



CASS COUNTY BOARD OF COMMISSIONERS

COMMITTEE OF THE WHOLE

March 16, 2023

5:00 PM

-
1. **CALL TO ORDER** – *Commissioner Marchetti*
 2. **INVOCATION** – *Commissioner Howie*
 3. **PLEDGE OF ALLEGIANCE** – *Commissioner Locke*
 4. **ROLL CALL** - *Clerk/Register Monica McMichael*
 5. **PUBLIC COMMENT** (limit 3 minutes/person)
 6. **ADDITIONS/DELETIONS TO AGENDA**
 7. **APPROVAL OF THE AGENDA** - *Commissioner Lee*
 8. **PRESENTATIONS** (Limit to 10 minutes)
 - a. Property Tax Foreclosure Review – Hope Anderson, Treasurer
 9. **COMMITTEE REPORTS**
 10. **DISTRICT REPORTS**
 - District 1** - Commissioner Laylin
 - District 2** - Commissioner Lawrence
 - District 3** - Commissioner Locke
 - District 4** - Commissioner Jones
 - District 5** - Commissioner Howie
 - District 6** - Commissioner Barrera
 - District 7** - Commissioner Marchetti
 - District 8** – Commissioner Lee
 11. **ADMINISTRATOR'S REPORT**
 12. **FINANCE REPORT**
 13. **COUNTY PARTNERS** (Limit to 5 minutes)
 14. **ELECTED OFFICIALS**
 15. **UNFINISHED BUSINESS**
 16. **NEW BUSINESS**
 - a. MEDC Marine Patrol Grant
 - b. Jail – Lift Station Pump #2
 - c. Resolutions of Recognition
 - i. Resolution in Appreciation of Animal Control
 - ii. Resolution in Appreciation of Michigan 911 Telecommunicators
-



CASS COUNTY BOARD OF COMMISSIONERS

iii. Resolution Recognizing National Crime Victims' Rights Week

d. Discussion - Claims Committee

17. BOARD MEMBER COMMENTS/ANNOUNCEMENTS

18. ADJOURNMENT



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: March 9, 2023

SUBJECT: March 2023 Administrator's Report

Medical Care Facility – County IT Partnership

We continue to work towards the County transitioning into offering IT services to the Medical Care Facility. As we had discussed last year, the goal would be that the County would serve as the full-service IT provider for network and help-desk support. This will result in cost-savings to the Medical Care Facility as well as increased revenues to the County to offset any additional cost. There are several steps that must be completed to get everything to a point where both the Medical Care Facility and the County IT Department are in a position to fully transition away from their existing provider. IT Director Nestich and I attended the February meeting of the Medical Care Facility Board to discuss the next phase of equipment MCF needed to purchase to continue going forward and provided an overview of the process. I am happy to report that the MCF Board approved the purchase of the next phase of equipment. There is still a long process ahead to transition from their current system over to what we have proposed. However, I am confident that through this process, we will expand the capabilities of the County IT Department, improve the overall network and IT infrastructure of the MCF, and, ultimately, help craft a system that will ensure improved efficiency, security, and reliability for the employees and residents of the MCF.

Opioid Settlement

The County has received approximately \$247,000.00 in funds from the opioid settlement that was approved last year. The funds have been placed in their own separate fund. Finance Director Rentfrow and I have had discussion regarding the use of said funds and continue to procure materials that can help guide the County's efforts on how to leverage these funds for the benefit of the community that has been impacted by the opioid crisis. MAC has a toolkit designed to assist counties in exploring possible avenues for the use of said funds, so we are exploring that. Additionally, we have held discussions regarding setting up meetings with County and community stakeholders to evaluate options and determine how to best appropriate the funds. I anticipate working with Chair Jones to plan an initial meeting by the end of April. Additionally, we have been informed that additional proposed settlements are incoming in the near future. Once draft resolutions are ready for your consideration we will bring those forward for your review.

