



CASS COUNTY BOARD OF COMMISSIONERS

COMMITTEE OF THE WHOLE

June 15, 2023

5:00 PM

-
1. **CALL TO ORDER** – *Commissioner Marchetti*
 2. **INVOCATION** – *Commissioner Howie*
 3. **PLEDGE OF ALLEGIANCE** – *Chair Jones*
 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. **APPROVAL OF MAY 18, 2023 COMMITTEE OF THE WHOLE MEETING MINUTES** – *Commissioner Locke*
 9. **PRESENTATIONS** (Limit to 10 minutes)
 - A. PA 152 Overview – *Rose Street Advisors*
 10. **COMMITTEE REPORTS**
 11. **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
 12. **ADMINISTRATOR’S REPORT**
 13. **FINANCE REPORT**
 14. **VETERAN’S REPORT**
 15. **COUNTY PARTNERS** (Limit to 5 minutes)
 16. **ELECTED OFFICIALS**
 17. **UNFINISHED BUSINESS**
 18. **NEW BUSINESS**
 - A. Appointments
 - i. Reappoint Korie Blyveis to Solid Waste Planning Committee to a term expiring June 1, 2025
 - ii. Reappoint Naomi Ludman to Solid Waste Planning Committee to a term expiring June 1, 2025
-



CASS COUNTY BOARD OF COMMISSIONERS

- iii. Reappoint Amy Huser to Solid Waste Planning Committee to a term expiring June 1, 2025
- iv. Reappoint Nathan Robinson to Historical Commission for a term expiring July 1, 2026
- v. Reappoint Amy Davidhizar to Historical Commission for a term expiring July 1, 2026

B. Policy Revisions

- i. Paycheck – Rescind
- ii. Parking – Rescind
- iii. County Building Parking – Revised
- iv. Maintenance Supervisor Additional Compensation – Rescind
- v. MERS Purchase of Service - Rescind
- vi. Deferred Compensation Plan – Revised
- vii. Restroom – Rescind
- viii. Claims – Revised
- ix. Fraternalization

C. Resolution – PA 152

D. Silver Creek Police Services Contract

E. FY 24 Budget

F. Budget Amendments

G. Spark Grant Resolution of Support

H. Resolution – Step Level Increases

I. Master Plan Commitment Agreements

19. BOARD MEMBER COMMENTS/ANNOUNCEMENTS

20. ADJOURNMENT

**CASS COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE**

May 18, 2023

Vice-Chair Laylin called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, May 18, 2023. Chair Jones offered the Invocation. Commissioner Marchetti led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

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

COMMISSIONERS ABSENT: None.

STAFF PRESENT: Administrator Matthew Newton, Finance Director Jennifer Rentfrow and Deputy Finance Director James Tito.

PUBLIC COMMENT

Public comment occurred.

ADDITIONS/DELETIONS TO THE AGENDA

Commissioner Marchetti moved, seconded by Commissioner Barrera, to amend the agenda to add a New Business item - Fraternization Policy. Motion to amend carried by voice vote.

APPROVAL OF THE AGENDA

Commissioner Lawrence moved, seconded by Commissioner Lee, to approve the May 18, 2023, Cass County Committee of the Whole Agenda as amended. Motion to approve the agenda carried by voice vote.

PRESENTATIONS

Chris Scharrer of DCS Technology Design LLC shared a presentation on Broadband Mapping.

APPROVAL OF MINUTES

Commissioner Locke moved, seconded by Commissioner Jones, to approve the April 20, 2023, Committee of the Whole Meeting Minutes. Motion carried by voice vote.

COMMITTEE REPORTS

Commissioner Marchetti shared a Committee Report.

DISTRICT REPORTS

Commissioners Locke, Howie, Barrera, Marchetti and Lee provided district reports.

ADMINISTRATOR'S REPORT

Administrator Newton shared the Administrator's Report.

FINANCIAL REPORT

Financial Director Jennifer Rentfrow offered the Finance Report.

VETERAN'S REPORT

Veteran's Services Officer Karee Krause shared the Veteran's Report.

COUNTY PARTNERS

Parks Director Scott Wyman shared updates from the Parks Department.

ELECTED OFFICIALS

Treasurer Hope Anderson and Sheriff Behnke offered updates from their departments.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Village of Marcellus

Because no representative was present from the Village of Marcellus, Administrator Newton shared information on the Village of Marcellus Annexation Petition. He stated that the Village of Marcellus published all required materials after submitting a petition

to annex a parcel of land in the Township of Marcellus. Both the Village and the Township approve of the annexation but also need the County to approve. Commissioners agreed to move the item to the June 1, 2023 Regular Board of Commissioners Meeting but requested a representative from the Village of Marcellus attend the meeting.

B. Silver Creek Poultry Farm

Chair Jones stated that he added discussion on the Silver Creek Poultry Farm after hearing from citizens. He stated that he should have added discussion regarding the Penn Township Marijuana Ordinance. Chair Jones went on to discuss the rights of townships versus counties. Administrator Newton shared information gathered from the county legal counsel advised that the Board of Commissioners could legally appeal the decision of the state to approve the poultry farm. Commissioner Laylin stated that appeals had to be factual and anyone filing an appeal needed a valid reason to do so. Commissioner Lee cautioned the board on attacking farmers. He stated that regulations were in place to protect all entities. Commissioner Laylin stated he would stand with any decision that Silver Creek Township made and would not appeal if the township did not do so. Clerk/Register McMichael reported her office received notice from MDARD that more information was needed and they recommended the owner did not begin construction. Chair Jones then asked if residents had contacted PETA as the animals most likely would receive unkind treatment. Chair Jones suggested discussion on the Silver Creek Poultry Farm move to the June 1st Regular Board Meeting. June 8, 2023, was the deadline to appeal.

Commissioners agreed to place the item on the June 1st Regular Board Meeting Agenda under Unfinished Business as a discussion item.

C. FY2024 Community Corrections Application and Plan

Sheriff Behnke explained that the county applied for the community corrections grant annually. The grant funded a full-time position as well as severable programs that were valuable to the jail.

Board members agreed to move the item to the June 1, 2023, Regular Board Meeting for approval.

D. L-4029 Tax Rate Request

Equalization Director Tami Stewart informed commissioners that, due to the increase in taxable value, the county must hold a Truth in Taxation hearing. The hearing set for June 1, 2023, would determine rates for 2023 summer and winter tax bills.

Commissioners agreed to move the item to the June 1, 2023, Regular Board Meeting Agenda.

E. Broadband Mapping Agreement

Administrator Newton stated that the agreement for Broadband Mapping Services was the result of a \$100,000 MDARD Grant Award that required \$44,000 of county matching funds. DCS Technology would provide the mapping services.

Commissioners agreed to move the item to the June 1, 2023, Regular Board Meeting Agenda.

F. Resolution Recognizing June as Reunification Month

Administrator Newton informed commissioners that June was designated as Reunification Month. The courts worked hard to reunite families and held an annual reunification ceremony in June.

Commissioners agreed to place the resolution on the June 1, 2023 Regular Board Meeting Agenda.

G. FY23 Budget Amendments

Finance Director Rentfrow informed commissioners that a list of budget amendments was included in the packet. The largest adjustments were legacy debt expense retirement plan costs. Fortunately, the increased marijuana revenues and the great interest rates helped to offset the increased costs to the General Fund.

All commissioners agreed to move the item to the June 1, 2023, Regular Board Meeting Agenda.

H. Fraternization Policy

Chair Jones and Commissioner Locke opened discussion by questioning what prompted the policy. Commissioner Howie stated it was an important policy most entities had in place that protected employees as well as the company/government entity. She went on to say that the county should be proactive and have policies in place before issues arose. Discussion continued regarding the Policy Committee and how documents flowed to and from the committee. A motion was not approved in the committee meeting moving the policy forward; however, Commissioner Howie asked that the policy move to the Board of Commissioners Agenda for approval. Commissioners agreed to discuss a process for policy approval at a board workshop.

