



CASS COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING OF THE CASS COUNTY BOARD OF COMMISSIONERS

November 2, 2023

5:00 PM

-
1. **CALL TO ORDER** – *Chair Jones*
 2. **INVOCATION** – *Commissioner Marchetti*
 3. **PLEDGE OF ALLEGIANCE** – *Commissioner Barrera*
 4. **ROLL CALL** - *Clerk/Register*
 5. **PUBLIC COMMENTS** (limit 3 minutes/person)
 6. **ADDITIONS/DELETIONS TO AGENDA**
 7. **APPROVAL OF THE AGENDA** – *Commissioner Lawrence*
 8. **RECOGNITIONS**
 9. **PRESENTATIONS** (Limit to 10 minutes)
 - A. **AmeriCorps** - *Scott Wyman, Parks Director*
 10. **PROPOSED CONSENT AGENDA** – *Vice-Chair Laylin*
 - A. **M-167-23** – Motion to approve Claims dated October 1, 2023 through October 27, 2023.
 - B. **M-168-23** – Motion to approve October 5, 2023 Board of Commissioner Regular Meeting Minutes.
 - C. **M-169-23** – Motion to approve October 19, 2023 Board of Commissioner Special Meeting Minutes.
 - D. **M-170-23** – Motion to reappoint Kevin Anderson to the Economic Development Corporation to a term expiring 09/30/2029.
 - E. **M-171-23** – Motion to appoint Sheryl DeLuca to the Economic Development Corporation to a term expiring 09/30/2029.
 - F. **M-172-23** – Motion to appoint Arrell Chapman to the Economic Development Corporation to a term expiring 09/30/2029.
 - G. **M-173-23** – Motion to reappoint Tom Miles to the Community Corrections Advisory Board to a term expiring 09/30/2027.
 - H. **M-174-23** – Motion to reappoint Dianna McGrew to the Cass County Planning Commission to a term expiring 07/31/2026.
 - I. **M-175-23** – Motion to reappoint Annie File to the Cass County Planning Commission to a term expiring 07/31/2026.
 - J. **M-176-23** – Motion to reappoint Jayne Bailey to the Cass County Planning Commission to a term expiring 07/31/2026.
 - K. **M-177-23** – Motion to appoint Scott Swanson to the Veteran's Advisory Committee to a term expiring 09/30/2026.
-



CASS COUNTY BOARD OF COMMISSIONERS

- L. **M-178-23** – Motion to approve revised FMLA Policy.
- M. **M-179-23** – Motion to approve posting of District Court Collections Clerk.
- N. **M-180-23** – Motion to approve Interfund Transfer of \$10,000.00 from Juvenile Probation Office Wages to Juvenile Court Professional Services to complete OnBase Project.
- O. **M-181-23** – Motion to approve the budgets for the Raise the Age Grant and Child and Parent Legal Representation Grant for FY 24 as presented.
- P. **M-182-23** – Motion to approve the Problem-Solving Court Budgets for FY 24 as presented.

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

11. **COUNTY PARTNERS** (Limit to 5 minutes)

12. **ELECTED OFFICIALS**

13. **UNFINISHED BUSINESS**

14. **NEW BUSINESS**

- A. **M-183-23** – Motion to reappoint Diane Seifert to the Department of Human Services/MCF Board to a term expiring 10/31/2026.

15. **CLOSED SESSION**

16. **BOARD MEMBER COMMENTS/ANNOUNCEMENTS**

17. **ADJOURNMENT**

10/27/2023 02:55 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 1/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000 GENERAL					
101-000-123.000	PREPAID EXPENSE	BERNTSEN INTERNATIONAL, IN	REMON ALUM SURVEY CAPS	318.63	1198207
101-000-123.000	PREPAID EXPENSE	BERNTSEN INTERNATIONAL, IN	REMON SURVEY IRON PIPES	360.63	1198207
101-000-640.914	PARKS REVENUE	BRUCE RIENKS	REFUND FOR DODD PARK RENTAL	50.00	1198324
101-000-640.914	PARKS REVENUE	BEVERLY MATIKO	REFUND FOR RUSS FOREST RENTAL	50.00	1198458
101-000-640.914	PARKS REVENUE	BILL SHUPP	REFUND FOR RUSS FOREST RENTAL	50.00	1198459
101-000-640.914	PARKS REVENUE	HANNAH GRANGER	REFUND FOR LAWLESS PARK RENTAL	50.00	1198480
101-000-640.914	PARKS REVENUE	HANS MUSSER	REFUND FOR LAWLESS PARK RENTAL	50.00	1198481
101-000-640.914	PARKS REVENUE	KRIN FIELDS	REFUND FOR RUSS FOREST DEPOSIT	50.00	1198490
Total For Dept 000 GENERAL				979.26	
Dept 215 CLERK/ROD					
101-215-811.000	JUROR FEES	ADA HOLCOMB		32.53	1198417
101-215-811.000	JUROR FEES	AMBER MOUBRAY		31.69	1198418
101-215-811.000	JUROR FEES	BRITTANY GOBLE		17.63	1198419
101-215-811.000	JUROR FEES	CASSANDRA HERTTER		24.16	1198420
101-215-811.000	JUROR FEES	CHARLES BAKER		27.21	1198421
101-215-811.000	JUROR FEES	CHRISTOPHER HAJDAJ		35.91	1198422
101-215-811.000	JUROR FEES	CRYSTAL FOUTS		24.80	1198423
101-215-811.000	JUROR FEES	DARLENE CLARK		39.45	1198424
101-215-811.000	JUROR FEES	DAVID VANDUSEN-KONIECZNY		30.83	1198425
101-215-811.000	JUROR FEES	DEBORAH RUNSER		21.41	1198426
101-215-811.000	JUROR FEES	ERIK BIDWELL		30.78	1198427
101-215-811.000	JUROR FEES	GWENDOLYN BURTON		24.80	1198428
101-215-811.000	JUROR FEES	HAROLD NYGAARD		30.30	1198429
101-215-811.000	JUROR FEES	HUNTER PARSONS		16.99	1198430
101-215-811.000	JUROR FEES	JACKSON OLIVAREZ		24.45	1198431
101-215-811.000	JUROR FEES	JAMIE HOLTZ		30.26	1198432
101-215-811.000	JUROR FEES	JOEL PRESTON		29.11	1198433
101-215-811.000	JUROR FEES	JONATHAN UMMEL		33.38	1198434
101-215-811.000	JUROR FEES	KAREN HANSEN		30.61	1198435
101-215-811.000	JUROR FEES	KASEY BESS		37.89	1198436
101-215-811.000	JUROR FEES	KATHERINE HUMS		39.51	1198437
101-215-811.000	JUROR FEES	KATHERINE MADDOX		33.28	1198438
101-215-811.000	JUROR FEES	KELLIE RZEPKA		38.64	1198439
101-215-811.000	JUROR FEES	LUCAS MAGALDI		40.16	1198440
101-215-811.000	JUROR FEES	MARGARET KROEG		24.80	1198441
101-215-811.000	JUROR FEES	MARTHA VIRGIL		32.53	1198442
101-215-811.000	JUROR FEES	MATTHEW BRAWLEY		24.18	1198443
101-215-811.000	JUROR FEES	PATRICIA HAYNIE		38.09	1198445
101-215-811.000	JUROR FEES	PENNY MOORE		33.83	1198446
101-215-811.000	JUROR FEES	RICHARD AUSTIN		32.74	1198447
101-215-811.000	JUROR FEES	RICHARD BENNETT		31.14	1198448
101-215-811.000	JUROR FEES	ROBIN LINZY		39.11	1198449
101-215-811.000	JUROR FEES	ROCHELLE HIGH		38.03	1198450
101-215-811.000	JUROR FEES	SAMANTHA MILLER		22.26	1198451
101-215-811.000	JUROR FEES	SCOTT TROYER		21.41	1198452
101-215-811.000	JUROR FEES	TARA CROPSEY		31.06	1198453
101-215-811.000	JUROR FEES	TIMOTHY HAYNIE		38.09	1198454
101-215-811.000	JUROR FEES	TRICIA OLSEN		27.71	1198455
Total For Dept 215 CLERK/ROD				1,160.76	
Dept 228 INFORMATION TECHNOLOGY					
101-228-855.000	SOFTWARE MAINT. - VCLLOUD	AVALON TECHNOLOGIES INC	AZURE ACTIVE DIRECTORY RENEWAL	15,120.00	23205

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 228 INFORMATION TECHNOLOGY					
101-228-855.000	SOFTWARE MAINT. - V-CLOUD	AVALON TECHNOLOGIES INC	WASABI BACKUP RENEWAL	4,080.00	23205
101-228-855.000	SOFTWARE SUBSCRIPTIONS	ROSERUSH SERVICES LLC	SHELTERPRO RENEWAL	9,540.00	23207
101-228-855.000	SOFTWARE SUBSCRIPTIONS	BUSINESS INFORMATION SYSTEMS	FOC ANNUAL DCR SOFTWARE	425.00	1198321
101-228-855.000	SOFTWARE SUBSCRIPTIONS	BUSINESS INFORMATION SYSTEMS	PROBATE FAMILY COURTROOM BIS RENEWAL	3,210.40	1198321
101-228-855.000	SOFTWARE MAINT-V-CLOUD	AVALON TECHNOLOGIES INC	VMWARE RENEWAL	4,617.00	23266
101-228-855.000	SERVICE PAYMENT FROM FY22-23	QUANTUM LEAP COMMUNICATIONS	TPP CONNECT 2022-23	11,500.00	1198508
101-228-855.000	SOFTWARE MAINT	AVALON TECHNOLOGIES INC	AZURE DC - RECOVER WITH ASR AND BLOB	31,589.52	23279
101-228-856.000	HARDWARE SUPPORT	SHI INTERNATIONAL CORPORATION	REPLACEMENT MONITORS	2,405.32	1198216
101-228-901.000	COPIER CHARGES	D.L. GALLIVAN OFFICE SOLUTIONS	COPIER PAYMENT	1,089.92	1198119
101-228-901.000	COPIER CHARGES	MACQUARIE EQUIPMENT CAPITAL	COPIER LEASE PAYMENT	3,213.37	1198408
101-228-901.000	COPIER CHARGES	MACQUARIE EQUIPMENT CAPITAL	COPIER LEASE PAYMENT	71.64	1198408
101-228-901.000	COPIER CHARGES	D.L. GALLIVAN OFFICE SOLUTIONS	COPIER SUPPLIES	120.00	1198467
Total For Dept 228 INFORMATION TECHNOLOGY				86,982.17	
Dept 233 PURCHASING					
101-233-727.901	OFFICE SUPPLIES - CIRCUIT COURT	TARGET INFORMATION MANAGEMENT	OFFICE SUPPLIES - CIRCUIT COURT NOTICE	407.37	1198518
101-233-727.909	OFFICE SUPPLIES - TREASURER	PRINTLINK SHORT RUN BUSINESS	SELF ADDRESS ENV. & TREASURER ENV.	214.99	23320
101-233-727.909	OFFICE SUPPLIES - TREASURER	PRINTLINK SHORT RUN BUSINESS	WHITE WINDOW ENVELOPES	630.63	23320
101-233-729.000	POSTAGE	PITNEY BOWES GLOBAL FINANCE	LAW & COURT SERVICE AGREEMENT 05/10/23-	306.40	23318
101-233-729.000	POSTAGE	PITNEY BOWES GLOBAL FINANCE	SHERIFF OFFICE METER 11/08/23-07/07/24	146.25	23318
101-233-729.000	POSTAGE	PITNEY BOWES GLOBAL FINANCE	SHERIFF OFFICE EQUIPMENT AGREEMENT	61.33	23318
101-233-733.000	COMPUTER / COPIER SUPPLIES	AMAZON CAPITAL SERVICES INC	AMAZON CHARGES	703.55	23204
101-233-733.000	COMPUTER / COPIER SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	PAPER - FOC	980.00	1198334
101-233-733.000	COMPUTER / COPIER SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	PAPER - CO BLDG	490.00	1198334
101-233-733.000	COMPUTER / COPIER SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	PAPER - SHERIFF	294.00	1198334
101-233-801.000	PROFESSIONAL SERVICES	THE RAPID GROUP LLC	SERVICES THROUGH 09/30/2023	251.00	23249
101-233-850.000	TELEPHONE / INTERNET	TELNET WORLDWIDE	LONG DISTANCE - COUNTY BUILDING	703.91	23272
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	L&C ELEVATOR SEP 2023	107.48	1198406
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	HAAS ALARM @ L&C BUILDING - SEPT 2023	51.10	1198406
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	MAINTENANCE ALARM SEPT 2023	50.60	1198406
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	CO BLDG ELEVATOR SEPT 2023	55.24	1198406
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	DOC SEPT 2023	45.61	1198406
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	CASS MAIN LINES SEPT 2023	362.28	1198406
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	MAIN LINE TO CO BLDG SEPT 2023	26.08	1198406
101-233-850.973	TELEPHONE / INTERNET - MDOC	MITEL NET SOLUTIONS	TELEPHONE - MDOC	794.74	23343
101-233-900.000	PRINTING & BINDING	KCI	PERSONAL PROPERTY STATEMENTS	175.07	1198356
101-233-900.000	PRINTING & BINDING	PRINTLINK SHORT RUN BUSINESS	SELF ADDRESS ENV. & TREASURER ENV.	402.48	23320
Total For Dept 233 PURCHASING				7,260.11	
Dept 245 COUNTY SURVEY & REMONUMENTATION					
101-245-728.000	SUPPLIES & MATERIALS	STEPHENSON & ASSOCIATES INC	REMON SUPPLIES BLADES & PIPES	118.93	23334
Total For Dept 245 COUNTY SURVEY & REMONUMENTATION				118.93	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	POINT AND PAY LLC	MONTHLY SERVICE FEE	50.00	1198373
Total For Dept 253 TREASURER				50.00	
Dept 257 ASSESSOR / EQUALIZATION DEPT					
101-257-801.000	PROFESSIONAL SERVICES	ASSESSING SOLUTIONS INC	SEPTEMBER 2023 EQUALIZATION SERVICES	5,944.57	23209
101-257-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	TAMI STEWART	REIMBURSEMENT OF ASSESSOR CERTIFICATE	175.00	23335
Total For Dept 257 ASSESSOR / EQUALIZATION DEPT				6,119.57	
Dept 262 ELECTIONS					

JOURNALIZED

PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 262 ELECTIONS					
101-262-801.000	PROFESSIONAL SERVICES	ELECTIONSOURCE	NOVEMBER 2023 ELECTION THUMB DRIVE AND	38.95	1198336
		Total For Dept 262 ELECTIONS		38.95	
Dept 265 BUILDINGS & GROUNDS					
101-265-730.000	MOTOR FUEL/LUBRICANT MAINTENANCE	J & H OIL COMPANY	MOWER FUEL	16.86	23228
101-265-730.000	MOTOR FUEL / LUBRICANTS	WEX BANK	FUEL SEPT 2023	680.11	23271
101-265-730.000	MOTOR FUEL/LUBRICANT MAINTENANCE	J & H OIL COMPANY	MOWER FUEL	138.03	23299
101-265-734.000	CLEANING SUPPLIES	KSS ENTERPRISES	PAPER PRODUCTS	596.25	1198213
101-265-735.000	MAINTENANCE SUPPLIES	HARDINGS FRIENDLY MARKET	OIL FOR FLOOR DRAINS	26.18	1198141
101-265-735.000	MAINTENANCE SUPPLIES	ETNA SUPPLY COMPANY	BATTERY	216.41	1198405
101-265-741.000	UNIFORMS	UNIFIRST CORPORATION	UNIFORMS	145.31	1198195
101-265-741.000	UNIFORMS	UNIFIRST CORPORATION	UNIFORMS	130.94	1198217
101-265-741.000	UNIFORMS	AMAZON CAPITAL SERVICES INC	AMAZON CHARGES	197.94	23204
101-265-741.000	UNIFORMS	HUNTINGTON COMMERCIAL CARI	SEPTEMBER CREDIT CARD CHARGES	234.00	1198314
101-265-801.000	PROFESSIONAL SERVICES	JEFFRY LOCKE	L&C MOWING (SEPT 2023)	660.00	1198407
101-265-850.000	TELEPHONE / INTERNET	MIDWEST ENERGY COOPERATIVE	PARKS TELEPHONE SERVICE	57.56	23168
101-265-920.000	ELECTRICITY	INDIANA MICHIGAN POWER	08/12/23-09/12/23	39.65	23275
101-265-920.970	ELECTRICITY - L&C BUILDING	INDIANA MICHIGAN POWER	08/12/23-09/12/23	10,950.82	23275
101-265-920.971	ELECTRICITY - COURTHOUSE	INDIANA MICHIGAN POWER	08/15/23-09/13/23	3,058.58	23277
101-265-920.972	ELECTRICITY - ANIMAL CONTROL	INDIANA MICHIGAN POWER	08/12/23-09/12/23	1,922.58	23275
101-265-920.974	ELECTRICITY - SHERIFF JAIL	INDIANA MICHIGAN POWER	08/12/23-09/12/23	8,558.40	23275
101-265-920.974	ELECTRICITY - SHERIFF JAIL	INDIANA MICHIGAN POWER	08/15/23-09/13/23	1,886.29	23277
101-265-920.975	ELECTRICITY - MAINTENANCE	INDIANA MICHIGAN POWER	08/15/23-09/13/23	145.32	23277
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	08/12/23-09/12/23	17.86	23275
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	08/16/23-09/14/23	68.44	23277
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	08/16/23-09-14-23	6.49	23277
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERATIVE	09/15/23-10/15/23	17.92	23307
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERATIVE	09/15/23-10/15/23	72.42	23307
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERATIVE	09/15/23-10/15/23	101.26	23307
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERATIVE	09/15/23-10/15/23	51.02	23307
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERATIVE	09/15/23-10/15/23	85.77	23307
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERATIVE	09/15/23-10/15/23	107.27	23307
101-265-920.980	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERATIVE	09/15/23-10/15/23	75.00	23307
101-265-921.970	NATURAL GAS - L&C BUILDING	SEMCO ENERGY GAS COMPANY	08/14/23-09/14/23	1,021.85	23278
101-265-921.971	NATURAL GAS - COUNTY BUILDING	SEMCO ENERGY GAS COMPANY	08/14/23-09/14/23	52.12	23278
101-265-921.972	NATURAL GAS - ANIMAL CONTROL	SEMCO ENERGY GAS COMPANY	08/14/23-09/14/23	169.56	23278
101-265-921.974	NATURAL GAS - SHERIFF JAIL	SEMCO ENERGY GAS COMPANY	08/14/23-09/14/23	1,015.25	23278
101-265-921.975	NATURAL GAS - MAINTENANCE	SEMCO ENERGY GAS COMPANY	08/14/23-09/14/23	75.71	23278
101-265-922.970	WATER / SEWER - L&C BUILDING	VILLAGE OF CASSOPOLIS	L&C WATER/ SEWER	234.65	1198199
101-265-922.971	WATER/SEWER - COURTHOUSE	VILLAGE OF CASSOPOLIS	COUNTY BLDG WATER/SEWER	262.13	1198199
101-265-922.971	WATER/SEWER - COURTHOUSE	VILLAGE OF CASSOPOLIS	FACILITIES SHOP WATER/SEWER	72.64	1198199
101-265-922.972	WATER / SEWER - ANIMAL CONTROL	VILLAGE OF CASSOPOLIS	WATER/ SEWER ANIMAL CONTROL	435.37	1198199
101-265-922.974	WATER / SEWER - SHERIFF JAIL	VILLAGE OF CASSOPOLIS	JAIL WATER/SEWER	4,469.12	1198199
101-265-922.974	WATER / SEWER - SHERIFF JAIL	VILLAGE OF CASSOPOLIS	PUMP 2 REPLACEMENT & REG BILL	578.81	1198218
101-265-923.000	REFUSE & SHREDDING	MICHIANA RECYCLING & DISPC	TRASH SERVICE 120 N BROADWAY	42.48	23171
101-265-923.970	REFUSE & SHREDDING - L&C BUILDING	MICHIANA RECYCLING & DISPC	TRASH SERVICE - LAW & COURTS	216.14	23171
101-265-923.975	REFUSE & SHREDDING - MAINTENANCE	MICHIANA RECYCLING & DISPC	CASS COUNTY FACILITIES BLDG	475.00	23309
101-265-924.000	PEST CONTROL	ROSE PEST SOLUTIONS	ANNUAL PEST CONTROL CONTRACTS NOV 2023	1,653.00	23252
101-265-924.970	PEST CONTROL - L&C BUILDING	ROSE PEST SOLUTIONS	ANNUAL PEST CONTROL CONTRACTS NOV 2023	1,755.60	23252
101-265-924.972	PEST CONTROL - ANIMAL CONTROL	ROSE PEST SOLUTIONS	ANNUAL PEST CONTROL CONTRACTS NOV 2023	706.80	23252
101-265-924.974	PEST CONTROL - SHERIFF JAIL	ROSE PEST SOLUTIONS	ANNUAL PEST CONTROL CONTRACTS NOV 2023	4,001.40	23252
101-265-935.000	VEHICLE & EQUIPMENT REPAIRS	CASS OUTDOOR POWER EQUIP,	MOWER BLADES	21.82	1198208