Historical Courthouse

Work continues on planning for the Historical Courthouse renovation. We had hoped to have our Walkthrough event on March 10th, however it is always difficult to predict the weather this time of year and based on the weather forecasting, the decision was made to postpone the event. Tentatively, I would anticipate a new date being held near the middle to end of April. At this time, we are still working through the grant process for the USDA Grant that was approved through Congressionally Directed Spending from Senator Peters. To date, the historical review has been completed and is now submitted to SHPO for review. While we do not have any firm dates yet, we would anticipate that construction



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

could likely begin in May. As any new updates occur, we will ensure those are communicated. We also continue to explore opportunities for any additional funding as may be applicable. We are working to ensure we've exhausted all possible sources of additional funding.

Policy & Procedure Manual

As of March 10th, the County Policy and Procedure manual was posted to the County SharePoint site and is now readily available for all employees to review. This marks a big step in working to ensure transparency among all staff regarding policies and procedures that govern our operations. Over time, technology has evolved in a way that has made it easier and more straightforward to offer digital documents that increase availability for all. I am pleased that we were able to complete the work of digitizing the Policy Manual and making it readily available to all staff. I would note that we have been clear in the message that was sent to all staff that any specific policies that may apply to certain offices or departments are not modified by the availability of the manual. And, we have encouraged anyone who has questions to direct those to their immediate supervisors, department heads, or elected officials. Additionally, we have also clarified that the Policy Manual is a living document and it will be updated and revised as new policies are adopted or existing policies are revised. We will ensure that all staff are notified when changes occur and that the posted manual is updated accordingly.

MIDC

On March 7th, Vice-Chair Laylin, Commissioner Marchetti, Finance Director Rentfrow, and I visited Montcalm County for a meeting with their Managed Assigned Counsel. Susan Prentice-Sao, the MIDC Regional Manager for Western Michigan was also in attendance. The purpose of the meeting was to explore how neighboring counties are approaching their Indigent Defence programs and learn what pathways Cass County may have moving forward to leverage State Funding to improve our operations. We are still working through exploring said options, but would anticipate working to make some changes for FY 24.

Budget Planning

We are approaching that time of year where planning for the next fiscal year's budget will begin. For this year, we are planning to begin that process much earlier. This will allow us more time to host additional meetings with department heads, elected officials, and Commissioners as well as working to further improve and refine our processes. As it pertains to the balance budget option, our plan would be to proceed with planning as we normally would. We would then produce our normal proposed budget and, from there, evaluate any deficit that is present. We can utilize that total to then meet with department heads and elected officials to strategize how we might approach this and any plans or ideas we can craft to work towards reducing that total. I want to be upfront that we plan for this to be a participatory process with all of our offices and departments. The primary goal here is to begin working to identify how we can work towards ensuring fiscal sustainability into the future. As we have talked about before, our current fund balance does give us flexibility and allows us to take a methodical and measured approach. However, it is critical that we begin having these conversations and planning for future years to make sure we are setting up the County for continued success.



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

BOC Standing Committees

As was discussed during the selection of committee assignments, we have worked to ensure a more transparent committee process. This has involved ensuring that notices for the first meeting of each committee were posted to the County website, establishing a standardized Agenda format, posting future meetings to the County calendar on the website, and, as of this past Friday, creating a new BOC Committees page on our website. It can be found in the menu of the website under Government – Board of Commissioners – Committees. On that page, it highlights all of our existing standing committees, the Commissioners assigned to those committees, and contains a meeting schedule for each committee.

Respectfully Submitted,

Matthew Newton
County Administrator

CASS COUNTY

FINANCE DIRECTOR

TO: CASS COUNTY BOARD OF COMMISSIONERS
FROM: JENNIFER RENTFROW / FINANCE DIRECTOR
DATE: FEBRUARY 28, 2023
RE: FINANCIAL REPORT

GENERAL FUND BUDGET TO ACTUAL SUMMARY REPORT

Attached you will find the General Fund Budget to Actual Summary Report. The report reflects the fiscal year budget & year-to-date activity total from October 1, 2022 through February 28, 2023, (FYE 9/30/23).

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

DEPARTMENT BUDGETS:

Retirement cost higher than anticipated due to legacy debt of the defined benefit plan. This information was not available when setting the budget last year, and wasn't available until after converting from the DB to the DC. I will be submitting a budget adjustment in the near future.