Commissioners agreed to remand the Fraternization Policy back to the Policy Committee.

Commissioners discussed the process for items to move from the Committee of the Whole to the Regular Board Agenda. Commissioners were unsure if the Poultry Farm agenda item should move to the June 1st Regular Board Meeting Agenda or if it should

appear on the next COW Agenda. Clerk McMichael would research rules approved for the Committee of the Whole and share with commissioners.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners Marchetti and Howie shared comments.

ADJOURNMENT

The meeting adjourned at 6:49 p.m.

Approved: _____
Date

Chair Jeremiah Jones

Monica McMichael, Clerk/Register



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: June 15, 2023

SUBJECT: June 2023 Administrator's Report

Historical Courthouse

As noted during last month's report, an event for the Historic Courthouse was held on May 25, 2023 to give the community a chance to see the demolition work completed thus far and afford everyone an opportunity to view the proposed floorplans and mockups of the design of the space post-construction. The event was well-attended with just over 100 guests. I believe the attendees enjoyed getting to see the progress on the building, reviewing the plans for the construction, and speaking with our team on the path forward. We have now received word that the tribal review from the CDS Grant process has been completed. No concerns were noted. The local USDA office is completing their review of the application and will be forwarding that to the National Office for final approval. We anticipate this process to be done by early July. Additionally, Treasurer Anderson and the Land Bank Authority authorized the Historic Courthouse to be included in Round 2 of the Blight Elimination Grant application. If approved, this would offset additional costs with respect to the windows and roof work that will be completed. I'd like to give a big thanks to Hope for all of her efforts in working through the application process. At this time, construction should commence in mid-July. We will be looking to plan a groundbreaking ceremony when this occurs and will be working to facilitate bi-weekly updates through our website for everyone to be able to review the progress of the project.

Broadband Project

We held a kick-off meeting with DCS Technology to start our initial discussions on the necessary planning for the Broadband Mapping and Planning Project. It was a great opportunity for staff that will be assisting in the project and coordinating with DCS to meet and ensure that everyone had a great understanding of everyone's role, the timeline for completion of the project, and any communication and public engagement that may be required. At this time, we anticipate the fieldwork to commence around August/September and will ensure that everyone is notified through our website and social media when the work commences.

Administration Office – Operations/Staffing Update

With the retirement of our Administrative Specialist, we have been working hard to divide up the duties of that role amongst our team to ensure continuity of those tasks as we determine how we will approach the role going forward. As I had noted last month, we have been working on cross-training all staff in the Administration Office to ensure that essential tasks would be completed through transitional periods such as this. While I can say that we certainly have had some learning along the way, I am proud of the efforts of everyone on the Administration Team in stepping up and taking some additional responsibilities in the interim. We are also looking at this as an opportunity to look at all of these functions and determine how we might best approach these as we go forward. One big component is Accounts Payable. We are planning to work together with the Treasurer's Office to find ways to make this process go smoother for both offices, create procedural guides for all staff entering payables, and



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

make the payable system work better for all. While staffing changes can certainly be challenging, we are doing our utmost to ensure that all processes continue forward as required and that we evaluate whether changes/improvements are needed as we chart out the best path forward for that role.

Cass County Conservation District – SESC

A meeting was held with the Conservation District Director and a few members of the Conservation District Board. The primary purpose of the discussion was reviewing the Soil, Erosion, and Sedimentation Control Program that the CCCD administers on behalf of the County and discussing funding options into the future. The Conservation District, currently, is funded in whole solely by grants from the State of Michigan. And, compared to other states in the midwest, the amount of funding creates signification challenges for the CCCD to be able to remain fully staffed and completing their conservation work. As such, they are exploring what avenues they may have to look at alternative funding sources and the County is working with them to help determine what avenues we may have with respect to the SESC Program specifically. The meeting was very helpful in helping everyone understand the dynamics of the situation and I anticipate the possibility of this being an item on a future Agenda as we chart out the best path forward for all.

FY 24 Budget

During the end of May and into early June we were heavily focused on the FY 24 Budget Planning process. Finance Director Rentfrow, Deputy Finance Director Tito, and I met with each Department Head and Elected Office to discuss the requests and needs of each department for the next year's budget. At the Meeting, we will present the first draft of the FY 24 Budget, review our current forecasts with respect to Revenues and Expenditures, and seek guidance from the Board of Commissioners on carrying out the Balanced Budget Request that was made in January.

Respectfully Submitted,

Matthew Newton
County Administrator

CASS COUNTY

FINANCE DIRECTOR

TO: CASS COUNTY BOARD OF COMMISSIONERS
FROM: JENNIFER RENTFROW / FINANCE DIRECTOR
DATE: MAY 31, 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 May 31, 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. Budget adjustments will be approved/reflected in June.

Board of Commissioners – Large annual expenditures have been expended already (audit). Commissioner salaries were modified late last year after budget was already passed.

Purchasing – Postage expenses higher due to additional mailings for collections that were not being done during covid. Budget adjustments are requested in the packet for your review.

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. Budget adjustments are requested in the packet for your review.

**GENERAL FUND REVENUE BUDGET TO ACTUAL SUMMARY
AS OF 05/31/2023 (67% of Fiscal Year 2022-2023)**

	ACTUAL @ 05/31/2022	2022-2023 ORIGINAL	2022-2023 AMENDED	ACTIVITY FOR MAY 2023	ACTUAL @ 05/31/2023	AVAILABLE BALANCE	% BDGT USED
REVENUE SOURCES LESS GRANT/REIMBURSEMENTS:							
FEES/SERVICES/PERMITS	1,089,055	2,100,572	2,150,572	134,399	1,030,006	1,120,566	47.89%
INTEREST & RENTS	88,330	143,500	143,500	58,001	245,306	(101,806)	170.95%
STATE FUNDING	1,269,678	2,690,504	2,952,995	253,167	1,645,698	1,307,297	55.73%
TRANSFERS IN	256,000	498,775	498,775	0	181,000	317,775	36.29%
TAXES	1,752,077	12,179,118	12,179,118	315	1,293,533	10,885,585	10.62%
SUB TOTAL	4,455,139	17,612,469	17,924,960	445,881	4,395,544	13,529,416	24.52%
GRANT/REIMBURSEMENTS:							
GRANTS	609,244	1,674,901	1,700,001	93,189	709,370	990,631	41.73%
LOCAL CONTRIBUTIONS	157,442	423,475	448,475	39,919	182,095	266,380	40.60%
REIMBURSEMENTS/OTHER REVENUE	339,647	230,300	230,300	10,992	47,638	182,662	20.69%
FUND BALANCE ALLOCATION	0	1,849,469	1,863,469	0	0	1,863,469	0.00%
SUB TOTAL	1,106,332	4,178,145	4,242,245	144,101	939,103	3,303,142	22.14%
TOTAL REVENUES	5,561,472	21,790,614	22,167,205	589,982	5,334,647	16,832,558	24.07%
TOTAL EXPENSES (See Detail Below)	11,941,315	21,790,614	22,167,205	1,601,955	13,054,276	9,112,929	58.89%