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 265 BUILDINGS & GROUNDS					
101-265-936.000	BUILDING & GROUNDS REPAIRS	ALRO STEEL CORPORATION	STEEL GRATING FOR TROUGH DRAIN	561.00	1198097
101-265-936.000	BUILDING & GROUNDS REPAIRS	ETNA SUPPLY COMPANY	FACILITIES TRUCK WASH HEATER	445.66	1198133
101-265-936.000	BUILDING & GROUNDS REPAIRS	MACALLISTER RENTALS	LIFT RENTAL FOR L&C	373.26	1198158
101-265-936.000	BUILDING & GROUNDS REPAIRS	RELIABLE GLASS INSTALLERS	BOOKING CELL GLASS REPLACEMENT	1,470.00	1198178
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	CONTROL BOARD/ 911 TOWER HVAC UNIT	265.00	1198219
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	TEMP CONTROL FOR JAIL HEATING BOILERS	177.00	1198219
101-265-936.000	BUILDING & GROUNDS REPAIRS	AMAZON CAPITAL SERVICES INC	AMAZON CHARGES	193.25	23204
101-265-936.000	SPECIALITY DOOR CLOSERS - JAIL	HUNTINGTON COMMERCIAL CARI	SEPTEMBER CREDIT CARD CHARGES	1,093.92	1198314
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	RANDY EASTON	KEYS	13.90	1198128
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	CAPITAL ONE TRADE CREDIT	ELECTRICAL SUPPLIES	445.50	1198164
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	ETNA SUPPLY COMPANY	REDLITHIUM PACK	79.00	1198210
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	ETNA SUPPLY COMPANY	PIPE WRENCHES/ CUTTING OIL	412.56	1198210
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	KENDALL ELECTRIC, INC.	L&C LIGHT SWITCH PLATES	11.43	1198212
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	KENDALL ELECTRIC, INC.	CIRCUIT BREAKER TESTER	75.90	1198212
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	KENDALL ELECTRIC, INC.	DIMMER SWITCHES/ L&C	104.32	1198212
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	OVERHEAD DOOR CO. OF KALAM	L&C SALLY PORT DOOR	210.00	1198215
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	YOUNG SUPPLY CO.	COUNCIL ON AGING JOB# 1099	194.42	1198219
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	YOUNG SUPPLY CO.	ROAD COMMISSION JOB# 1097	206.00	1198219
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	YOUNG SUPPLY CO.	CONDENSER COIL CLEANER	258.00	1198219
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	YOUNG SUPPLY CO.	SHOP STOCK	213.20	1198219
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	KENDALL ELECTRIC, INC.	L&C DIMMER SWITCHES	60.06	23160
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	COMMUNITY MILLS, INC.	ROCK SALT FOR WINTER	607.60	1198402
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	COMMUNITY MILLS, INC.	ROCK SALT FOR WINTER	607.60	1198402
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	EDWARDS INDUSTRIAL SALES,	L&C BLOWER BELT	60.38	1198403
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	ETNA SUPPLY COMPANY	PARKS WATER HEATER RETURN CREDIT	(724.00)	1198405
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	ETNA SUPPLY COMPANY	PARKS WATER HEATER	724.00	1198405
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDIN	BEC-BUILDERS ENTERPRISE CO	L&C KEYPAD DOOR LOCK	1,100.00	1198457
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	JAIL PIPING REPAIR	236.96	1198133
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	JAIL BOILER FLOW SWITCHES	570.60	1198133
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	TUBING CUTTER	278.00	1198133
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	TUBING CUTTER	278.00	1198133
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	JAIL KITCHEN DISPOSAL REPAIR	33.50	1198133
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	TEMP GAUGE/ CUTTING TOOL	266.11	1198133
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	JAIL DRAIN PIPING REPAIR	73.80	1198133
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	CAPITAL ONE TRADE CREDIT	ELECTRICAL/ PLUMBING SUPPLIES	344.57	1198164
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	EDWARDS INDUSTRIAL SALES,	JAIL AIR COMPRESSOR BELTS	64.06	1198209
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	JAIL DRAIN PIPING REPAIR	109.72	1198210
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	BATTERY PACKS	288.00	1198210
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	BACKFLOW PREVENTER REPAIR KITS	294.00	1198210
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	ETNA SUPPLY COMPANY	PIPE THREADER	521.73	1198210
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	YOUNG SUPPLY CO.	JAIL BOILER CONTROL	248.10	1198219
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	COMMUNITY MILLS, INC.	ROCK SALT FOR WINTER	607.60	1198331
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAI	CASS OUTDOOR POWER EQUIP,	SNOW BLOWER	1,199.00	1198401
Total For Dept 265 BUILDINGS & GROUNDS				62,176.84	
Dept 271 INSURANCE / TAXES					
101-271-830.000	LIABILITY INSURANCE	MICHIGAN MUNICIPAL RISK M	7/1/2023-7/1/2024 LIABILITY INSURANCE F	5,000.00	23088
101-271-830.000	LIABILITY INSURANCE	MICHIGAN MUNICIPAL RISK M	7/1/2023-7/1/2024 LIABILITY INSURANCE F	67,153.75	23088
Total For Dept 271 INSURANCE / TAXES				72,153.75	
Dept 276 COURT GRANTS					
101-276-801.205	PROFESSIONAL SERVICES	MONIQUE DORTCH	ATC/SC SERVICES 10/1/23 THRU 10/4/23	357.50	23217
101-276-801.205	PROFESSIONAL SERVICES	MANDY GRUBB	ATC/SC SERVICES 10/1/23 THRU 10/4/23	96.00	23223

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276 COURT GRANTS					
101-276-801.205	PROFESSIONAL SERVICES	BARBARA M. HOWES	ATC/SC SERVICES 10/1/23 THRU 10/4/23	182.00	23225
101-276-801.205	PROFESSIONAL SERVICES	CLARENCE JAMES	ATC/SC SERVICES 10/1/23 THRU 10/4/23	333.00	23229
101-276-801.205	PROFESSIONAL SERVICES	CHRISTY LAPORTE	ATC/SC SERVICES 10/1/23 THRU 10/4/23	25.50	23232
101-276-801.205	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	ATC/SC SERVICES 10/1/23 THRU 10/4/23	7.00	23243
101-276-801.205	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	ATC/SC SERVICES 10/1/23 THRU 10/4/23	104.00	23243
101-276-801.205	PROFESSIONAL SERVICES	TIFFANY MONDSCHIEIN	ATC/SC SERVICES 10/1/23 THRU 10/4/23	24.50	23244
101-276-801.205	PROFESSIONAL SERVICES	GRACE MULLER	ATC/SC SERVICES 10/1/23 THRU 10/4/23	50.00	23245
101-276-801.205	PROFESSIONAL SERVICES	KIMBERLY PEET	ATC/SC SERVICES 10/1/23 THRU 10/4/23	210.00	23247
101-276-801.205	PROFESSIONAL SERVICES	JOHN PILLOW	ATC/SC SERVICES 10/1/23 THRU 10/4/23	75.22	23248
101-276-801.205	PROFESSIONAL SERVICES	TASIA ROBERTS	ATC/SC SERVICES 10/1/23 THRU 10/4/23	189.00	23251
101-276-801.205	PROFESSIONAL SERVICES	BRADLEY WEST	ATC/SC SERVICES 10/1/23 THRU 10/4/23	240.00	23261
101-276-801.205	PROFESSIONAL SERVICES	HEATHER BANGTSON	ATC/SC SERVICES 10/5 THRU 10/17/23	63.00	23280
101-276-801.205	PROFESSIONAL SERVICES	PRESTON COLLETT	ATC/SC SERVICES 10/5 THRU 10/17/23	550.00	23284
101-276-801.205	PROFESSIONAL SERVICES	MONIQUE DORTCH	ATC/SC SERVICES 10/5 THRU 10/17/23	1,325.00	23287
101-276-801.205	PROFESSIONAL SERVICES	MANDY GRUBB	ATC/SC SERVICES 10/5 THRU 10/17/23	476.88	23295
101-276-801.205	PROFESSIONAL SERVICES	BARBARA M. HOWES	ATC/SC SERVICES 10/5 THRU 10/17/23	780.00	23297
101-276-801.205	PROFESSIONAL SERVICES	CLARENCE JAMES	ATC/SC SERVICES 10/5 THRU 10/17/23	703.00	23300
101-276-801.205	PROFESSIONAL SERVICES	CHRISTY LAPORTE	ATC/SC SERVICES 10/5 THRU 10/17/23	127.50	23304
101-276-801.205	PROFESSIONAL SERVICES	CARLA LOWE	ATC/SC SERVICES 10/5 THRU 10/17/23	75.00	23310
101-276-801.205	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	ATC/SC SERVICES 10/5 THRU 10/17/23	557.02	23312
101-276-801.205	PROFESSIONAL SERVICES	TIFFANY MONDSCHIEIN	ATC/SC SERVICES 10/5 THRU 10/17/23	408.01	23313
101-276-801.205	PROFESSIONAL SERVICES	GRACE MULLER	ATC/SC SERVICES 10/5 THRU 10/17/23	200.00	23314
101-276-801.205	PROFESSIONAL SERVICES	KIMBERLY PEET	ATC/SC SERVICES 10/5 THRU 10/17/23	495.00	23316
101-276-801.205	PROFESSIONAL SERVICES	JOHN PILLOW	ATC/SC SERVICES 10/5 THRU 10/17/23	784.53	23317
101-276-801.205	PROFESSIONAL SERVICES	WENDI PRATER	ATC/SC SERVICES 10/5 THRU 10/17/23	208.28	23319
101-276-801.205	PROFESSIONAL SERVICES	TASIA ROBERTS	ATC/SC SERVICES 10/5 THRU 10/17/23	819.00	23327
101-276-801.205	PROFESSIONAL SERVICES	BRADLEY WEST	ATC/SC SERVICES 10/5 THRU 10/17/23	775.83	23341
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	MONIQUE DORTCH	PROBLEM SOLVING COURT (9/27/2023-10/4/	90.00	23217
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	BARBARA M. HOWES	PROBLEM SOLVING COURT (9/27/2023-10/4/	182.00	23225
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	CLARENCE JAMES	PROBLEM SOLVING COURT (9/27/2023-10/4/	37.00	23229
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURT (9/27/2023-10/4/	7.00	23243
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	GRACE MULLER	PROBLEM SOLVING COURT (9/27/2023-10/4/	294.00	23245
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	KIMBERLY PEET	PROBLEM SOLVING COURT (9/27/2023-10/4/	180.00	23247
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	JOHN PILLOW	PROBLEM SOLVING COURT (9/27/2023-10/4/	28.00	23248
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	HEATHER BANGTSON	PROBLEM SOLVING COURT (10/05/2023-10/1	18.00	23280
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	PRESTON COLLETT	PROBLEM SOLVING COURT (10/05/2023-10/1	125.00	23284
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	MONIQUE DORTCH	PROBLEM SOLVING COURT (10/05/2023-10/1	90.00	23287
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	BARBARA M. HOWES	PROBLEM SOLVING COURT (10/05/2023-10/1	1,300.00	23297
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	CLARENCE JAMES	PROBLEM SOLVING COURT (10/05/2023-10/1	224.00	23300
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	CARLA LOWE	PROBLEM SOLVING COURT (10/05/2023-10/1	75.00	23310
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURT (10/05/2023-10/1	10.50	23312
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	GRACE MULLER	PROBLEM SOLVING COURT (10/05/2023-10/1	798.00	23314
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	KIMBERLY PEET	PROBLEM SOLVING COURT (10/05/2023-10/1	270.00	23316
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	JOHN PILLOW	PROBLEM SOLVING COURT (10/05/2023-10/1	338.14	23317
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	WENDI PRATER	PROBLEM SOLVING COURT (10/05/2023-10/1	83.37	23319
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	CHELSEA SCHOETZOW	PROBLEM SOLVING COURT (10/05/2023-10/1	30.00	23328
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	BRADLEY WEST	PROBLEM SOLVING COURT (10/05/2023-10/1	247.77	23341
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN	MONIQUE DORTCH	PROBLEM SOLVING COURT (9/27/2023-10/4/	90.00	23217
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN	MANDY GRUBB	PROBLEM SOLVING COURT (9/27/2023-10/4/	279.68	23223
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN	CLARENCE JAMES	PROBLEM SOLVING COURT (9/27/2023-10/4/	296.00	23229
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN	CHRISTY LAPORTE	PROBLEM SOLVING COURT (9/27/2023-10/4/	25.50	23232
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURT (9/27/2023-10/4/	235.10	23243