Board of Commissioners – Large annual expenditures have been expended already.

Purchasing – Postage expenses look high due to amount of postage loaded onto the postage machines.

Survey & Remonumentation – Most expenses occur in December & January to satisfy grant requirements.

Emergency Management - Retirement cost higher than anticipated. Expenditures for motor fuel/lubricants is also higher than expected.

Soil Conservation – 100% of expenditures have been paid for the year.

Animal Control - Retirement cost higher than anticipated.

Medical Examiner – As Sheriff discussed previously, there have been a lot of autopsies so far this fiscal year.

NOTES:

March is a very busy time of the year. We are almost to the finish line on the audit. Woodlands has completed their audit, and Medical Care Facility has as well. Road Commission is still awaiting their OPEB valuation. Once the audit is received, the audit must be distributed. Alan Panter will be coming to do a presentation of the audit to the Board in the very near future.

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to Cass County for its comprehensive annual financial report (CAFR) for the fiscal year ended September 30, 2021.

We will begin the process of working on the liability insurance renewal within the next month.

**GENERAL FUND REVENUE BUDGET TO ACTUAL SUMMARY
AS OF 02/28/2023 (42% of Fiscal Year 2022-2023)**

	ACTUAL @ 02/28/2022	2022-2023 ORIGINAL	2022-2023 AMENDED	ACTIVITY FOR FEB 2023	ACTUAL @ 02/28/2023	AVAILABLE BALANCE	% BDGT USED
REVENUE SOURCES LESS GRANT/REIMBURSEMENTS:							
FEES/SERVICES/PERMITS	648,755	2,100,572	2,100,572	127,344	617,420	1,483,152	29.39%
INTEREST & RENTS	40,508	143,500	143,500	31,858	134,626	8,874	93.82%
STATE FUNDING	658,863	2,690,504	2,752,995	289,648	911,555	1,841,440	33.11%
TRANSFERS IN	162,250	498,775	498,775	56,250	181,000	317,775	36.29%
TAXES	844,738	12,179,118	12,179,118	96,660	352,674	11,826,444	2.90%
SUB TOTAL	2,355,113	17,612,469	17,674,960	601,760	2,197,275	15,477,685	12.43%
GRANT/REIMBURSEMENTS:							
GRANTS	319,099	1,674,901	1,680,001	149,876	358,032	1,321,969	21.31%
LOCAL CONTRIBUTIONS	51,434	423,475	498,475	26,044	81,878	416,597	16.43%
REIMBURSEMENTS/OTHER REVENUE	309,045	230,300	230,300	4,123	28,263	202,037	12.27%
FUND BALANCE ALLOCATION	0	1,849,469	1,853,469	0	0	1,853,469	0.00%
SUB TOTAL	679,577	4,178,145	4,262,245	180,044	468,173	3,794,072	10.98%
TOTAL REVENUES	3,034,691	21,790,614	21,937,205	781,804	2,665,448	19,271,757	12.15%
TOTAL EXPENSES (See Detail Below)	7,488,444	21,790,614	21,937,205	1,758,666	8,358,385	13,578,820	38.10%

