the property owner contacted the Road Commission after the condemnation paperwork was filed with the court.

ELECTED OFFICIALS UPDATE

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

R-213-22

Commissioner Jones moved, seconded by Commissioner Benjamin, to authorize the following resolution:

RESOLUTION APPROVING THE REVISED 2022 APPORTIONMENT REPORT PURSUANT TO MICHIGAN COMPILED LAW 211.37

WHEREAS, Michigan Compiled Law 211.36 requires each Township Clerk to submit to the County Clerk on, or before, September 30 each year a statement which sets forth the amount of money to be raised in the Township by taxation; and

WHEREAS, Michigan Compiled Law 211.37 requires the County Board of Commissioners to hold an apportionment session and approve an Apportionment Report in October of each year; and

WHEREAS, at the annual apportionment session, the County Board of Commissioners must examine documents and records submitted to the Board that show the amount of money to be raised by ad valorem levies in each Township for school, highway, Township, and all other purposes as authorized by law and authorize and require the correction of any defects or omissions with regard to those levies; and

WHEREAS, the action of the County Board of Commissioners concerning the spread of these levies is final, except in situations where a change is made to the equalization of the County through an equalization appeal to the Michigan Tax Tribunal; and

WHEREAS, the Apportionment Report approved by the County Board of Commissioners for 2022 will be the official authorization for its 59 taxing authorities within the County to levy property taxes in 2022; and

WHEREAS, the Cass County Equalization Department has prepared an Apportionment Report for consideration by the County Board of Commissioners; and

WHEREAS, the proposed Apportionment Report, if approved, will provide final authorization for the levy of property taxes upon which taxing authorities depend to provide educational, health, economic development, public safety, and other services which are important to the well-being of the county's economy and Cass County residents; and

NOW, THEREFORE, BE IT RESOLVED that the attached Revised 2022 Apportionment Report showing the millage levies apportioned to various taxing authorities in Cass County for

the 2022 is hereby approved in accordance with Michigan Compiled Law 211.37; and

BE IT FURTHER RESOLVED that the Cass County Board of Commissioners, under the authority of Michigan Compiled Law 211.37, directs that the millage rates specified in the attached Revised 2022 Apportionment Report for Township, school, highway, and all other purposes as authorized by law shall be spread against the taxable value of properties on the proper assessment rolls of the Townships, Wards, and Cities in the County.

The Chair instructed the Clerk to call roll:

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

No (0): None.

Resolution R-213-22 carried by roll call vote.

M-214-22

Commissioner Marchetti moved, seconded by Commissioner Laylin, to approve the Civil Counsel Access Policy as recommended by the Policy Committee. Discussion followed. Motion carried by voice vote.

M-215-22

Commissioner Laylin moved, seconded by Commissioner Grice, to approve the Animals in County Facilities Policy as recommended by the Policy Committee. Discussion followed. Motion carried by voice vote.

M-216-22

Commissioner Marchetti moved, seconded by Commissioner Jones, to approve the Security Policy on Electronic Devices in Law & Courts Building Policy as recommended by the Policy Committee. Discussion followed. Motion carried by voice vote.

R-217-22

Commissioner Laylin moved, seconded by Commissioner Benjamin, to approve the following resolution:

**A RESOLUTION TO AUTHORIZE THE SUBMISSION OF A MICHIGAN
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FUND GRANT
APPLICATION**

WHEREAS, Cass County recognizes the critical importance of expanding broadband access for all residents of the County; and

WHEREAS, Cass County supports the submission of an application titled, “Identifying Parcel-Level Broadband Availability Gaps & Developing a Common-Sense Plan for Broadband Expansion in Cass County” to the Michigan Department of Agriculture and Rural Development Rural Development Fund Grant program for the development of a parcel-level, GIS-based map of high-speed internet availability within the boundaries of Cass County, as well as the subsequent development of a “common sense” plan outlining practical next steps to address broadband gaps; and

WHEREAS, Cass County is hereby making a financial commitment to the project in an amount up to but not to exceed \$50,000.00 as matching funds, in cash.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners hereby authorizes submission of a Michigan Department of Agriculture and Rural Development (MDARD) Rural Development Fund Grant application for up to but not to exceed \$100,000.00, and further resolves to make available its financial obligation amount of up to but not to exceed \$50,000.00, which shall represent a minimum of 30% of a total project cost, which is not to exceed \$150,000.00, during the 2022-2023 fiscal year.

Discussion followed.

The Chair instructed the Clerk to call roll:

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

No (0): None.

Resolution R-217-22 carried by roll call vote.

R-218-22

Vice-Chair Grice moved, seconded by Commissioner Laylin, to approve the following resolution:

A RESOLUTION AMENDING RESOLUTION 166-22, ADOPTED AT THE REGULAR MEETING OF THE CASS COUNTY BOARD OF COMMISSIONERS ON

SEPTEMBER 1, 2022

WHEREAS, Resolution 166-22 authorized the Drain Commissioner, acting on behalf of the Barron Lake Level Special Assessment District, the authority to exceed the statutory \$10,000.00 expenditure limit to proceed with the construction of a second augmentation well; and

WHEREAS, the Drain Commissioner has sought to borrow funds through GW Jones to effectuate the necessary work to complete the project; and

WHEREAS, GW Jones has requested the Cass County Board of Commissioners grant the Drain Office the authority to borrow funds for the project and permit the Drain Commissioner to be the signatory on the note; and

WHEREAS, aside from the modifications shown in this Resolution by underlining or overstriking, Resolution 166-22 shall remain in full force and effect.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that Resolution 166-22 is hereby amended to add section 4 as follows:

4. The Drain Office is hereby authorized to borrow funds necessary to complete the project, as outlined in Section 2, and the Drain Commissioner shall be authorized to be the signatory on any applicable note.

The Chair instructed the Clerk to call roll:

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

No (0): None.

Resolution R-218-22 carried by roll call vote.

M-219-22

Commissioner Jones moved, seconded by Commissioner Marchetti, to approve Budget Amendments as presented. Motion carried by voice vote.

M-220-22

Commissioner File moved, seconded by Commissioner Jones, to appoint Russel See to the Sailors and Soldiers Relief Fund Board to a term ending February 22, 2024. Motion carried by voice vote.

M-221-22

Commissioner Marchetti moved, seconded by Commissioner Grice, to appoint Robert Overholser to the Woodlands Behavioral Healthcare Network Board to an unexpired term ending March 31, 2024. Discussion followed. Motion carried by voice vote.

M-222-22

Commissioner Laylin moved, seconded by Commissioner Marchetti, to appoint Ashely Radzilkowski to the Woodlands Behavioral Healthcare Network Board to an unexpired term ending March 31, 2024. Discussion followed. Motion carried by voice vote.

Discussion – Date/Time to interview two applicants for the Road Commission Board:

Commissioner Marchetti stated that two qualified applicants applied for the open seat on the Road Commission Board. One applicant, however, was a former Road Commissioner Board Member that had served as chair of the board. Because of their knowledge and experience, Commissioner Marchetti recommended the board forego interviews and appoint the applicant Sandy Seanor to the Road Commission Board.

Commissioner Marchetti moved, seconded by Commissioner Grice, to appoint Sandy Seanor to the Cass County Road Commission Board for a six-year term. Motion carried by voice vote.

M-212-22

Commissioner Benjamin moved, seconded by Commissioner Jones, to approve the November 3, 2022, Board of Commissioner Regular Meeting Minutes with a correction to the spelling of a name on the first page. Motion carried by voice vote.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioner Marchetti announced Adoption Day to be held at 3:00 p.m. on November 22, 2022, in the Circuit Courtroom of the Law and Courts Building.

Commissioner Marchetti added that the Board of Commissioners would have a fantastic basket for the County Christmas Party. She also asked board members to assist in decorating the door to the board chambers.

ADJOURNMENT

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

The meeting adjourned at 5:58 p.m.

Approved: _____
Date

Chair Skip Dyes

Monica McMichael, Clerk/Register



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

ADMINISTRATOR'S REPORT – November 23, 2022

Meetings – In-Person & Virtual

- Elected Officials & County Administrator Meeting
 - Hope Anderson, Treasurer
 - Carol Bealor, Chief Judge
 - Richard Behnke, Sheriff
 - Victor Fitz, Prosecutor
 - Monica McMichael, Clerk/Register
 - Jeff VanBelle, Drain Commissioner
- Cass County Transit Authority
- Karee Krause, Veteran's Affairs
- Personnel
- Ryan Williams, Building & Grounds Director
- Richard Behnke, Sheriff
- Karl Butterer, County Attorney
- Commissioner Laylin
- PlazaCorp
 - Historic Courthouse Update
- Commissioner Marchetti
- Commissioner Laylin
- Policy Committee
- Personnel
- Chair Dyes
- Grant Discussion
 - MDARD Grant – Broadband
 - Spark Grant – Parks
- Chair Dyes
- Medical Care Facility Board Meeting
 - County IT Partnership
- Adoption Day Celebration
- Spark Grant Planning



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Policy Committee

DATE: December 1, 2022

RE: Revised Board of Commissioners Rules of Procedure

REQUEST:

Adopt revised Board of Commissioners Rules of Procedure as recommended by the Policy Committee

BACKGROUND:

The Policy Committee reviewed the Rules of Procedure and is proposing revisions for consideration. The revisions are primarily focused on the reimplementation of the Committee of the Whole. To accommodate this, several sections required updates to reflect the change in process that results. Section 5.1 is proposed to be removed and replaced. The revised text would require the same timeframe for the delivery of packets to Commissioners and posting to the County website 4 business days prior to the meeting. It further requires that if amendments or changes may result, those would be required to be sent at least 1 business day prior to the meeting to allow for time for review. Under the new language, the Chair is responsible for determining which items shall be placed on the agenda subject to requirements that an item can be placed on a future agenda via motion approved by majority vote of Commissioners present, by action of the Committee of the Whole, or any Commissioner may place an item on any future Board agenda. The effect here is that the bulk of agenda items not originating from or through Commissioners will flow through the Committee of the Whole and be approved to appear on a future agenda. Section 5.3 was proposed to be removed due to the timing being addressed in the simplified Section 5.1 and the remaining items renumbered accordingly. The Order of Business was revised to remove the Public Safety Report with the understanding that updates regarding Public Safety may be presented under the Elected Officials Agenda Item.