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276 COURT GRANTS					
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN GRACE MULLER		PROBLEM SOLVING COURT (9/27/2023-10/4/	31.50	23245
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN KIMBERLY PEET		PROBLEM SOLVING COURT (9/27/2023-10/4/	30.00	23247
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN JOHN PILLOW		PROBLEM SOLVING COURT (9/27/2023-10/4/	460.35	23248
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN TASIA ROBERTS		PROBLEM SOLVING COURT (9/27/2023-10/4/	210.00	23251
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN JESSEE SCHOETZOW		PROBLEM SOLVING COURT (9/27/2023-10/4/	273.73	23254
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN BRADLEY WEST		PROBLEM SOLVING COURT (9/27/2023-10/4/	259.07	23261
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN HEATHER BANGTSON		PROBLEM SOLVING COURT (10/05/2023-10/1	31.50	23280
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN PRESTON COLLETT		PROBLEM SOLVING COURT (10/05/2023-10/1	800.00	23284
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN MONIQUE DORTCH		PROBLEM SOLVING COURT (10/05/2023-10/1	165.00	23287
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN MANDY GRUBB		PROBLEM SOLVING COURT (10/05/2023-10/1	769.28	23295
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN CLARENCE JAMES		PROBLEM SOLVING COURT (10/05/2023-10/1	296.00	23300
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN CARLA LOWE		PROBLEM SOLVING COURT (10/05/2023-10/1	75.00	23310
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN THOMAS MONDSCHIEIN		PROBLEM SOLVING COURT (10/05/2023-10/1	213.69	23312
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN TIFFANY MONDSCHIEIN		PROBLEM SOLVING COURT (10/05/2023-10/1	673.27	23313
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN GRACE MULLER		PROBLEM SOLVING COURT (10/05/2023-10/1	157.50	23314
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN KIMBERLY PEET		PROBLEM SOLVING COURT (10/05/2023-10/1	135.00	23316
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN JOHN PILLOW		PROBLEM SOLVING COURT (10/05/2023-10/1	1,584.88	23317
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN WENDI PRATER		PROBLEM SOLVING COURT (10/05/2023-10/1	429.18	23319
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN TASIA ROBERTS		PROBLEM SOLVING COURT (10/05/2023-10/1	798.00	23327
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN JESSEE SCHOETZOW		PROBLEM SOLVING COURT (10/05/2023-10/1	981.95	23329
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN BRADLEY WEST		PROBLEM SOLVING COURT (10/05/2023-10/1	513.97	23341
101-276-801.311	PROFESSIONAL SERVICES - COSSAP WAYNE STATE UNIVERSITY		COSSAP MAT INVOICE# 25U69-16-T29	5,005.26	1198394
101-276-801.311	PROFESSIONAL SERVICES - COSSAP HEATHER BANGTSON		PROBLEM SOLVING COURT (9/27/2023-10/4/	49.50	23211
101-276-801.311	PROFESSIONAL SERVICES - COSSAP PRESTON COLLETT		PROBLEM SOLVING COURT (9/27/2023-10/4/	1,316.00	23215
101-276-801.311	PROFESSIONAL SERVICES - COSSAP MONIQUE DORTCH		PROBLEM SOLVING COURT (9/27/2023-10/4/	895.00	23217
101-276-801.311	PROFESSIONAL SERVICES - COSSAP MANDY GRUBB		PROBLEM SOLVING COURT (9/27/2023-10/4/	182.00	23223
101-276-801.311	PROFESSIONAL SERVICES - COSSAP BARBARA M. HOWES		PROBLEM SOLVING COURT (9/27/2023-10/4/	958.00	23225
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CLARENCE JAMES		PROBLEM SOLVING COURT (9/27/2023-10/4/	1,091.50	23229
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CHRISTY LAPORTE		PROBLEM SOLVING COURT (9/27/2023-10/4/	354.22	23232
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CARLA LOWE		PROBLEM SOLVING COURT (9/27/2023-10/4/	150.00	23242
101-276-801.311	PROFESSIONAL SERVICES - COSSAP THOMAS MONDSCHIEIN		PROBLEM SOLVING COURT (9/27/2023-10/4/	169.44	23243
101-276-801.311	PROFESSIONAL SERVICES - COSSAP TIFFANY MONDSCHIEIN		PROBLEM SOLVING COURT (9/27/2023-10/4/	695.65	23244
101-276-801.311	PROFESSIONAL SERVICES - COSSAP GRACE MULLER		PROBLEM SOLVING COURT (9/27/2023-10/4/	588.00	23245
101-276-801.311	PROFESSIONAL SERVICES - COSSAP KIMBERLY PEET		PROBLEM SOLVING COURT (9/27/2023-10/4/	757.50	23247
101-276-801.311	PROFESSIONAL SERVICES - COSSAP JOHN PILLOW		PROBLEM SOLVING COURT (9/27/2023-10/4/	432.47	23248
101-276-801.311	PROFESSIONAL SERVICES - COSSAP TASIA ROBERTS		PROBLEM SOLVING COURT (9/27/2023-10/4/	504.00	23251
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CHELSEA SCHOETZOW		PROBLEM SOLVING COURT (9/27/2023-10/4/	815.70	23253
101-276-801.311	PROFESSIONAL SERVICES - COSSAP JESSEE SCHOETZOW		PROBLEM SOLVING COURT (9/27/2023-10/4/	393.77	23254
101-276-801.311	PROFESSIONAL SERVICES - COSSAP BRADLEY WEST		PROBLEM SOLVING COURT (9/27/2023-10/4/	230.88	23261
101-276-801.311	PROFESSIONAL SERVICES - COSSAP MONIQUE DORTCH		PROBLEM SOLVING COURT (10/05/2023-10/1	90.00	23287
101-276-801.311	PROFESSIONAL SERVICES - COSSAP BARBARA M. HOWES		PROBLEM SOLVING COURT (10/05/2023-10/1	1,196.00	23297
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CLARENCE JAMES		PROBLEM SOLVING COURT (10/05/2023-10/1	259.00	23300
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CHRISTY LAPORTE		PROBLEM SOLVING COURT (10/05/2023-10/1	21.25	23304
101-276-801.311	PROFESSIONAL SERVICES - COSSAP THOMAS MONDSCHIEIN		PROBLEM SOLVING COURT (10/05/2023-10/1	55.10	23312
101-276-801.311	PROFESSIONAL SERVICES - COSSAP TIFFANY MONDSCHIEIN		PROBLEM SOLVING COURT (10/05/2023-10/1	71.23	23313
101-276-801.311	PROFESSIONAL SERVICES - COSSAP GRACE MULLER		PROBLEM SOLVING COURT (10/05/2023-10/1	50.00	23314
101-276-801.311	PROFESSIONAL SERVICES - COSSAP KIMBERLY PEET		PROBLEM SOLVING COURT (10/05/2023-10/1	450.00	23316
101-276-801.311	PROFESSIONAL SERVICES - COSSAP JOHN PILLOW		PROBLEM SOLVING COURT (10/05/2023-10/1	33.00	23317
101-276-801.311	PROFESSIONAL SERVICES - COSSAP WENDI PRATER		PROBLEM SOLVING COURT (10/05/2023-10/1	179.08	23319
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CHELSEA SCHOETZOW		PROBLEM SOLVING COURT (10/05/2023-10/1	878.82	23328
101-276-860.311	TRAVEL / TRANSPORTATION / MEALS STACEY RENTFROW		PTACC CONFERENCE FOR COSSAP	755.98	1198375
101-276-860.311	TRAVEL / TRANSPORTATION / MEALS KRISTA SMITH		PTACC CONFERENCE FOR COSSAP	1,053.32	23257

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276 COURT GRANTS					
101-276-860.311	TRAVEL / TRANSPORTATION / MEALS	VICTOR FITZ	PROBLEM SOLVING COURT (10/05/2023-10/1	639.59	1198475
101-276-860.311	TRAVEL / TRANSPORTATION / MEALS	PRESTON COLLETT	PROBLEM SOLVING COURT (10/05/2023-10/1	433.70	23284
101-276-860.311	TRAVEL / TRANSPORTATION / MEALS	GREGORY FELDMAN	PTACC SUMMIT-COSSAP	1,113.82	23292
101-276-860.311	TRAVEL / TRANSPORTATION / MEALS	TIFFANY MONDSCHNEIN	PROBLEM SOLVING COURT (10/05/2023-10/1	313.18	23313
Total For Dept 276 COURT GRANTS				46,666.66	
Dept 279 FAMILY / JUVENILE COURT					
101-279-728.000	DEPARTMENTAL SUPPLIES	AMAZON CAPITAL SERVICES IN	AMAZON CHARGES	122.88	23204
101-279-805.000	LEGAL SERVICES	MCINTYRE LAW OFFICE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	200.00	1198362
101-279-805.000	LEGAL SERVICES	ROBERT KARDATZKE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	100.00	23230
101-279-805.000	LEGAL SERVICES	ELIZABETH MCCREE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	1,450.00	23238
101-279-805.000	LEGAL SERVICES	SARAH SCOGGIN	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	2,050.00	23255
101-279-805.000	LEGAL SERVICES	STEPHEN K. WOODS. P.C.	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	400.00	23263
101-279-805.000	LEGAL SERVICES	MCINTYRE LAW OFFICE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	100.00	1198498
101-279-805.000	LEGAL SERVICES	HEIDI ANN DUNCAN	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	100.00	23290
101-279-805.000	LEGAL SERVICES	ROBERT KARDATZKE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	600.00	23301
101-279-805.000	LEGAL SERVICES	ELIZABETH MCCREE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	6,071.94	23306
101-279-805.000	LEGAL SERVICES	LUKE D NOFSINGER	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	400.00	23315
101-279-805.000	LEGAL SERVICES	STEPHEN K. WOODS. P.C.	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	875.00	23342
101-279-805.710	LEGAL SERVICES - INDIGENT (NON M	ROBERT KARDATZKE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	100.00	23301
101-279-805.710	LEGAL SERVICES - INDIGENT (NON M	ELIZABETH MCCREE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	175.00	23306
101-279-855.000	SOFTWARE SUBSCRIPTIONS	MICHIGAN SUPREME COURT FIN	PLEASE POST FY 23; MICOURT REMOTE ACCES	187.50	1198370
101-279-855.000	SOFTWARE SUBSCRIPTIONS	I3-IMAGESOFT LLC	PLEASE POST FY 23: JUV ONBASE ISI-TM232	1.00	23226
101-279-956.000	ADVERTISING	LEADER PUBLICATIONS LLC	PUBLICATION-SWEARENGIN AD# 1716791, ACC	57.30	23234
101-279-956.000	ADVERTISING	LEADER PUBLICATIONS LLC	J.R.A PUBLICATION, AD# 1719439	57.30	23305
101-279-967.000	EQUIPMENT < \$20,000	SHI INTERNATIONAL CORPORA	MONITOR AND SCANNER FOR JUV PROBATION	590.53	1198184
Total For Dept 279 FAMILY / JUVENILE COURT				13,638.45	
Dept 283 CIRCUIT COURT					
101-283-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	STATE BAR OF MICHIGAN	LICENSE RENEWAL - STATE BAR - JUDGE MAF	500.00	1198513
Total For Dept 283 CIRCUIT COURT				500.00	
Dept 286 DISTRICT COURT					
101-286-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES IN	AMAZON CHARGES	82.35	23204
101-286-801.902	PROFESSIONAL SERVICES	BARBARA M. HOWES	ATC/SC SERVICES 9/27/23 THRU 9/30/23	180.00	23225
101-286-812.000	MEDICAL / DRUG / PHYSICALS	REDWOOD TOXICOLOGY	CONFIRMATION TEST FOR ATC/SC - FY 2023	14.70	23325
101-286-855.000	SOFTWARE SUBSCRIPTIONS	STATE OF MICHIGAN	JIS REMOTE ACCESS FEES (JUL/AUG/SEP 202	187.50	1198410
101-286-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	CHRISTOPHER A ROCKAFELLOW	REIMBURSEMENT FOR EFAX JUNE THRU SEPT 2	75.96	1198377
101-286-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	STATE BAR OF MICHIGAN	BAR DUES FOR JUDGE RENTFROW	440.00	1198514
Total For Dept 286 DISTRICT COURT				980.51	
Dept 289 FRIEND OF THE COURT					
101-289-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES IN	AMAZON CHARGES	228.83	23204
101-289-801.000	PROFESSIONAL SERVICES	WEST GROUP PAYMENT CTR.	CLEAR LOCATE CHARGES FOR SEPTEMBER 2023	650.24	1198396
101-289-801.000	PROFESSIONAL SERVICES	GLORIA GILLESPIE	REUNIFICATION COUNSELING 9/3/23 & 9/19/	316.00	23294
101-289-801.000	PROFESSIONAL SERVICES	GLORIA GILLESPIE	INVOICE FOR REUNIFICATION THERAPY OCTOF	684.00	23294
101-289-851.000	WEBSITE COSTS	LAUREL WARD	SOFTWARE MAINTENANCE 10/1/2023 - 9/30/2	750.00	23340
101-289-860.000	LODGING- FOC EMPLOYEE TRAINING	HUNTINGTON COMMERCIAL CARI	SEPTEMBER CREDIT CARD CHARGES	550.45	1198314
101-289-865.000	TRAINING FOC - CRUCIAL LEARNING	HUNTINGTON COMMERCIAL CARI	SEPTEMBER CREDIT CARD CHARGES	1,193.36	1198314
101-289-865.000	CONFERENCES / MEETINGS / TRAININ	MCAA	CCE PROGRAM - 4 COURSES FOR FY 2024 (CC	1,600.00	1198361
101-289-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	FOCA	CASS COUNTY FOCA DUES FOR S. MATHEWS (E	500.00	1198340
101-289-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	STATE BAR OF MICHIGAN	2024 MICHIGAN BAR DUES FOR M. SYTSMA P	475.00	1198380
101-289-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	CHILD AND PARENT SERVICES	SUPERVISED VISITATION FOR E. DENTON ON	130.00	23213

10/27/2023 02:55 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 8/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 289 FRIEND OF THE COURT					
101-289-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	SARAH MATHEWS	REIMBURSEMENT FOR NACM DUES FY 2024	150.00	23236
101-289-961.000	BANK CHARGES	FIFTH THIRD BANK	FIFTH THIRD BANK FEES FOR AUGUST 2023 -	97.29	23221
101-289-961.000	BANK CHARGES	FIFTH THIRD BANK	BANK FEES FOR SEPTEMBER 2023	109.41	23293
101-289-967.000	EQUIPMENT < \$20,000	SHI INTERNATIONAL CORPORAT	FOC MONITORS AND STANDS	4,900.05	1198184
101-289-967.000	EQUIPMENT < \$20,000	AMAZON CAPITAL SERVICES IN	AMAZON CHARGES	98.27	23204
Total For Dept 289 FRIEND OF THE COURT				12,432.90	
Dept 294 PROBATE COURT					
101-294-727.000	FILE FOLDERS	AMAZON CAPITAL SERVICES IN	AMAZON CHARGES	170.39	23204
101-294-801.000	PROFESSIONAL SERVICES	I3-IMAGESOFT LLC	POST TO 2023 BUDGET: PROBATE ONBASE PRC	2,887.50	23226
101-294-801.000	PROFESSIONAL SERVICES	I3-IMAGESOFT LLC	POST TO 2023 BUDGET: ONBASE BUILD INVOI	3,150.00	23226
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	DAVID S. RODLUND	POST TO 2023 BUDGET: COURT APPOINTED AT	130.00	1198378
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	GREGORY FELDMAN	POST TO 2023 BUDGET: COURT APPOINTED GF	625.00	23220
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	GREGORY FELDMAN	POST TO 2023 BUDGET: COURT APPOINTED AT	175.00	23220
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	GREGORY FELDMAN	POST TO 2023 BUDGET: COURT APPOINTED AF	275.00	23220
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	GREGORY FELDMAN	POST TO 2023 BUDGET: COURT APPOINTED GF	275.00	23220
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	GREGORY FELDMAN	POST TO 2023 BUDGET: COURT APPOINTED GF	275.00	23220
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	GREGORY FELDMAN	POST TO 2023 BUDGET: COURT APPOINTED GF	275.00	23220
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	GREGORY FELDMAN	POST TO 2023 BUDGET: COURT APPOINTED GF	275.00	23220
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	MAY OBERFELL &LORBER	POST TO 2023 BUDGET: COURT APPOINTED AT	175.00	23237
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	THOMAS D. SWISHER	COURT APPOINTED GAL FEE FOR 2005-103-CF	100.00	23259
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	THOMAS D. SWISHER	COURT APPOINTED GAL FEE IN 2023-107-CA.	100.00	23259
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	JESSE LAW OFFICE	POST TO 2023 BUDGET: COURT APPOINTED C	250.00	1198486
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	BRENT GREEN	COURT APPOINTED ATTORNEY FEE FOR 2023-2	65.00	1198520
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	MIDWAY LAW FIRM, PLLC	COURT APPOINTED ATTORNEY FOR 2018-207-M	75.00	23302
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	STEPHEN K. WOODS. P.C.	COURT APPOINTED GAL FEE IN 2023-262-GA.	175.00	23342
101-294-823.000	INTERPRETER FEES	LANGUAGE LINE SERVICES	POST TO 2023 BUDGET: CASS COUNTY COURTS	13.35	1198358
101-294-851.000	WEBSITE COSTS	LAUREL WARD	SOFTWARE MAINTENANCE 10/1/2023 - 9/30/2	1,000.00	23340
101-294-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	STATE BAR OF MICHIGAN	JUDGE BEALOR'S STATE BAR OF MICHIGAN LI	550.00	1198379
101-294-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	STATE BAR OF MICHIGAN	PROBATE REGISTER'S STATE BAR OF MICHIGF	490.00	1198379
101-294-967.000	EQUIPMENT < \$20,000	SHI INTERNATIONAL CORPORAT	SCANNERS FOR PROBATE	1,254.76	1198184
Total For Dept 294 PROBATE COURT				12,761.00	
Dept 296 PROSECUTING ATTORNEY					
101-296-704.000	TEMPORARY WAGES	BRETT GARDNER	BILLABLE HOURS FROM JUNE 6, 2023	634.61	1198322
101-296-739.000	BOOKS / REFERENCE MATERIALS	WEST GROUP PAYMENT CTR.	LIBRARY PLAN CHARGES	258.37	1198395
101-296-801.000	PATERNITY EXP. (CHILD SUPPORT)	JEFF SMITH	SERVICE ON ENRIGHT, SHUKAIT, RODDY, RIC	42.00	23256
101-296-801.000	PATERNITY EXP. (CHILD SUPPORT)	JEFF SMITH	SERVICE ON BRAVO-GONZALEZ	58.00	23331
101-296-815.000	WITNESS FEES/EXPENSES	JEFF SMITH	SERVICE ON ENRIGHT, SHUKAIT, RODDY, RIC	292.00	23256
101-296-815.000	WITNESS FEES	HIBINGER BRENDA	WITNESS MILEAGE FEE ON BRADLEE HIBINGEF	9.12	1198483
101-296-815.000	WITNESS FEES	MCGINNIS DEBBIE	WITNESS MILEAGE FEE ON JAMES MCGINNIS 2	8.40	1198497
101-296-815.000	WITNESS FEES	NIKODEM LINDZEY	WITNESS/MILEAGE FEE ON ANDRUE DAYSON 23	8.88	1198502
101-296-815.000	WITNESS FEES	SEXTON CATHI	WITNESS MILEAGE FEE ON MATTHEW COLLINS	7.92	1198510
101-296-816.302	VETERINARY/K-9 COSTS - VICTIM RI	AMANDA SMEGO	REIMBURSEMENT FOR BELLE GROOMING	35.00	23330
101-296-860.000	FRONTIER AIRLINES - DENVER CONFE	HUNTINGTON COMMERCIAL CAR	SEPTEMBER CREDIT CARD CHARGES	410.96	1198314
101-296-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	WEST GROUP PAYMENT CTR.	ONLINE/SOFTWARE SUBSCRIPTION CHARGES	265.31	1198395
Total For Dept 296 PROSECUTING ATTORNEY				2,030.57	
Dept 301 SHERIFF					
101-301-728.000	DEPARTMENTAL SUPPLIES	AMAZON CAPITAL SERVICES IN	AMAZON CHARGES	74.33	23204
101-301-728.000	DEPARTMENTAL SUPPLIES	STATE OF MICHIGAN	BPT - DRY GAS	22.00	1198381
101-301-728.000	DEPARTMENTAL SUPPLIES	PRO SAFETY INNOVATIONS LLC	AED POWERHEART G5 BATTERY	460.00	1198507
101-301-728.000	DEPARTMENTAL SUPPLIES	TRI-TECH FORENSICS, INC.	EVIDENCE ROOM SUPPLIES	290.98	1198522