**GENERAL FUND EXPENSE BUDGET TO ACTUAL SUMMARY
AS OF 05/31/2023 (67% of Fiscal Year 2022-2023)**

	ACTUAL @ 05/31/2022	2022-2023 ORIGINAL	2022-2023 AMENDED	ACTIVITY FOR MAY 2023	ACTUAL @ 05/31/2023	AVAILABLE BALANCE	% BDGT USED
101 - BOARD OF COMMISSIONERS	106,293.84	202,033.00	202,033.00	14,126.66	158,572.69	43,460.31	78.49%
172 - ADMINISTRATOR	205,387.85	327,515.00	411,678.44	24,928.95	210,684.81	200,993.63	51.18%
191 - ACCOUNTING DEPT	209,908.60	466,112.00	466,112.00	38,011.51	285,312.22	180,799.78	61.21%
215 - CLERK/ROD	344,237.80	664,525.00	664,525.00	41,519.88	378,157.79	286,367.21	56.91%
228 - INFORMATION TECHNOLOGY	462,329.12	1,035,902.00	956,838.56	99,691.53	606,206.53	350,632.03	63.36%
233 - PURCHASING	94,644.65	155,000.00	155,000.00	8,104.45	121,602.54	33,397.46	78.45%
243 - PROPERTY DESCRIPTION DEPT	250,082.71	438,341.00	438,341.00	27,983.70	229,770.43	208,570.57	52.42%
245 - COUNTY SURVEY & REMONUMENTATION	37,956.69	46,917.00	54,079.00	0.00	45,614.14	8,464.86	84.35%
253 - TREASURER	258,068.49	433,265.00	433,265.00	31,288.56	296,490.10	136,774.90	68.43%
257 - ASSESSOR / EQUALIZATION DEPT	169,783.83	281,518.00	281,518.00	23,364.50	186,697.76	94,820.24	66.32%
262 - ELECTIONS	61,582.48	114,300.00	114,300.00	8,402.24	64,473.67	49,826.33	56.41%
265 - BUILDINGS & GROUNDS	651,349.97	1,118,886.00	1,118,886.00	90,004.44	726,585.30	392,300.70	64.94%
266 - ATTORNEY / CORP COUNSEL	62,340.90	100,000.00	100,000.00	0.00	31,278.00	68,722.00	31.28%
271 - INSURANCE / TAXES	189,831.75	531,147.00	531,147.00	0.00	208,985.25	322,161.75	39.35%
276 - COURT GRANTS	310,815.25	699,143.00	719,143.00	44,299.56	389,500.76	329,642.24	54.16%
279 - FAMILY / JUVENILE COURT	459,797.37	904,870.00	904,870.00	64,486.25	553,777.61	351,092.39	61.20%
283 - CIRCUIT COURT	201,422.47	340,800.00	340,800.00	30,793.85	213,736.09	127,063.91	62.72%
286 - DISTRICT COURT	570,391.64	997,021.00	997,021.00	69,207.76	598,088.47	398,932.53	59.99%
289 - FRIEND OF THE COURT	772,085.00	1,314,428.00	1,314,428.00	80,113.14	780,770.42	533,657.58	59.40%
294 - PROBATE COURT	297,671.35	502,959.00	502,959.00	38,420.31	327,236.46	175,722.54	65.06%
296 - PROSECUTING ATTORNEY	617,139.60	1,214,950.00	1,220,279.00	78,312.29	664,615.12	555,663.88	54.46%
301 - SHERIFF	1,565,173.82	2,907,363.00	2,907,363.00	252,643.04	1,901,040.33	1,006,322.67	65.39%
304 - LAW & COURTS SECURITY	99,779.68	157,905.00	157,905.00	13,786.02	107,783.72	50,121.28	68.26%
316 - SECONDARY ROAD PATROL	66,966.15	104,241.00	104,241.00	7,676.61	65,180.10	39,060.90	62.53%
331 - MARINE LAW ENFORCEMENT	1,306.22	55,070.00	265,070.00	93,979.56	96,640.90	168,429.10	36.46%
345 - PUBLIC SAFETY DEPT	159,071.16	369,573.00	369,573.00	22,487.10	178,372.66	191,200.34	48.26%
351 - JAIL OPERATION	1,922,897.34	3,292,748.00	3,292,748.00	257,443.88	2,028,332.40	1,264,415.60	61.60%
426 - EMERGENCY MGMT / HOMELAND SECURITY	68,165.70	91,175.00	91,175.00	7,820.57	66,691.69	24,483.31	73.15%
430 - ANIMAL CONTROL	245,559.12	414,605.00	414,605.00	31,827.57	277,631.94	136,973.06	66.96%
441 - PUBLIC WORKS	730.10	1,150.00	1,150.00	0.00	415.13	734.87	36.10%
442 - DRAIN COMMISSIONER	82,050.03	129,394.00	129,394.00	8,664.55	80,310.74	49,083.26	62.07%
528 - WASTE COLLECTION/DISPOSAL	22,890.10	26,356.00	26,356.00	21,829.89	25,460.15	895.85	96.60%
568 - SOIL CONSERVATION	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00%
601 - HEALTH DEPARTMENT	266,253.00	293,544.00	293,544.00	0.00	0.00	293,544.00	0.00%
631 - SUBSTANCE ABUSE	42,776.42	75,305.00	75,305.00	25,871.60	37,101.17	38,203.83	49.27%
648 - MEDICAL EXAMINER	99,943.76	162,000.00	162,000.00	12,173.58	131,688.08	30,311.92	81.29%
649 - MENTAL HEALTH	85,500.00	114,000.00	114,000.00	0.00	85,500.00	28,500.00	75.00%
681 - VETERANS' BURIALS	5,057.20	10,000.00	10,000.00	115.20	6,566.20	3,433.80	65.66%
682 - VETERANS' COUNSELOR	65,874.89	115,842.00	121,342.00	12,697.23	81,682.41	39,659.59	67.32%
701 - PLANNING COMMISSION	473.66	25,956.00	25,956.00	273.30	12,578.38	13,377.62	48.46%

FUND BALANCE ALLOCATION ANALYSIS

	1,853,469
EST. UNASSIGNED FUND BALANCE 9/30/23	7,165,315



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Appointments Committee

DATE: June 15, 2023

RE: Recommended Appointments

REQUEST:

Recommend approval of appointments to be included for the July 6th Regular Meeting

BACKGROUND:

The Appointments Committee evaluated current vacancies and necessary reappointments for terms that have or will be expiring. The Committee recommend 5 appointments as follows: the reappointment of Korie Blyveis, Naomi Ludman, and Amy Huser to the Solid Waste Planning Committee to terms expiring June 1, 2025 and the reappointment of Nathan Robinson and Amy Davidhizar to the Historical Commission to terms expiring July 1, 2026.

REVIEWS:

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

Appointments Committee, Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve for the above-listed appointments to be added to the Consent Agenda of the July 6th Regular Meeting.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Policy Committee

DATE: June 15, 2023

RE: Policy Updates

REQUEST:

Approve policy updates recommended by the Policy Committee be added to the Agenda of the July 6th Regular Meeting.

BACKGROUND:

The Policy Committee reviewed and evaluated the following policies and recommended the following actions:

1. **Paycheck Release Prior to Payday** – Proposed for rescission as the policy is outdated and the process outlined is not applicable to current practices and procedures.
2. **Parking** – Policy was written for a specific scenario from 25 years ago and dates to when the Historic Courthouse was utilized for Law and Courts operations. There are, currently, 2 parking policies in place, so the remaining policy was adapted for today's use and proposed for revision in conjunction with this.
3. **County Building Parking Lot Rules** – This policy was originally written for the Courthouse building. However, in conjunction with the above policy, this was adapted to fit the current County Building operations as well as provide some enhanced rules designed to improve the management of the parking lot.
4. **Maintenance Superintendent Additional Compensation** – This policy dates back approximately 24 years and is not applicable to the management of current operations. Additionally, that role has evolved, and, as such, the provisions provided here are no longer needed.
5. **MERS Purchase of Service Credit** – This policy is no longer necessary as the process is fully governed by MERS policy and the administration of said provisions does not require BOC approval.
6. **Deferred Compensation Plan** – This policy was originally intended to facilitate moving from three separate providers of IRS Section 457(b) retirement plan to one offering through ICMA. Over the last 26 years, that has been accomplished so the original intent of the policy was accomplished. In turn, the proposed revision here is to simply outline that the County will continue to offer only one Section 457(b) retirement plan and the Board of Commissioners is responsible for selecting the Plan Administrator of said plan.
7. **Restroom** – This policy is another one that dates to when the Courthouse was utilized for Law & Courts operations. With the coming renovation of the Historic Courthouse and the fact that operations at the building have substantially changed, there is no need for this policy to remain in place.
8. **Claims** – This policy is proposed for revision. IT adds a section detailing that claims will be available for review by any Commissioner wishing to review them on the Wednesday of a Claims week before 12:00 PM. It also expands upon what categories of payment qualify to be considered a "pay now" item.
9. **Fraternization** – The Law & Courts Handbook has a version of this policy included. That policy was adapted and updated in coordination with County Civil Counsel. The included policy is a draft approved by the County Attorney.