Section 8.3 was added to clarify requirements for establishing Ad-Hoc Committees. Under the proposed revision, Ad-Hoc Committees are approved by the Board and shall be comprised of at least 2 commissioners. The Ad-Hoc Committee will be dissolved at such time that the specific task assigned is completed. Section 8.4 covers the creation of the Committee of the Whole. Section 8.5 specifies that Committee of the Whole Meetings shall be held prior to Regular Board Meetings unless otherwise specified. It further clarifies that the Chair of the Board of Commissioners shall not serve as the Chair of the Committee of the Whole. The Chair of the Committee of the Whole shall start with the Vice-Chair then rotate at each subsequent meeting through all Commissioners as determined by sequential order of districts. Section 8.6 specifies that a majority of Commissioners shall constitute a quorum for the Committee of the Whole and a majority vote of Commissioners present shall be necessary to approve any motion.

REVIEWS:

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

Policy Committee, Administration

FINANCIAL ANALYSIS:

N/A



CASS COUNTY BOARD OF COMMISSIONERS

RECOMMENDATION:

Determine if revised Rules of Procedure to reestablish Committee of the Whole should be approved. If approved, a determination on the schedule for implementation of the Committee of the Whole will need to be determined.

BOARD OF COMMISSIONER RULES OF PROCEDURE CASS COUNTY, MICHIGAN

1. AUTHORITY

These rules are adopted by the Board of Commissioners of Cass County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

2. MEETINGS

2.1 Organizational Meeting

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the County Clerk shall preside. As the first item of business the County Clerk shall administer the oath of office to the Commissioners if the oath has not previously been administered.

The second item of business shall be the election of the Chairperson of the Board. The Clerk shall call for nominations for the office of Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the Clerk may receive written ballots from the members. If the Commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of the Commissioners elects one of its members to serve as Chairperson.

The newly elected Chairperson shall assume the Chair and proceed with the election to the office of Vice-Chairperson, which shall be conducted by roll call vote. The election of Chairperson and Vice-Chairperson shall be on a yearly basis.

The Board of Commissioners may proceed onto other agenda matters as they shall decide.

2.2 Regular Meetings

At its first meeting in each calendar year, the Board of Commissioners shall establish its schedule of regular meetings for the current year. The Board of Commissioners shall meet on the first and third Thursday of each month. If a regularly scheduled meeting falls on one of the county's legal holidays, then the Board shall, by majority vote, agree to reschedule the meeting to another day or agree by majority vote to cancel the meeting.

2.3 Special Meetings

The Board of Commissioners shall meet in special session by the call of the Chair or upon the written petition filed with the County Clerk and signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting. Notice shall be given as provided in Rule 3.3.

2.4 Emergency Meetings

Emergency meetings of the Board of Commissioners may be held only with the approval of two-thirds of the members of the Board. Also, an emergency meeting may be called only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before public notice, as provided in the Open Meetings Act.

2.5 Place of Meetings

Meetings of the Board of Commissioners shall be held in the chambers of the County Commissioners unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board of Commissioners shall appear inadequate for members of the public to attend, the Chairperson may change the meeting location to a larger facility in the county. A notice of such change of the regular meeting shall be prominently posted at the designated posting site of each of the County Buildings and on the County website of the regular meeting place. The Clerk shall also give notice of the change in the meeting place if time permits.

2.6 Time of Regular Meetings

The time of the meetings shall be determined by the Board of Commissioners.

2.7 Change in Schedule

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the Board shall meet, and a quorum is not present, the Board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice is given to members and the public.

2.8 Open Meetings Act

The business, which the County Board of Commissioners may perform, shall be conducted at a public meeting of the Board, held in compliance with Act. No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws (M.S.A. 4.1800(11) – 4.1800(25)) and Public Act No. 528 of 2012.

3. PUBLIC NOTICE OF MEETINGS

The County Clerk shall provide the proper notice for all meetings of the Board of Commissioners. Such notice shall include, but not necessarily be limited to, the following:

3.1 Regular Meetings

Posting a notice within 10 days after the first meeting of the County Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled meeting. Notice of regular meetings shall be posted on the Cass County website.

3.2 Schedule Change

Whenever the Board shall change its regular schedule of meetings, a posting of notice of the change within three days following the meeting in which the change was made shall be posted at the County Building, the Law and Courts Building, and the Sheriff's Office the County website.

3.3 Special and Emergency Meetings

If the Board shall schedule a special meeting under Rule 2.3 or an emergency meeting under Rule 2.4, notice of such meeting shall be posted immediately and delivery of the notice to the residence of each Commissioner by personal delivery, facsimile transmission, email, or telephone. In the case of a special meeting, notification must take place at least eighteen (18) hours prior to the time of the meeting. However, if a public body holds an emergency public meeting that does not comply with the 18-hour posted notice requirement, it shall make

paper copies of the public notice for the emergency meeting available to the public at that meeting. The notice shall include an explanation of the reasons that the public body cannot comply with the 18-hour posted notice requirement.

3.4 Notification to Media and Others

The Administrator shall notify, without charge, any newspaper or radio or television station of the Board's meeting schedule, schedule changes, or special or emergency meetings whenever such newspaper or radio or television station has filed with the Administrator a written request for such notice. The Administrator shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special and emergency meetings, but only upon their written request and agreement to reimburse the county for printing and postage expenses. With written consent of the persons or agencies requesting notification, notice may be provided by facsimile transmission or email. In the absence of such consent, notices shall be made by personal delivery and/or telephone.

3.5 Notification on County Web Site

Public notice stating the date, time, and place of any regular, or special meeting shall be posted at least 18 hours before the meeting and on the official County website that is fully accessible to the public. Public notice stating the date, time, place, and explanation of the reasons that the public body cannot comply with the 18-hour posted notice requirement of any emergency meeting shall be posted on the official county website as quickly as possible.

4. QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD

4.1 Quorum

A majority of Commissioners of the Board, elected and serving, shall constitute a quorum for the transaction of ordinary business of the Board.

5. AGENDA

5.1 AGENDA FOR REGULAR MEETINGS

The agenda shall be distributed to Commissioners and posted to the County website at least four (4) business days prior to the meeting. Any changes should be received by Wednesday, one (1) business day prior to the meeting date. The Chair shall determine which items shall be placed on the Board agenda subject to the following:

- A. An item may be placed on any future Board agenda by motion approved by a majority vote of the Commissioners present.
- B. Pursuant to Section 8.4, an item may be placed on any future Board agenda by action of the Committee of the Whole.
- C. Any Commissioner may place an item on any future Board agenda.

~~Administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled commission meetings. The Chairperson of the Board or Administrator shall review and add items, as he/she considers proper. Any Commissioner, County Elected Official, or Chairperson of a committee, board, or other commission of the County, desiring to place a matter on the agenda, shall notify the Administrator of such item by 5:00 PM on Thursday of the week preceding the next regular meeting of the Board. The Administrator, at his or her discretion, may add an item to the agenda after the stated deadline.~~

5.2 Agenda for Special Meetings

Whenever the board is called into session pursuant to Rule 2.3, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present, and a majority concurs.

5.3 ~~Distribution of Agenda and Materials~~

~~Upon the completion of the agenda, the Administrator shall immediately distribute copies of the agenda together with copies of reports, explanations, etc., (Board Packets) which relate to the matters of business on the agenda. Commissioners shall be entitled to receive such materials not later than the Friday prior to the day of the meeting, at 5:00 p.m. The Agenda and Board Packet should also be posted on the County website by Friday, prior to the day of the meeting at 5:00 p.m.~~

5.3 5.4 Order of Business

The agenda shall be arranged in the following order:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Introduction of Visitors
6. Public Comment – Limit to 3 minutes/person
7. Approval of the Agenda
8. Recognitions
9. Presentations – Limit to 10 minutes
10. Consent Agenda
11. Committee Reports
12. Administrator's Report
13. Finance Report
14. ~~Public Safety Report~~
15. County Partners – Limit to 5 minutes
16. Elected Officials
17. Unfinished Business
18. New Business
19. Closed Session, if needed
20. Board Member Comments/Announcements
21. Adjournment

5.4 5.5 Public Comment

During Public Comment, an opportunity shall be afforded to any member of the general public in attendance to deliver his/her comments to the Board of Commissioners. These comments will be limited to a maximum of three minutes unless extended by the Chair of the Board. Comments should be made directly to the Board. Discussions within the audience during the public comment section of the agenda are expressly forbidden unless solicited by the Chair.