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 SHERIFF					
101-301-730.000	MOTOR FUEL/LUBRICANT - CCSO	J & H OIL COMPANY	FUEL	98.88	23228
101-301-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	5,569.69	23264
101-301-730.000	MOTOR FUEL/LUBRICANT - CCSO	J & H OIL COMPANY	FUEL	34.14	23299
101-301-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	276.95	1198504
101-301-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	304.50	1198504
101-301-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	265.40	1198504
101-301-812.000	MEDICAL / DRUG / PHYSICALS	LAKELAND HOSP AT NILES & S	PRE-EMPLOYMENT PHYSICAL:CURTIS, T., TOF	486.00	1198492
101-301-819.000	LAUNDRY / DRY CLEANING	ZIKER CLEANERS INC	DRY CLEANING 09/2023	284.70	23265
101-301-850.000	TELEPHONE / INTERNET	FRONTIER	SHERIFF SEPT 2023	103.48	1198406
101-301-850.000	TELEPHONE / INTERNET	FRONTIER	SHERIFF SEPT 2023	322.72	1198406
101-301-850.000	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 09/05/2023 - 10/04/202	720.18	1198528
101-301-860.000	TRAVEL / TRANSPORTATION / MEALS	HUNTINGTON COMMERCIAL CAR	C CARD 09/2023	706.25	1198349
101-301-865.000	CONFERENCES / MEETINGS / TRAININ	FBI-LEEDA	TRAINING - CLINT ROACH	795.00	1198474
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	160.23	1198325
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	64.25	1198325
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	64.19	1198325
101-301-935.000	VEHICLE REPAIRS/MAINTENANCE	TELE-RAD, INC.	#15 REPLACE GRILL LIGHTS INS CLAIM 220	510.00	1198387
101-301-935.000	VEHICLE REPAIRS/MAINTENANCE	TELE-RAD, INC.	#15 INSTALL SIREN - INS CLAIM 2203222	105.00	1198387
101-301-935.000	VEHICLE REPAIRS/MAINTENANCE	GRAMES TIRE & BATTTERYINC	VEHICLE MAINT	188.00	23222
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	138.01	1198461
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	108.45	1198461
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	72.65	1198461
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	CASS AUTO SUPPLY CO, INC.	VEHICLE MAINT	32.60	1198463
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	CASS AUTO SUPPLY CO, INC.	VEHICLE MAINT	22.29	1198463
Total For Dept 301 SHERIFF				12,280.87	
Dept 304 LAW & COURTS SECURITY					
101-304-741.000	UNIFORMS	ZIKER CLEANERS INC	DRY CLEANING 09/2023	91.10	23265
Total For Dept 304 LAW & COURTS SECURITY				91.10	
Dept 316 SECONDARY ROAD PATROL					
101-316-728.000	DEPARTMENTAL SUPPLIES	STATE OF MICHIGAN	BPT - DRY GAS	22.00	1198381
101-316-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	430.48	23264
101-316-741.000	UNIFORMS	ZIKER CLEANERS INC	DRY CLEANING 09/2023	37.96	23265
101-316-850.000	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 09/05/2023 - 10/04/202	40.01	1198528
Total For Dept 316 SECONDARY ROAD PATROL				530.45	
Dept 331 MARINE LAW ENFORCEMENT					
101-331-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	69.23	23264
Total For Dept 331 MARINE LAW ENFORCEMENT				69.23	
Dept 345 PUBLIC SAFETY DEPT					
101-345-728.403	DEPARTMENTAL SUPPLIES	STATE OF MICHIGAN	BPT - DRY GAS	22.00	1198381
101-345-728.407	DEPARTMENTAL SUPPLIES	STATE OF MICHIGAN	BPT - DRY GAS	22.00	1198381
101-345-728.522	DEPARTMENTAL SUPPLIES	STATE OF MICHIGAN	BPT - DRY GAS	22.00	1198381
101-345-730.403	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	435.47	23264
101-345-730.405	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	134.29	23264
101-345-730.407	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	453.74	23264
101-345-850.403	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 09/05/2023 - 10/04/202	40.01	1198528
101-345-850.407	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 09/05/2023 - 10/04/202	40.01	1198528
Total For Dept 345 PUBLIC SAFETY DEPT				1,169.52	
Dept 351 JAIL OPERATION					

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 351 JAIL OPERATION					
101-351-728.000	DEPARTMENTAL SUPPLIES	DASH	JAIL GLOVES	284.62	1198333
101-351-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	714.24	23264
101-351-734.000	CLEANING SUPPLIES	KSS ENTERPRISES	JAIL CLEANING SUPPLIES	303.78	1198357
101-351-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	60.70	1198391
101-351-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	16.16	1198526
101-351-738.000	CLOTHING / BEDDING / TOILETRIES	BOB BARKER CO., INC.	INMATE SUPPLIES	256.20	1195281
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 09/24/2023 - 09/30	4,402.03	23212
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 09/17/2023 - 09/23	4,195.71	23212
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 10/08/2023-10/14/2	4,698.55	23282
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 10/01/2023-10/07/2	4,671.81	23282
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MARILYN CHRISTENSEN	PRE EMPLOYMENT PSYCH ASSESSMENT	500.00	1198329
101-351-812.000	MEDICAL / DRUG / PHYSICALS	HUNTINGTON COMMERCIAL CARD	C CARD 09/2023	75.00	1198349
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	110.87	1198363
101-351-812.000	IN COUNTY INMATE MEDICAL CARE	CORRECTIONAL RECOVERY	INMATE MEDICAL	613.83	23216
101-351-812.000	MEDICAL / DRUG / PHYSICALS	INDEPENDENT HEALTH SERVICE	INMATE MEDICAL: PHARMACY 09/2023	2,313.06	23227
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MICHIANA DRUG TESTING CENT	PRE EMPLOYMENT DRUG TESTING	37.00	23240
101-351-812.000	MEDICAL / DRUG / PHYSICALS	LAKELAND HOSP AT NILES & S	PRE-EMPLOYMENT PHYSICAL:JOHNSON, E	89.00	1198492
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	30.12	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	530.45	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	181.15	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	107.55	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	24.16	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	97.33	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	131.65	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	64.00	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	150.48	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	32.70	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	112.79	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	37.86	1198499
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	JAIL MEDICAL SUPPLIES	4.00	1198499
101-351-812.000	IN COUNTY INMATE MEDICAL CARE	CORRECTIONAL RECOVERY	INMATE MEDICAL	320.00	23285
101-351-812.000	IN COUNTY INMATE MEDICAL CARE	CORRECTIONAL RECOVERY	INMATE MEDICAL	671.82	23285
101-351-819.000	LAUNDRY / DRY CLEANING	ZIKER CLEANERS INC	DRY CLEANING 09/2023	108.68	23265
101-351-865.000	CONFERENCES / MEETINGS / TRAININ	WMCJTC	3RD QRT PA 124 FUND	108.10	1198398
Total For Dept 351 JAIL OPERATION				26,055.40	
Dept 426 EMERGENCY MGMT / HOMELAND SECURITY					
101-426-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	161.83	23264
101-426-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	97.07	1198461
Total For Dept 426 EMERGENCY MGMT / HOMELAND SECURITY				258.90	
Dept 430 ANIMAL CONTROL					
101-430-728.000	DEPARTMENTAL SUPPLIES	AMAZON CAPITAL SERVICES IN	AMAZON CHARGES	7.39	23204
101-430-728.000	DEPARTMENTAL SUPPLIES	NATIONAL BAND & TAG COMPAN	2024 DOG LICENSE TAGS	802.50	1198372
101-430-730.000	MOTOR FUEL/LUBRICANT ANIMAL CONT	J & H OIL COMPANY	FUEL	269.60	23228
101-430-730.000	MOTOR FUEL/LUBRICANT ANIMAL CONT	J & H OIL COMPANY	FUEL	302.19	23299
101-430-734.000	CLEANING SUPPLIES	COMMUNITY MILLS, INC.	BOOTS	21.25	1198331
101-430-734.000	CLEANING SUPPLIES	W. B. HAYDEN & SONS CO.	SCRUB BRUSH	12.99	1198530
101-430-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORM PANTS, BATES	172.94	1198504
101-430-812.000	MEDICAL / DRUG / PHYSICALS	MARILYN CHRISTENSEN	PRE EMPLOYMENT PSYCH ASSESSMENT	500.00	1198329
101-430-812.000	MEDICAL / DRUG / PHYSICALS	LAKELAND HOSP AT NILES & S	PRE-EMPLOYMENT PHYSICAL:CURTIS, T., TOF	89.00	1198492
101-430-816.000	VETERINARY / K-9 COSTS	AMAZON CAPITAL SERVICES IN	AMAZON CHARGES	43.71	23204
101-430-850.000	TELEPHONE / INTERNET	LEXISNEXIS RISK SOLUTIONS	CITATION SUPPORT AND MAINTENANCE RENEW	524.70	1198494

10/27/2023 02:55 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 11/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 430 ANIMAL CONTROL					
101-430-850.000	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 09/05/2023 - 10/04/202	120.03	1198528
101-430-865.000	CONFERENCES / MEETINGS / TRAININ	MICHIGAN STATE UNIVERSITY	ERAIL TRAINING, TORTORELLI	75.00	1198369
101-430-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	REPAIRS & OIL CHANGE,, UNIT 95	462.42	1198325
101-430-935.000	VEHICLE REPAIRS/MAINTENANCE	CASS AUTO SUPPLY CO, INC.	TRUCK LIGHT BULB	2.00	1198326
101-430-935.000	VEHICLE REPAIRS/MAINTENANCE	CASS AUTO SUPPLY CO, INC.	TRUCK OIL CHANGE	48.39	1198400
101-430-935.000	VEHICLE & EQUIPMENT REPAIRS	CURTIS ROHDY	STEERING SHAFT REPLACEMENT UNIT 93	299.00	1198487
Total For Dept 430 ANIMAL CONTROL				3,753.11	
Dept 528 WASTE COLLECTION/DISPOSAL					
101-528-801.000	PROFESSIONAL SERVICES	SQS, INC.	09/06/2023 HHW DAY	11,292.18	1198404
101-528-880.000	PROMOTION / MARKETING	LEADER PUBLICATIONS LLC	BILLINGS FROM 9.1.23 - 9.30.23	385.00	23233
Total For Dept 528 WASTE COLLECTION/DISPOSAL				11,677.18	
Dept 648 MEDICAL EXAMINER					
101-648-820.000	MEDICAL EXAMINER FEES	WMU HOMER STRYKER MD SCHOC	MEDICAL EXAMINER - AUTOPSY 09/2023	5,084.58	1198399
101-648-822.000	AUTOPSIES	WMU HOMER STRYKER MD SCHOC	MEDICAL EXAMINER - AUTOPSY 09/2023	14,209.00	1198399
101-648-860.000	TRAVEL / TRANSPORTATION / MEALS	CONNELLY CHAPEL WAGNER FA	REMOVAL OF REMAINS 09/2023	2,000.00	23339
Total For Dept 648 MEDICAL EXAMINER				21,293.58	
Dept 682 VETERANS' COUNSELOR					
101-682-865.000	MACVC - ANNUAL 2024 MEMBERSHIP D	M.A.C.V.C.	MACVC - ANNUAL 2024 MEMBERSHIP DUES	50.00	1198359
101-682-880.301	PROMOTION / MARKETING	CASS COUNTY FAIR ASSOCIATI	CASS FAIR - FAIR BOOTH	400.00	1198327
101-682-880.301	KINGS MEDIA-GAS STATION ADDS	KING MEDIA INC	GRANT - GAS STATION ADDS	2,760.00	23231
Total For Dept 682 VETERANS' COUNSELOR				3,210.00	
Dept 751 PARKS & RECREATION					
101-751-728.000	DEPARTMENTAL SUPPLIES	MENARDS - ELKHART	SUPPLIES	77.82	1198364
101-751-728.000	DEPARTMENTAL SUPPLIES	W. B. HAYDEN & SONS CO.	SUPPLIES	174.77	1198393
101-751-728.000	DEPARTMENTAL SUPPLIES	DUSSEL'S FARM MARKET INC	MUMS	38.10	23219
101-751-728.000	DEPARTMENTAL SUPPLIES	ONE WAY PRODUCTS	BATHROOM SUPPLIES	233.58	23246
101-751-728.000	DEPARTMENTAL SUPPLIES	ECKLER'S PRODUCE AND GREEN	PUMPKINS	558.75	1198472
101-751-728.000	DEPARTMENTAL SUPPLIES	UNITED STATES LUMBER CO IN	SHOP SUPPLIES	21.78	1198488
101-751-728.000	DEPARTMENTAL SUPPLIES	DUSSEL'S FARM MARKET INC	EVENT SUPPLIES	65.89	23291
101-751-730.000	MOTOR FUEL/LUBRICANT PARKS - PAR	J & H OIL COMPANY	FUEL	274.96	23228
101-751-730.000	MOTOR FUEL/LUBRICANT PARKS - PAR	J & H OIL COMPANY	FUEL	300.85	23299
101-751-801.000	PROFESSIONAL SERVICES	GARRETT LABORATORIES INC	WATER TESTS	32.00	1198344
101-751-801.000	PROFESSIONAL SERVICES	THOMAS J. MOSIER	WELL MAINTENANCE	575.00	1198371
101-751-801.000	PROFESSIONAL SERVICES	SANDRA BOURDEN	BOOTH WORKER	210.00	23281
101-751-827.000	MAINTENANCE	RICHMOND SANITARY SERVICE	PORTA POTTY	570.00	1198354
101-751-827.000	MAINTENANCE	MATT'S LAWN CARE	MOWING	1,175.00	1198360
101-751-936.000	BUILDING & GROUNDS REPAIRS	UNITED STATES LUMBER CO IN	REPAIRS	353.99	1198355
101-751-936.000	BUILDING & GROUNDS REPAIRS	MENARDS - ELKHART	DECK REPAIRS	985.40	1198364
101-751-936.000	BUILDING & GROUNDS REPAIRS	UNITED STATES LUMBER CO IN	REPAIRS	34.39	1198488
101-751-936.000	BUILDING & GROUNDS REPAIRS	UNITED STATES LUMBER CO IN	REPAIRS	36.33	1198488
Total For Dept 751 PARKS & RECREATION				5,718.61	
Total For Fund 101 GENERAL FUND				412,158.38	
Fund 213 ANIMAL CONTROL DONATION FUND					
Dept 430 ANIMAL CONTROL					
213-430-801.000	PROFESSIONAL SERVICES	FEDORE LARGE ANIMAL VETERI	SPAY/NEUTER ASSISTANCE, MOORE	40.00	1198339
213-430-801.000	PROFESSIONAL SERVICES	MICHIGAN MIXED ANIMAL VET	SPAY/NEUTER ASSISTANCE, HALEY	40.00	1198367
213-430-802.000	MISCELLANEOUS SERVICES	COMMUNITY MILLS, INC.	PET CARRIERS	130.83	1198331

10/27/2023 02:55 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 12/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 213 ANIMAL CONTROL DONATION FUND					
Dept 430 ANIMAL CONTROL					
213-430-816.000	VETERINARY / K-9 COSTS	BERGMAN SMALL ANIMAL PC	TREATMENTS & TESTS FOR SHELTER ANIMALS	250.28	1198320
213-430-816.000	VETERINARY / K-9 COSTS	ELK PARK FEED STORE	DOG FOOD	1,534.00	1198337
213-430-880.000	PROMOTION / MARKETING	DOLLAR GENERAL - REGIONS 4	CANDY FOR LAWLESS TRUNK N TREAT EVENT	62.50	1198470
Total For Dept 430 ANIMAL CONTROL				2,057.61	
Total For Fund 213 ANIMAL CONTROL DONATION FUND				2,057.61	
Fund 216 DRUG COURT GRANTS FUND					
Dept 276 COURT GRANTS					
216-276-801.203	PROFESSIONAL SERVICES - OJP	MONIQUE DORTCH	PROBLEM SOLVING COURT (9/27/2023-10/4/	150.00	23217
216-276-801.203	PROFESSIONAL SERVICES - OJP	BARBARA M. HOWES	PROBLEM SOLVING COURT (9/27/2023-10/4/	182.00	23225
216-276-801.203	PROFESSIONAL SERVICES - OJP	KIMBERLY PEET	PROBLEM SOLVING COURT (9/27/2023-10/4/	90.00	23247
216-276-801.203	PROFESSIONAL SERVICES - OJP	KENNETH LEBEDA	FTC TRANSITIONAL HOUSING	800.00	1198489
216-276-801.203	PROFESSIONAL SERVICES - OJP	PRESTON COLLETT	PROBLEM SOLVING COURT (10/05/2023-10/1	500.00	23284
216-276-801.203	PROFESSIONAL SERVICES - OJP	MONIQUE DORTCH	PROBLEM SOLVING COURT (10/05/2023-10/1	90.00	23287
216-276-801.203	PROFESSIONAL SERVICES - OJP	BARBARA M. HOWES	PROBLEM SOLVING COURT (10/05/2023-10/1	572.00	23297
216-276-801.203	PROFESSIONAL SERVICES - OJP	CARLA LOWE	PROBLEM SOLVING COURT (10/05/2023-10/1	300.00	23310
216-276-801.203	PROFESSIONAL SERVICES - OJP	KIMBERLY PEET	PROBLEM SOLVING COURT (10/05/2023-10/1	121.50	23316
216-276-801.203	PROFESSIONAL SERVICES - OJP	JOHN PILLOW	PROBLEM SOLVING COURT (10/05/2023-10/1	51.79	23317
216-276-801.317	PROFESSIONAL SERVICES	MONIQUE DORTCH	PROBLEM SOLVING COURT (9/27/2023-10/4/	60.00	23217
216-276-801.317	PROFESSIONAL SERVICES	CHRISTY LAPORTE	PROBLEM SOLVING COURT (9/27/2023-10/4/	60.92	23232
216-276-801.317	PROFESSIONAL SERVICES	TIFFANY MONDSCHNEIN	PROBLEM SOLVING COURT (9/27/2023-10/4/	120.66	23244
216-276-801.317	PROFESSIONAL SERVICES	GRACE MULLER	PROBLEM SOLVING COURT (9/27/2023-10/4/	325.50	23245
216-276-801.317	PROFESSIONAL SERVICES	JOHN PILLOW	PROBLEM SOLVING COURT (9/27/2023-10/4/	312.90	23248
216-276-801.317	PROFESSIONAL SERVICES	HEATHER BANGTSON	PROBLEM SOLVING COURT (10/05/2023-10/1	9.00	23280
216-276-801.317	PROFESSIONAL SERVICES	PRESTON COLLETT	PROBLEM SOLVING COURT (10/05/2023-10/1	750.00	23284
216-276-801.317	PROFESSIONAL SERVICES	MONIQUE DORTCH	PROBLEM SOLVING COURT (10/05/2023-10/1	90.00	23287
216-276-801.317	PROFESSIONAL SERVICES	CHRISTY LAPORTE	PROBLEM SOLVING COURT (10/05/2023-10/1	442.85	23304
216-276-801.317	PROFESSIONAL SERVICES	CARLA LOWE	PROBLEM SOLVING COURT (10/05/2023-10/1	75.00	23310
216-276-801.317	PROFESSIONAL SERVICES	THOMAS MONDSCHNEIN	PROBLEM SOLVING COURT (10/05/2023-10/1	36.72	23312
216-276-801.317	PROFESSIONAL SERVICES	TIFFANY MONDSCHNEIN	PROBLEM SOLVING COURT (10/05/2023-10/1	158.96	23313
216-276-801.317	PROFESSIONAL SERVICES	GRACE MULLER	PROBLEM SOLVING COURT (10/05/2023-10/1	945.00	23314
216-276-801.317	PROFESSIONAL SERVICES	JOHN PILLOW	PROBLEM SOLVING COURT (10/05/2023-10/1	355.45	23317
216-276-801.317	PROFESSIONAL SERVICES	WENDI PRATER	PROBLEM SOLVING COURT (10/05/2023-10/1	299.93	23319
216-276-801.317	PROFESSIONAL SERVICES	CHELSEA SCHOETZOW	PROBLEM SOLVING COURT (10/05/2023-10/1	887.12	23328
Total For Dept 276 COURT GRANTS				7,787.30	
Total For Fund 216 DRUG COURT GRANTS FUND				7,787.30	
Fund 251 CDBG HOME IMPROVEMENT FUND					
Dept 694 COMMUNITY DEVELOPMENT BLOCK GRANT					
251-694-802.000	PROGRAM INCOME EXPENDITURES	CASS COUNTY CLERK/REGISTEF	TO RECORD CDBG RELEASE OF LIENS (4)	120.00	1198312
251-694-802.000	MISCELLANEOUS SERVICES	CITY OF DOWAGIAC	FY 23 CDBG ADMIN FEE - 308 WALNUT	900.00	1198330
251-694-802.000	MISCELLANEOUS SERVICES	RICHARD DUSSEL	FY 23 CDBG PROGRAM - 308 WALNUT SEWER I	5,000.00	1198335
Total For Dept 694 COMMUNITY DEVELOPMENT BLOCK GRANT				6,020.00	
Total For Fund 251 CDBG HOME IMPROVEMENT FUND				6,020.00	
Fund 256 REGISTER OF DEEDS AUTOMATION FUND					
Dept 215 CLERK/ROD					
256-215-855.000	SOFTWARE SUBSCRIPTIONS	TYLER TECHNOLOGIES	SOFTWARE SUPPORT EAGLE QUICKDOCS	2,954.91	1198390
Total For Dept 215 CLERK/ROD				2,954.91	