CASS COUNTY BOARD OF COMMISSIONERS

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

RECOMMENDATION:

Approve policy updates as recommended by Policy Committee be added to the Consent Agenda of the July 6th Regular Meeting.

PAYCHECK RELEASE PRIOR TO PAYDAY - RESCIND

In order to maintain a uniform policy on issuing pay checks prior to pay date, the following policy will be implemented.

No pay checks shall be issued early without prior written approval by the Department Head and given to the payroll clerk.

No vacation checks shall be issued without request to the payroll department at least 15 days prior to the date that the employee's vacation starts.

Adopted: February 8, 1990

PARKING - RESCIND

On Friday, October 16, 1998, the Family Independence Agency (FIA) loaded three semi-trailers with their surplus desks and chairs and vacated the Courthouse building.

Security Director George Adam has proposed that the west entrance to the Courthouse be closed. Closure will cause employees who park in the lot on the west side of Broadway to park in lots on the east side of the Courthouse. It will also cause customers who use the parallel parking spaces on Broadway to park in the lots on the east side of the Courthouse.

It is therefore proposed that the following parking changes be made effective November 30, 1998, and the west Courthouse door be closed to employees and the public effective December 1, 1998:

Designate 10 spaces in the east lot on the lower level for "visitor parking." Remove the "employee parking only" designation from the northeast lot.

Your consideration of these changes that will accommodate the visitors and employees who park on the west side of the building to park on the east side is appreciated.

M-167-98

A motion to make the following parking changes effective November 30, 1998, and that the west Courthouse door be closed to employees and the public effective December 1, 1998: designate 10 spaces in the east lot on the lower level for "visitor parking" and remove the "employee parking only" designation from the northeast lot.

ADOPTED: 10/21/1998

COUNTY BUILDING PARKING LOT RULES

1. The following uses and activities are prohibited in the County Building Parking Lots and Grounds:
 - a. Parking vehicles whose operators are not engaged in County business.
 - b. Overnight parking, without prior approval.
 - c. Skateboarding, rollerblading, and bicycle jumping.
2. The Dispatch/Emergency Operations Center Parking Lot shall not be for public use and is restricted to those specific operations unless prior approval is granted.
3. Special requests for use of the parking lots for civic and other events may be made to the County Administrator and will be considered on a case-by-case basis.

ADOPTED: 09/13/2001

Maintenance Superintendent Additional Compensation

RESCIND

TO: Board of Commissioners
FROM: Terry L. Proctor
County Administrator
DATE: July 2, 1999
RE: Additional Compensation

Superintendent of Maintenance David Dickey has the responsibility to handle emergency building repairs at the County Buildings. As you know, the Sheriff's Department operates 24 hours a day, seven days a week.

In those emergency cases, when David is called out to the Sheriff's Department between 12 midnight and 6 a.m., or between 6 a.m. Saturday to 6:00 a.m. Monday, I propose that he should earn compensatory time or time and one-half compensation. In order for David to receive this additional compensation, it would need to be reported on the bi-weekly time sheet and approved by me. At no time would David's comp time exceed 80 hours.

Please call me if you would like to discuss this with me. Thank you.

TLP:mab

M-130-99

A motion to approve additional compensation for the Maintenance Superintendent to handle emergency building repairs.

ADOPTED: 08/12/1999



Cass County County Administrator

- COPY -

TO: Board of Commissioners

FROM: Terry L. Proctor *Terry L. Proctor*
County Administrator

DATE: July 2, 1999

RE: Additional Compensation

101-265-703,000

*or employee acting as
Director responding to call
per Jeff Corman 1/4/99
B. Doly*

Ryan Williams 1-24-2022

Superintendent of Maintenance David Dickey has the responsibility to handle emergency building repairs at the County buildings. As you know, the Sheriff's Department operates 24 hours a day, seven days a week.

In those emergency cases, when David is called out to the Sheriff's Department between 12 midnight and 6 a.m., or between 6 a.m. Saturday to 6:00 a.m. Monday, I propose that he should earn compensatory time or time and one-half compensation. In order for David to receive this additional compensation, it would need to be reported on the bi-weekly time sheet and approved by me. At no time would David's comp time exceed 80 hours.

Please call me if you would like to discuss this with me. Thank you.

TLP:mab

M-130-99

*Lat/Carol
Approved
8/12/99*

A motion to approve additional compensation for the Maintenance Superintendent to handle emergency building repairs.

MERS - PURCHASE OF SERVICE CREDIT - RESCIND

Cass County is a member of the Municipal Employee's Retirement System of Michigan (MERS). MERS has adopted rules and procedures to permit employees to purchase governmental, military, and generic service credit to enhance their retirement benefits.

Cass County will allow employees to purchase governmental, military, and generic service credit provided the purchase is approved by vote of the Board of Commissioners and the employee pays the full actuarial cost of the service credit as determined by MERS.

ADOPTED: 08/14/97

Deferred Compensation Plan

The County of Cass shall offer one (1) qualified deferred compensation plan that is available to all employees in accordance with all applicable guidelines and provisions of IRS Section 457(b).

At no time shall any other 457(b) deferred compensation plan be offered concurrently. A change in the designation of the Plan Administrator shall only be authorized via resolution of the Board of Commissioners.

~~Over the years Cass County has joined up with three separate deferred compensation systems. Keeping track of the three plans is difficult for our staff. In fact, most employers offer one deferred compensation plan rather than three.~~

~~Finance Benefits Officer John Murphy suggests that Cass County have only one deferred compensation plan. The County Administrator recommends that only one plan be offered to new employees and to current employees who chose to defer income for the first time. He further recommends that the other plans be phased out as people retire in the future.~~

~~The plan that we recommend is the ICMA Deferred Compensation Plan. The ICMA Retirement Corporation is a nationally recognized not for profit corporation founded in 1972. ICMA specializes in establishing and maintaining retirement plans exclusively for state and local government employees. ICMA offers excellent customer support, superior investor education materials and leading edge technology. ICMA has over \$5 billion in assets under management.~~

~~A motion to offer only the ICMA Deferred Compensation Plan to new employees and to existing employees who chose to defer income for the first time and to phase out the Equitable Deferred Compensation Plan and the Sun Life Deferred Compensation Plan as employees retire in the future.~~

ADOPTED: 04/08/1997

AMENDED: _____

CASS COUNTY, MICHIGAN
RESTROOM POLICY - RESCIND

The first-floor women's restroom will be opened to the general public as suggested by Courthouse Security. The women's and men's restrooms on the third floor will be closed to the public. These changes will improve convenience to the public and contribute to a more secure facility.

If you desire a key to a restroom on the third floor, please see Edie Fitzsimons who will sign one out to you.

Thank you again.

ADOPTED: 09/02/1997

CLAIMS

Claims for Cass County are processed every two weeks and are due in the Administrator's Office by Tuesday at 10:00 a.m. of a claim's week.

In order for a claim to be paid, a vendor number needs to be generated in the Accounts Payable System. This will not occur until the Accounts Payable staff receives:

- 1) W-9 form**
- 2) Sole Proprietor Form or Certificate of Liability Insurance**
- 3) Vendor Registration Form.**

Claims are entered into the accounts payable system by designated staff in each department. After the department's claims are entered an Invoice Register Report is attached to that "batch" of claims. The designated staff of the department then approves the claims in the accounts payable system. A second approval is needed in the accounts payable system by the department head. Once that is completed the batches are submitted to the Accounts Payable Department in the Administrator's Office.