**GENERAL FUND EXPENSE BUDGET TO ACTUAL SUMMARY
AS OF 02/28/2023 (42% of Fiscal Year 2022-2023)**

	ACTUAL @ 02/28/2022	2022-2023 ORIGINAL	2022-2023 AMENDED	ACTIVITY FOR FEB 2023	ACTUAL @ 02/28/2023	AVAILABLE BALANCE	% BDGT USED
101 - BOARD OF COMMISSIONERS	46,763	202,033	202,033	50,795	112,134	89,899	55.50%
172 - ADMINISTRATOR	132,802	327,515	411,678	30,047	128,494	283,185	31.21%
191 - ACCOUNTING DEPT	130,491	466,112	466,112	36,122	174,685	291,427	37.48%
215 - CLERK	208,707	664,525	664,525	45,345	248,256	416,269	37.36%
228 - INFORMATION TECHNOLOGY	268,030	1,035,902	956,839	79,499	355,201	601,637	37.12%
233 - PURCHASING	59,215	155,000	155,000	8,170	74,571	80,429	48.11%
243 - PROPERTY DESCRIPTION DEPT	137,080	438,341	438,341	27,977	143,309	295,032	32.69%
245 - COUNTY SURVEY & REMONUMENTATION	37,957	46,917	54,079	0	45,614	8,465	84.35%
253 - TREASURER	160,935	433,265	433,265	34,497	190,204	243,061	43.90%
257 - ASSESSOR / EQUALIZATION DEPT	106,631	281,518	281,518	22,627	114,029	167,489	40.51%
262 - ELECTIONS	36,187	114,300	114,300	0	42,842	71,458	37.48%
265 - BUILDINGS & GROUNDS	353,972	1,118,886	1,118,886	97,714	416,335	702,551	37.21%
266 - ATTORNEY / CORP COUNSEL	26,918	100,000	100,000	3,427	21,649	78,351	21.65%
271 - INSURANCE / TAXES	189,832	531,147	531,147	69,662	208,985	322,162	39.35%
276 - COURT GRANTS	178,287	699,143	699,143	47,387	230,284	468,859	32.94%
279 - FAMILY / JUVENILE COURT	281,328	904,870	904,870	72,929	348,113	556,757	38.47%
283 - CIRCUIT COURT	128,001	340,800	340,800	24,439	129,529	211,271	38.01%
286 - DISTRICT COURT	359,673	997,021	997,021	68,837	384,322	612,699	38.55%
289 - FRIEND OF THE COURT	504,330	1,314,428	1,314,428	93,730	511,931	802,497	38.95%
294 - PROBATE COURT	189,292	502,959	502,959	37,283	213,382	289,577	42.43%
296 - PROSECUTING ATTORNEY	405,799	1,214,950	1,220,279	80,453	438,597	781,682	35.94%
301 - SHERIFF	980,303	2,907,363	2,907,363	208,097	1,147,493	1,759,870	39.47%
304 - LAW & COURTS SECURITY	62,972	157,905	157,905	13,309	67,714	90,191	42.88%
316 - SECONDARY ROAD PATROL	43,624	104,241	104,241	7,721	41,366	62,875	39.68%
331 - MARINE LAW ENFORCEMENT	150	55,070	55,070	185	1,454	53,616	2.64%
345 - PUBLIC SAFETY DEPT	115,618	369,573	369,573	22,564	112,268	257,305	30.38%
351 - JAIL OPERATION	1,208,987	3,292,748	3,292,748	232,530	1,256,030	2,036,718	38.15%
426 - EMERGENCY MGMT / HOMELAND SECURITY	50,307	91,175	91,175	7,981	43,284	47,891	47.47%
430 - ANIMAL CONTROL	158,170	414,605	414,605	30,523	179,702	234,903	43.34%
441 - PUBLIC WORKS	403	1,150	1,150	0	208	942	18.08%
442 - DRAIN COMMISSIONER	56,061	129,394	129,394	8,814	52,746	76,648	40.76%
528 - WASTE COLLECTION/DISPOSAL	6,937	26,356	26,356	3,630	3,630	22,726	13.77%
568 - SOIL CONSERVATION	5,000	5,000	5,000	0	5,000	0	100.00%
601 - HEALTH DEPARTMENT	266,253	293,544	293,544	0	0	293,544	0.00%
631 - SUBSTANCE ABUSE	6,849	75,305	75,305	0	271	75,034	0.36%
648 - MEDICAL EXAMINER	54,108	162,000	162,000	43,115	95,093	66,907	58.70%
649 - MENTAL HEALTH	57,000	114,000	114,000	0	57,000	57,000	50.00%
681 - VETERANS' BURIALS	1,752	10,000	10,000	395	3,061	6,939	30.61%
682 - VETERANS' COUNSELOR	35,236	115,842	121,342	10,556	51,520	69,822	42.46%