10/27/2023 02:55 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 13/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 256 REGISTER OF DEEDS AUTOMATION FUND					
Total For Fund 256 REGISTER OF DEEDS AUTOMATION FUND				2,954.91	
Fund 260 INDIGENT DEFENSE FUND					
Dept 228 INFORMATION TECHNOLOGY					
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (S. WILLIAMS)	228.60	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (SUSELAND)	143.70	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (D.LOVE)	137.50	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (G. WILLIS)	131.25	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (LAWRENCE)	131.25	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (SHARRAI)	231.25	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (K.MOORE)	366.75	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (A.MOORE)	540.05	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (HAYWOOD)	792.90	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (MEHL)	131.25	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (M.MOORE)	411.00	23322
260-228-801.000	PROFESSIONAL SERVICES	RADDE INVESTIGATIVE&SEC AC	INVESTIGATIVE SERVICES (HIDALGO)	273.05	23322
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	PUBLIC DEFENDER OCT 1 - OCT 6, 2023	2,707.00	23218
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	PUBLIC DEFENDER WEEK OF 10/2 - 10/6/202	2,550.14	23220
260-228-805.000	LEGAL SERVICES	NICHOLAS HOGUE	PUBLIC DEFENDER OCT 1 - OCT 9, 2023	2,954.68	23224
260-228-805.000	LEGAL SERVICES	ROBERT KARDATZKE	PUBLIC DEFENDER OCT 1 - OCT 6, 2023	4,606.84	23230
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	PUBLIC DEFENDER CONTRACT INVOICES 10.7.	6,262.12	23288
260-228-805.000	LEGAL SERVICES	HEIDI DUNCAN	1ST ARRAINMENTS FOR SEPT 2023	4,290.00	23289
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	PUBLIC DEFENDER CONTRACT INVOICE 10.9.2	5,338.07	23292
260-228-805.000	LEGAL SERVICES	NICHOLAS HOGUE	PUBLIC DEFENDER SERVICE 10-7-23 - 10-19	6,039.81	23296
260-228-805.000	LEGAL SERVICES	ROBERT KARDATZKE	OCT 7 - 22, 2023	5,042.54	23301
Total For Dept 228 INFORMATION TECHNOLOGY				43,309.75	
Total For Fund 260 INDIGENT DEFENSE FUND				43,309.75	
Fund 261 911 SERVICE FUND					
Dept 325 COMMUNICATIONS / DISPATCH					
261-325-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	53.31	1198391
261-325-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	53.31	1198525
261-325-850.000	TELEPHONE / INTERNET	FRONTIER	E911 SEPT 2023	1,267.35	1198406
261-325-850.000	TELEPHONE / INTERNET	FRONTIER	E911 SEPT 2023	158.36	1198406
261-325-850.000	TELEPHONE / INTERNET	LANGUAGE LINE SERVICES	INTERPRETOR FEES 09/2023	35.10	1198493
261-325-850.000	TELEPHONE / INTERNET	TELEGATION	LONG DISTANCE - 800 NUMBER	50.11	23337
261-325-855.000	SOFTWARE SUBSCRIPTIONS	RAMUNDSEN SUPERIOR HOLDING	DISPATCH CAD 01/01/24-12/31/24	23,963.48	23336
261-325-856.000	HARDWARE SUPPORT	SMR COMMUNICATIONS, INC	QUARTERLY RADIO MAINT OCT, NOV, DEC	1,580.00	23258
261-325-920.000	ELECTRICITY	INDIANA MICHIGAN POWER	08/11/23-09/11/23	11.75	23274
261-325-920.000	ELECTRICITY	MIDWEST ENERGY COOPERATIVE	DISPATCH RADIO TOWER 08/18/2023 - 09/22	316.23	23239
261-325-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPANY	08/14/23-09/14/23	40.53	23278
261-325-922.000	WATER / SEWER	CASSOPOLIS VILLAGE TREASUF	WATER/SEWER 09/15/2023 -10/16/2023	109.76	1198464
Total For Dept 325 COMMUNICATIONS / DISPATCH				27,639.29	
Total For Fund 261 911 SERVICE FUND				27,639.29	
Fund 265 DRUG LAW ENFORCEMENT FUND					
Dept 301 SHERIFF					
265-301-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	141.06	23264
265-301-801.000	PROFESSIONAL SERVICES	WOODLANDS ADDICTIONS CENTE	JAIL METH GROUP 08/2023 - 09/2023	696.00	23262
265-301-824.000	CCDET DOWAGIAC CONTRACTED	CITY OF DOWAGIAC	CCDET 3RD QUARTER 2023	0.96	1198466
265-301-830.000	LIABILITY INSURANCE	CITY OF DOWAGIAC	CCDET 3RD QUARTER 2023	1,959.63	1198466
265-301-850.000	TELEPHONE / INTERNET	FRONTIER	CCDET CRIME LINE 09/22/2023 - 10/21/202	56.75	1198343
265-301-850.000	TELEPHONE / INTERNET	TRANSUNION RISK & ALT. DAY	TLOXP 09/2023	179.40	1198388

JOURNALIZED

PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 265 DRUG LAW ENFORCEMENT FUND					
Dept 301 SHERIFF					
265-301-850.000	TELEPHONE / INTERNET	CITY OF DOWAGIAC	CCDET 3RD QUARTER 2023	2,080.90	1198466
265-301-850.000	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 09/05/2023 - 10/04/2023	40.01	1198528
265-301-850.000	TELEPHONE / INTERNET	TELEGRATION	LONG DISTANCE - 800 NUMBER	50.12	23337
265-301-920.000	ELECTRICITY	MICHIANA RECYCLING & DISPOS	CCDET GARBAGE NOV DEC 2023 JAN 2024	99.00	23241
265-301-920.000	ELECTRICITY	MIDWEST ENERGY COOPERATIVE	CCDET UTILITIES 09/15/2023-10/15/2023	207.72	23307
265-301-920.000	ELECTRICITY	MIDWEST ENERGY COOPERATIVE	CCDET UTILITIES 09/15/2023-10/15/2023	274.91	23307
265-301-920.000	ELECTRICITY	MIDWEST ENERGY COOPERATIVE	CCDET UTILITIES 09/15/2023-10/15/2023	48.18	23307
265-301-920.000	ELECTRICITY	MIDWEST ENERGY COOPERATIVE	CCDET UTILITIES 09/15/2023-10/15/2023	127.96	23307
265-301-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPANY	08/08/2023-09/08/2023	17.55	23273
265-301-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPANY	08/08/23-09/08/23	17.55	23273
265-301-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPANY	08/08/23-09/08/23	17.55	23273
265-301-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPANY	08/08/23-09/08/23	17.55	23273
265-301-924.000	PEST CONTROL	ROSE PEST SOLUTIONS	CCDET	50.00	23252
265-301-925.000	SECURITY	HAAS SYSTEMS, INC.	CCDET ANNUAL SECURITY 2023-2024	718.20	1198346
265-301-935.000	VEHICLE & EQUIPMENT REPAIRS	TRUE'S TOWING	VEHICLE MAINT	249.50	1198389
Total For Dept 301 SHERIFF				7,050.50	
Total For Fund 265 DRUG LAW ENFORCEMENT FUND				7,050.50	
Fund 266 LAW ENFORCEMENT FUND					
Dept 301 SHERIFF					
266-301-730.411	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	532.35	23264
266-301-816.411	VETERINARY / K-9 COSTS	HUNTINGTON COMMERCIAL CARIC	CARD 09/2023	42.66	1198349
266-301-865.411	CONFERENCES / MEETINGS / TRAININ	HUNTINGTON COMMERCIAL CARIC	CARD 09/2023	140.00	1198349
266-301-960.410	MISCELLANEOUS EXPENSE	VAN BUREN/CASS DISTRICT	FLUARIX	1,100.00	1198527
Total For Dept 301 SHERIFF				1,815.01	
Total For Fund 266 LAW ENFORCEMENT FUND				1,815.01	
Fund 269 LAW LIBRARY FUND					
Dept 292 LAW LIBRARY					
269-292-728.000	DEPARTMENTAL SUPPLIES	WEST GROUP PAYMENT CTR.	LAW LIBRARY: PRINT MATERIALS CONTRACT	319.14	1198395
269-292-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	WEST GROUP PAYMENT CTR.	POST TO 2023 BUDGET: LAW LIBRARY - WE	920.71	1198395
Total For Dept 292 LAW LIBRARY				1,239.85	
Total For Fund 269 LAW LIBRARY FUND				1,239.85	
Fund 270 HISTORICAL COMMISSION FUND					
Dept 803 HISTORICAL COMMISSION					
270-803-960.000	EXPENDITURES	INDIANA MICHIGAN POWER	08/15/23-09/13/23	6.49	23277
270-803-960.000	EXPENDITURES	MIDWEST ENERGY COOPERATIVE	09/15/23-10-15/23	125.88	23307
270-803-960.000	EXPENDITURES	MIDWEST ENERGY COOPERATIVE	11/15/23-12/14/23	0.96	23307
270-803-960.000	EXPENDITURES	MIDWEST ENERGY COOPERATIVE	NEWTON HOME PROPANE DELIVERY 10/16/23	523.71	23307
Total For Dept 803 HISTORICAL COMMISSION				657.04	
Total For Fund 270 HISTORICAL COMMISSION FUND				657.04	
Fund 272 COMMUNITY CORRECTIONS FUND					
Dept 362 JAIL TRAINING					
272-362-801.000	PROFESSIONAL SERVICES	HOUSE ARREST SERVICES, INC	SCRAM, SOBERLINK, ETHERNET 09/2023	688.00	1198348
272-362-801.000	PROFESSIONAL SERVICES	TARA SMITH THERAPY SERVICE	MRT WEEK OF 09/05/2023 - 09/26/2023	600.00	1198386
272-362-801.000	PROFESSIONAL SERVICES	PRESTON COLLETT	JAIL MRT 09/2023	600.00	23215
Total For Dept 362 JAIL TRAINING				1,888.00	

10/27/2023 02:55 PM

User: MATTHEWN

DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 15/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 272 COMMUNITY CORRECTIONS FUND					
		Total For Fund 272 COMMUNITY CORRECTIONS FUND		1,888.00	
Fund 282 CARES ACT FUND					
Dept 191 ACCOUNTING DEPT					
282-191-972.001	CAPITAL OUTLAY - HISTORIC COURTH	INTERSECT STUDIO LLC	HISTORICAL COURTHOUSE WORK	4,475.49	1198211
		Total For Dept 191 ACCOUNTING DEPT		4,475.49	
		Total For Fund 282 CARES ACT FUND		4,475.49	
Fund 284 OPIOID SETTLEMENT FUND					
Dept 191 ACCOUNTING DEPT					
284-191-960.000	LICENSE FEE - SOBRIETY EVENT MOV	HUNTINGTON COMMERCIAL CARI	SEPTEMBER CREDIT CARD CHARGES	525.00	1198314
		Total For Dept 191 ACCOUNTING DEPT		525.00	
		Total For Fund 284 OPIOID SETTLEMENT FUND		525.00	
Fund 292 CHILD CARE FUND					
Dept 662 CHILD CARE - FAMILY COURT					
292-662-801.703	BASIC GRANT - COUNSELING	BATTLE CREEK COUNSELING AS	PSYCHOLOGICAL EVALUATION, INVOICE# 2023	500.00	1198456
292-662-801.703	BASIC GRANT - COUNSELING	KARA COX	COUNSELING	500.00	23286
		Total For Dept 662 CHILD CARE - FAMILY COURT		1,000.00	
		Total For Fund 292 CHILD CARE FUND		1,000.00	
Fund 293 VETERANS' RELIEF FUND					
Dept 682 VETERANS' COUNSELOR					
293-682-960.000	SOLDIER RELIEF FUND - FOOD VOUCH	HARDINGS FRIENDLY MARKET	FOOD VOUCHER - HOKANSON, E	198.07	1198482
		Total For Dept 682 VETERANS' COUNSELOR		198.07	
		Total For Fund 293 VETERANS' RELIEF FUND		198.07	
Fund 297 DHS CHILD CARE FUND					
Dept 663 CHILD CARE - DHS					
297-663-801.707	PARENT AIDE	ROXANN RICE	CASS COUNTY CASE AIDE 9/18/2023-10/1/20	1,155.00	23250
297-663-801.707	PARENT AIDE	ROXANN RICE	CASS COUNTY CASE AIDE 10/2/2023-10/15/2	677.25	23326
		Total For Dept 663 CHILD CARE - DHS		1,832.25	
		Total For Fund 297 DHS CHILD CARE FUND		1,832.25	
Fund 445 PUBLIC IMPROVEMENT FUND					
Dept 900 CAPITAL OUTLAY					
445-900-972.000	JAIL LIFT STATION PUMP #2 REPLAC	VILLAGE OF CASSOPOLIS	PUMP 2 REPLACEMENT & REG BILL	23,595.07	1198218
		Total For Dept 900 CAPITAL OUTLAY		23,595.07	
		Total For Fund 445 PUBLIC IMPROVEMENT FUND		23,595.07	
Fund 510 LAND BANK AUTHORITY FUND					
Dept 690 CASS COUNTY - PART H PROGRAM					
510-690-727.000	OFFICE SUPPLIES	TRACI HASKINS	TRACI HASKINS REIMBURSEMENT FOR MIHOPE	21.20	1198521
510-690-801.217	PROFESSIONAL SERVICES - MI HOPE	HOME PERFORMANCE SOLUTIONS	70049 GUMWOOD RD, NILES, MI	500.00	1198347
510-690-801.217	PROFESSIONAL SERVICES - MI HOPE	HOME PERFORMANCE SOLUTIONS	ENERGY AUDIT- 69503 IRONWOOD DR, NILES,	500.00	1198347
510-690-801.217	PROFESSIONAL SERVICES - MI HOPE	HOME PERFORMANCE SOLUTIONS	ENERGY AUDIT- 25998 DUTCH SETTLEMENT, I	500.00	1198347
510-690-801.326	PROFESSIONAL SERVICES	ACM ENGINEERING & ENVIRONM	PRE-DEMOLITION ASBESTOS SURVEY- ROUND 2	6,420.00	1198317
510-690-801.326	PROFESSIONAL SERVICES	WIGHTMAN & ASSOCIATES, INC	PRE-DEMOLITION/ASBESTOS SURVEY - BEP RC	2,500.00	1198397
510-690-801.537	PROFESSIONAL SERVICES - MIDWEST	HOME PERFORMANCE SOLUTIONS	ENERGY AUDIT - 63508 CARVER RD, VANDALI	500.00	1198347