The accounts payable staff reviews each department's batch as it comes into the office for accuracy (i.e., correct vendor number, correct line item charged, County guideline approved purchase). Each batch receives final approval from the County Administrator. Claims will be available for review by any Commissioner on Wednesday before 12:00 PM during a claim's week.

Accounts payable staff then combines and processes manual checks and ACH direct deposit payments for all batches. An AP file is created in the accounts payable system. The accounts payable staff logs into the Cass County banking portal and uploads the AP file. An email is sent to the Treasurer attaching the AP file and a request to have the AP file approved by the Treasurer in the banking system.

Original checks, manual checks and ACH direct deposit remittances and claims are taken to the Treasurer's Office to be paired and distributed by the designated staff.

A claims list is prepared and is included in the Board of Commissioners agenda packets for their bi-monthly meetings. Board members may review these claims in the Administrator's Office prior to approving claims in their meeting.

Exceptions:

1. Trust & Agency Payments, Such as State Education Tax, Tax Distributions, PRE-Denial Payouts, Court Fees Due to State, Restitution, Crime Victim Assessment
2. Juror Fees
3. Emergency Relief Payments, Such as Veteran's Relief
4. Mortgage Foreclosure Sales
5. Utility Payments, Such as Gas, Electric, Water, Sewer, Cable, And Phone
6. Payroll
7. Employee Benefits/Retirement
8. Training/Travel Related Payments
9. Refunds

10. Payments That Will Not Meet the Payment Terms Contained in a Contractual Agreement
11. Items/Projects Already Approved by Board of Commissioners That May Be on Order or Would Require a Quick Turn-Around Time Such as Vehicle Purchases.
12. Debt Payments
13. Emergency Situations
14. Natural Disasters

Checks issued on an exception basis will be submitted to accounts payable staff and processed as a “pay now”.

Payment for any services, supplies, merchandise, or articles not authorized by the County Administrator in accordance with the Cass County Michigan Purchasing Policy becomes the responsibility of the person or persons requesting such services, supplies, merchandise or article and the County may deny payment of the claim.

Any service being performed for the County that has not been authorized in accordance with the policies and procedures stated herein shall be immediately discontinued and the original conditions restored at the expense of the person or persons requesting such service. Payment in full for any service, supplies, merchandise, or articles not acceptable for delivery or the use required, as put forth in the bid specifications or purchase agreement for such service, supplies, merchandise, or articles, will be held in abeyance until such time as a replacement or replacements meeting the specifications put forth in the purchase agreement and acceptable for the use required are received.

Adopted: October 15, 2015

Amended: June 18, 2020

FRATERNIZATION

Cass County strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are especially responsible for strictly following this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

PROCEDURES

- During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
- During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace during working hours.
- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the County's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. *An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.*
- If any supervisor, manager, or other County official in a sensitive or influential position with the County enters into a consensual relationship that is romantic or sexual in nature with an employee who directly or indirectly reports to that individual, or if one of the parties is in a supervisory capacity in the same department in which the other party works, each individual must disclose the relationship. Disclosure must be made to the Human Resources Director.
- When a conflict-of-interest or potential risk is identified due to the relationship, the County will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments.
- Failure to cooperate with the County to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.
- The provisions of this policy apply regardless of the gender identity or sexual orientation of the parties involved.

- Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
- Any concerns about the administration of this policy should be addressed to the Human Resources Director under the direction of the County Administrator.

ADOPTED: _____



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: June 15, 2023

RE: PA 152

REQUEST:

Approve for Resolution Selecting Option for PA 152 Compliance for 2023-2024 to be added to July 6th Regular Meeting Agenda.

BACKGROUND:

PA 152 requires that all public entities within the State select one of three options with respect to health insurance benefits available to employees. Those three options would entail a "hard cap" option which sets a maximum annualized total per employee as defined by the State, an 80%/20% options where the County covers 80% of health insurance costs and each employee covers the remaining 20%. The final option would be for the County to exempt itself entirely through a 2/3 vote.

Historically, the County has annually elected to utilize the 80/20 option. Based on balancing what is in the best interest of both the County and our employees, Administration recommends continuing with the 80/20 option for 2023-2024.

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:

If the hard cap were to be chosen, the estimated increase in costs to the County would be approximately \$177,000.00 in additional expense year-over-year. As such, the 80/20 option, generally, provides an effective middle ground by ensuring employees are responsible for no more than 20% of the costs of health insurance while balancing the budgetary impact to the County.

RECOMMENDATION:

Approve for Resolution Selecting Option for PA 152 Compliance for 2023-2024 to be added to the Consent Agenda of the July 6th Regular Meeting.

CASS COUNTY BOARD OF COMMISSIONERS

R-###-23

A RESOLUTION SELECTING OPTION FOR PA 152 COMPLIANCE FOR 2023-2024

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011; and

WHEREAS, the Act contains three options for complying with the requirements of the Act; and

WHEREAS, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 – “80%/20%” Option – limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 – “Exemption” Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, Cass County has decided to adopt the 80%/20% option as its choice of compliance under the Act.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year September 1, 2023 through August 31, 2024.

ADOPTED THIS 6th DAY OF JULY 2023

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS



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

May 25, 2023

Matt Newton, County Administrator

Richard J. Behnke, Sheriff 

RE: Silver Creek Twp Contract for Police Services

Attached is a contract for police services for Silver Creek Twp. This is an annual renewal with the township. While it is a budget for a full time officer there is a provision to provide services on an overtime basis. Silver Creek approved the contract at their April meeting and we are forwarding for approval for the BOC

If there are any question from you or the board, please do not hesitate in contacting me.



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

**CONTRACT BETWEEN
Silver Creek Twp.,
the OFFICE OF SHERIFF, CASS COUNTY,
and the COUNTY OF CASS**

This Agreement is made this 1st day of April 2023, between the Township of Silver Creek, the County of Cass and the Office of Sheriff, Cass County, with reference to the following facts and circumstances:

- A. Pursuant to the authority granted in Act 8 of the Public Acts of 1967 (Ex Sess), as amended, MCLA 41.181 et seq; MSA 5.45(1) et seq., townships may enter into a contract with the Office of Sheriff Cass County, State of Michigan, to provide police protection within the township and enforce local ordinances.
- B. Silver Creek Township desires to enter into a contract with the Office of Sheriff, Cass County, to provide police protection services in Silver Creek Township.
- C. The Office of Sheriff, Cass County, will provide a deputy/officer for police protection services.

DUTIES OF THE COUNTY:

The County of Cass, through the Office of Sheriff, Cass County, agrees to provide police services in Silver Creek Township. °It is understood that the deputy will continue to enforce the laws of the State of Michigan and all Silver Creek Township Ordinances.

DUTIES OF THE TOWNSHIP OF SILVER CREEK:

Silver Creek Township will provide funding for the contract for services at the budgeted amount not to exceed \$130,281.00. Payment will be made in the following manner: the Cass County Sheriffs Office will bill for services on a monthly billing for actual costs incurred. Please note however, with the ever increasing costs of fuel, this account will be monitored and any costs incurred over estimated budget, will be the responsibility of the Township.

The Cass County Sheriff's Office, recognizing its commitment of service to all citizens, will provide professional law enforcement and crime prevention in accordance with the highest possible standards of integrity and fairness.

To enable the enforcement of local ordinances, the Township will be required to swear in the deputy. All violations will be written under local ordinances that have been adopted by the Township.

The Township will provide office space or phone for use by the deputy assigned to Silver Creek Township.

SUPERVISION/PROMOTIONS/DISCIPLINE/TERMINATION :

Special township deputies appointed by the Sheriff shall be under the jurisdiction of and solely responsible to the Sheriff.

HOURS:

The Cass County Sheriff and Silver Creek Township Board will determine the schedule based on eighty (80) hours bi-weekly.

PAY:

Officers will be paid the negotiated wages with benefits.