	ACTUAL @ 02/28/2022	2022-2023 ORIGINAL	2022-2023 AMENDED	ACTIVITY FOR FEB 2023	ACTUAL @ 02/28/2023	AVAILABLE BALANCE	% BDGT USED
701 - PLANNING COMMISSION	0	25,956	25,956	231	607	25,349	2.34%
710 - COOPERATIVE EXTENSION	14,795	130,316	130,316	25,801	61,924	68,392	47.52%
751 - PARKS & RECREATION	86,505	234,665	234,665	14,694	88,789	145,876	37.84%
966 - TRANSFERS OUT	335,183	1,184,774	1,308,274	197,583	556,762	751,512	42.56%

TOTAL EXPENDITURES	7,488,444	21,790,614	21,937,205	1,758,666	8,358,385	13,578,820	38.10%
--------------------	-----------	------------	------------	-----------	-----------	------------	--------

FUND BALANCE ALLOCATION ANALYSIS

UNASSIGNED FUND BALANCE 9/30/15	5,126,404	PER 9/30/15 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/16	5,449,774	PER 9/30/16 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/17	6,011,346	PER 9/30/17 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/18	5,779,269	PER 9/30/18 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/19	6,073,472	PER 9/30/19 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/20	7,950,059	PER 9/30/20 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/21	8,704,098	PER 9/30/21 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/22	9,017,559.1	Pre-audit - estimate
ADOPTED FUND BALANCE ALLOCATION	1,849,469	Original 2022-2023 Budget as adopted
	4,000	Adjustments to FY 23 Budget

1,853,469

EST. UNASSIGNED FUND BALANCE 9/30/23

7,164,090



**The Government Finance Officers Association of
the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Jennifer Rentfrow

Finance Director

County of Cass, Michigan



The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morrell

Date: 1/31/2023



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**County of Cass
Michigan**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2021

Christopher P. Morill

Executive Director/CEO



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

March 8, 2023

From: Sheriff Richard J. Behnke

To: Matthew Newton, County Administrator

RE: Michigan Economic Development Corporation (MEDC) Grant for Watercraft

We have received confirmation that Cass County has been awarded a grant from the MEDC for the purchase of watercraft for their marine patrols. The grant is in conjunction with Berrien County for \$200,000, \$100,000 each county, for use with their marine patrols. Each county would be responsible for \$10,000 in funds making each project \$110,000. Cass County is the fiduciary for this grant and will receive the funds then disperse them to Berrien County.

This opportunity was presented to us in the Spring of 2022 from Senator Kim LaSata. She submitted the project to the State of Michigan, it was then approved as part of a supplemental budget at the end of FY 2022. We then were advised in late January of 2023 that our project had been approved and to wait for further information. I was informed last week that this project had been finalized and a contract forwarded.

We will need to fund the \$10,000 match for this project. We are looking at purchasing watercraft and motors with this grant.

If you have any questions, please feel free to contact me. Thank you.

CASS COUNTY BOARD OF COMMISSIONERS

R-##-23

A RESOLUTION TO COMMIT MATCHING FUNDS FOR MEDC GRANT FOR MARINE PATROL WATERCRAFT

WHEREAS, the Cass County Sheriff's Office has been awarded a grant from the Michigan Economic Development Corporation (MEDC) for the purchase of watercraft for Marine Patrol; and

WHEREAS, the grant was awarded in conjunction with Berrien County for \$200,000.00, with \$100,000.00 being available for each county's use; and

WHEREAS, Cass County shall serve as the fiduciary for the grant and will receive and distribute funds for both Cass County and Berrien County; and

WHEREAS, the grant requires a 10% matching contribution from each participating County; and

WHEREAS, the total project budget including the matching contribution will provide \$110,000.00 towards the purchase of Marine Patrol watercraft.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners to commit \$10,000.00 in funding for the purpose of a matching funds contribution towards the MEDC Watercraft Grant.

ADOPTED THIS 13th DAY OF APRIL 2023

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: March 16, 2023

RE: Jail Lift Station - Pump #2

REQUEST:

Recommend Approval of Jail Lift Station Pump #2 Replacement be included for April 13th Regular Meeting.