10/27/2023 02:55 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 16/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 510 LAND BANK AUTHORITY FUND					
Dept 690 CASS COUNTY - PART H PROGRAM					
510-690-801.537	PROFESSIONAL SERVICES - MIDWEST	HOME PERFORMANCE SOLUTIONS	ENERGY AUDIT- 15925 MAPLE RD, MARCELLUS	500.00	1198347
510-690-801.537	PROFESSIONAL SERVICES - MIDWEST	HOME PERFORMANCE SOLUTIONS	ENERGY AUDIT - 1172 GILES RD, NILES, MI	500.00	1198347
510-690-865.000	2023 LEADERSHIP SUMMIT - LBA	HUNTINGTON COMMERCIAL CAR	SEPTEMBER CREDIT CARD CHARGES	551.38	1198314
Total For Dept 690 CASS COUNTY - PART H PROGRAM				12,492.58	
Total For Fund 510 LAND BANK AUTHORITY FUND				12,492.58	
Fund 595 JAIL COMMISSARY FUND					
Dept 351 JAIL OPERATION					
595-351-728.000	COMMISSARY SUPPLIES - PHONE	CENTRIC GROUP LLC	INMATE PHONES 09/2023	3,664.82	1198350
595-351-728.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY WEEK OF 09/24/2023 -	894.07	23212
595-351-728.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY WEEK OF 09/17/2023 -	1,511.28	23212
595-351-728.000	DEPARTMENTAL SUPPLIES	SWANK MOTION PICTURES, INC	JAIL MOVIE LICENSE	678.40	1198517
595-351-728.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 10/01/2	1,390.90	23282
595-351-728.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 10/08/2	922.94	23282
Total For Dept 351 JAIL OPERATION				9,062.41	
Total For Fund 595 JAIL COMMISSARY FUND				9,062.41	
Fund 616 TAX REVOLVING CONTROL FUND					
Dept 000 GENERAL					
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	ADAM OR KAILYN KINSER	ASSESSOR PRE ADJUSTMENT 14-051-660-067-	123.15	1198318
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	CHARLES MAURIS	ASSESSOR PRE ADJUSTMENT 14-010-009-160-	1,014.94	1198328
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	ERIC CLINE	ASSESSOR PRE ADJ. 14-020-001-004-00	1,101.71	1198338
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	GERALD OR DEBRA ZACHARY	ASSESSOR PRE ADJ. 14-160-300-267-02	1,623.42	1198345
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	ROBERT OR VERA EISENHART	ASSESSOR PRE ADJUSTMENT 14-070-008-017-	3,457.51	1198376
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	TANYA MCKNIGHT	ASSESSOR PRE ADJ. 14-041-136-030-00	645.57	1198385
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	DAVID OR KIMBERLY JOHNSON	ASSESSOR ADJ. 14-160-300-885-00	574.58	1198468
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	JEREMY BAYLES	PRE-DENIAL OVERTURN SOM -14-020-190-026	1,839.12	1198484
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	JEREMY OR STEPHANIE STEDM	ASSESSOR ADJ. 14-020-400-045-00	2,343.40	1198485
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	MICHAEL BORDEN	MTT GRANTED PRE -14-020-027-013-01	1,136.83	1198500
Total For Dept 000 GENERAL				13,860.23	
Dept 254 DELINQUENT TAX PROPERTY SALES					
616-254-801.011	11 TAX YR SALE EXPENDITURES	KREIS, ENDERLE, HUDGINS & LEGAL SERVICES:	US DISTRICT COURT	1,590.00	23303
616-254-801.020	20 TAX YR SALE EXPENDITURES	MARCELLUS VILLAGE TREASURE	2023 TAX SALE - MOWING CHARGE 14-051-62	150.00	1198496
616-254-801.020	20 TAX YR SALE EXPENDITURES	MARCELLUS VILLAGE TREASURE	2023 TAX SALE UNPAID UTILITIES 14-051-6	584.09	1198496
616-254-801.021	21 TAX YR SALE EXPENDITURES	TITLE CHECK, LLC	PARCEL ADMIN FEES - 2021 TAX FORFEITURE	2,377.92	23260
616-254-801.021	21 TAX YR SALE EXPENDITURES	TITLE CHECK, LLC	PA 123 PROPERTY INSPECTION VISIT	15,075.00	23260
Total For Dept 254 DELINQUENT TAX PROPERTY SALES				19,777.01	
Total For Fund 616 TAX REVOLVING CONTROL FUND				33,637.24	
Fund 620 TAX REVOLVING - 2020					
Dept 253 TREASURER					
620-253-701.011	ADMINISTRATION FEES	GERALD OR DEBRA ZACHARY	ASSESSOR PRE ADJ. 14-160-300-267-02	21.69	1198345
Total For Dept 253 TREASURER				21.69	
Total For Fund 620 TAX REVOLVING - 2020				21.69	
Fund 632 TAX REVOLVING - 2022					
Dept 000 GENERAL					
632-000-275.000	OVERPAYMENT OF TAXES	PENN TWP. TREASURER	2023 SUMMER TAX 14-101-180-047-00	201.19	1198506
632-000-447.000	PROPERTY TAX ADMIN FEES	ERIC CLINE	ASSESSOR PRE ADJ. 14-020-001-004-00	44.07	1198338

JOURNALIZED

PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 632 TAX REVOLVING - 2022					
Dept 000 GENERAL					
632-000-447.000	PROPERTY TAX ADMIN FEES	TANYA MCKNIGHT	ASSESSOR PRE ADJ. 14-041-136-030-00	25.82	1198385
		Total For Dept 000 GENERAL		271.08	
		Total For Fund 632 TAX REVOLVING - 2022		271.08	
Fund 633 TAX REVOLVING - 2023					
Dept 000 GENERAL					
633-000-226.023	DUE TO OTHER GOV UNITS - TAXES	VILLAGE OF VANDALIA	2023 DELINQUENT TAX PAYOUT	18,826.32	1198392
		Total For Dept 000 GENERAL		18,826.32	
		Total For Fund 633 TAX REVOLVING - 2023		18,826.32	
Fund 661 MOTOR POOL FUND					
Dept 000 GENERAL					
661-000-148.000	VEHICLES	TELE-RAD, INC.	VEHICLE MAINT	10,323.00	1198519
661-000-148.000	VEHICLES	TELE-RAD, INC.	VEHICLE MAINT	10,323.00	1198519
		Total For Dept 000 GENERAL		20,646.00	
		Total For Fund 661 MOTOR POOL FUND		20,646.00	
Fund 701 GENERAL CUSTODIAL FUND					
Dept 000 GENERAL					
701-000-214.000	DUE TO SELF INSURANCE FUND	CASS COUNTY PUBLIC TRANSP	TRANSPORTATION - 2017 CASS COUNTY FY202	63,091.62	23214
701-000-221.529	DUE TO CITY OF DOWAGIAC	DOWAGIAC CITY TREASURER	ORDINANCE FINES & COSTS - SEPTEMBER 202	110.55	1198471
701-000-226.510	DUE TO TOWNSHIPS - CALVIN	CALVIN TWP. TREASURER	ORDINANCE FINES & COSTS - SEPTEMBER 202	54.45	1198462
701-000-226.518	DUE TO TOWNSHIPS - ONTWA	ONTWA TOWNSHIP	ORDINANCE FINES & COSTS - SEPTEMBER 202	963.27	1198505
701-000-226.522	DUE TO TOWNSHIPS - SILVERCREEK	SILVER CREEK TWP. TREASURER	ORDINANCE FINES & COSTS - SEPTEMBER 202	13.20	1198511
701-000-227.525	DUE TO VILLAGES - CASSOPOLIS	CASSOPOLIS VILLAGE TREASURER	ORDINANCE FINES & COSTS - SEPTEMBER 202	75.07	1198464
701-000-227.526	DUE TO VILLAGES - EDWARDSBURG	VILLAGE OF EDWARDSBURG	ORDINANCE FINES & COSTS - SEPTEMBER 202	838.20	1198529
701-000-228.010	DUE TO STATE - ST EDUCATION TAX	STATE OF MICHIGAN	RETURN FOR S.E.T AND MOBILE HOME TAX	3,536,020.60	1198515
701-000-228.050	NOTARY FEES (CLERK)	MICHIGAN DEPARTMENT OF STATE	NOTARY FEES DUE STATE FOR SEPTEMBER 202	12.00	1198365
701-000-228.060	SHARED FEES (PROBATE)	STATE OF MICHIGAN	PROBATE COURT: FEES DUE TO THE STATE C	2,623.41	1198382
701-000-228.160	PISTOL PERMITS (CLERK)	MICHIGAN STATE POLICE-CASS	CPL NEW & RENEW SEPTEMBER 2023 DUE STA	3,672.00	1198368
701-000-228.300	DRIVERS LIC REIN FEES (DISTRICT)	MICHIGAN DEPARTMENT OF TRE	SEPTEMBER 2023 TRANSMITTAL - 4TH DISTRI	285.00	1198501
701-000-228.370	CRIME VICTIMS RIGHTS (CLERK)	MICHIGAN DEPARTMENT OF TRE	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	2,634.61	1198366
701-000-228.371	CRIME VICTIMS RIGHTS (PROBATE)	STATE OF MICHIGAN	FEE TRANSMITTAL	67.50	1198316
701-000-228.372	CRIME VICTIMS RIGHTS (DISTRICT)	MICHIGAN DEPARTMENT OF TRE	SEPTEMBER 2023 TRANSMITTAL - 4TH DISTRI	3,998.64	1198501
701-000-228.400	SURVEY & REMONUMENTATION (CLERK)	MICHIGAN DEPARTMENT OF TRE	REMON FEES DUE STATE 3RD QUARTER	7,813.02	1198444
701-000-228.420	STATE COURT FUND (CLERK)	MICHIGAN DEPARTMENT OF TRE	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	320.00	1198366
701-000-228.422	STATE COURT FUND (DISTRICT)	MICHIGAN DEPARTMENT OF TRE	SEPTEMBER 2023 TRANSMITTAL - 4TH DISTRI	300.00	1198501
701-000-228.424	STATE COURT FUND (PROBATE)	STATE OF MICHIGAN	PROBATE COURT: FEES DUE TO THE STATE C	195.00	1198382
701-000-228.440	REAL ESTATE TRANSFER TAX (CLERK)	REAL ESTATE TRANSF.TAX-D#1	TRANSFER TAX DUE STATE FOR SEPTEMBER 20	171,213.75	1198374
701-000-228.550	DNA FEES (CLERK)	MICHIGAN DEPARTMENT OF TRE	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	152.10	1198366
701-000-228.560	E RECORDING FILING (PROBATE)	STATE OF MICHIGAN	PROBATE COURT: FEES DUE TO THE STATE C	325.00	1198382
701-000-228.563	E RECORDING FILING (CLERK)	MICHIGAN DEPARTMENT OF TRE	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	550.00	1198366
701-000-228.564	E RECORDING FILING (DISTRICT)	MICHIGAN DEPARTMENT OF TRE	SEPTEMBER 2023 TRANSMITTAL - 4TH DISTRI	1,105.00	1198501
701-000-228.570	CIVIL JURY DEMAND FEES (CLERK)	MICHIGAN DEPARTMENT OF TRE	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	75.00	1198366
701-000-228.572	CIVIL JURY DEMAND FEES (DISTRICT)	MICHIGAN DEPARTMENT OF TRE	SEPTEMBER 2023 TRANSMITTAL - 4TH DISTRI	307.92	1198501
701-000-228.580	CIVIL FILING FEE (PROBATE)	STATE OF MICHIGAN	PROBATE COURT: FEES DUE TO THE STATE C	1,888.00	1198382
701-000-228.581	CIVIL FILING FEES (CLERK)	MICHIGAN DEPARTMENT OF TRE	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	2,618.00	1198366
701-000-228.582	CIVIL FILING FEES (DISTRICT)	MICHIGAN DEPARTMENT OF TRE	SEPTEMBER 2023 TRANSMITTAL - 4TH DISTRI	4,655.00	1198501
701-000-228.590	JUSTICE SYSTEM FUND (CLERK)	MICHIGAN DEPARTMENT OF TRE	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	2,795.41	1198366
701-000-228.591	JUSTICE SYSTEM FUND (FAMILY)	STATE OF MICHIGAN	FEE TRANSMITTAL	150.00	1198316

10/27/2023 02:55 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 18/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 701 GENERAL CUSTODIAL FUND					
Dept 000 GENERAL					
701-000-228.592	JUSTICE SYSTEM FUND (DISTRICT)	MICHIGAN DEPARTMENT OF TRE	SEPTEMBER 2023 TRANSMITTAL - 4TH DISTRI	9,433.45	1198501
701-000-228.610	LOCAL COR OFF TRAINING FUND (SHE	STATE OF MICHIGAN	SOM BOOKING FEES - 3RD QTR 2023	462.00	1198516
701-000-228.630	SEX OFFENDER REGISTRATION (SHERI	STATE OF MICHIGAN	SOR 09/2023	90.00	1198381
701-000-228.640	LIVESCAN FINGER PRINT (SHERIFF)	STATE OF MICHIGAN	FINGERPRINTS 09/2023	389.25	1198381
701-000-228.673	TRAILER COACH PARK TAX (TREASURE	STATE OF MICHIGAN	RETURN FOR S.E.T AND MOBILE HOME TAX	600.00	1198383
701-000-228.673	TRAILER COACH PARK TAX (TREASURE	STATE OF MICHIGAN	RETURN FOR S.E.T AND MOBILE HOME TAX	6.00	1198515
701-000-255.677	DEPOSITS PAYABLE - SHERIFF FEES	CIRCLE FEDERAL CREDIT UNIC	FORECLOSURE: 238 NORTH FIRST ST., CASSC	20,615.20	1198465
701-000-265.000	BONDS PAYABLE (CLERK)	FRIEND OF THE COURT	BOND FROM CLIFTON JEWELL 23-010083-FH 1	2,000.00	1198341
701-000-265.000	BONDS PAYABLE (CLERK)	FRIEND OF THE COURT	BOND FROM NATHAN VANDEVENTER 22-010383-	9,000.00	1198342
701-000-285.000	DEPOSITS PAYABLE (JUVENILE)	AUTO OWNERS INSURANCE	RESTITUTION-M. NEEDHAM, CLAIM#12566839-	25.00	1198311
701-000-285.000	DEPOSITS PAYABLE (JUVENILE)	HAMPSHIRE COUNTRY CLUB	RESTITUTION N. BAKER, FILE# 13-195-DL	80.00	1198313
701-000-285.000	DEPOSITS PAYABLE (JUVENILE)	PARAGON SUBROGATION SERVIC	RESTITUTION C. SALGUERO; CLAIM# 57406,	10.00	1198315
Total For Dept 000 GENERAL				3,851,634.22	
Total For Fund 701 GENERAL CUSTODIAL FUND				3,851,634.22	
Fund 704 IMPREST PAYROLL FUND					
Dept 000 GENERAL					
704-000-231.859	DUE TO VOLUNTARY LIFE	THE STANDARD INSURANCE CO.	OCT 2023	2,965.45	23333
704-000-231.860	DUE TO VOLUNTARY LTD	THE STANDARD INSURANCE CO.	OCT 2023	2,717.24	23333
704-000-231.861	DUE TO LIFE / AD&D / STD	THE STANDARD INSURANCE CO.	OCT 2023	5,139.49	23333
704-000-231.868	DUE TO WORKERS COMPENSATION	MML WORKER'S COMPENSATION	PAYROLL AUDIT 7/1/22-7/1/23	1,091.00	23311
Total For Dept 000 GENERAL				11,913.18	
Total For Fund 704 IMPREST PAYROLL FUND				11,913.18	
Fund 801 DRAIN FUND					
Dept 442 DRAIN COMMISSIONER					
801-442-965.000	DRAIN & LAKE LEVEL COSTS	REAL PRO SOLUTIONS LLC	MOWING - HAYES DRAIN #28	200.00	23324
Total For Dept 442 DRAIN COMMISSIONER				200.00	
Total For Fund 801 DRAIN FUND				200.00	
Fund 841 LAKE LEVEL FUND					
Dept 442 DRAIN COMMISSIONER					
841-442-965.000	EXPENDITURES-DRAIN/LAKE -#209	INDIANA MICHIGAN POWER	08/19/23-09/19/23	3,506.20	23274
841-442-965.000	DRAIN & LAKE LEVEL COSTS	MIDWEST ENERGY COOPERATIVE	ELECTRIC SERVICE - TWIN LAKES 204	136.52	23239
841-442-965.000	DRAIN & LAKE LEVEL COSTS	TRITIUM INC	#209 BARRON LAKE - WELL EQUIPMENT	65,624.06	1198523
841-442-965.000	DRAIN & LAKE LEVEL COSTS	MIDWEST ENERGY COOPERATIVE	09/15/23-10/15/23	136.52	23307
841-442-965.000	DRAIN & LAKE LEVEL COSTS	REAL PRO SOLUTIONS LLC	MOWING -TWIN LAKE #204	100.00	23324
Total For Dept 442 DRAIN COMMISSIONER				69,503.30	
Total For Fund 841 LAKE LEVEL FUND				69,503.30	

10/27/2023 02:55 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/01/2023 - 10/27/2023

Page: 19/19

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 101	GENERAL FUND	412,158.38
Fund 213	ANIMAL CONTROL	2,057.61
Fund 216	DRUG COURT GRAF	7,787.30
Fund 251	CDBG HOME IMPRO	6,020.00
Fund 256	REGISTER OF DEED	2,954.91
Fund 260	INDIGENT DEFENSE	43,309.75
Fund 261	911 SERVICE FUN	27,639.29
Fund 265	DRUG LAW ENFORC	7,050.50
Fund 266	LAW ENFORCEMENT	1,815.01
Fund 269	LAW LIBRARY FUN	1,239.85
Fund 270	HISTORICAL COMM	657.04
Fund 272	COMMUNITY CORRE	1,888.00
Fund 282	CARES ACT FUND	4,475.49
Fund 284	OPIOID SETTLEMENT	525.00
Fund 292	CHILD CARE FUNI	1,000.00
Fund 293	VETERANS' RELIEF	198.07
Fund 297	DHS CHILD CARE	1,832.25
Fund 445	PUBLIC IMPROVEMEN	23,595.07
Fund 510	LAND BANK AUTHO	12,492.58
Fund 595	JAIL COMMISSAR	9,062.41
Fund 616	TAX REVOLVING (	33,637.24
Fund 620	TAX REVOLVING -	21.69
Fund 632	TAX REVOLVING -	271.08
Fund 633	TAX REVOLVING -	18,826.32
Fund 661	MOTOR POOL FUNI	20,646.00
Fund 701	GENERAL CUSTODI	3,851,634.22
Fund 704	IMPREST PAYROLL	11,913.18
Fund 801	DRAIN FUND	200.00
Fund 841	LAKE LEVEL FUNI	69,503.30

Total For All Funds:	4,574,411.54
----------------------	--------------

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

October 5, 2023

The Cass County Board of Commissioners met in regular session on Thursday, October 5, 2023, in Commission Chambers.

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

Clerk/Register Monica McMichael called roll:

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

COMMISSIONERS ABSENT: RJ Lee.

PUBLIC COMMENT

Public comment occurred.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

Commissioner Barrera moved, seconded by Commissioner Marchetti, to approve the October 5, 2023, Cass County Board of Commissioner's Agenda. Motion carried by voice vote.

RECOGNITIONS

R-151-23

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

**A RESOLUTION RECOGNIZING GRADUATION FROM THE NATIONAL
ASSOCIATION OF COUNTIES HIGH PERFORMANCE LEADERSHIP ACADEMY**

WHEREAS, the National Association of Counties offers a High-Performance Leadership Academy, developed by the Professional Development Academy, in partnership with Fortune

1000 executives, public sector leaders, world-renowned academics, and thought leaders, including General Colin Powell and Dr. Marshall Goldsmith; and

WHEREAS, the Academy is an intensive, 12-week program designed and created to equip frontline County government professionals with leadership skills to deliver results for counties and communities; and

WHEREAS, the HLPa is focused on leadership development in key areas including Leadership Mindset & Positive Engagement, Leading Effective Change, Communication and Collaboration, and Leading High-Performance Teams; and

WHEREAS, participants in the academy devote an additional 6 to 8 hours of time each week above and beyond their normal work responsibilities to complete the activities and learning assignments of the course; and

WHEREAS, completion of the course enables our local government professionals to improve their capabilities, increase their team engagement, and improve organizational outcomes.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners commends Finance Director Jennifer Rentfrow on completing and graduating the High-Performance Leadership Academy.