5.5 5.6 Consent Agenda

The consent agenda shall consist of those matters that the Commission has determined to be "routine" and usually matters about which the Board commonly concurs.

At a meeting of the Board of Commissioners where a consent agenda has been prepared, the Board upon the motion of a Commissioner, shall vote on the approval of the matters included under the consent agenda. Before

putting the question to the Commissioners, the Chair shall permit the Commissioners to remove from the consent agenda those items on which they have questions or wish to debate. The Chair shall then direct the Clerk to remove such matters and place them in their usual place on the meeting's agenda. A vote shall not be required to remove a matter from the consent agenda.

6. CONDUCT OF MEETINGS

6.1 Chairperson

The person elected Chairperson by the Board of Commissioners shall preside at all meetings of the Board. In the absence of the Chairperson, the person elected Vice-Chairperson shall preside. If neither the Chairperson nor the Vice-Chairperson is present, the Clerk shall preside until the Commissioners present elect a Commissioner to preside during the absence of the Chair and Vice-Chair.

6.2 Authorization Authority

The Chair of the Board of Commissioners is the designated signatory of the County. However, if the Chairperson is unable to do so because of illness or other exigency, which, in the opinion of the Board, prevents the Chairperson from performing the function of the office, the Vice-Chairperson will then become the designated signatory of the County.

6.3 Duties of the Chair

The Chairperson shall have, in addition to any duties elsewhere herein contained, the following duties:

- a. The Chairperson shall be the agent for the Board of Commissioners in the signing of contracts, orders, resolutions, determinations, and minutes of the Board, and in the certification of the tax rolls
- b. The Chairperson shall serve in such capacities and make appointments as the law shall require
- c. The Chairperson, for the purposes of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County
- d. The Chairperson, when appropriate, shall refer matters coming before the Board to one of the committees of the Board. The Chairperson shall arbitrate all jurisdictional disputes between the committees
- e. The Chairperson and Vice-Chairperson shall oversee the preparation of the agenda. In their absence the Chairperson shall designate the responsibility to another board member or the Administrator.

6.4 Form of Address

Board members wishing to speak shall first obtain the approval of the Chairperson and each person who speaks shall address the Chairperson. Other persons at the meeting shall not speak unless recognized by the Chairperson.

6.5 Disorderly Conduct

The Chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the Chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the Board of Commissioners. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

7. RECORD OF MEETINGS

7.1 Minutes and Official Records

The County Clerk shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board with respect to all motions. The minutes shall include the names of the mover and seconder and the vote of the

commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The Clerk shall maintain, in the office of the Clerk, copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

7.2 Taped Proceedings

Recorded proceedings of meetings shall be maintained for 30 days following the date of the meeting. At that time the recordings shall be destroyed.

7.3 Record of Discussion

The Clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the Board members nor of the comments made by members of the public.

7.4 Request for Remarks to Be Included

Any Commissioner may have his or her comments printed as part of the official record by requesting, and receiving, consent of the Board. Comments to be included in the record shall be provided in writing by the member.

7.5 Public Access to Meeting Records

The Clerk shall make available to members of the public, the records, and minutes of the Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days of the meeting at which they were approved. The Board shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Board of Commissioners.

8. COMMITTEES

8.1 Appointment

Each year, following the election of the Board Chairperson, the Chairperson with the advice of the Vice-Chairperson shall appoint all Committees of the Board of the Commissioners and shall name members of the committees.

8.2 Standing Committees and Responsibilities

The Board of Commissioners reserves the right to add, delete, and amend the existence of any committee of the Board. Public notice of committee meetings shall be given in accordance with the Open Meetings Act. Each committee shall thoroughly investigate any matter referred to it by the Board or Board Chairperson and shall require the committee chair to report the committees' recommendation to the full Board during his/her commissioner report. Upon the motion of any Board member, and approval by a majority of the Board, the Board may discharge a committee from further consideration of any matter.

8.3 Special (Ad-Hoc) Committees

The Board may establish from time to time such special committees as are deemed necessary which shall only be advisory in nature. The purpose shall be determined at the time the special committee is established. At least two (2) Commissioners shall be a member of a special committee. A special committee may report recommendations to the Board for appropriate action and shall be automatically dissolved when their specific task is completed.

8.4 Committee of the Whole

The Board may resolve itself into a "Committee of the Whole" at a regular or special meeting of the Board or at the call of the Board Chairperson. Recommendations of a Committee of the Whole shall be placed on the Board agenda pursuant to Section 5.1.

8.5 Time and Place of Regular Committee of the Whole Meetings

- A. Unless the Board or the Committee of the Whole shall otherwise specify, the Board shall meet as a Committee of the Whole on the first and third Thursday of each month, prior to the Board meetings on said dates, at such time that the Board or the Committee of the Whole shall determine. If a regular meeting date shall be a national holiday, the meeting shall be held on the next secular day.
- B. All regular meetings of the Committee of the Whole shall be held in the County Administration Building unless the Board or the Committee of the Whole shall otherwise specify.
- C. Minutes shall be prepared for all meetings pursuant to MCL 15.269 and shall be a public record.
- D. The Chair of the Board of Commissioners shall not serve as Chair of the Committee of the Whole. The Vice-Chairperson shall serve as the Chair of the Committee of the Whole at the first meeting with each subsequent meeting being chaired by a different Commissioner as determined by sequential order of districts.

8.6 Committee of the Whole Rules

A majority of the Commissioners shall constitute a quorum and a majority vote of the Commissioners present shall be necessary to approve any motion.

8.7 Committee Meetings

A majority of the members of a committee shall constitute a quorum. Each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

8.8 Exercise of Governmental Function

A committee shall not exercise a governmental function as defined by the Open Meetings Act in a meeting not open to the public unless the open meetings act permits the action to be considered in closed session closed to the public. The responsibility of each committee is to make recommendations to the Board of Commissioners and to report matters considered and rejected as well as those considered and recommended.

8.9 Work Sessions

Whenever the Board shall meet in "work sessions" the Board shall meet as a committee of the whole.

Work sessions shall conform to the requirements of the Open Meetings Act with respect to public notice except when the Board shall devolve into a workshop meeting at one of its regular meetings. The rules of the Board of Commissioners shall be observed in work sessions as far as they are applicable, except with respect to limiting debate, moving to vote immediately, and taking a roll call vote.

9. CLOSED SESSIONS

9.1 Motion for Closed Session

The vote to hold a closed session shall be recorded in the minutes of the meeting at which the decision was made.

9.2 Two-thirds Vote

The Board of Commissioners may meet in closed session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

- To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.

- To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county Board.
- To meet with an attorney to consider the attorney's written opinion.
- To review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the Board meets to interview an applicant, the meeting shall be open to the public.

9.3 Other Reasons

The Board may also meet in closed session for the following reasons without the requirement of a two-thirds vote:

- To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
- To consider strategy connected with the negotiation of a collective bargaining agreement.

9.4 Minutes, Closed Session

For each closed session, the Clerk shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The Clerk will destroy the minutes one year and one day after the meeting at which the Board voted to hold the closed session.

9.5 Attendance of Closed Sessions

The Board of Commissioners reserves the right to request the attendance of any person(s) that, the Board may believe, could contribute to the purpose of the Closed session.

10. MOTIONS AND RESOLUTIONS

10.1 Statement by Chairperson, Motions, and Resolutions

All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

10.2 Rank of Motions

The order of precedence of motions shall be:

- a. Privileged Motions
- b. Fix the time to which to adjourn (or set the time for next meeting)
- c. Adjourn
- d. Recess
- e. Raise a question of privilege
- f. Call for orders of the day

10.3 Subsidiary Motions

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table.)
- c. Limit or extend the limits of debate
- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee

- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

10.3.1 Main Motion

Commentary: The rank of these motions conforms to the general standards of parliamentary procedure. The presiding officer must honor motions of a higher rank first. For example, the motion to adjourn, when properly made, outranks the motion to vote immediately and would have to be handled first. Note that simply making the motion to adjourn does not make adjournment automatic. The motion must be voted on.

10.3.2 Non-debatable Motions

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

10.4 Procedural Motions

10.4.1 Motion to reconsider

The motion to reconsider shall be in order on any question that the Board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

10.4.2 Motion to clear the floor

The motion to clear the floor may be made by the Chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration at that meeting.

10.4.3 Temporary suspension of the rules

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the Board in a legal manner.

10.4.4 Appeal rulings of the chairperson

Any commissioner may appeal the ruling of the Chairperson. On all appeals receiving a second, the question shall be "Shall the decision of the Chairperson stand as the decision of the county Board of Commissioners?"

11. VOTING

11.1 Abstaining from voting

Whenever the Chairperson puts a question to the members, every Commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no", without first declaring a relevant conflict and receiving permission from the Board to abstain.

11.2 Roll call votes

The names and votes of Commissioners shall be recorded on Board actions to adopt final measures such as ordinances, resolutions, funding issues, appointment, or election of officers, etc. Upon the request of any member of the Board of Commissioners, a roll call vote shall be taken on other motions and actions.

11.3 Voting via voice

When in the judgment of the Chairperson, the Board of Commissioners will cast a unanimous vote on the question on the floor. The Chairperson may put the questions to the members by stating: "Without objection, the Chairperson will direct the Clerk to enter a unanimous affirmative (or negative) vote on the question. Is there any objection? Hearing none, the Clerk is directed to enter a unanimous affirmative (or negative) vote on the question." At this point, the Clerk shall enter an affirmative (or negative) vote for each of the members present. If any member objects, he or she should do so aloud. In this event, the Chairperson shall direct the Clerk to call the roll.