ALTERNATE COVERAGE:

If the Cass County Sheriffs Office is unable to provide a full-time deputy for eighty hours every two weeks, service will be offered to the township at overtime rate. The township will determine what coverage is requested. In addition to the cost of gas and vehicle maintenance, the Sheriffs Office will invoice for actual costs of the pay and benefits of the deputy who works. Although the hourly cost could be less, the rate of \$67.00 per hour may be used for budgetary purposes.

LIABILITY INSURANCE:

The County of Cass has a \$5,000,000 liability insurance policy. The Township shall be included as (additional) insured's on/under said policy during the term of this contract and any renewal thereof.

The County of Cass will not assume any liability that occurred prior to start of this contract. Any prior acts will be the responsibility of Silver Creek Township.

UNEMPLOYMENT COMPENSATION:

If any current employee becomes eligible for benefits under the Michigan Employment Security Act during the term of this Agreement, all such benefits or compensation will be in accordance with the MESA of the State of Michigan.

TERMINATION OF THIS AGREEMENT:

This Agreement shall run from the date of signing until March 31, 2023 provided, however, any party shall have the right to terminate this Agreement at any time upon thirty (30) days written notice to the other party.

LIAISON:

A written monthly report will be provided no later than the Wednesday before the regular Township meeting for statistics from the previous month (i.e., November report will be presented for the December meeting, etc.).

The Sheriff will meet with the Silver Creek Township Supervisor or Safety Committee, if called on to do so.

HIRING:

The Office of Sheriff, Cass County, will handle any employment opportunities that occur within this contract.

SERVICES OUTSIDE JURISDICTIONAL LIMIT OF THE TOWNSHIP:

Personnel assigned to Silver Creek Township may be utilized on occasion outside of the jurisdictional limits of the Township of Silver Creek for priority calls for service, officer backup, and/or request for assistance to respond to calls for assistance under the terms of the Cass County Mutual Aid Agreement.

The deputy assigned to this unit/township will patrol Silver Creek Township exclusively and may only be dispatched out of the township for 9-1-1 emergency priority calls.

CONCURRENT AND RESOLUTION DATE:

This Agreement shall be effective upon approval by the Township of Silver Creek, the Cass County Board of Commissioners, and the Cass County Sheriff.

In witness whereof the County of Cass has caused this Agreement to be executed by its Chairperson and Clerk of the Board of Commissioners, the Cass County Sheriff, and Silver Creek Township has caused this Agreement to be executed by the Supervisor and Clerk of Silver Creek Township.

In witness whereof, the parties hereto have executed this contract as of the day and year first above written.

SILVERCREEK TOWNSHIP:

Michael Braman, Supervisor

Lorri E. Behnke, Clerk

Date: _____

Date: _____

COUNTY OF CASS:

Dwight Dyes, BOC Chairperson

Richard J. Behnke, Sheriff

Date: _____

Date: _____

ATTESTED TO:

Monica McMichael, Clerk/Register

Date: _____

Silver Creek Township
April 1, 2023 - March 31, 2024

40 hours
w/benefits

Wages	\$	64,928.00
Administration Fees	\$	1,000.00
Overtime	\$	1,000.00
ETO	\$	1,768.00
Holiday	\$	2,480.00
FICA	\$	5,120.00
Health Insurance	\$	21,094.00
Life Insurance	\$	86.00
Retirement	\$	11,284.00
Workers Comp.	\$	1,710.00
Disability	\$	411.00
Technical Supplies	\$	500.00
Uniforms	\$	500.00
Fuel	\$	4,500.00
Drug Testing	\$	600.00
Uniform Cleaning	\$	200.00
Telephone	\$	600.00
Vehicle Maintenance	\$	1,500.00
Equipment	\$	2,000.00
Vehicle Lease	\$	9,000.00
Total	\$	130,281.00



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: June 15, 2023

RE: FY 24 Budget

REQUEST:

Review FY 24 Draft Budget and provide direction on the expectations of the BOC with respect to M-20-23 which requested a balanced budget option be presented for FY 24.

BACKGROUND:

Annually, Administration works with Elected Offices and Department Heads to formulate a proposed fiscal year budget. The process this year has, largely, been completed in the same manner as prior years. However, we are bringing forward a draft budget much earlier to the BOC than has traditionally been done. This is, primarily, due to M-20-23, which requested the option of a Balanced Budget for FY 24. To facilitate this, the process we have followed was to carry out our normal budget planning process to arrive at a projected revenue and expense forecast for FY 24. Then, the focus will be on working backwards from that projection to arrive at the requested option. To do this efficiently, we worked to bring a draft option available for review earlier than in prior years to share with Commissioners to allow for you to articulate any guidance or direction you may have with reaching that balanced option. As I'm sure everyone is aware, there are several ways in which this could be achieved, so we felt it was vital to be able to hear the thoughts of the BOC as a whole and foster a dialogue to ensure we have a clear directive, and we are all on the same page in how this should be approach as we move forward.

Please note, while we have made every effort to be as accurate as possible at this stage in budget planning, we would note that this is a draft where refinement will still be necessary. The draft presented here is not intended to be construed as a final projection of revenues and expenditures, but rather a culmination of our best forecast at this time. As we continue forward with the budgeting process, we will further refine all revenues and expenditures as may be necessary in coordination with facilitating the balanced option that was requested.

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:

The FY 24 Budget will provide for all County operations for the year. As such, it is important to articulate what directives the BOC may have with respect to exploring the balanced option and provide direction on any methodology that is desired.



CASS COUNTY BOARD OF COMMISSIONERS

RECOMMENDATION:

Review the draft budget that will be presented and determine any guidelines or directives from the Board of Commissioners in carrying out the creation of the Balanced Budget option requested by M-20-23. The final proposed budget and balanced budget option would be proposed for adoption at the end of August/early September.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: June 15, 2023

RE: Budget Amendments

REQUEST:

Approve for Budget Amendments as presented be added to the July 6th Regular Meeting.

BACKGROUND:

The attached Budget Amendment Worksheet provides an overview of the amendments proposed. For the Building & Grounds item, they are requesting to install cabs for the maintenance trucks to improve storage of equipment and reduce unnecessary trips to/from work locations in order to procure needed equipment/supplies. As noted, the extra maintenance vehicle was recently sold via auction, so the proposed costs would be offset entirely by the proceeds from that sale. With respect to the metal detector, those fees are assessed by the State of Michigan. It had been several years since those had been assessed. We are assuming that COVID played a factor in those not being billed in recent years. As inspections have now resumed this year, we are proposing an adjustment to the Law & Courts Security line-item to account for the necessary fees. For the cleaning services, that is a result of the current contract being adopted after the passage of the annual budget. The revised contract was approved after the FY 23 Budget was adopted, so adjustments are necessary to account for the cost differences that resulted. For Equalization, the County had prepaid for 5 staff members to attend the NaCo High-Performance Leadership Academy last year. It is a fantastic program and prepaying the cost saved the County thousands on fees versus waiting. However, in reversing the prepaid item to expenditures for FY 23, an adjustment is necessary as those costs are being allocated to each department who had staff who used completed the program. Medical Examiner fees are higher due to increased deaths and the associated need for autopsies. Altogether, the noted adjustments would require a fund balance adjustment of \$106,103.

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:

The Budget Adjustments, as presented, will require a Fund Balance Allocation adjustment in a total of \$106,103.00.

RECOMMENDATION:

Approve for Budget Adjustments, as presented, to be included on the Consent Agenda for the July 6th Regular Meeting.