BE IT FURTHER RESOLVED that the Cass County Board of Commissioners acknowledges and thanks Jennifer for her continued commitment to improving Cass County operations to better serve all the residents of Cass County.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Laylin, Lawrence, Locke, Jones, Howie, Barrera and Marchetti.

No (0): None.

Absent (1): Commissioner Lee.

Resolution R-151-23 carried by roll call vote.

PRESENTATIONS

Drain Commissioner Jeff VanBelle shared the Annual County Drains Report.

CONSENT AGENDA

Vice-Chair Laylin moved, seconded by Commissioner Marchetti, that the following items be voted on at one time by roll call vote and be considered as a consent agenda by the Board of Commissioners:

(M-152-23) Motion to approve the claims dated September 2, 2023 and September 30, 2023

(M-153-23) Motion to approve September 7, 2023 Board of Commissioners Regular Meeting Minutes

(M-154-23) Motion to approve September 21, 2023 Board of Commissioners Special Meeting Minutes

(M-155-23) Motion to approve the appointment of Michael O'Rourke to the Solid Waste Planning Commission as Industry Representative to a term ending 06/01/2025

(M-156-23) Motion to approve the reappointment of Rudy Gourdine and Brigid Forlenza to the Cass County Board of Canvassers for terms expiring 10/31/2027

(R-157-23) Resolution Supporting Operation Green Light for Veterans

A RESOLUTION SUPPORTING OPERATION GREEN LIGHT FOR VETERANS

WHEREAS, the residents of Cass County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces;

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens;

WHEREAS, Cass County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all;

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year;

WHEREAS, approximately 200,000 service members transition to civilian communities annually;

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future;

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life;

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service;

WHEREAS, the National Association of Counties encourages all counties, parishes, and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Cass County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted.

NOW, THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, Cass County hereby declares from October through Veterans Day, November 11th, 2023, a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service.

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Cass County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 6th through the 12th, 2023.

(M-158-23) Motion to approve Interagency Facilities Agreement

(M-159-23) Motion to approve Interagency Marketing Agreement

(M-160-23) Motion to approve revised Remonumentation Contract

(R-161-23) Resolution Opposing any Legislation Preempting Local Control for Solar and Wind Developments

A RESOLUTION OPPOSING ANY LEGISLATION PREEMPTING LOCAL CONTROL FOR SOLAR AND WIND DEVELOPMENTS

WHEREAS, Executive Directive 2020-10 aims to achieve 100 percent carbon neutrality in Michigan by 2050;

WHEREAS, industry leaders have pledged to reduce carbon emissions to help achieve this goal;

WHEREAS, efforts to expand renewable energy projects will continue to increase in this state;

WHEREAS, the governor has proposed the Michigan Public Service Commission be the sole regulating authority for solar and wind projects to expedite these efforts;

WHEREAS, by granting the Michigan Public Service Commission this authority, local control will be preempted;

WHEREAS, should local control be preempted, a county, township, city, or village would be unable to determine the location, size, setback distance, decibel level or any other criteria for a solar or wind facility;

WHEREAS, should local control be preempted, a county, township, city, or village would be unable to determine requirements for construction, operation, use, or maintenance of a solar or wind facility;

WHEREAS, if a county already has a solar or wind policy, practice, regulation, rule or ordinance on record it would be null and void;

WHEREAS, all other types of energy facilities, while regulated by the Michigan Public Service Commission, must adhere to local zoning;

WHEREAS, this proposal grants far more regulating authority to the Michigan Public Service Commission than for any other energy source; and

WHEREAS, the Michigan Association of Counties opposes any legislative action that may grant the Michigan Public Service Commission this power.

NOW, THEREFORE, BE IT RESOLVED that Cass County opposes the pre-emption of local control in solar and wind siting and zoning.

BE IT FURTHER RESOLVED that the Clerk of Cass County is hereby directed to prepare and deliver certified copies of this Resolution to all 82 County Clerks, Representative Brad Paquette, Representative Steve Carra, Senator Jonathon Lindsey, and the Office of the Governor.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Lawrence, Locke, Jones, Howie, Barrera, Marchetti and Laylin.

No (0): None.

Absent (1): Commissioner Lee.

The Consent Agenda carried by roll call vote.

COUNTY PARTNERS

Cass County Transportation Authority Director Gerry Bundle informed the board that he submitted a written request for \$254,000 in fiscal aid from the County Board of Commissioners. Preferably, the Transportation Authority needed the funds by the end of October.

MSU Regional Director informed board members that the MSU 4-H Coordinator position was vacant. The position was posted and a team was ready to interview candidates within the next 2-3 weeks.

ELECTED OFFICIALS

Clerk/Register McMichael, Treasurer Anderson and Sheriff Behnke provided departmental updates.

UNFINISHED BUSINESS

None.

NEW BUSINESS

M-162-23

Commissioner Marchetti moved, seconded by Vice-Chair Laylin, to approve the 2023 Special Assessment rolls. Motion carried by voice vote.

M-163-23

Commissioner Marchetti moved, seconded by Vice-Chair Laylin, to hold a Special BOC Meeting on October 19 at 4:30 p.m. Motion carried by voice vote.

CLOSED SESSION

M-164-23

Chair Jones announced that no business would be conducted after the closed session.

Commissioner Marchetti moved, seconded by Vice-Chair Laylin, to enter a Closed Session to consider material exempt from discussion or disclosure by state or federal statute – a written legal opinion and to include Attorney Karl Butterer, County Administrator Matthew Newton, Finance Director Jennifer Rentfrow, and Human Resources Director Beth Daly.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Locke, Jones, Howie, Barrera, Marchetti, Laylin and Lawrence.

No (0): None.

Absent (1): Commissioner Lee.

Motion to enter Closed Session carried by roll call vote. The meeting moved to closed session at 5:50 p.m.

The meeting returned to open session at 6:49 p.m.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

MOTION

Vice-Chair Laylin moved, seconded by Commissioner Howie, to direct Administrator Newton to bring forward the state statute regarding the Board of Commissioner's Annual Meeting setting the parameters on the number of APAs, the term limits and the salaries. Motion carried by voice vote.

ADJOURNMENT

The meeting adjourned at 6:52 p.m.

Approved: _____
Date

Chair Jeremiah Jones

Monica McMichael, Clerk/Register

**CASS COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING**

October 19, 2023

The Cass County Board of Commissioners gathered for a special meeting on Thursday, October 19, 2023, in Commission Chambers.

Chair Jones called the meeting to order at 4:30 p.m.

Clerk/Register Monica McMichael called roll:

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

COMMISSIONERS ABSENT: Ryan Laylin.

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

PUBLIC COMMENT

None.

APPROVAL OF THE AGENDA

Commissioner Marchetti moved, seconded by Commissioner Lee, to approve the October 19, 2023, Cass County Board of Commissioner's Special Meeting Agenda. Motion carried by voice vote.

UNFINISHED BUSINESS

None.

NEW BUSINESS

R-165-23

Commissioner Marchetti moved, seconded by Commissioner Lee, to approve the following resolution:

RESOLUTION APPROVING THE 2023 APPORTIONMENT REPORT

PURSUANT TO MICHIGAN COMPILED LAW 211.37

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

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

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

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

WHEREAS, the Apportionment Report approved by the County Board of Commissioners for 2023 will be the official authorization for its 59 taxing authorities within the County to levy property taxes in 2023; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the attached 2023 Apportionment Report showing the millage levies apportioned to various taxing authorities in Cass County for the year 2023 is hereby approved in accordance with Michigan Compiled Law 211.37; and

BE IT FURTHER RESOLVED that the Cass County Board of Commissioners, under the authority of Michigan Compiled Law 211.37, directs that the millage rates specified in the attached 2023 Apportionment Report for Township, school, highway, and all other purposes

as authorized by law shall be spread against the taxable value of properties on the proper assessment rolls of the Townships, Wards, and Cities in the County.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Lawrence, Locke, Jones, Howie, Barrera, Marchetti and Lee.

No (0): None.

Absent (1): Commissioner Laylin.

Resolution R-165-23 carried by roll call vote.

R-166-23

Commissioner Marchetti moved, seconded by Commissioner Lee, to approve the following resolution:

RESOLUTION DESIGNATING THE SOUTHWEST MICHIGAN PLANNING COMMISSION AS THE DESIGNATED PLANNING AGENCY FOR MATERIALS MANAGEMENT PLANNING AND APPROVE JOINING A MULTI-COUNTY PLAN WITH BERRIEN & VAN BUREN COUNTY

WHEREAS, the State of Michigan's Solid Waste Program was updated with the passage of significant amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act (1994 PA 451) in December 2022 and became effective on March 29, 2023;

WHEREAS, the amendments include a new Materials Management Planning process that requires each county to develop a Materials Management Plan (MMP);

WHEREAS, a County must select a Designated Planning Agency (DPA) to develop the MMP;

WHEREAS, a County is required to consult with each adjacent county regarding the option of preparing a multicounty MMP;

WHEREAS, the County has 180 days from the date the EGLE Director initiates the MMP Process to develop an Interlocal Agreement for a Multicounty MMP (if applicable) and submit a Notice of Intent (NOI) to EGLE; and

WHEREAS, the Southwest Michigan Planning Commission has agreed to serve as Cass County's DPA and recommends the County consider joining a multicounty plan with Berrien and Van Buren Counties.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners hereby selects the Southwest Michigan Planning Commission to serve as the County's Designated Planning Agency; and

BE IT FURTHER RESOLVED, that the Cass County Board of Commissioners approves joining a multicounty plan with Berrien and Van Buren Counties.

Discussion followed.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Locke, Jones, Howie, Barrera, Marchetti, Lee and Lawrence.

No (0): None.

Absent (1): Commissioner Laylin.

Resolution R- 166-23 carried by roll call vote.

ADJOURNMENT

The meeting adjourned at 4:38 p.m.

Approved: _____
Date

Chair Jeremiah Jones

Monica McMichael, Clerk/Register



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Appointments Committee

DATE: October 19, 2023

RE: Recommended Appointments

REQUEST:

Approve for the appointments, as recommended by the Policy Committee, to be added to the November 2nd Regular Meeting

BACKGROUND:

The Appointments Committee met on October 5th to review current and upcoming vacancies on Boards & Commissions as well as applications for appointments and requests for reappointment. The Committee recommends 8 appointments overall as follows: 1 reappointment/2 appointments to the Economic Development Corporation, 1 reappointment to the Community Corrections Advisory Board, 3 reappointments to the Planning Commission, and 1 appointment to the Veteran's Advisory Committee.

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 appointments as recommended be added to the Consent Agenda of the November 2nd Regular Meeting.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Policy Committee

DATE: November 2, 2023

RE: FMLA Policy

REQUEST:

Approve revised FMLA Policy.

BACKGROUND:

In 2021, the County rescinded its existing FMLA Policy with the idea that the County could simply follow Federal Law regarding FMLA leave. However, in the intervening time since that action was taken, there have been several challenges that have arisen that reinforced the need to have a county policy in place. From the manner in which leave banks are handled to various other aspects of FMLA, it is critical that the County have a policy in place.

For this FMLA Policy, it has been distributed and reviewed by all elected offices and the County Attorney. I'm very proud of the joint work that HR & Payroll Director completed with Judge Bealor on ensuring that the Policy met the requirements of the Courts as well. This has been a lengthy process and has been many months in process, but we, finally, have a final version of the policy that is ready for adoption.

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:

Adopt FMLA Policy as presented.

CASS COUNTY FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

Cass County complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If there are any questions, concerns, or disputes with this policy, please contact County Human Resources.

Eligibility

To be eligible for leave under this policy, employees must meet **all** the following requirements:

- Have worked at least twelve (12) months for Cass County.
- Have worked at least 1,250 hours for Cass County over the twelve (12) months preceding the date the leave would commence.
- Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Reasons for Leave

To qualify as FMLA leave under this policy, the leave must be for any one reason, or a combination, of the following reasons as defined in the Act:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or on call to covered active-duty status.
- To care for a covered service member with a serious injury or illness.

See **Definitions section for FMLA's explanation of serious health condition, spouse, child, parent, qualifying exigency, covered active duty, covered service member, next of kin of covered service member, and serious injury or illness.*

Amount of Leave

An eligible employee can take up to 12 work weeks of FMLA leave during any 12-month period. Cass County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, Cass County will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for Cass County may only take a combined total of 12 weeks of leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take in day or one-hour increments periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

County Human Resources may initiate the process to temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, County Human Resources and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the County's operations subject to the approval of the employee's health care provider.

Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice to County Human Resources of the need for FMLA leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow Cass County Human Resources to determine that the leave is FMLA-qualifying. Employees do not have to share a medical diagnosis but would need to provide enough information to Human Resources to determine if the leave qualifies under FMLA protection.

Calling in "sick," will not be considered sufficient notice for FMLA leave under this policy. Employees must communicate with County Human Resources to determine if absences are potentially FMLA-qualifying. If employees fail to explain the reasons for leave, the leave may be denied as FMLA. When employees seek leave due to FMLA-qualifying reasons for which County Human Resources has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

When the need for leave is foreseeable, the employee must provide County Human Resources with at least 30 days' notice. When the need for FMLA leave is not foreseeable, the employee must comply with the County Human Resource's usual and customary notice and procedural requirements for requesting leave as soon as practicable. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide County Human Resources with timely, complete, and sufficient medical certifications as outlined under the Family Medical Leave Act. County Human Resources shall inform employees if submitted medical certifications are incomplete or insufficient. County Human Resources may deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

Whenever County Human Resources deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply County Human Resources medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

If County Human Resources has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at Cass County's expense. If the opinions of the initial and second health care providers differ, County Human Resources may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by County Human Resources and the employee.

Medical Recertifications

Depending on the circumstances and duration of FMLA leave, County Human Resources may require employees to provide recertification of medical conditions giving rise to the need for leave. County Human Resources will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions must provide County Human Resources with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without restrictions. County Human Resources will provide employees wishing to return to work with a Fitness

for Duty Form to be completed by the employee's health care provider. County Human Resources may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, County Human Resources may require employees to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active-duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, County Human Resources may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, County Human Resources may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

Employer Notice Requirements

Employees requesting FMLA leave are entitled to receive written notice from County Human Resources telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible.

When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) County Human Resource's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be designated as FMLA and counted against the employee's leave entitlement.

County Human Resources may retroactively designate leave as FMLA leave with appropriate written notice to employees provided County Human Resource's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, County Human Resources and the employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee Status and Benefits During Leave

Cass County will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

When employees are receiving pay from Cass County during FMLA leave, Cass County will continue to make payroll deductions to collect the employee's share of insurance premiums from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must continue to pay their portion of the group health premiums and, if applicable, employee paid supplemental life and disability premiums through a method determined by County Human Resources and the employee.

The payment must be received by County Human Resources within 30 days of the regular scheduled payroll deduction date. If the payment is not received timely the employee's group health insurance and employee paid supplemental life and disability benefits may be cancelled.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Cass County will require the employee to reimburse the County the amount it paid for the employee's health insurance premium during the leave period.

During FMLA leave, ETO and Vacation will not accrue. FMLA leave does not constitute a break in service for purposes of longevity, seniority, insurance, or retirement benefits. Employees are not eligible for paid holidays while on FMLA leave.

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. County Human Resources may initiate the process to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to the County's operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Use of Paid and Unpaid Leave

Although FMLA leave is unpaid, during any FMLA leave, wherever permitted by state law, employees must concurrently use paid time off in their leave banks (VACATION, ETO, COMP) prior to being eligible for unpaid leave. Employees may reserve up to 40 hours in their choice of leave bank(s) for use after their return from FMLA. If an employee receives replenished ETO for concurrent STD leave in the amount of 40 hours or more, they will not be allowed to reserve additional hours. The use of paid time off during an FMLA leave of absence shall not extend the length of an employee's FMLA leave.

Disability leave and any other potentially qualifying County leave of absence, may run concurrently with FMLA. For example, when an employee is approved for six weeks of short-term disability for childbirth, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week FMLA entitlement. The employee will then be required to substitute earned paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, County Human Resources may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

Definitions

Serious health condition means an illness, injury, impairment, or physical or mental condition that

involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term, or permanent periods of incapacity.

Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.

Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law.”

Qualifying exigency includes short-notice deployment, military events and activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to activate duty in support of a contingency operation, in accordance with 29 CR 825.102.

The next of kin of a covered service member is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

Serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

ADOPTED DATE:

Motion\Resolution:



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matt Newton, County Administrator

DATE: November 2, 2023

RE: Posting of Deputy District Court Clerk-Collections/Civil

REQUEST:

We are requesting the ability to be able to post this vacant position to seek applicants to fill this position.

BACKGROUND:

The open District Court position of Deputy District Court Clerk-Collections/Civil was one of the positions that was vacant at the time of the adoption of the FY 24 budget, and we were instructed to come back and ask for permission to fill this open position. This position is necessary based on the workload in the District Court and especially since this position does collections for District Court. This position is critical to ensure that District Court can pursue revenues as well as restitution recoupment for citizens.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below:

County Administration, Cass Courts

FINANCIAL ANALYSIS:

This position is a CCIEA position and is paygrade 4. The approximate annual cost of this position for wages and fringes is \$66,720-depending on what fringe benefits are chosen (for example single, 2 person, family insurance, etc.) which in actuality will be less because during the initial 90-day probationary period, the position is not eligible for insurance benefits and the position would be filled, at most for 11 out of the 12 months of the fiscal year if we could hire someone by 11/1/23.

RECOMMENDATION:

Approve this request as submitted.

Cass County Courts



POSITION VACANCY

Cass County Courts
Law & Courts Building

Deputy District Court Clerk – Collections/Civil

2023 Hourly rate range: \$18.1990 per hour - \$23.6586 per hour

(Currently Pay Grade 4, union position)

NOTE:

This is an informational posting only. If you are interested in being considered for this position, please send your cover letter, resume' and completed county application to Lisa Withers, Court Administrator, via email: lisaw@cassco.org. Cass County has a drug testing policy, and an offer of employment will not be extended to any candidate who fails the drug test. Background check required.