11.4 Votes Required

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

12. PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the Board or other person so designated by the Board shall serve as the Board's Parliamentarian and shall advise the presiding officer regarding rules of procedure.

13. ADOPTION AND AMENDMENT OF BOARD RULES OF PROCEDURE

These rules, having been adopted by not less than a majority of all the members of the Cass County Board of Commissioners elected and serving, may be amended, or rescinded by a majority vote of all the Commissioners elected and serving. They shall remain in effect until amended or rescinded. Any proposed amendment to these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board, at the time of adoption, stipulates otherwise. These rules also shall be reviewed at the beginning of each calendar year.

ADOPTED: 10/03/2019 M-175-19

AMENDED: 05/19/2022



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Land Bank Authority

DATE: December 1, 2022

RE: Land Bank Authority Bylaws

REQUEST:

Adopt revised Land Bank Authority Bylaws.

BACKGROUND:

On November 3, 2022, Cass County Land Bank Authority Board of Directors adopted a new set of bylaws. The bylaws that were adopted are attached for review and approval by the Board of Commissioners. The newly proposed bylaws are modeled on recently adopted versions from both Van Buren County and Berrien County. The primary content, of course, remains largely the same and follows all applicable state statutory requirements and the Intergovernmental Agreement between the Michigan Land Bank Fast Track Authority and the Treasurer of Cass County. However, a lot of effort was put into providing a higher level of detail and more clarify on specific articles and sections. The new bylaws should help provide for more efficient operations of the Land Bank Authority and help pave the way for upcoming updates to the policies of the Land Bank Authority.

REVIEWS:

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

Administration, Treasurer, Land Bank Authority

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve Revised Land Bank Authority Bylaws as adopted by the Cass County Land Bank Board of Directors.

**BYLAWS
OF
CASS COUNTY LAND BANK
FAST TRACK AUTHORITY**

An authority organized pursuant to the Michigan Land Bank Fast Track Act and an Intergovernmental Agreement between the Michigan Land Bank Fast Track Authority and the Treasurer of the County of Cass, Michigan

Adopted by the Board of Directors as of November 3, 2022

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BYLAWS
OF
CASS COUNTY LAND BANK FAST TRACK AUTHORITY

Incorporated under the laws of the State of Michigan

ARTICLE ONE

NAME, LOCATION, AND OFFICES

1.1 Name. The name of this corporation shall be “Cass County Land Bank Fast Track Authority” (hereinafter referred to as the “Corporation”). The Corporation may also elect to be identified simply as the “Cass County Land Bank”.

1.2 Office and Agent. The Corporation shall maintain an office in the state of Michigan and shall have an agent whose address is 120 N. Broadway, Suite 113, Cassopolis, MI 49031. The initial agent of the Corporation shall be Hope Anderson, Treasurer, Cassopolis, Michigan.

ARTICLE TWO

PURPOSE AND GOVERNING INSTRUMENTS

2.1 Public Body Corporate. The Corporation shall be organized and operated as a land bank authority under the provisions of the Michigan Land Bank Fast Track Act, Public Act 258 of 2003, 124.751 *et seq.*, (the “Land Bank Act”) and the Intergovernmental Agreement by and between the Michigan Land Bank Fast Track Authority and the Treasurer of the County of Cass, Michigan, dated October 17, 2008 (hereinafter referred to as the “Intergovernmental Agreement”). The Corporation is an authority governed by a Board of Directors.

2.2 Governing Instruments. The Corporation shall be governed by its articles of incorporation and its bylaws and the laws of the State of Michigan.

ARTICLE THREE
BOARD OF DIRECTORS

3.1 Powers and Duties of the Board of Directors

- a. Except as otherwise provided in the articles of incorporation of the Corporation or in these bylaws, all the powers, duties, and functions of the Corporation conferred by the Land Bank Act, the Intergovernmental Agreement, the articles of incorporation, these bylaws, other state statutes, common law, court decisions or otherwise shall be exercised, performed, or controlled by the Board of Directors.
- b. The Board of Directors shall be the governing body of the Corporation and shall have general charge of the affairs, property, and assets of the Corporation. It shall be the duty of the Board of Directors to determine the policies of the Corporation or changes therein, actively to prosecute the purposes and objectives of the Corporation, and, to this end, to manage and control all its property and assets and to supervise the disbursement of its funds. The Board of Directors may adopt, by majority vote, such rules and regulations for the conduct of its business and the business of the Corporation as shall be deemed advisable, and, in the execution of the powers granted, may delegate certain of its authority and responsibility to an executive committee. Under no circumstances, however, shall any actions be taken which are inconsistent with the articles of incorporation and these bylaws. Members of the Board of Directors shall receive no compensation for service as a member of the Board of Directors, but shall be entitled to be reimbursed by the Corporation for actual and necessary expenses incurred in connection with performance of official functions of the Corporation subject to available appropriations.
- c. The Board of Directors may, from time to time, appoint, as advisors, persons whose advice, assistance, and support may be deemed helpful in determining policies and formulation programs for carrying out the purposes and functions of the Corporation.

3.2 Initial and Regular Board of Directors. The Board of Directors of the Cass County Land Bank shall consist of five (5) persons as follows:

- a. The County Treasurer
- b. Two members at large to be appointed by the Cass County Board of Commissioners. These members shall come from different professional backgrounds, i.e., realtor, attorney, builder, title office, banker, CEO/CFO, etc. Such at large appointees may be members of the Cass County Board of Commissioners.
- c. One member representing city or township or village government appointed by the County Board.
- d. One member representing the local EDC or Brownfield Board appointed by the County Board.

3.3. Term of Office. The Treasurer of Cass County shall serve as an ex officio member of the Board of Directors without a term. Of the four (4) directors appointed in accordance with Subsection 3. 2 of these bylaws, one shall be appointed for an initial term of one (1) year, one shall be appointed for an initial term of two (2) years, and one (1) shall be appointed for an initial term of three (3) years and one (1) shall be appointed for an initial term of four (4) years. After the expiration of the initial terms, members shall be appointed for terms of three (3) years. Each director shall continue in office for a term for which he or she is appointed, or until his or her successor has been appointed and has qualified, or until his or her death, resignation, removal or retirement. There shall be no limit on the number of successive terms of office a director may serve.

3.4 Removal. Other than the Treasurer of Cass County, a director may be removed from office for cause by the Board of Commissioners of Cass County or for cause by majority vote of the members of the Board of Directors.

3.5 Vacancies. Any vacancy in the Board of Directors, other than the Treasurer, arising at any time and from any cause, may be filled for the unexpired term by the Board of Commissioners of Cass County or by majority vote of the members of the Board of Directors. Each director so appointed shall hold office until the expiration of his/her term, or the unexpired term of his/her predecessor, as the case may be, and until his/her successor is appointed.

3.6 Conflict of Interest. A director who has a direct or indirect personal or financial interest in any matter before the Corporation shall disclose his or her interest prior to any action on the matter by the Corporation, which disclosure shall become part of the record of the Corporation's official proceedings. The disclosure shall become part of the record of the Corporation's official proceedings. The disclosure shall be made by written instrument on a standard form approved by the Board of Directors, and copies of the disclosure form shall be filed with the Secretary of the Board of Directors. The interested director shall further refrain from participation in the Corporation's action relating to the matter. Each director, upon taking office and annually thereafter, shall acknowledge in writing that they have read and agreed to abide by this section.

ARTICLE FOUR

MEETINGS OF THE BOARD OF DIRECTORS

4.1 Regular Meetings; Notice. Regular meetings of the Board of Directors shall be held from time to time at such places as the Board of Directors may prescribe. Notice of the time and place of each such regular meeting shall be given by the Chairperson either personally or by telephone or by electronic mail or by mail not less than seven (7) nor more than thirty (30) days before such regular meeting. The meeting of the Board of Directors shall be public, and the appropriate notice of such meetings provided to the public. Notice of any and all meetings of the Board of Directors

shall be given in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. The Board of Directors shall meet at least annually.

4.2 Special Meetings; Notice. Special meetings of the Board of Directors may be called by or at the request of the Chairperson or by any two (2) of the directors in office at that time. Notice of the time, place, and purpose of any special meeting of the Board of Directors shall be given by the Chairperson either personally or by telephone or by electronic mail or by mail at least twenty-four (24) hours before such meeting.

4.3 Annual Meeting. The first meeting of the Board of Directors in each calendar year shall be deemed to be the annual meeting of the Board of Directors. All officers of the Board of Directors shall be elected at the annual meeting by the Board of Directors, unless a vacancy in such office occurs prior to the annual meeting, and each officer shall hold such office until the following annual meeting.

4.4 Waiver. Attendance by a director at a meeting shall constitute waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called.

4.5 Quorum. A majority of the Board of Directors shall be required to constitute a quorum for the transaction of business. The Board of Directors shall act by a majority vote at a meeting at which a quorum is present. A quorum shall be necessary for the transaction of business. A meeting of Board of Directors may be held by telephonic or electronic means and a member who, through those means, votes at a meeting or establishes a communications link to a meeting shall be deemed to be present at that meeting.