Adjustments Requiring BOC Approval - July 6, 2023:

Account #	Fund / Dept	Account Name	Cause	R = Revenue	Increase	Decrease
				E = Expense		
101-265-967.000	Buildings & Grounds	Equipment < \$ 20,000	Cabs for Maintenance trucks	E	7,300	
101-000-673.000	General Fund	Sale of supplies/equip/land	Sold maintenance truck	R	7,300	
101-304-955.000	Law & Court Security	Dues/Membership/Subscriptions/Fees	Metal Detector @ Law & Courts	E	450	
101-265-825.972	Animal Control	Cleaning Services	Cleaning contract approved by BOC last Oct	E	969	
261-325-825.000	Central Dispatch	Cleaning Services	Cleaning contract approved by BOC last Oct	E	258	
101-265-825.971	County Building	Cleaning Services	Cleaning contract approved by BOC last Oct	E	30,045	
101-265-825.970	Law & Courts	Cleaning Services	Cleaning contract approved by BOC last Oct	E	40,707	
101-265-825.974	Sheriff Jail	Cleaning Services	Cleaning contract approved by BOC last Oct	E	2,424	
101-257-865.000	Equalization	Conferences/Meetings/Training	NACO training not budgeted for	E	1,250	
101-648-820.000	Medical Examiner	Medical Examiner Fees	Increased deaths/autopsies	E	30,000	
101-000-699.050	General Fund	Fund Balance Allocation	Fund Balance Allocation	R	106,103	



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: June 15, 2023

RE: Spark Grant for Lawless Nature Center/Observatory

REQUEST:

Approve for Resolution in Support of Spark Grant Application for Lawless Nature Center/Observatory to be added to the Agenda for a Special Meeting proposed to be held on June 22, 2023 in advance of the BOC Workshop on the same day.

BACKGROUND:

The Cass County Parks Department is applying for a grant for Round 2 of the Spark Grant. The grant, if awarded, would provide for the construction of a nature center and star gazing observatory along with restroom access improvements. The installation of both structures would encourage growth and revenue potential through year-round use of those facilities. They are also major component within the strategic plan for Lawless Park and would support future projects including camping facilities.

The maximum amount that may be requested through the Spark Grant program is \$1,000,000 with no matching requirement. However, the Charles Bombardie Trust donation of \$202,000 was specifically intended for the development of a nature center and provides an opportunity to realize that goal in addition to providing a match that may increase the likelihood of the project being selected. Of note, that funding would be the only matching dollars provided.

The Cass County Parks Commission has also sponsored a resolution of support and that is attached for your review. Parks Director Wyman will be available for any questions that anyone may have regarding the project or the grant application. A memo from Director Wyman is also attached showing a breakdown of the project costs.

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:

The Spark Grant has no matching requirements; however, the proposal here would utilize the donation from the Charles Bombardie Trust of \$202,000.00 in support of the Nature Center component of the application.

RECOMMENDATION:

Approve for Special Meeting to be held on June 22, 2023 prior to the already planned BOC Workshop and for this item to be added to said Special Meeting's Agenda.

CASS COUNTY BOARD OF COMMISSIONERS

R-###-23

A RESOLUTION IN SUPPORT OF SPARK GRANT APPLICATION FOR DR. LAWLESS INTERNATIONAL DARK SKY PARK NATURE CENTER / OBSERVATORY DEVELOPMENT

WHEREAS, the Cass County Board of Commissioners and the Cass County Parks and Recreation Commission support the purpose of Spark Grant funding to create and redevelop public outdoor recreation opportunities for residents and visitors, especially those who were hardest hit, economically, by the Covid-19 pandemic;

WHEREAS, the Cass County Board of Commissioners and the Cass County Parks and Recreation Commission are dedicated to the improvement of parks, tourism, and recreation facilities in Cass County;

WHEREAS, Dr. Lawless International Dark Sky Park has shown great potential for recreation development in Cass County throughout its existence;

WHEREAS, recent dark sky designation has reinforced the mission of leading by example as stewards of the land, water and sky;

WHEREAS, dark sky designation along with the development of a proposed nature center and star gazing observatory along with restroom access improvements, will encourage growth and revenue potential through year-round use from diverse user groups within Cass County and beyond; and

WHEREAS, if the grant is awarded, the Cass County Board of Commissioners hereby commits a local match of \$202,000, donated by the Charles Bombardie Trust specifically for nature center development within Dr. Lawless International Dark Sky Park.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners, in a cooperative effort with the Cass County Parks and Recreation Commission, pledge their support in the funding effort for the Dr. Lawless International Dark Sky Park Nature Center / Observatory Development Project.

BE IT FURTHER RESOLVED that the Cass County Board of Commissioners hereby authorizes submission of a Spark Grant Application to the Michigan Department of Natural Resources for \$998,000, and further resolves to make available a local match through financial commitment of \$202,000 (20%) of the total \$1,200,000 project cost during the 2024-2025 fiscal year or when grant funding becomes available.

ADOPTED THIS 6th DAY OF JULY 2023

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS

**DR. LAWLESS INTERNATIONAL DARK SKY PARK
NATURE CENTER / OBSERVATORY DEVELOPMENT
RESOLUTION**

WHEREAS, the Cass County Parks and Recreation Commission supports the purpose of Spark Grant funding to create and redevelop public outdoor recreation opportunities for residents and visitors, especially those hardest hit economically by the Covid-19 pandemic; and

WHEREAS, the Cass County Parks and Recreation Commission is dedicated to the improvement of parks, tourism and recreation opportunities in Cass County; and

WHEREAS, recent dark sky designation at Dr. Lawless County Park has reinforced the mission of leading by example as stewards of the land, water and sky; and

WHEREAS, Dr. Lawless International Dark Sky Park has shown great potential for recreation development to be enjoyed by all segments our society throughout its existence; and

WHEREAS, dark sky designation along with the development of a proposed nature center, star gazing observatory along with restroom access improvements, will encourage growth and revenue potential through year around use from diverse user groups within Cass County and beyond; and

WHEREAS, if the grant is awarded, the Cass County Parks and Recreation Commission recommends the Cass County Board of Commissioners hereby commit a local match of \$202,000, donated by the Charles Bombardie Trust specifically for nature center development within Dr. Lawless International Dark Sky Park; and

THEREFORE, BE IT RESOLVED, that the Cass County Parks and Recreation Commission pledge their support for the Dr. Lawless International Dark Sky Park Nature Center / Observatory Development Project, and

BE IT FURTHER RESOLVED, that the Cass County Parks and Recreation Commission recommends that the Cass County Board of Commissioners support and herby authorize submission of a Spark Grant Application to the Michigan Department of Natural Resources for \$998,000, and to make available a local match through a financial commitment of \$202,000 (16.8%) of the total \$1,200,000 project cost during the 2024-2025 fiscal year or when grant funding becomes available.

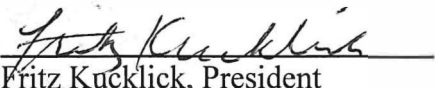
ADOPTED THIS 8th DAY OF JUNE 2023

ATTEST:



Patty Dohm, Recording Secretary

Cass County Parks and Recreation Commission



Fritz Kucklick, President

Cass County Parks and Recreation Commission



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Elected Offices/Policy Committee

DATE: June 15, 2023

RE: Resolution to Authorize Step Level Retention Increases

REQUEST:

Approve for Resolution Authorizing Step Level Retention Increases to be added to the Agenda for the July 6th Regular Meeting.

BACKGROUND:

At the June 8th Policy Committee Meeting, the attached resolution was proposed for consideration from the elected officials. Following discussions, the Policy Committee directed that the resolution be brought to the Committee of the Whole for further discussion and consideration. This resolution, essentially, builds off R-229-22, which authorized the County Administrator to make "full use" of the compensation schedule when a Department Head or Elected Official determines it is necessary to attract and maintain an acceptable level of talent through December 31, 2023 for hiring purposes. While R-229-22, as noted, was intended to address new hires, the proposed resolution would provide for step level retention increases to be requested for existing employees where they may be deemed necessary and appropriate. The Resolution would run from the date of passage through December 31st as a trial period to determine its efficacy and could be renewed, if desired.

If adopted, it would provide that the County Administrator could approve for step level retention increases up to three steps within a pay grade for non-union employees when a Department Head or Elected Official submits a written request detailing why the action is necessary and the budgetary impact. The County Administrator then evaluates the request and determines whether the request shall be approved or denied and issues a copy of that written decision to both the Department Head or Elected Official and the Board of Commissioners. If the request is approved, the Employee Status Change Form is also submitted to the Board of Commissioners. If the request is denied, the Department Head or Elected Official may appeal the decision to the Board of Commissioners.