EMPLOYMENT OPPORTUNITY

Deputy District Court Clerk – Collections/Civil – Under the supervision of the District Court Administrator/Magistrate, performs a variety of clerical functions involved in processing civil, traffic and criminal cases. Provides information and assistance to law enforcement officers, attorneys, defendants, and members of the public. The position is assigned primarily to the civil division, as well as collections of accounts receivable in traffic and criminal division non-probation cases. Substitutes as necessary for other court staff and provides general clerical assistance to the Judge and Court Administrator. An associate degree in office administration or secretarial science, records management or related field or two years of related experience is required. Two years of clerical experience, preferably in a legal setting.

2023 Hourly rate range: \$18.1990 per hour - \$23.6586 per hour, currently Pay Grade 4, union position.

To apply: If you are interested in being considered for this position, please send your cover letter, resume' and completed county application to Lisa Withers, Court Administrator, via email: lisaw@cassco.org. Cass County has a drug testing policy, and an offer of employment will not be extended to any candidate who fails the drug test. Background check required.

Employment application can be obtained at: <https://casscourtsmi.org/wp-content/uploads/2022/12/2022-Updated-County-Application-for-Employment.pdf>

**CASS COUNTY COURTS
JOB DESCRIPTION**

DEPUTY DISTRICT COURT CLERK - COLLECTIONS/CIVIL

CCIEA position

Supervised by: District Court Administrator/Magistrate

Supervises: None

All Court employees are subject to the Chief Judge Rule, MCR 8.110, including MCR 8.110 (C)(3)(d) which gives the Chief Judge authority and responsibility to supervise the performance of all court personnel, with authority to hire, discipline, or discharge such personnel, with the exception of a judge's secretary and law clerk, if any.

Position Summary:

Under the supervision of the District Court Administrator/Magistrate, performs a variety of clerical functions involved in processing civil, traffic and criminal cases. Provides information and assistance to law enforcement officers, attorneys, defendants, and members of the public. Is assigned primarily to the civil division, as well as collections of accounts receivable in traffic and criminal division non-probation cases. Substitutes as necessary for other court staff and provides general clerical assistance to the Judge and Court Administrator.

Essential Job Functions:

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

1. Upon implementation of OnBase EDI System for this position, this position shall be trained on and timely become proficient in navigating and utilizing OnBase EDI System including uploading and indexing functions and timely processing of documents in assigned OnBase queues.
2. Experience with and ability to utilize the Court's information system (Judicial Information Systems [JIS]) to perform job related functions is desired and in the absence of such experience the willingness and ability to gain the necessary knowledge is required.
3. Engage in regular training to maintain current knowledge related to all job functions as well as to develop additional knowledge necessary to carry out job functions.

Deputy Collections Clerk Duties:

4. Monitors court ordered fines, costs and restitution in non-probation cases, and initiates and follows through on enforcement activities to collect delinquent payments. Prepares and sends delinquent letters, collection notices, Wage Assignments to employers, Orders to Remit Prisoner Funds, Orders to Show Cause, Bench Warrants and Recall of Bench Warrants. Attempts to locate delinquent payers.
5. Searches available databases to determine if court debtors are deceased. Takes appropriate steps to recall outstanding warrants and have Court Administrator write off balances due and closes files in such cases.
6. Monitors release dates of defendants who are in State prisons in order to resume collection efforts.
7. Interviews individuals and employers to verify income and employment. Establishes and monitors payment plans.
8. Processes returned mail by documenting same on case processing system and searching for updated addresses and re-mails notices and correspondence to updated addresses if found.
9. Prepares and prints Writs of Income Tax Garnishment from the DMC/Collect software for the annual Court collections efforts at collecting outstanding assessments by Income Tax Garnishment.

Deputy Civil Clerk Duties:

10. Files, processes and performs data entry of general civil, landlord/tenant and small claims cases. Specific duties include opening, processing and closing new cases, entering new cases into computer, coordinating service of process, entering defaults, orders and judgments, pulling files and filing of pleadings and correspondence; and filing processed files.
11. District Court Deputy Clerks will need to be trained in and understand the complexities of and become proficient in the OnBase Electronic Document Imaging (EDI) system; including, but not limited to, using the functions to scan, index, file and conduct document searches, as all Cass County Courts will soon be required to go to electronic imaging of Court files (paperless system), as well as receive document filings by means of E-filing (electronic filing). The target date for District Courts to commence E-filing is sometime in 2024.
12. Generates/prints Civil Court docket; pulls files for hearings, ensuring proof of service is filed and that proposed Judgments are in file.
13. Processes and performs data entry of garnishments and other post-judgment matters, including issuing writs of garnishments, restitution and attachment, auditing garnishment accounts and judgment balances, coordinating service of process and preparing and processing orders to pay and/or to release funds.

14. Maintains the archived files, including placement of files, filing, and complying with the records retention schedule; retrieves archive files for Court staff, attorneys and court patrons for review/copying.
15. Utilizes Excel spreadsheet of all new cases filed and case numbers assigned.
16. Answers procedural and case processing questions over the counter and by phone.

Miscellaneous Duties:

17. Reconciles all cashiers' Daily Receipts reports and prepares Daily Reconciliation report, prepares bank deposits for the Court's two bank accounts, and generates/prints Bond Account check from DMC Bond Module for daily bonds applied to fines and costs.
18. Updates check log of checks recorded as being received in the mail to indicate the date the checks are deposited into the Court's bank accounts.
19. Generates/reviews daily report of driver's licenses set for suspension through Secretary of State and verifies that license should/should not be suspended; holds suspension for cases not ready for driver's license suspension; sends statement to notify defendants of suspension.
20. Enters credit card payments into AllPaid and produces payment notification to cashier for receipting into JIS cash system.
21. Reviews daily reports from AllPaid and reconciles payments received with payments deposited by ACH to Court's bank account.
22. Processes/posts outgoing mail 2 times a day and delivers to mail room.
23. Processes returned mail and updates addresses by recording to case processing system (JIS); updates addresses from USPS returned mail notices; searches for defendants' current addresses on LEIN, SOS and other sources.
24. Generates and prints Open Bond, Trust and Restitution Reports at the end of each month and delivers to Court Administrator for review.
25. Creates periodic civil case filing and disposition reports for credit bureaus, collections agencies and reporting agencies and prepares/sends invoices for same.
26. Reviews periodic Secretary of State error reports and makes corrections as needed.
27. Updates, corrects, and accesses case information and notices, produces forms and enters judgments into computer.
28. Routes telephone calls and visitors to proper location.
29. Substitutes during absences of Deputy District Court Clerks in all divisions of the District Court and performs work necessary in those areas during such absences, using Law

Enforcement Information Network (LEIN) and iyeTek (electronic ticket software).
Processes e-tickets in absence of Traffic Clerk and Traffic/Criminal Clerk.

30. When District Court begins document imaging, the employee in this position must be trained in and understand the complexities of and become proficient in the OnBase Electronic Document Imaging (EDI) system, including, but not limited to, using the functions to scan, index, file and conduct document searches.
31. When District Court begins E-filing (target date sometime in 2024), the employee in this position must be trained in and understand the complexities of and become proficient with the E-filing system provided to the Courts by the State Court Administrative Office (SCAO) and be able to assist attorneys and the public users with questions and filing fees.
32. When District Court begins document imaging, the employee in this position must be trained in and understand the complexities of back scanning and back filing older files into OnBase and must regularly perform back scanning and back filing on older files as directed or as time permits for record retention.
33. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

1. Associate degree in office administration or secretarial science, records management or related field or two years of related experience.
2. Two years of clerical experience, preferably in a legal setting.
3. Knowledge of generally accepted accounting and bookkeeping principles.
4. Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
5. Demonstrated ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail including the ability to detect errors, determine causes, and make corrections as appropriate.
6. Ability to take direction, accept feedback in a professional manner, and utilize direction and feedback to carry out the position's duties.
7. Working knowledge of the State of Michigan court system, procedures, court rules and statutes, specifically related to District Courts; and in the absence of such knowledge, a desire, willingness and ability to timely obtain such knowledge.
8. Ability to consistently demonstrate sound ethics and judgment.

9. Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, parties, attorneys, and the general public and the ability to effectively meet with and interact with the general public.
10. Ability to maintain office confidentiality and handle stressful situations.
11. Skill in prioritizing and completing work assignments.
12. Knowledge of legal terminology, format and standard legal instruments and in the absence of such knowledge a desire, willingness and ability to timely obtain such knowledge.
13. Skills in mediation and the ability to handle hostile individuals and in the absence of such skills a desire, willingness and ability to timely obtain such skills.
14. Ability to be impartial and make timely decisions.
15. Ability to type accurately and quickly.
16. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions, such as addition, subtraction, multiplication, and division.
17. Working knowledge of computers and modern office practices and procedures.
18. Ability to maintain accurate and organized records.
19. Ability to use resources effectively and efficiently.
20. Ability to use office equipment such as telephone, fax machine, scanner, calculator, and computer software, including word processing, spreadsheet, database, financial, and email/internet. Proficiency with the use of Microsoft Office tools including Outlook, Word, Excel, and basic skill in PowerPoint is desired.
21. Ability to use recording, photographic, audio and video equipment.
22. Able to and willingly engage in positive customer service.
23. Able to and willingly comply with all Court policies.
24. All Court employees are expected to and shall comply with the Model Code of Conduct for Michigan Trial Court Employees.
25. Possess and maintain a record of orderly, law-abiding citizenship as well as an ability to consistently demonstrate sound ethics and judgment.
26. Physical and mental ability to perform the position's duties without excessive absences with an appreciation for and demonstrated commitment to attendance that supports adequate staffing levels.
27. Ability to read, write, speak, and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is often required to walk or stand and reach with hands and arms. The employee must occasionally lift and/or move objects of light weight. The employee is periodically exposed to high stress levels due to customer contacts. The noise level in the work environment is typical of a busy office, ranging from quiet to moderate.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matt Newton, County Administrator

DATE: November 2, 2023

RE: Transfer between Court Departments for OnBase Project

REQUEST:

We are requesting the ability to transfer budgeted funds for the Courts for FY 2024 from a wage line item from an open position (Juvenile Probation Officer) to Juvenile Court Professional Services to complete an OnBase Project which was planned to occur during FY 2023; however, it was delayed, and the money set aside to carry out this project in FY 2023 was not used.

BACKGROUND:

This OnBase Project for juvenile court case types was planned in coordination with the administration, IT, and the Courts during FY 2023. Two projects were planned; one for Probate and one for Juvenile. The Probate project is nearing completion; however, the Juvenile project was deferred to focus on the Probate Project which ran into some unexpected delays. The Courts are required to move towards electronic filing, and we've been phasing in different areas of the Courts leveraging the OnBase build done back in 2015/2016 (paid for largely with IV-D grant funds) to carry the project into the other Courts.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below:

IT

County Administration

Cass Courts

FINANCIAL ANALYSIS:

This has zero impact on the County's budget since we will not fill the open Juvenile Probation Officer position to allow for this \$10,000 transfer to carry out the OnBase Project. This means we'd most likely wait to hire until after the first of the year. However, we have not yet posted this position.

RECOMMENDATION:

Approve Budget Transfer Request as presented.

M-180-23

A motion to approve the transfer between Court departments for Fiscal Year 2023-2024.

1) From Fund 292, Department 662

292-662-702.000 Full-Time Wages

Open Juvenile Probation Officer position

Reduce by \$10,000

2) To Fund 101, Department 279

101-279-801.000 (Professional Services)

OnBase Build to connect JIS feed and existing OnBase system for Juvenile case types.

Increase by \$10,0000

NET IMPACT TO THE COUNTY \$0



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matt Newton, County Administrator

DATE: November 2, 2023

RE: CPLR and RTA grants FY 2024

REQUEST:

Approval of the Raise the Age and Child and Parent Legal Representation grant funds for FY 2024 (10/1/2023 – 9/30/2024).

BACKGROUND:

Cass County Family/Juvenile Court has been awarded grants for the detention of juveniles age 17 and to aid in the legal representation of children and parents involved in neglect/abuse cases.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below:

Cass Courts
Administration

FINANCIAL ANALYSIS:

The Courts continue to receive various grants from the State of Michigan, allowing the family/juvenile court to efficiently operate and decrease the use of county funds. The Cass County Courts have been awarded \$100,000 total for these two state grants for FY 2024.

This positively impacts the County as no additional County funds would be expended.

RECOMMENDATION:

Approve the Budget for Raise the Age & Child and Parent Legal Representation Grant for FY 24 as presented.

M-181-23

A motion to approve the below-listed budgets for the Raise the Age Grant and the Child and Parent Legal Representation Grant for the 2023-2024 Fiscal Year.

Appropriations for the 2023-2024 fiscal year shall be adjusted to agree with the grant awards as follows:

1) Raise the Age Grant for Circuit/Family Court

To approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
216-299-569-318		\$50,000.00
292-662-702.000 Full Time Wages	\$26,000.00	
292-662.842.115 In Care – Other County	\$20,000.00	
101-279-805.710 Legal Services	\$ 2,000.00	
101-279-801.000 Professional Services	\$ 2,000.00	
	\$50,000.00	\$50,000.00

1) Child and Parent Legal Representation Grant - 2023

To approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
101-000-501.003		\$50,000.00
101-149-807.060	\$50,000.000	
	\$50,00.00	\$50,000.00



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: November 2, 2023

RE: Problem Solving Court Budgets FY 2024

REQUEST:

Approval of the Problem-Solving Court Budgets for FY 2024.

BACKGROUND:

Cass County Courts have been awarded various SCAO and Federal grants to fund the problem-solving/treatment courts offered here in Cass County, including the Adult Treatment Court/Sobriety Court, Family Treatment Court, Mental Health Court, and the Swift and Sure Sanctions Probation Program.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below:

Cass County Courts, including Circuit Court, Probate/Family Court, and District Court

Administration

FINANCIAL ANALYSIS:

The Courts continue to receive various grants from the State and Federal governments which allow the treatment courts to efficiently operate without the use of county funds. Cass County has been awarded \$471,500 in state grants for FY 2024.

RECOMMENDATION:

Approve the Problem-Solving Court Budgets as proposed.

M-182-23

A motion to approve the below-listed Problem-Solving Court Budgets for the 2023-2024 Fiscal Year.

Appropriations for the 2023-2024 fiscal year shall be adjusted to agree with the grant awards as follows:

- 1) SCAO Adult Treatment Court/Sobriety Court Byrne/JAG Grant for the District Court** to approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
101-000-502.205		\$105,000.00
101-276-801.205 Contractual	\$ 82,705.00	
101-276-728.205 Supplies	\$ 19,075.00	
101-276-860.205 Travel	\$ 3,220.00	
	\$105,000.00	\$105,000.00

- 2) SCAO Mental Health Court for Circuit Court** to approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
101-000-569.309		\$113,500.00
101-276-801.309 Contractual	\$107,780.00	
101-276-728.309 Supplies	\$ 4,500.00	
101-276-860.309 Travel	\$ 1,220.00	
	\$113,500.00	\$113,500.00

- 3) Swift and Sure Grant for Circuit Court** to approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
101-000-569.310		165,000.00

101-276-801.310 Contractual	\$155,888.00	
101-276-728.310 Supplies	\$ 9112.00	
	\$165,000.00	\$165,000.00
(\$5,000 to MDOC) = \$170,000		

4) COOSAP Gap-Filling Grant for Circuit Court to approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
101-000-569.311		239,686.31
101-276.801.311 Contractual	\$225,650.31	
101-276.728.311 Supplies	\$ 3,536.00	
101.276.860.311 Travel	\$ 10,500.00	
	\$239,686.31	\$239,686.31

Of the \$600,000.00 we have spent 360,313.69 leaving 239,686.31 to be used in a granted one year extension, year 4.

5) OJJDP 2019-2022 Grant for Family Court (Year 5 of 5)
to approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
216-000-502.203		\$109,713.42
216-276-801.203 Contractual	\$100,000.00	
216-276-728.203 Supplies	\$ 1,170.00	
216-276-860.203 Travel	\$ 8,543.42	
	\$109,713.42	\$109,713.42

Of the \$746,482.00 we have spent 636,768.58 leaving 109,713.42 to be used in a granted one year extension, year 5.

6) SCAO Family Treatment Court Grant for Family Court
to approve funding grant.

<u>Expense</u>	<u>Revenue</u>
----------------	----------------

216-000-569.317		\$ 73,000.00
-----------------	--	--------------

216-276-801.317 Contractual	\$65,244.00	
216-276-860.317 Travel	\$ 2,560.00	
216-276-728.317 Supplies	\$ 5,196.00	

	\$ 73,000.00	\$ 73,000.00
--	---------------------	---------------------

7) SCAO Michigan Drug Court Grant Program (MDCGP)

Grant for the District Court to approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
101-000-____.____		\$ 15,000.00
101-276-801.____ Contractual	\$ 9,000.00	
101-276-728.____ Supplies	\$ 6,000.00	
101-276-860.____ Travel	\$ 0.00	
	\$ 15,000.00	\$ 15,000.00

8) SAMHSA 2024-2029 Grant for the District Court Adult

Treatment Courts in Cass and St. Joseph Counties (Year 1 of 5)
to approve new grant line items for audit purposes and fund grant.

	<u>Expense</u>	<u>Revenue</u>
101-000-____.____		\$400,000.00
101-276-801.____ Contractual	\$357,650.00	
101-276-728.____ Supplies	\$ 30,010.00	
101-276-860.____ Travel	\$ 12,340.00	
	\$400,000.00	\$400,000.00



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Jeremiah Jones, Chair (District #4 Commissioner)

DATE: November 2, 2023

RE: Recommended Appointment

REQUEST:

Reappointment of Diane Seifert to the Department of Human Services Board to a term expiring 10/31/2026.

BACKGROUND:

Ms. Seifert's current appointment expires on 10/31/23. The Department of Human Services Board also serves as the governing board of the Cass County Medical Care Facility. Diane has 3 years of prior experience serving in this capacity and over 20 years of volunteering with other non-profit organizations. She applied to be reappointed to the DHS Board. After discussion with Diane and the current DHS Board Chair, I request that the Board of Commissioners consider reappointing Diane to a new 3-year term.

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:

Discuss requested reappointment. If no objections, adopt M-183-23 as presented.