4.6 Vote Required for Action. Except as otherwise provided in these bylaws or by the law, the act of a majority of the directors present at a meeting at which a quorum is present at the time shall be the act of the Board of Directors. Adoption, amendment, and repeal of a bylaw are provided for in Article Eleven of these bylaws. Vacancies in the Board of Directors may be filled as provided in Section 3.5 of these bylaws.

4.7 Adjournments. A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the directors present to reconvene at a specific time and place. Notice of any reconvened meeting of the Board of Directors shall be given in accordance the Open Meetings Act, Public Act 267 of 1976, as amended. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting which was adjourned.

ARTICLE FIVE

NOTICE AND WAIVER

5.1 Procedure. Whenever these bylaws require notice to be given to any director, the notice shall be given as prescribed in Article Four. Whenever notice is given to a director by mail, the notice

shall be sent first-class mail by depositing the same in a post office or letter box in a postage prepaid sealed envelope addressed to the director at his or her address as it appears on the books of the Corporation; and such notice shall be deemed to have been given at the time the same is deposited in the United States mail.

5.2 Waiver. Whenever any notice is required to be given to any director by the articles of incorporation or by these bylaws, a waiver thereof in writing signed by the director entitled to such notice, whether before or after the meeting to which the waiver pertains, shall be deemed equivalent thereto, but only in circumstances in which such notice is not required by law.

ARTICLE SIX OFFICERS

6.1 Number and Qualifications. The officers of the Corporation shall be members of the Board of Directors and shall consist of a Chairperson, who shall act as the Chairperson of the Board of Directors, a Vice Chairperson, and a Secretary. The Chairperson of the Corporation shall be the Treasurer of Cass County.

6.2 Removal. Any officer of the Corporation other than the Chairperson may be removed as an officer by the Board of Directors of the Corporation with cause at any time.

6.3 Chairperson.

- a. The Chairperson shall be the principal executive officer of the Corporation and shall preside at all meetings of the Board of Directors.
- b. Subject to any policies adopted by the Board of Directors, the Chairperson shall have the right to supervise and direct the management and operation of the Corporation and to make all decisions as to policy otherwise which may arise between meetings of the Board of Directors, and the other officers and employees of the Corporation shall be under the Chairperson's supervision and control during such interim.
- c. The Chairperson shall give, or cause to be given, notice of all meetings of the Board of Directors.
- d. The Chairperson shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements of the Corporation, and shall deposit all monies and other valuables in the name and to the credit of the Corporation into depositories designated by the Board of Directors.
- e. The Chairperson shall disburse the funds of the Corporation as ordered by the Board of Directors and prepare financial statements each month or at such other intervals as the Board of Directors shall direct.
- f. The Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

6.4 Vice Chairperson. The Vice Chairperson, if such office has been designated by the Board of Directors, shall, in the absence or disability of the Chairperson, perform the duties and have the authority and exercise the powers of the Chairperson. The Vice Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

6.5 Secretary. The Secretary shall attend all meetings of the Board of Directors and record all votes, actions, and minutes of all proceedings and shall perform like duties for the executive and other committees when required. The Secretary shall be under the supervision of the Chairperson. The Secretary shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

ARTICLE SEVEN

CONTRACTED SERVICES

7.1 Contracted Services. The Corporation may contract for the services of any staff deemed necessary to carry out the duties and responsibilities of the Corporation. The services of such staff may be retained pursuant to contracts with Cass County, with the Treasurer of Cass County, or other public or private entities. Proof of liability insurance, and workers compensation insurance, where applicable, will be required for all contracted services.

ARTICLE EIGHT

BONDING AND BORROWING, CHECKS, DEPOSITS, AND FUNDS

8.1 Bonding and Borrowing. Any borrowing of money or issuance of bonds or notes by the Corporation shall be approved by the Cass County Board of Commissioners.

8.2 Checks, Drafts, Notes, Etc. All checks drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agent, of the Corporation and in such other manner as may from time to time be determined by the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the treasurer or an assistant treasurer and countersigned by the Chairperson or the Vice Chairperson of the Corporation. The Board of Directors shall require all individuals who handle funds of the Corporation to qualify for security bond to be obtained by the Corporation, at the expense of the Corporation, in an amount not less than \$100,000.

8.3 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

8.4 Gifts. The Corporation may acquire by gift, bequest, or devise any real or personal property or interests in real or personal property for the general purposes or for any special purpose of the Corporation on terms and conditions and in a manner the Board of Directors considers appropriate.

ARTICLE NINE

MISCELLANEOUS

9.1 Books and Records. The Corporation shall keep and maintain at the principal office of the Corporation all documents and records of the Corporation. The records of the Corporation shall include, but are not limited to, a copy of the Intergovernmental Agreement along with any amendments to the Intergovernmental Agreement. The records shall also include correct and complete records of accounts and minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All records of the Corporation shall be made available to the public to the extent required by the Michigan Freedom of Information Act, Public Act 442 of 1976, as amended. Not less than annually, the Corporation shall file with the parties to the Intergovernmental Agreement and with the Board of Commissioners of Cass County a report detailing the activities of the Corporation and any additional information as requested by such parties.

9.2 Fiscal Year. The fiscal year of the Corporation shall begin on October 1 of each year and end on the following September 30.

9.3 Budget. The Board of Directors shall adopt annually a budget for all operations, income, expenses, and assets. The Corporation shall be subject to and comply with the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, 141.421 to 141.440a. The Chair shall prepare, and the Board of Directors shall approve a budget for the Corporation for each fiscal year. Each budget shall be approved by September 1 immediately preceding the beginning of the fiscal year of the Corporation. If requesting funds from the Cass County Treasurer's Forfeiture Fund, or any other fund of Cass County, such requests will be made via the regular budget process of the Board of Commissioners of Cass County. If the Corporation has a need for a special allocation from the Cass County Treasurer's Forfeiture Fund, or any other fund of Cass County, based on the result of April 1 foreclosures, special allocation shall be requested of the Board of Commissioners of Cass County prior to June 1.

9.4 Audit. The Corporation shall provide for the conduct of audits in accordance with sections 6 to 13 of the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, 141.421 to 141.440a, which shall be made available to the parties to the Intergovernmental Agreement.

9.5 Report. The Corporation shall submit an annual report to the Cass County Board of Commissioners no later than December 15 following the end of the preceding fiscal year of the Corporation.

9.6 Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, so far as is reasonable and possible:

- a. The remainder of these bylaws shall be considered valid and operative.
- b. Effect shall be given to the intent manifested by the portion held invalid or inoperative.

9.7 Table of Contents Headings. The table of contents and headings are for organization, convenience, and clarity. In interpreting these bylaws, they shall be subordinated in importance to the other written material.

9.8 Relation to Articles of Incorporation. These bylaws are subject to, and governed by, the articles of incorporation and the Land Bank Act.

ARTICLE TEN

AMENDMENTS

10.1 Power to Amend Bylaws. The Board of Directors shall have the power to alter, amend, or repeal these bylaws, or adopt new bylaws; provided, however, that the Board of Directors shall have no power or authority to make any changes in the bylaws which would be inconsistent with the Land Bank Act or the Intergovernmental Agreement.

10.2 Conditions. Action by the Board of Directors with respect to these bylaws shall be taken by the affirmative vote of a majority of all directors then holding office.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: December 1, 2022

RE: Reclassification of Web Content Manager Position

REQUEST:

Approve Reclassification of Web Content Manager at Grade 6 to Marketing & Communications Manager at Grade 9.

BACKGROUND:

The Web Content Manager role was created several years ago with the end goal of providing timely and relevant updates and the conveyance of important information on the County website. Over that time span, the County's needs for this type of role and the reality of the role itself have evolved. In retrospect, while the website plays a critical role, it's but a small piece in the larger context of driving effective communication with residents and marketing important and/or necessary programs and initiatives. Additionally, the role itself needed to be more accessible and public facing in being able to coordinate across offices/departments, county partners, and community organizations.

When exploring filling this role after many months of being vacant, IT Director Nestich and I discussed how we might evolve the role into something new. Some of the priorities included broadening the scope of the role to be much more than website management to new duties ranging from press releases to implementing the County's first social media presence, focusing more resources on marketing and branding, dedicating time to exploring the effectiveness of internal and external communications and refining best practices for both, and addressing the accessibility of the role to Commissioners and other County offices/departments.

Our initial goal was to bring a new candidate into the role and work as a team to identify the key areas noted above and propose any revisions or changes that we felt would improve the County's operations, functions of the role, and the broader messaging strategies that were lacking. Over the past 4 months, we feel that we now have a great understanding of the vision moving forward and are seeking this reclassification to bring the role in-line with that vision and articulate a path forward that will allow us to continue growing this role into a key piece of our operation.

One major change we are seeking in this revision is a change in the supervisory component of the role. With the broader scope of press releases, marketing, communications, and branding we feel that moving this role under Administration makes the most sense. In practice, we've noted that a lot of content and coordination is driven on the part of or through the Administration office. With respect to the backend function of the website, that will still be coordinated with IT as needed, however, the realization was that the content focus was really driven outside of IT. The new job description addresses this.