REVIEWS:

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

Courts, Prosecutor, Treasurer, Clerk/Register, Drain Commissioner, Sheriff, Administration, Policy Committee

FINANCIAL ANALYSIS:

If step level retention increases were to occur, that would increase wages and related benefits for the position that was approved. However, as part of the review process, step level retention increases would not occur if the budget would not support the additional cost associated with the request.

RECOMMENDATION:

Discuss the proposed Resolution and determine if it should be added to the July 6th Regular Meeting Consent Agenda.

CASS COUNTY BOARD OF COMMISSIONERS

R-###-23

A RESOLUTION TO AUTHORIZE STEP LEVEL RETENTION INCREASES

WHEREAS, R-229-22 resolved that “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;

WHEREAS, the reasons given for adoption of R-229-22 were: (1) 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 (2) economic conditions across the region continue to contribute to labor shortages forecasted to continue through 2023;

WHEREAS, in order to maintain the high quality of service needed to properly deliver services to Cass County’s citizens; retain existing employees given job opportunities in the current economic climate; and in recognition of the value of institutional and subject matter expertise acquired by existing employees as well as increased position demands and cross training required to high quality services to Cass County’s citizens;

WHEREAS, there are labor agreements in effect for a portion of Cass County’s workforce and those labor agreements are controlling with respect to the wages paid, including step increases and how step increases are managed; and

WHEREAS, a portion of Cass County’s workforce is not subject to labor agreements and are identified as non-union employees.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that through December 31, 2023, the County Administrator is authorized to approve step level retention increases of up to three steps within a position’s compensation pay grade schedule for non-union employees (employees not subject to a labor agreement) when a Department Head or Elected Official submits a written request to the County Administrator detailing why such action is necessary, including budgetary impact, and in the County’s interest to retain and maintain an acceptable level of institutional and subject matter expertise. The County Administrator shall provide a written decision in response to the request to the Department Head or Elected Official as well as a copy of that written decision to the Board of Commissioners. If the County Administrator approves the requested step increase, a copy of the completed County Employee Status Change form, once completed, shall be provided to the Board of Commissioners. If the County Administrator denies the step increase, the Department Head or Elected Official may seek relief from that decision by bringing the matter before the Board of Commissioners.

ADOPTED THIS ____ DAY OF _____, 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: Cass County Planning Commission

DATE: June 15, 2023

RE: Joint Master Plan Update – Local Share Contribution

REQUEST:

Approve for the Joint Master Plan Commitment Agreements be added to the July 6th Regular Meeting.

BACKGROUND:

The Cass County Planning Commission is embarking upon an update of the County's Joint Master Plan. In coordination with this effort, the Planning Commission is proposing to utilize a local cost sharing agreement as was done during the last Master Plan update. The agreement was updated for use for this update and is attached, as proposed, for Pokagon Township, Village of Vandalia, Volinia Township, and Wayne Township.

REVIEWS:

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

Cass County Planning Commission, Administration

FINANCIAL ANALYSIS:

The County budgeted \$15,000.00 in FY 23 for this project. The \$1,500.00 contributed from each local unit will help defray a portion of the overall cost of the project as well as cover any additional costs that could result pertaining to their inclusion in the Joint Master Plan.

RECOMMENDATION:

Approve for the Master Plan Commitment Agreements to be added to the Consent Agenda of the July 6th Regular Meeting.



CASS COUNTY PLANNING COMMISSION

TO: Pokagon Township Supervisor
Township Trustees
Township Planning Commission

FROM: Cass County Planning Commission

Greetings,

For the past several months, the Cass County Planning Commission has been working towards an update of the Joint Master Plan. After the last meeting, it was suggested that the Cass County Planning Commission ask for a commitment from the four participating municipalities who will join in the project. We, the Cass County Planning Commission, believe that a commitment from the municipalities is an important step.

Therefore: The Cass County Planning Commission submits the following:

1. The budgeted contribution for the Joint Master Plan Project from the County is \$15,000.00.
2. The participating municipalities will each be asked to contribute \$1,500.00 on or before July 31, 2023.
3. The timeframe for the project is anticipated to be 12 months or less.
4. Carl Baxmeyer/Wightman & Associates has been selected to be the planner for the update of the Joint Master Plan.

The Board of Commissioners has committed \$15,000.00 to the project and we are asking for a commitment from the four municipalities of \$1,500.00 for the project. By signing the space below, each of the four municipalities is agreeing to pay up to \$1,500.00 for the joint master plan.

If you have any questions, please get in touch with Cass County Planning Commission Chair Dan Stutsman at (574) 215-9563, County Commissioner Roseann Marchetti (269) 414-9592, or County Administrator Matthew Newton at (269) 445-4420.

We thank you for your interest in the project and look forward to working with the representatives of Volinia Township.

Matthew Newton, County Administrator

Date

Linda Preston, Township Supervisor

Date

Christina Davis, Township Clerk

Date



CASS COUNTY PLANNING COMMISSION

TO: Village of Vandalia President
Village Trustees
Village Planning Commission

FROM: Cass County Planning Commission

Greetings,

For the past several months, the Cass County Planning Commission has been working towards an update of the Joint Master Plan. After the last meeting, it was suggested that the Cass County Planning Commission ask for a commitment from the four participating municipalities who will join in the project. We, the Cass County Planning Commission, believe that a commitment from the municipalities is an important step.

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If you have any questions, please get in touch with Cass County Planning Commission Chair Dan Stutsman at (574) 215-9563, County Commissioner Roseann Marchetti (269) 414-9592, or County Administrator Matthew Newton at (269) 445-4420.

We thank you for your interest in the project and look forward to working with the representatives of Volinia Township.

Matthew Newton, County Administrator

Date

Beverly Young, Village President

Date

Beth James, Village Clerk

Date



CASS COUNTY PLANNING COMMISSION

TO: Volinia Township Supervisor
Township Trustees
Township Planning Commission

FROM: Cass County Planning Commission

Greetings,

For the past several months, the Cass County Planning Commission has been working towards an update of the Joint Master Plan. After the last meeting, it was suggested that the Cass County Planning Commission ask for a commitment from the four participating municipalities who will join in the project. We, the Cass County Planning Commission, believe that a commitment from the municipalities is an important step.

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If you have any questions, please get in touch with Cass County Planning Commission Chair Dan Stutsman at (574) 215-9563, County Commissioner Roseann Marchetti (269) 414-9592, or County Administrator Matthew Newton at (269) 445-4420.

We thank you for your interest in the project and look forward to working with the representatives of Volinia Township.

Matthew Newton, County Administrator

Date

Larry Davis, Township Supervisor

Date

Annette Peters, Township Clerk

Date



CASS COUNTY PLANNING COMMISSION

TO: Wayne Township Supervisor
Township Trustees
Township Planning Commission

FROM: Cass County Planning Commission

Greetings,

For the past several months, the Cass County Planning Commission has been working towards an update of the Joint Master Plan. After the last meeting, it was suggested that the Cass County Planning Commission ask for a commitment from the four participating municipalities who will join in the project. We, the Cass County Planning Commission, believe that a commitment from the municipalities is an important step.

Therefore: The Cass County Planning Commission submits the following:

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The Board of Commissioners has committed \$15,000.00 to the project and we are asking for a commitment from the four municipalities of \$1,500.00 for the project. By signing the space below, each of the four municipalities is agreeing to pay up to \$1,500.00 for the joint master plan.

If you have any questions, please get in touch with Cass County Planning Commission Chair Dan Stutsman at (574) 215-9563, County Commissioner Roseann Marchetti (269) 414-9592, or County Administrator Matthew Newton at (269) 445-4420.

We thank you for your interest in the project and look forward to working with the representatives of Volinia Township.

Matthew Newton, County Administrator

Date

Frank Butts, Township Supervisor

Date

Kurt Reich, Township Clerk

Date