BACKGROUND:

The lift station at the jail contains 2 pumps that work in tandem to move sewage into the Village of Cassopolis's Sewer System. In April of 2021, Pump #1 failed and was replaced. As of January, Pump #2 has now failed. It is not uncommon to see this happen due to the fact that the pumps are around the same age. We had originally hoped that we might be able to make it through to FY 24 prior to having to replace the pump. Ben Anderson with the Village of Cassopolis notified us of the failure and has indicated that the original pump is not repairable nor is an exact replacement available due to its age. As such, a new pump is proposed that would require the installation of new mounting rails and a piping change within the pit. Of note, the new pump would be a much better ejection pump with a greater grinding capacity.

Due to the fact that a failure of the remaining pump would cause a catastrophic failure, this should be viewed as an emergency expenditure. The total cost of the proposal would be approximately \$19,870.00.

REVIEWS:

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

Administration, Maintenance

FINANCIAL ANALYSIS:

The approximate cost of the project would be \$19,870.00.

RECOMMENDATION:

Approve for Replacement of Jail Lift Station Pump #2 to be added to the April 13th Regular Meeting Agenda.



1530 Huntington Drive
Calumet City, IL 60409
Phone 708-891-4400
Fax 708-891-5786

Proposal

TO: Village of Cassopolis

DATE: January 5, 2023

ATTN: Ben Anderson

PROJECT: Cassopolis Jail LS

The seller hereby offers the following equipment subject to all terms & conditions noted on this contract:

We are pleased to offer the following proposal for your review and consideration on the above named project. Kindly review our offer in its entirety and let us know of any further questions or requirements. This offer is for providing the equipment listed herein for installation by others.

Cassopolis Jail LS

QTY	DESCRIPTION
1	Barnes 4SCDG75N4 Sithe Chopper Pumps - 7.5HP, 1750 rpm, 460 Volts, 3 Phase - 4" Discharge - 30' Power Cable
1	Barnes 4" x 4" Breakaway Fittings
2	20' Lengths of 2" SS Guiderail
1	20' Lengths of 1/4" SS Lifting Chains
1	Quick Flanges and all hardware needed.

Installation

1	GAI Service to install new pumping equipment, base elbows, guiderail, and power up equipment. Assumes 2 service techs and a boom truck for 1160 days.
---	---

Includes Freight to Jobsite

Lead time 6-8 Weeks

Total Investment: \$19,870.00

Notes:

-Cassopolis will need to have Vac truck services available.

This proposal and the attached terms and conditions cannot be modified in any way except by expressed written approval of Gasvoda & Associates, Inc.

TERMS: NOTICE, NEW TERMS AND CONDITIONS APPLY. SEE ATTACHED SHEET FOR DETAILS.

FREIGHT: FOB Factory allowed to jobsite. Unloading and storage by others.

TAXES: ALL applicable taxes must be added.

SUBMITTAL DATA: NA weeks after receipt of signed contract

DELIVERY: 6 to 8 weeks
after approval and authorization to proceed.

DURATION: This proposal is valid for 30 days after which we reserve the right to review or withdraw.

GASVODA & ASSOCIATES, INC.

ACCEPTED:

(Authorized signature)

BY:

John L. Greaney

John L. Greaney

Title:

Date

AUTHORIZATION TO PROCEED:

Authorization to proceed with placing the proposed equipment on order must be acknowledged by the return of this document properly executed where required. Such acknowledgment will be considered as your acceptance of this proposal understanding the terms stated above and at the end of this proposal. No submittals will be started and no equipment will be released to manufacturing prior to our receiving your formal authorized return of this document.

Thank you for the opportunity to provide our proposal. Please do not hesitate to call with any further questions or requirements.

Please be sure to fill in the required "Ship To" information below and return it at the time of placing your order. Failure to do so will result in shipment of the equipment to the Buyers address.