With respect to the proposed grading, there are 3 categories where revision is proposed. Under Education, the expanded duties require a more advanced education and, as such, the revised job description would require a Bachelor's degree for this reclassified role. And, in the same vein, the experience needed to drive these expanded efforts would also change. Rather than a year or less, the new duties would require 5 years of experience in communications or a related field. Finally, the position complexity increases substantially with the inclusion of the additional duties proposed. Rather than a sole focus on the website, the expanded functions require not only additional knowledge but extensive



CASS COUNTY BOARD OF COMMISSIONERS

coordination. The existing Web Content Manager role was a grade 6, the changes proposed for the Marketing & Communications Manager role would increase that to a Grade 9.

Throughout this process, we have already seen concrete evidence of the value that this expanded role will provide, and we are just getting started. From effectively leveraging social media to driving increased awareness and reporting on the part of the media, this new role will ensure that the story of the County is finally being told. The goal, of course, is being able to reach as many residents of the County as possible to help ensure that they can hear the work of the County and, further, provide a mechanism for engagement as well.

REVIEWS:

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

Administration, HR, IT

FINANCIAL ANALYSIS:

The reclassification from Grade 6 to Grade 9 would result in an increase in total wages of \$4,616.00. However, when you consider the added responsibilities and proposed evolution of the role, the increase is reasonable and justified.

RECOMMENDATION:

Approve reclassification of Web Content Manager to Marketing & Communications Manager as presented.

CASS COUNTY
JOB DESCRIPTION
~~**WEB-CONTENT-MANAGER**~~
MARKETING & COMMUNICATIONS MANAGER

Supervised by: County Administrator
Supervises: None

Position Summary:

Under the supervision of the County Administrator, the ~~Website Content Management~~ Marketing & Communications Manager will be responsible for developing, planning, budgeting, and implementing marketing strategies for the County, as well as overseeing the flow of communication and information between the County and the public. Building on the previous Web Content Manager position, this person is responsible for maintaining and developing new content for the County's websites, social media outlets and marketing materials. Responsibilities include developing and implementing the County and its partners' brand by designing websites, brochures, signage, social media posts, publications, etc., researching content, building modules, creating fillable forms, providing documentation and other related tasks. This person is also responsible for oversight and/or input regarding communication strategies between the County and the public and the County and its employees. (Provides input and ideas for ways to ensure business modules are fully implemented. Creates and maintains ways of doing business online. Responsible for building and maintaining an intranet for all employees to access).

Essential Job Functions:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all 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.

Primary Objectives:

- Plans, organizes, and directs efforts that enhance Cass County's image in the community through relationship building, special events, branding, and information sharing.
- Develops and recommends new communication methods and enhancements to better achieve County goals, including fostering the organization's core values, and marketing County services to residents, community groups, and other external organizations.
- Offers insight and advisement regarding interdepartmental communication, workplace culture and internal communication.

Branding & Marketing

1. Develops key messages, press releases, social media, website content, print and electronic communication.
2. Collaborate with others to identify voice, image of County brand.
3. Create style guides and brand voice outlines for all public relations, marketing, advertising, etc.
4. Coordinate any events designed to promote County's brand, engagement with community.
5. Design or help in designing marketing materials for any department within the county that desires assistance (posters, brochures, videos, social media graphics).
6. Promote tourism, business development, and community by showcasing County's natural resources, economic vitality, attractions, history, etc.
7. Provides oversight and direction for digital communications, including the website, e-newsletters, digital signage, intranet, and social media.

Messaging & Copywriting

8. Interacts with administrators, elected officials and staff across multiple departments and agencies to coordinate messaging and public information for special projects and during emergency events.
9. Consults with County Administrator and department heads on development and implementation of communication strategies and crisis communications.
 - Anticipates media responses, prepares spokesperson(s) accordingly and advises responses from county office to media inquiries
 - Proactively communicate with media outlets and journalists and create press kits.
 - Draft press releases and/or informational bullet points following important events, policy implementation or motions.
10. Takes lead in finding, writing, and submitting grants for various departments. Follows up by promoting grants received and how funds were used.
11. Assists with any copywriting tasks needed for any department requesting help.

Internal Communication

12. Develop materials to educate staff on communication best practices.
13. Coach and assist team members on improving communication skill.
14. Research and monitor progress of all communication strategies.
15. Engages departments in community outreach and education events.

Web Management

16. The ability to work within the County's Content Management Systems for web design and deployment. Experience with HTML and CSS if preferred.
17. Maintains and documents all changes made to the County website and intranet.
18. Responsible for developing new content and reaching out to different organizations within the County to obtain new content for the website.
19. Maintains and reviews the current site for updates as needed.
20. Tracks website usage and statistics; develops ways to increase traffic.
21. Develop Cass County's presence on social media platforms and establish an online presence.
22. Research different strategies in obtaining the goals and objectives of the County's website.
23. Organize data and develop easy access to that data through our website portal.
24. Develop new ways to reach subscribers. Develop new ways to conduct county business online.
25. Advises and trains County staff and officials in effective use of media.

General

26. Adhere to internal policies and procedures.
27. Performs other duties and responsibilities as needed.

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:

- ~~Associates degree in computer science, computer information systems or related field or currently working towards this degree.~~ Bachelor's degree in journalism, English, communications, marketing, or related field.
- At least five years in a leadership position working with several other people.
- At least five years working in journalism, communications, marketing, or public relations.
- Familiarity with the public sector and innerworkings of local government.
- Experience navigating crises with careful problem-solving, calm demeanor and quick thinking.
- Experience crafting rhetorical messages that inform the public while controlling the narrative.
- Strong interpersonal and communication skills.
- Michigan Vehicle Operator's License.
- In depth knowledge of website design and CMS platforms.
- In-depth knowledge of design and production software.
- Experience in building fillable forms.
- Knowledge of information technology.
- Skill in diagnosing problems and experience in troubleshooting.
- Ability to multi-task.
- Ability to pay attention to detail.
- Ability to maintain office confidentiality and handle stressful situations.
- Ability to use office equipment such as telephone, computer software, including word processing, spreadsheets and email.
- 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 essential functions of this job, the employee is regularly required to stand, walk, stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee can talk and hear, view a computer screen for extended periods.

While performing the duties of this job, the employee regularly works in a business office setting. However, the employee is occasionally required to travel to other locations to perform job duties. The noise level in this work environment is usually 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	
IT Website Content Manager	Class Comp	2	1.5	0.5	0	1	1	6
Marketing & Communications Manager	Proposed	2	2	2	0	2	1	9



CASS COUNTY OFFICE OF SHERIFF

321 M-62 North, Cassopolis, MI 49031 ♦ www.ccsso.info ♦ Administration: (269) 445-8644 ♦ Dispatch (269) 445-1560

RICHARD J. BEHNKE, Sheriff

CLINTON D. ROACH, Undersheriff

Date: October 27, 2022
To: Cass County BOC
From: Sheriff Richard J. Behnke *RB*
Re: Contract Letters of Understanding

Greetings,

I have forwarded a request for adoption of these letters of understanding (LOU) for the contracts involving the following units: Dispatchers, Corrections Officers/Clerks, Road Patrol Sergeants, Corrections Sergeants, and Animal Control Officers. These LOUs are from these units up to date on Holiday pay for people that work the holidays of Thanksgiving, Christmas Eve, and Christmas Day. We are also looking for a shift premium from \$0.20 per hour to \$0.50 per hour and for Road Patrol Sergeants \$0.30 per hour to \$0.50 per hour.

During the contract negotiations with these units, as well as Road Patrol Sergeants, it was discussed by the County Administrative team that any benefits negotiated by later units would be considered for the units that settled earlier and compromised with the County on the pension changes. The Road Deputies were the last group to settle, and they received additional benefits that were denied to the other units. These LOUs address Holiday Pay for three specific holidays and address increasing the shift premium. It should be noted that these other groups requested this benefit but settled with the assurance it could be addressed if another unit were to be granted the benefit later in this cycle of negotiations.

I respectfully request that the BOC grant the LOU's for these units as part of a fair labor negotiations that took place in the past two years. These would not be retroactive but would take place upon your approval. I've been asked what we can do about recruitment of new employees and retention of current employees. I believe treating employees differently within the same organization can create a feeling of unfairness and tension. I understand that it is not required for the BOC to approve these changes, but I feel that it is the right thing for the County to do for its employees. This is a time sensitive issue since the holidays that are affected in this agreement are fast approaching.

Please feel free in contacting me if you have any questions in this or any matter.

RJB/tm

FINANCIAL ANALYSIS OF LETTERS OF UNDERSTANDING

Animal Control, Corrections Officers, Corrections Sergeants, Dispatch, and Road Sergeants and Dispatch Supervisor

HOLIDAY PAY										
Days:	* \$ Hourly	# Employees Working On Holiday	Hours Worked Per Day	Holiday (3) additional for overtime	Social Security	Medicare	MERS	Workers Comp	Total	
Animal Control	\$ 24.88	1	8	\$ 298.56	\$ 18.51	\$ 4.33	\$ 50.76	\$ 7.55	\$	379.71
Corrections Officers	\$ 28.11	6	12	\$ 3,035.88	\$ 188.22	\$ 44.02	\$ 516.10	\$ 76.81	\$	3,861.03
Corrections Sgts	\$ 36.55	1	12	\$ 657.90	\$ 40.79	\$ 9.54	\$ 111.84	\$ 16.64	\$	836.72
Dispatch	\$ 26.30	2	12	\$ 946.92	\$ 58.71	\$ 13.73	\$ 160.98	\$ 23.96	\$	1,204.29
Road Sgt & Dispatch Supervisor	\$ 37.26	2	12	\$ 1,341.44	\$ 83.17	\$ 19.45	\$ 228.04	\$ 33.94	\$	1,706.04

Nights:	* \$ Hourly	# Employees Working On Holiday	Hours Worked Per Day	Holiday (3) additional for overtime	Social Security	Medicare	MERS	Workers Comp	Total	
Animal Control	\$ 25.38	0	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Corrections Officers	\$ 28.61	5	12	\$ 2,574.90	\$ 159.64	\$ 37.34	\$ 437.73	\$ 65.14	\$	3,274.76
Corrections Sgts	\$ 37.05	1	12	\$ 666.90	\$ 41.35	\$ 9.67	\$ 113.37	\$ 16.87	\$	848.16
Dispatch	\$ 26.80	2	12	\$ 964.92	\$ 59.82	\$ 13.99	\$ 164.04	\$ 24.41	\$	1,227.18
Road Sgt & Dispatch Supervisor	\$ 37.76	2	12	\$ 1,359.44	\$ 84.29	\$ 19.71	\$ 231.10	\$ 34.39	\$	1,728.93
TOTAL: \$										15,066.83

SHIFT DIFFERENTIAL										
	# of 2nd Shift Employees	Shift Differential Difference	Overtime Hours/Year	Additional Cost	Social Security	Medicare	MERS	Workers Comp	Total	
Animal Control	0	\$ -	520	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Corrections Officers	5	\$ 0.30	520	\$ 4,290.00	\$ 265.98	\$ 62.21	\$ 729.30	\$ 108.54	\$	5,456.02
Corrections Sgts	1	\$ 0.30	520	\$ 858.00	\$ 53.20	\$ 12.44	\$ 145.86	\$ 21.71	\$	1,091.20
Dispatch	2	\$ 0.30	520	\$ 1,716.00	\$ 106.39	\$ 24.88	\$ 291.72	\$ 43.41	\$	2,182.41
Road Sgt & Dispatch Supervisor	2	\$ 0.20	520	\$ 1,144.00	\$ 70.93	\$ 16.59	\$ 194.48	\$ 28.94	\$	1,454.94
TOTAL: \$										10,184.57

* Hourly Pay calculated using top of scale as of 01/2023 since we don't know who will work in advance

Grand Total
\$ 25,251.41

LETTER OF UNDERSTANDING
BETWEEN
CASS COUNTY
AND
MICHIGAN FRATERNAL ORDER OF POLICE LABOR COUNCIL
Dispatchers

This Amendment to the collective bargaining agreement is entered into this _____ day of _____ 2022, between Cass County, hereinafter referred to as the “Employer”, and the Michigan Fraternal Order of Police Labor Council, hereinafter referred to as “Union”.

WHEREAS, Employer and Union are parties to a collective bargaining agreement, hereinafter referred to as “Agreement”, which is dated January 1, 2022, and remains in effect until December 31, 2025; and

WHEARAS, without having formal language in the Collective Bargaining Agreement, the parties desire to provide time and one half (1 ½) pay for Thanksgiving Day, Christmas Eve, and Christmas Day. The Employer and Union hereby agree to the following changes to the collective bargaining agreement stipulated below:

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The parties agree that, specifically, for the holidays of Thanksgiving Day, Christmas Eve, and Christmas Day, employees scheduled to work will receive one and one-half (1 ½) times regular pay. Example: 8-hour shift: Eight (8) hours straight time for Holiday Pay plus eight (8) hours at time and one-half (1 ½) for hours worked. 12-hour shift: Eight (8) hours straight time for Holiday Pay plus twelve (12) hours at time and one-half (1 ½) for hours worked.
2. The parties agree that employees who elect to work a voluntary shift on the above-listed holidays shall not be eligible for time and one pay (1 ½) pay.
3. The parties agree that qualified employees shall receive fifty cents (\$.50) per hour for all hours worked if their shift commences between 5pm and 5 am, or if they are assigned second shift dispatch. Qualification for Shift Premium: To qualify for shift premium an employee must be assigned to a shift that starts after 17:00 or work a swing shift. A person that works a shift that does not start after 17:00 does not qualify for shift premium even if they work an overtime shift for coverage.
4. The parties agree that Swing Shift: An assignment that starts between 10:00 and 11:00. The shift can be outside these hours if agreed upon between the dispatcher assigned and command. The swing shift dispatcher will receive the shift differential pay for all hours worked at fifty cents (\$.50).
5. The parties acknowledge that this Letter of Understanding address only the specific situation addressed herein and no other.
6. Nothing in this Agreement shall modify any other terms or conditions of the Agreement but for that which is specifically set forth above.

MICHIGAN FRATERNAL ORDER
OF POLICE LABOR COUNCIL

By: _____
Andrew J. Payne
FOPLC Business Agent

By: _____
Courtney Donahue
Union President

CASS COUNTY

By: _____
Dwight Dyes
County Board Chair

By: _____
Richard J. Behnke
Sheriff

LETTER OF UNDERSTANDING
BETWEEN
CASS COUNTY
AND
MICHIGAN FRATERNAL ORDER OF POLICE LABOR COUNCIL
Animal Control

This Amendment to the collective bargaining agreement is entered into this ____ day of _____ 2022, between Cass County, hereinafter referred to as the “Employer”, and the Michigan Fraternal Order of Police Labor Council, hereinafter referred to as “Union”.

WHEREAS, Employer and Union are parties to a collective bargaining agreement, hereinafter referred to as Agreement, which is dated January 1, 2022, and remains in effect until December 31, 2025; and

WHEARAS, without having formal language in the Collective Bargaining Agreement, the parties desire to provide time and one half (1 ½) pay for Thanksgiving Day, Christmas Eve, and Christmas Day. The Employer and Union hereby agree to the following changes to the collective bargaining agreement stipulated below:

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The parties agree that, specifically, for the holidays of Thanksgiving Day, Christmas Eve, and Christmas Day, employees scheduled to work will receive one and one-half (1 ½) times regular pay. Example: 8-hour shift: Eight (8) hours straight time for Holiday Pay plus eight (8) hours at time and one-half (1 ½) for hours worked. 12-hour shift: Eight (8) hours straight time for Holiday Pay plus twelve (12) hours at time and one-half (1 ½) for hours worked.
2. Employees who elect to work a voluntary shift on the above-listed holidays shall not be eligible for time and one pay (1 ½) pay.
3. The parties acknowledge that this Letter of Understanding address only the specific situation addressed herein and no other.
4. Nothing in this Agreement shall modify any other terms or conditions of the Agreement but for that which is specifically set forth above.

MICHIGAN FRATERNAL ORDER
OF POLICE LABOR COUNCIL

CASS COUNTY

By: _____
Andrew J. Payne
FOPLC Business Agent

By: _____
Dwight Dyes
County Board Chair

By: _____
Dustin Bates
Union President

By: _____
Richard J. Behnke
Sheriff

LETTER OF UNDERSTANDING
BETWEEN
CASS COUNTY
AND
MICHIGAN FRATERNAL ORDER OF POLICE LABOR COUNCIL
Cass County Corrections Officers and Clerks

This Amendment to the collective bargaining agreement is entered into this ___ day of _____ 2022, between Cass County, hereinafter referred to as the “Employer”, and the Michigan Fraternal Order of Police Labor Council, hereinafter referred to as “Union”.

WHEREAS, Employer and Union are parties to a collective bargaining agreement, hereinafter referred to as Agreement, which is dated January 1, 2022, and remains in effect until December 31, 2025; and

WHEARAS, without having formal language in the Collective Bargaining Agreement, the parties desire to provide time and one half (1 ½) pay for Thanksgiving Day, Christmas Eve, and Christmas Day. The Employer and Union hereby agree to the following changes to the collective bargaining agreement stipulated below:

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2. Employees who elect to work a voluntary shift on the above-listed holidays shall not be eligible for time and one pay (1 ½) pay.
3. The parties agree that qualified employees shall receive fifty cents (\$.50) per hour for all hours worked if their shift commences between 5pm and 5 am, or if they are assigned second shift dispatch. Qualification for Shift Premium: To qualify for shift premium an employee must be assigned to a shift that starts after 17:00 or work a swing shift. A person that works a shift that does not start after 17:00 does not qualify for shift premium even if they work an overtime shift for coverage.
4. The parties agree that Swing Shift: An assignment that starts between 10:00 and 11:00. The shift can be outside these hours if agreed upon between the dispatcher assigned and command. The swing shift dispatcher will receive the shift differential pay for all hours worked at fifty cents (\$.50).
5. The parties acknowledge that this Letter of Understanding address only the specific situation addressed herein and no other.
6. Nothing in this Agreement shall modify any other terms or conditions of the Agreement but for that which is specifically set forth above.

MICHIGAN FRATERNAL ORDER
OF POLICE LABOR COUNCIL

By: _____
Andrew J. Payne
FOPLC Business Agent

By: _____
Brady Mollberg
Union President

CASS COUNTY

By: _____
Dwight Dyes
County Board Chair

By: _____
Richard J. Behnke
Sheriff

LETTER OF UNDERSTANDING
BETWEEN
CASS COUNTY
AND
MICHIGAN FRATERNAL ORDER OF POLICE LABOR COUNCIL
Corrections Sergeants

This Amendment to the collective bargaining agreement is entered into this ___ day of _____ 2022, between Cass County, hereinafter referred to as the “Employer”, and the Michigan Fraternal Order of Police Labor Council, hereinafter referred to as “Union”.