BILL TO:

SHIP TO:

CONTACT PERSON:

PHONE:

PURCHASE ORDER NUMBER:

SPECIAL MARKINGS:

TAXABLE:

TAX ID#:

GASVODA & ASSOCIATES INC. TERMS AND CONDITIONS OF SALE

TERMS

1. **Terms of payment are 100% net due 30 days from "date of shipment & invoice" for all orders less than \$100,000.**
2. **Terms and conditions for orders totaling more than \$100,000.00 are based on progress payments as follow:**
 - A) **10% of net order total due upon delivery of submittal data for review and approval with no retainage allowed.**
 - B) **10% of remaining net order total due at time of release to production with no retainage allowed.**
 - C) **Entire balance of remaining net order total due within 30 business days after delivery and invoicing with no retainage allowed.**

Start-up services will not be scheduled prior to receipt of full and final payment is received, with no exceptions.

CONDITIONS

1. General
Subject only to any credit terms which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified on the face hereof, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified therein and BUYER'S PAYMENT OBLIGATION IS NO WAY DEPENDENT OR CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY. Any balance owed by Buyer for 30 days or more after the same becomes due is subject to a 1-1/2% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all collection costs or charges, including reasonable attorney's fees, which Seller may incur with respect to the collection of past due amounts from Buyer.
2. Warranty
Seller warrants only that said equipment is free from defects in materials and workmanship as set forth in Seller's standard Certificate of Warranty furnished to Buyer at the time of final shipment. Seller makes no other warranty concerning said equipment beyond that set forth in said Certificate and expressly disclaims any warranty of merchantability or fitness for any particular process not described in the applicable drawings and specifications.

Seller's sole responsibility with respect to any equipment which proves to be defective as to materials or workmanship is either to replace or to repair the same as is set forth in said Certificate of Warranty. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer.
3. Liability of Seller
Seller is not liable in any event hereunder for any consequential, incidental, or liquidated damages or penalties.
4. Claim Period
Buyer shall immediately inspect said equipment upon receipt thereof. Seller is not obligated to consider any claim for shortages or non-conformance unless notified thereof by Buyer within 10 days after Buyer's receipt of said equipment.
5. Cancellation
Should Buyer cancel this agreement without Seller's prior written consent, Seller may, at its option, recover from Buyer a cancellation charge of not less than 20% of the purchase price hereunder.
6. Taxes
Sale may be subject to state sales tax depending on the state. Gasvoda & Associates requires proof of exemption for all nontaxable sales. Regardless of exemption status, Gasvoda & Associates proposal does not include any sales tax. Payment of any sales tax remains the responsibility of the purchaser.
7. Storage
If at such time, within or after the estimated shipment period specified on the face hereof, as Seller notifies Buyer that said equipment is ready to be shipped Buyer requests a delay in shipment, Seller may, at its option, agree to store said equipment for a period of time determined by Seller, provided that such agreement will not affect Buyer's obligation to pay in full all invoices as they become due, and provided further that for each month, or portion thereof, said equipment is stored by Seller, Buyer shall pay to Seller as a storage fee an amount equal to 1% of the balance due hereunder.
8. Drawings, Illustrations and Manuals
Catalog and proposal drawings, bulletins, and other accompanying literature are solely for the purpose of general style, arrangement and approximate dimensions. Seller may make any changes Seller deems necessary or desirable.
9. Insurance
We have made no allowances for special insurance requirements including but not limited to "Waiver of Subrogation", "Form GC2010", liquidated damages, or anything beyond what is specifically spelled out as being included herein. We reserve the right to amend our offering for anything required outside of the specific items/services spelled out as being included. An exception must be in writing and authorized by Gasvoda & Associates.
10. Start Up
NO START UP WILL BE MADE PRIOR TO 100% PAYMENT. Warranty is invalid without authorized start up.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: March 16, 2023

RE: Resolutions of Recognition

REQUEST:

Recommend Approval of 3 Resolutions to be added to April 13th Regular Meeting Agenda.

BACKGROUND:

Annually, we recognize the efforts of our professional staff across various offices and departments. Additionally, the County passes proclamations honoring weeks of celebration for various topics of importance to the County and its residents. Attached are 3 resolutions we are seeking to add to the next Regular Meeting Agenda. The first is a Resolution of Appreciation for Animal Control and honors Animal Care and Control Appreciation Week from April 9 through the 15th. The second is a Resolution honoring 911 Telecommunicators. And the third is a Resolution recognizing National Crime Victims' Rights Week.