WHEREAS, Employer and Union are parties to a collective bargaining agreement, hereinafter referred to as Agreement, which is dated January 1, 2022, and remains in effect until December 31, 2025; and

WHEARAS, without having formal language in the Collective Bargaining Agreement, the parties desire to provide time and one half (1 ½) pay for Thanksgiving Day, Christmas Eve, and Christmas Day. The Employer and Union hereby agree to the following changes to the collective bargaining agreement stipulated below:

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2. The parties agree that employees who elect to work a voluntary shift on the above-listed holidays shall not be eligible for time and one pay (1 ½) pay.
3. The parties agree that qualified employees shall receive fifty cents (\$.50) per hour for all hours worked if their shift commences between 5pm and 5 am, or if they are assigned second shift dispatch. Qualification for Shift Premium: To qualify for shift premium an employee must be assigned to a shift that starts after 17:00 or work a swing shift. A person that works a shift that does not start after 17:00 does not qualify for shift premium even if they work an overtime shift for coverage.
4. The parties agree that Swing Shift: An assignment that starts between 10:00 and 11:00. The shift can be outside these hours if agreed upon between the dispatcher assigned and command. The swing shift dispatcher will receive the shift differential pay for all hours worked at fifty cents (\$.50).
5. The parties acknowledge that this Letter of Understanding address only the specific situation addressed herein and no other.
6. Nothing in this Agreement shall modify any other terms or conditions of the Agreement but for that which is specifically set forth above.

MICHIGAN FRATERNAL ORDER
OF POLICE LABOR COUNCIL

CASS COUNTY

By: _____
Andrew J. Payne
FOPLC Business Agent

By: _____
Dwight Dyes
County Board Chair

By: _____
Tim Smith
Union President

By: _____
Richard J. Behnke
Sheriff

LETTER OF UNDERSTANDING
BETWEEN
CASS COUNTY
AND
POLICE OFFICERS LABOR COUNCIL
Road Sergeants and Dispatch Supervisor

This Amendment to the collective bargaining agreement is entered into this ___ day of _____ 2022, between Cass County, hereinafter referred to as the “Employer”, and the Police Officers Labor Council, hereinafter referred to as “Union”.

WHEREAS, Employer and Union are parties to a collective bargaining agreement, hereinafter referred to as Agreement, which is dated January 1, 2022, and remains in effect until December 31, 2025; and

WHEARAS, without having formal language in the Collective Bargaining Agreement, the parties desire to provide time and one half (1 ½) pay for Thanksgiving Day, Christmas Eve, and Christmas Day. The Employer and Union hereby agree to the following changes to the collective bargaining agreement stipulated below.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The parties agree that, specifically, for the holidays of Thanksgiving Day, Christmas Eve, and Christmas Day, employees scheduled to work will receive one and one-half (1 ½) times regular pay. Example: 8-hour shift: Eight (8) hours straight time for Holiday Pay plus eight (8) hours at time and one-half (1 ½) for hours worked. 12-hour shift: Eight (8) hours straight time for Holiday Pay plus twelve (12) hours at time and one-half (1 ½) for hours worked.
2. The parties agree that employees who elect to work a voluntary shift on the above-listed holidays shall not be eligible for time and one pay (1 ½) pay.
3. The parties agree that qualified employees shall receive fifty cents (\$.50) per hour for all hours worked if their shift commences between 5pm and 5 am, or if they are assigned second shift dispatch. Qualification for Shift Premium: To qualify for shift premium an employee must be assigned to a shift that starts after 17:00 or work a swing shift. A person that works a shift that does not start after 17:00 does not qualify for shift premium even if they work an overtime shift for coverage.
4. The parties agree that Swing Shift: An assignment that starts between 10:00 and 11:00. The shift can be outside these hours if agreed upon between the member of the Sgt. Union assigned and command. The swing shift Sergeant will receive the shift differential pay for all hours worked at fifty cents (\$.50).
5. The parties acknowledge that this Letter of Understanding address only the specific situation addressed herein and no other.
6. Nothing in this Agreement shall modify any other terms or conditions of the Agreement but for that which is specifically set forth above.

POLICE OFFICERS LABOR COUNCIL

CASS COUNTY

By: _____
David Thomas
POLC

By: _____
Dwight Dyes
County Board Chair

By: _____
Anthony Lozada
Union Steward

By: _____
Richard J. Behnke
Sheriff



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: December 1, 2022

RE: Reauthorize Step Level Hiring Across Full Range

REQUEST:

Adopt R-229-22 – Resolution to Reauthorize Step Level Hiring Across Full Range

BACKGROUND:

The original resolution that authorized step level hiring across the full pay scale was passed in 2020. R-213-21 reauthorized step level hiring across the full pay scale through December 31, 2022. R-229-22 would provide an additional reauthorization through December 31, 2023. The Wage & Salary Administration Policy provides that the County Administrator can authorize step level hiring up to the midpoint of paygrades. In some recent cases, qualified applicants have been difficult to procure from either internal or external sources and/or applicants were unwilling to accept the midpoint range grade and step. While the labor market has seen some improvement, we anticipate that the economic conditions will continue to result in labor shortages and challenges in hiring qualified candidates.

With R-229-22, it is structured the same way that the 2 prior resolutions were set up. If any instance of using the “full use” of the pay scale were to occur, it would originate from a recommendation from a Department Head or Elected Official. Administration would evaluate the request and determine if the request is valid and if the budget is able to support the request. If a request is approved, the County Administrator would then send the Employee Status Change Form and a memorandum explaining the necessity to the Board of Commissioners.

I can state that the goal is to only utilize this in cases where it may be necessary. If we are able to facilitate the hiring of qualified candidates at the midpoint range or lower, we would pursue that. The advantage here is that, when it serves the County’s interests in attracting and maintaining talented individuals to join the County team, this resolution provides a mechanism to be able to facilitate that.

REVIEWS:

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

Administration, HR

FINANCIAL ANALYSIS:

N/A – No direct impact. Use of higher steps would be predicated on request via Department Head and/or Elected Official and in cases where it could be supported by the budget.

RECOMMENDATION:

Approve R-229-22 as presented.

CASS COUNTY BOARD OF COMMISSIONERS

R-229-22

A RESOLUTION TO REAUTHORIZE STEP LEVEL HIRING ACROSS FULL PAY SCALE

WHEREAS, Section 4 of the Cass County Wage & Salary Administration Policy provides that the County Administrator may approve step level hiring at the midpoint of paygrades; and

WHEREAS, a number of recent cases have resulted in no qualified applicants for county positions either internally from county service or external from the community, or the applicants have been unwilling to accept midpoint range in the grade and step; and

WHEREAS, R-213-22 authorized step level hiring across the full pay scale through December 31, 2022; and

WHEREAS, economic conditions across the region continue to contribute to labor shortages forecasted to continue through 2023.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that through December 31, 2023, the County Administrator is authorized to make "full use" of the compensation schedule when a Department Head or Elected Official determines it is necessary and in the County's interest to attract and maintain an acceptable level of talent. Additionally, in every instance of such use, the County Administrator will notify the Board of Commissioners by providing a copy of the County Employee Status Change Form together with a Memorandum explaining the necessity.

ADOPTED THIS 1st DAY OF DECEMBER 2022

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Dwight Dyes, Chair
CASS COUNTY BOARD OF COMMISSIONERS



December Meetings

Townships	Date	Time	How
Calvin	12/13/22	6:00 PM	In Person
Howard	12/20/22	7:00 PM	In Person
Jefferson	12/08/22	6:30 PM	In Person
LaGrange	12/20/22	7:00 PM	In Person
Marcellus	12/20/22	6:00 PM	In Person
Mason	12/13/22	7:00 PM	In Person
Milton	12/20/22	7:00 PM	In Person
Newberg	12/19/22	7:00 PM	In Person
Ontwa	12/12/22	7:00 PM	In Person
Penn	12/12/22	6:30 PM	In Person
Pokagon	12/14/22	7:00 PM	In Person
Porter	12/08/22	6:00 PM	In Person
Silver Creek	12/14/22	7:00 PM	In Person
Volinia	12/12/22	6:30 PM	In Person
Wayne	12/05/22	7:30 PM	In Person
City of Dowagiac			
	12/12/22	7:00 PM	In Person
	12/26/22	7:00 PM	In Person
Villages			
Cassopolis	12/12/22	6:30 PM	In Person
Edwardsburg	12/19/22	7:00 PM	In Person
Marcellus	12/12/22	7:00 PM	In Person
	12/26/22	7:00 PM	In Person
Vandalia	12/12/22	7:00 PM	In Person
Boards & Commissions			
Cass District Library	12/19/22	6:00 PM	In Person
Cass County Cons Dist	12/12/22	3:00 PM	In Person at Council on Aging, Decatur Rd.
Economic Dev Corp	NO MEETING		In Person
Historical Commission	12/08/22	5:30 PM	In Person
Medical Care Facility	12/26/22	10:00 AM	Zoom
Parks Board	12/08/22	4:00 PM	In Person
Planning Commission	12/28/22	4:00 PM	In Person
Road Commission	12/15/22	9:00 AM	In Person
Transportation	12/12/22	8:00 AM	In Person
VanBuren/Cass Dist			
Health Dept	12/14/22	3:00 PM	490 S. Paw Paw St., Lawrence, MI
Woodlands	12/26/22	5:00 PM	In Person