REVIEWS:

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

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve for all 3 Resolutions to be added to the April 13th Regular Meeting Agenda.

CASS COUNTY BOARD OF COMMISSIONERS

R-##-23

A RESOLUTION IN APPRECIATION OF ANIMAL CONTROL

WHEREAS, the National Animal Care and Control Association designated the second full week of April as *NATIONAL ANIMAL CARE AND CONTROL APPRECIATION WEEK*.

WHEREAS, various federal, state, and local government officials throughout the country take this time to recognize, thank, and commend all Animal Control Officers and Animal Services Staff for the dedicated service they provide to the citizens, public safety, and domestic animals and livestock across the nation; and

WHEREAS, every day, Animal Control Officers and Animal Control Technicians put themselves in potentially dangerous situations to protect the health and welfare of all kinds of animals and the public; and

WHEREAS, Cass County recognizes and commends the Animal Control personnel who answer calls for assistance, capture roaming, and potentially dangerous animals, rescue animals, investigate reports of animal abuse, educate pet owners about responsible care, and mediate disputes between neighbors regarding pets.

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

The Week of April 9-15, 2023, as:

ANIMAL CARE AND CONTROL APPRECIATION WEEK

ADOPTED THIS 13th DAY OF APRIL 2023

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS

CASS COUNTY BOARD OF COMMISSIONERS

R-##-23

RESOLUTION IN APPRECIATION OF MICHIGAN 911 TELECOMMUNICATORS

WHEREAS, the week of April 9-15, 2023, has been designated *NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK*.

WHEREAS, the number 911 is universally recognized as being dedicated to report emergencies; and

WHEREAS, the telecommunicator response to calls for help gives the citizens of Michigan a quick response to emergency calls for police, fire, or emergency medical services; and

WHEREAS, the safety of police officers, firefighters, and paramedics is dependent upon the actions of the telecommunicator, and the quality of the accuracy of the information obtained from citizens who contact 911; and

WHEREAS, the telecommunicator serves as the first, first responder and the voice of help, providing direction and comfort for those in crisis to rely on when they call 911; and

WHEREAS, 2022 was another extraordinarily challenging year for which 911 telecommunicators played a critical role with their public safety partners, above and beyond the normal call of duty.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners salutes all Michigan 911 telecommunicators, especially our exemplary staff here in Cass County, for their exceptional dedication and professionalism put forth in contributing to making Michigan a safer place to live, work, and visit.

ADOPTED THIS 13th DAY OF APRIL 2023

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS

CASS COUNTY BOARD OF COMMISSIONERS

R-##-23

RESOLUTION RECOGNIZING NATIONAL CRIME VICTIMS' RIGHTS WEEK

WHEREAS, the term "victim" is more than just a label and has legal standing and protections that go along with it; and

WHEREAS, crime victims' rights acts passed here in Michigan and at the federal level guarantee victims the right to meaningfully participate and use their voice in the criminal justice process; and

WHEREAS, victim service providers, advocates, law enforcement officers, attorneys, and other allied professionals can help survivors find their justice by enforcing these rights; and

WHEREAS, the right to provide an impact statement ensures that victims' voices are considered in court during the sentencing and, when applicable, restitution processes; and

WHEREAS, including and elevating the voices of survivors makes certain they are heard and seen and creates a path to forging and sustaining community trust; and

WHEREAS, engaging survivors creates responses and services that are credible, meaningful, and centered on individual needs; and

WHEREAS, survivors' lived experience can serve as a catalyst for implementing innovative programs, shifting existing programs in new directions, and changing policies or practices that prevent survivors from accessing services or pursuing justice; and

WHEREAS, National Crime Victims' Rights Week provides an opportunity to recommit to listening to crime survivors in every space where decisions are made that could impact them; and

WHEREAS, Cass County is hereby dedicated to amplifying the voices of survivors and creating an environment where survivors have the confidence that they will be heard, believed, and supported.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners hereby proclaims the week of April 23–29, 2023, as

Crime Victims' Rights Week

reaffirming Cass County's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and expressing our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

ADOPTED THIS 13th DAY OF APRIL 2023

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS