



CASS COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING OF THE CASS COUNTY BOARD OF COMMISSIONERS

December 7, 2023

5:00 PM

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1. **CALL TO ORDER** – *Chair Jones*
 2. **INVOCATION** – *Commissioner Lawrence*
 3. **PLEDGE OF ALLEGIANCE** – *Commissioner Howie*
 4. **ROLL CALL** - *Clerk/Register McMichael*
 5. **PUBLIC COMMENTS** (limit 3 minutes/person)
 6. **ADDITIONS/DELETIONS TO AGENDA**
 7. **APPROVAL OF THE AGENDA** – *Commissioner Lee*
 8. **RECOGNITIONS**
 - A. **Cass County IT**
 9. **PRESENTATIONS** (Limit to 10 minutes)
 10. **PROPOSED CONSENT AGENDA** – *Vice-Chair Laylin*
 - A. **M-185-23** – Motion to approve Claims dated October 28, 2023 through November 30, 2023.
 - B. **M-186-23** – Motion to approve November 2, 2023 Board of Commissioner Regular Meeting Minutes.
 - C. **M-187-23** – Motion to approve November 16, 2023 Board of Commissioner Special Meeting Minutes.
 - D. **M-188-23** – Motion to reappoint Sandra Asmus to the Cass District Library Board to a term expiring 12/31/2026.
 - E. **M-189-23** – Motion to reappoint Don Delong to the Southwest Michigan Planning Commission to a term expiring 12/31/2025.
 - F. **M-190-23** – Motion to reappoint Linda Preston to the Southwest Michigan Planning Commission to a term expiring 12/31/2025.
 - G. **M-191-23** – Motion to reappoint John Harsh to the Board of Public Works to a term expiring 12/31/2026.
 - H. **M-192-23** – Motion to reappoint Kent Clark to the Road Commission to a term expiring 12/31/2029.
 - I. **M-193-23** – Motion to appoint Victor Fitz to the Opioid Settlement Advisory Committee.
 - J. **M-194-23** – Motion to appoint James Wierman to the Opioid Settlement Advisory Committee.
 - K. **M-195-23** – Motion to appoint Richard Palmisano to the Solid Waste Planning Committee to a term expiring 12/31/2025.
 - L. **M-196-23** – Motion to appoint James Plukas as the DOC Representative of the Community Corrections Advisory Board to a term expiring 09/30/2027.
 - M. **M-197-23** – Motion to approve 2024 Holiday Schedule
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CASS COUNTY BOARD OF COMMISSIONERS

- N. **M-198-23** – Motion to approve Remonumentation Grant Contract Revision.
- O. **M-199-23** – Motion to approve 2024 Remonumentation Grant in the amount of \$44,599.00.
- P. **M-200-23** – Motion to approve FOC Program Services Coordinator Position.
- Q. **M-201-23** – Motion to approve the Child Support Secretary Position and Return Victim Rights Coordinator to Full-Time.
- R. **R-202-23** – Resolution to Authorize Step Level Retention Increases.
- S. **M-203-23** – Motion to approve Quote from Tek84 for Jail Body Scanner in the amount of \$159,000.00 offset by \$50,000.00 grant.
- T. **M-204-23** – Motion to approve Quote from Security Automation Systems for Jail Control System Renovation Project in the amount of \$373,200.00.
- U. **M-205-23** – Motion to set Organizational Meeting to January 4, 2024 at 5:00 PM.
- V. **M-206-23** – Motion to adopt revised BOC Rules of Procedure
- W. **R-207-23** – Resolution Approving 2024 Annual Salaries of County Elected Officials

[**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. **Discussion** – Road Deputies & Detectives Compensation
- 15. **CLOSED SESSION**
- 16. **BOARD MEMBER COMMENTS/ANNOUNCEMENTS**
- 17. **ADJOURNMENT**

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INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/28/2023 - 11/30/2023

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 BOARD OF COMMISSIONERS					
101-101-860.000	TRAVEL / TRANSPORTATION / MEALS	HUNTINGTON COMMERCIAL CREDIT CARD CHARGES		837.90	1198573
101-101-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	NATIONAL ASSOCIATION OF COUNTY DUES 01/01/24-12/31/24		1,046.00	1198750
Total For Dept 101 BOARD OF COMMISSIONERS				1,883.90	
Dept 172 ADMINISTRATOR					
101-172-865.000	CONFERENCES / MEETINGS / TRAINING	PROFESSIONAL DEVELOPMENT / HPLP #2 - LEADING ON PURPOSE COURSE		500.00	23321
Total For Dept 172 ADMINISTRATOR				500.00	
Dept 191 ACCOUNTING DEPT					
101-191-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	FLEX ADMINISTRATORS, INC. COBRA & EN FEE - SEPTEMBER 2023		102.10	1198476
101-191-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	MICHIGAN GOVERNMENT FINANCE MEMBERSHIP 10/01/23-09/30/2024		130.00	1198591
Total For Dept 191 ACCOUNTING DEPT				232.10	
Dept 215 CLERK/ROD					
101-215-801.000	PROFESSIONAL SERVICES	TYLER TECHNOLOGIES	JURY SUMMONS FOR 2023-2024	8,448.50	1198618
101-215-801.000	PROFESSIONAL SERVICES	MICHIANA DRUG TESTING CENT.	BROOKS DRUG TESTING	37.00	23446
101-215-811.000	JUROR FEES	AMANDA HALEY	JURY TRIAL OCTOBER 31ST LUNCH FOR JUROR	64.82	1198539
101-215-811.000	JUROR FEES	ABBIE FEIRICK		42.65	1198633
101-215-811.000	JUROR FEES	AMBER MCNEIL		45.59	1198634
101-215-811.000	JUROR FEES	AMY BALDWIN		156.84	1198635
101-215-811.000	JUROR FEES	ANGELA CLINE		172.53	1198636
101-215-811.000	JUROR FEES	ANGELA MELTINOS		47.86	1198637
101-215-811.000	JUROR FEES	ANNETTE PETERS		42.10	1198638
101-215-811.000	JUROR FEES	ASHLEY EVANS		153.24	1198639
101-215-811.000	JUROR FEES	BARBARA THOMAS		28.75	1198640
101-215-811.000	JUROR FEES	BRIAN TAYLOR		182.94	1198641
101-215-811.000	JUROR FEES	CHARLES EATON		47.33	1198642
101-215-811.000	JUROR FEES	CHRISTOPHER GAMEZ		191.32	1198643
101-215-811.000	JUROR FEES	CLARENCE MADISON		167.34	1198644
101-215-811.000	JUROR FEES	CYNTHIA DITSLER		161.67	1198645
101-215-811.000	JUROR FEES	DALE VANDYKE		155.64	1198646
101-215-811.000	JUROR FEES	DANIEL GRICE		53.01	1198647
101-215-811.000	JUROR FEES	DANIEL KAVANAUGH		41.88	1198648
101-215-811.000	JUROR FEES	DAVID COOPER		75.90	1198649
101-215-811.000	JUROR FEES	DEAN COVEY		31.96	1198650
101-215-811.000	JUROR FEES	DUSTIN WICKIZER		166.74	1198651
101-215-811.000	JUROR FEES	ERIC FISHER		26.06	1198652
101-215-811.000	JUROR FEES	HAYLEY KING		40.94	1198653
101-215-811.000	JUROR FEES	JAMES CHAMBERS		50.88	1198654
101-215-811.000	JUROR FEES	JAMES ROGGE		31.06	1198655
101-215-811.000	JUROR FEES	JEANNE VOWELL		38.19	1198656
101-215-811.000	JUROR FEES	JEFFREY BOL		30.76	1198657
101-215-811.000	JUROR FEES	JEFFREY GREEN		40.73	1198658
101-215-811.000	JUROR FEES	JENNIFER PEGURA		39.80	1198659
101-215-811.000	JUROR FEES	JODY DAUGHERTY		106.42	1198660
101-215-811.000	JUROR FEES	JOHN GAUNDER		47.18	1198661
101-215-811.000	JUROR FEES	JONATHAN AYLING		91.52	1198662
101-215-811.000	JUROR FEES	JONATHAN LAROCK		40.98	1198663
101-215-811.000	JUROR FEES	JOSEPH GROSS		40.61	1198664
101-215-811.000	JUROR FEES	JOSIAH GRANDY		38.91	1198665
101-215-811.000	JUROR FEES	KATHLEEN SCHULTZ		167.10	1198666
101-215-811.000	JUROR FEES	KATLIN SHAFER		64.66	1198667
101-215-811.000	JUROR FEES	KAYLA DEWEY		145.02	1198668

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 215 CLERK/ROD					
101-215-811.000	JUROR FEES	KEITH JANN		30.58	1198669
101-215-811.000	JUROR FEES	KELLI LINN		24.48	1198670
101-215-811.000	JUROR FEES	KIMBERLY BARNBROOK		40.76	1198671
101-215-811.000	JUROR FEES	KIMBERLY BARTZ		47.60	1198672
101-215-811.000	JUROR FEES	KRAIG CRITZER		45.91	1198673
101-215-811.000	JUROR FEES	LINSEY CROWDER		48.50	1198674
101-215-811.000	JUROR FEES	LISA JORDAN		30.80	1198675
101-215-811.000	JUROR FEES	LISA OSWALT		37.84	1198676
101-215-811.000	JUROR FEES	MACKENZIE MCCREARY		40.21	1198677
101-215-811.000	JUROR FEES	MADISON DIMOCK		31.26	1198678
101-215-811.000	JUROR FEES	MATTHEW PICO		55.40	1198679
101-215-811.000	JUROR FEES	MEGAN KLANN		28.65	1198680
101-215-811.000	JUROR FEES	MICHAEL ROUSH		38.16	1198681
101-215-811.000	JUROR FEES	MICHELLE MORSE		145.23	1198682
101-215-811.000	JUROR FEES	MICHELLE TAYLOR		179.67	1198683
101-215-811.000	JUROR FEES	MINDIE KAZLAUSKAS		36.96	1198684
101-215-811.000	JUROR FEES	NATHAN KRAMB		47.03	1198685
101-215-811.000	JUROR FEES	PAULA HALL		25.01	1198686
101-215-811.000	JUROR FEES	RANDY HEFLIN		49.29	1198687
101-215-811.000	JUROR FEES	REBECCA MUSSEY		34.03	1198688
101-215-811.000	JUROR FEES	RICHARD DITSON		43.83	1198689
101-215-811.000	JUROR FEES	RILEY BOTICH		44.91	1198690
101-215-811.000	JUROR FEES	ROBERT WATSON		41.08	1198691
101-215-811.000	JUROR FEES	ROBERTA CLARK		45.56	1198692
101-215-811.000	JUROR FEES	RODNEY DUNN		37.91	1198693
101-215-811.000	JUROR FEES	SAVANNAH KRUEGER		51.95	1198694
101-215-811.000	JUROR FEES	SERENA SAWYER		16.56	1198695
101-215-811.000	JUROR FEES	STEVEN SANTE		54.38	1198696
101-215-811.000	JUROR FEES	TANYA TRAIL		82.62	1198697
101-215-811.000	JUROR FEES	TERESA RUSSELL		43.65	1198698
101-215-811.000	JUROR FEES	TIFFANY TOWNSEND		41.88	1198699
101-215-811.000	JUROR FEES	TIMOTHY HOLMES		46.78	1198700
101-215-811.000	JUROR FEES	TRAVIS ANDERSON		45.14	1198701
101-215-811.000	JUROR FEES	TRAVIS STRAUGHN		30.39	1198702
101-215-811.000	JUROR FEES	WILLIAM BIEK		32.16	1198703
101-215-856.000	HARDWARE SUPPORT	TYLER TECHNOLOGIES	PPD SERVICES RECORDS MGT SERVER	3,600.00	1198412
Total For Dept 215 CLERK/ROD				16,832.60	
Dept 228 INFORMATION TECHNOLOGY					
101-228-850.000	TELEPHONE / INTERNET	COMCAST	INTERNET OCT 31 2023 - NOV 30 2023	472.52	23476
101-228-855.000	SOFTWARE SUBSCRIPTIONS	CERDANT INC	FIREWALL AND ANTIVIRUS RENEWAL	28,653.03	23267
101-228-855.000	SOFTWARE SUBSCRIPTIONS	I3-IMAGESOFT LLC	TRUESIGN SUBSCRIPTION	360.00	23268
101-228-855.000	SOFTWARE SUBSCRIPTIONS	CDW GOVERNMENT, INC.	ADOBE ACROBAT LICENSES	643.20	23283
101-228-855.000	SOFTWARE SUBSCRIPTIONS	BUSINESS INFORMATION SYSTEMS	COURT RECORDING SOFTWARE RENEWAL	4,302.15	1198713
101-228-855.000	SOFTWARE SUBSCRIPTIONS	KNOWBE4	KNOWBE4 COMPLIANCE PLUS SUBSCRIPTION	5,846.60	1198733
101-228-855.000	SOFTWARE SUBSCRIPTIONS	RISE VISION	DISPLAY ANNUAL SOFTWARE RENEWAL	518.40	1198756
101-228-901.000	COPIER CHARGES	D.L. GALLIVAN OFFICE SOLUTIONS	COPIER PAYMENT	2,315.68	1198467
Total For Dept 228 INFORMATION TECHNOLOGY				43,111.58	
Dept 233 PURCHASING					
101-233-727.902	OFFICE SUPPLIES - DISTRICT COURT	TARGET	INFORMATION MANG, 1SCAO FORMS FOR DISTRICT COURT - L/T	81.02	1198764
101-233-727.902	OFFICE SUPPLIES - DISTRICT COURT	METROPOLITAN	FORMS AND SYSTEMS CHECK STOCK FOR DISTRICT COURT	170.35	23445
101-233-727.905	OFFICE SUPPLIES - CLERK / FILE ROOM	DOUBLEDAY	OFFICE PRODUCTS CLERK/REG ORDER	45.32	1198562

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 233 PURCHASING					
101-233-729.000	POSTAGE	BETH DALY	11/02/2023 REIMBURSEMENT FOR POSTAGE PF	8.56	1198548
101-233-729.000	UPS CHARGES	UPS	UPS CHARGES	46.92	1198620
101-233-729.000	POSTAGE	TMK WORLDWIDE LLC	REPLENISH PREPAID FUNDS	3,000.00	23376
101-233-729.000	POSTAGE	PITNEY BOWES BANK INC RES	ADDING POSTAGE TO COUNTY BLDG MACHINE	2,000.00	23389
101-233-729.000	UPS CHARGES	UPS	UPS CHARGES	33.66	10
101-233-733.000	COMPUTER / COPIER SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	SHERIFF	108.96	1198562
101-233-801.000	PROFESSIONAL SERVICES	THE RAPID GROUP LLC	SERVICES THROUGH 10/31/2023	273.00	23391
101-233-850.000	TELEPHONE / INTERNET	TELNET WORLDWIDE	LONG DISTANCE - COUNTY BUILDING	795.77	23411
101-233-850.000	TELEPHONE / INTERNET	FRONTIER	L&C MAIN ELEVATOR OCT 2023	660.12	1198567
101-233-850.973	TELEPHONE / INTERNET - MDOC	FRONTIER	DOC OCT 2023	46.08	1198567
Total For Dept 233 PURCHASING				7,269.76	
Dept 243 PROPERTY DESCRIPTION DEPT					
101-243-855.000	SOFTWARE SUBSCRIPTIONS	SCHNEIDER GEOSPATIAL	BEACON ANNUAL HOSTING FEE	4,500.00	23208
101-243-860.000	TRAVEL / TRANSPORTATION / MEALS	HUNTINGTON COMMERCIAL CARI	OCT CREDIT CARD CHARGES	484.38	1198573
Total For Dept 243 PROPERTY DESCRIPTION DEPT				4,984.38	
Dept 245 COUNTY SURVEY & REMONUMENTATION					
101-245-728.000	DEPARTMENTAL SUPPLIES	ASTRO WOOD STAKE, INC.	REMON SUPPLIES CAPS & REBAR	438.90	1198543
101-245-801.000	PROFESSIONAL SERVICES	DRIESANGA & ASSOCIATES, IN	REMON-CONTRACTUAL SERVICES	12,250.00	1198720
Total For Dept 245 COUNTY SURVEY & REMONUMENTATION				12,688.90	
Dept 253 TREASURER					
101-253-801.000	PROFESSIONAL SERVICES	POINT AND PAY LLC	MONTHLY SERVICE FEE - SEPT.	50.00	1198599
101-253-865.000	CONFERENCES / MEETINGS / TRAININ	BS&A SOFTWARE, INC.	SOFTWARE TRAINING	200.00	1198460
Total For Dept 253 TREASURER				250.00	
Dept 257 ASSESSOR / EQUALIZATION DEPT					
101-257-801.000	PROFESSIONAL SERVICES	ASSESSING SOLUTIONS INC	OCTOBER 2023 EQUALIZATION SERVICES	5,944.57	23347
101-257-865.000	CONFERENCES / MEETINGS / TRAININ	PROFESSIONAL DEVELOPMENT /	HPLP #2 - LEADING ON PURPOSE COURSE	500.00	23321
Total For Dept 257 ASSESSOR / EQUALIZATION DEPT				6,444.57	
Dept 262 ELECTIONS					
101-262-900.000	PRINTING & BINDING	SPECTRUM PRINTERS INC	BALLOTS, TEST DECKS AND SHIPPING FOR NC	1,230.70	1198607
101-262-956.000	ADVERTISING	LEADER PUBLICATIONS LLC	NOTICE OF ELECTION NOVEMBER 2023 ELECTI	63.46	23374
Total For Dept 262 ELECTIONS				1,294.16	
Dept 265 BUILDINGS & GROUNDS					
101-265-730.000	MOTOR FUEL / LUBRICANTS	WEX BANK	OCT FUEL	470.44	23405
101-265-730.000	MOTOR FUEL/LUBRICANT MAINTENANCE	J & H OIL COMPANY	MOWER FUEL	140.73	23436
101-265-735.000	MAINTENANCE SUPPLIES	KSS ENTERPRISES	PAPER PRODUCTS	630.26	1198491
101-265-735.000	MAINTENANCE SUPPLIES	KSS ENTERPRISES	PAPER PRODUCTS	360.25	1198581
101-265-741.000	UNIFORMS	UNIFIRST CORPORATION	UNIFORMS	270.28	1198524
101-265-741.000	UNIFORMS	UNIFIRST CORPORATION	UNIFORMS	266.34	1198619
101-265-801.000	CONTRAC - ENERGY AUD SAV % SPLIT	TENURGY LLC	POWER SAVINGS PROGRAM	469.15	23469
101-265-825.970	CLEANING SERVICES - L&C BUILDING	THE CLEANEST CO LLC	OCT 2023 CONTRACTUAL CLEANING - COUNTY	8,616.31	23338
101-265-825.970	CLEANING SERVICES - L&C BUILDING	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILDINGS	8,616.31	23403
101-265-825.971	CLEANING SERVICES - COUNTY BUILD	THE CLEANEST CO LLC	OCT 2023 CONTRACTUAL CLEANING - COUNTY	6,359.66	23338
101-265-825.971	CLEANING SERVICES - COUNTY BUILD	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILDINGS	6,359.66	23403
101-265-825.972	CLEANING SERVICES - ANIMAL CONTR	THE CLEANEST CO LLC	OCT 2023 CONTRACTUAL CLEANING - COUNTY	205.15	23338
101-265-825.972	CLEANING SERVICES - ANIMAL CONTR	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILDINGS	205.15	23403
101-265-825.974	CLEANING SERVICES - SHERIFF JAIL	THE CLEANEST CO LLC	OCT 2023 CONTRACTUAL CLEANING - COUNTY	512.88	23338
101-265-825.974	CLEANING SERVICES - SHERIFF JAIL	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILDINGS	512.88	23403

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Fund 101 GENERAL FUND					
Dept 265 BUILDINGS & GROUNDS					
101-265-827.000	MAINTENANCE	KENDALL ELECTRIC, INC.	ELECTRICAL TEST EQUIPMENT	151.79	23269
101-265-827.000	MAINTENANCE	ETNA SUPPLY COMPANY	IMPACT DRILL FOR BOILER REPAIR	519.00	1198473
101-265-827.000	MAINTENANCE	YOUNG SUPPLY CO.	TRUCK STOCK	531.10	1198626
101-265-827.000	MAINTENANCE	YOUNG SUPPLY CO.	TOOLS	194.00	1198777
101-265-827.000	MAINTENANCE	BEHLER-YOUNG COMPANY	FINANCE CHARGE	7.87	23418
101-265-920.000	ELECTRICITY	INDIANA MICHIGAN POWER	09/13/23-10/11/23	33.66	23412
101-265-920.970	ELECTRICITY - L&C BUILDING	INDIANA MICHIGAN POWER	09/13/23-10/11/23	9,231.82	23412
101-265-920.971	ELECTRICITY - COURTHOUSE	INDIANA MICHIGAN POWER	09/14/23-10/12/23	2,645.20	23412
101-265-920.972	ELECTRICITY - ANIMAL CONTROL	INDIANA MICHIGAN POWER	09/13/23-10/11/23	1,152.45	23412
101-265-920.974	ELECTRICITY - SHERIFF JAIL	INDIANA MICHIGAN POWER	09/13/23-10/11/23	6,622.82	23412
101-265-920.975	ELECTRICITY - MAINTENANCE	INDIANA MICHIGAN POWER	09/14/23-10/12/23	116.59	23412
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	09/13/23-10/11/23	16.79	23412
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	09/15/23-10/13/23	6.85	23414
101-265-920.980	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	09/15/23-10/13/23	68.58	23415
101-265-921.970	NATURAL GAS - L&C BUILDING	SEMCO ENERGY GAS COMPANY	OCT 2023	1,157.32	23413
101-265-921.971	NATURAL GAS - COUNTY BUILDING	SEMCO ENERGY GAS COMPANY	OCT 2023	63.48	23413
101-265-921.972	NATURAL GAS - ANIMAL CONTROL	SEMCO ENERGY GAS COMPANY	OCT 2023	253.18	23413
101-265-921.974	NATURAL GAS - SHERIFF JAIL	SEMCO ENERGY GAS COMPANY	OCT 2023	1,390.62	23413
101-265-921.975	NATURAL GAS - MAINTENANCE	SEMCO ENERGY GAS COMPANY	OCT 2023	103.73	23413
101-265-922.970	WATER / SEWER - L&C BUILDING	VILLAGE OF CASSOPOLIS	L&C WATER/SEWER	219.21	1198622
101-265-922.971	WATER/SEWER - COURTHOUSE	VILLAGE OF CASSOPOLIS	COUNTY BLDG. WATER/SEWER	262.13	1198622
101-265-922.972	WATER / SEWER - ANIMAL CONTROL	VILLAGE OF CASSOPOLIS	ANIMAL CONTROL WATER/SEWER	605.21	1198622
101-265-922.974	WATER / SEWER - SHERIFF JAIL	S & J PLUMBING INC	CASS COUNTY JAIL DRAIN CLEANING/FLOOR I	187.00	1198509
101-265-922.974	WATER / SEWER - SHERIFF JAIL	VILLAGE OF CASSOPOLIS	JAIL LIFT STATION MAINTENANCE	605.50	1198622
101-265-922.975	WATER / SEWER - MAINTENANCE	VILLAGE OF CASSOPOLIS	FACILITIES SHOP WATER/SEWER	64.69	1198622
101-265-924.970	PEST CONTROL - L&C BUILDING	ROSE PEST SOLUTIONS	60296 M 62 WEST PEST CONTROL SERVICES	376.00	23394
101-265-925.000	SECURITY	HAAS SYSTEMS, INC.	ANNUAL AGREEMENT	2,991.60	1198568
101-265-935.000	VEHICLE & EQUIPMENT REPAIRS	CASS OUTDOOR POWER EQUIP,	OIL	17.99	1198556
101-265-935.000	VEHICLE & EQUIPMENT REPAIRS	JOHN DEERE FINANCIAL	MOWER REPAIR / TIRES - REPLACING CHECK	1,613.33	1198576
101-265-936.000	BUILDING & GROUNDS REPAIRS	LOWE'S BUSINESS ACCOUNT	SHOP SUPPLIES	977.93	1198495
101-265-936.000	BUILDING & GROUNDS REPAIRS	YOUNG SUPPLY CO.	MEDICAL CENTER HEAT PUMP INSTALLATION	1,504.20	1198626
101-265-936.000	BUILDING & GROUNDS REPAIRS	ETNA SUPPLY COMPANY	TANKLESS WATER HEATER INSTALL AT COA	1,555.00	1198721
101-265-936.000	BUILDING & GROUNDS REPAIRS	R. W. LAPINE INC.	THERMOSTAT PURCHASE	171.16	23457
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDING	ELECTROTORQUE INC	SPARE CONDENSER FAN MOTORS	447.21	1198409
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDING	BENDER ELECTRIC INC	L&C EMERGENCY PANEL	280.00	1198546
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDING	ETNA SUPPLY COMPANY	EMERGENCY BOILER PUMP REPLACEMENT	4,125.00	1198565
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDING	HOEKSTRA ROOFING COMPANY	RUBBER ROOFING MATERIAL PURCHASE	714.00	23365
101-265-936.970	BLDG & GROUNDS REP - L&C BUILDING	ETNA SUPPLY COMPANY	SLOAN VALVE REPAIR PARTS	360.33	1198721
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	TAPPER FORD	VAN BRAKES/ WIRING ISSUE	1,589.59	1198411
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	ETNA SUPPLY COMPANY	PIPING REPAIR IN JAIL PENTHOUSE	374.50	1198473
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	SPIN TECHS INC	JAIL DRYER REPAIR	524.66	1198512
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	W. B. HAYDEN & SONS CO.	MISC. REPAIR PARTS FOR ALL BUILDINGS	1,066.39	1198530
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	YOUNG SUPPLY CO.	JAIL BOILER REPAIR	1,134.00	1198531
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	ETNA SUPPLY COMPANY	PLUMBING SUPPLIES	105.96	1198565
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	HUNTINGTON COMMERCIAL CREDIT CARD	OCT CREDIT CARD CHARGES	79.98	1198573
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	ETNA SUPPLY COMPANY	VALVES FOR ANIMAL CONTROL	19.40	1198721
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	STANLEY STEEMER	JAIL DRYER VENT CLEANING	2,100.00	1198759
101-265-936.974	BLDG & GROUNDS REP - SHERIFF JAIL	W. B. HAYDEN & SONS CO.	MISC. REPAIR PARTS/ ALL BUILDINGS	827.04	1198774
Total For Dept 265 BUILDINGS & GROUNDS				83,161.31	
Dept 276 COURT GRANTS					
101-276-728.309	DEPARTMENTAL SUPPLIES	HUNTINGTON COMMERCIAL CREDIT CARD	OCT CREDIT CARD CHARGES	86.85	1198573

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276 COURT GRANTS					
101-276-801.205	PROFESSIONAL SERVICES	HEATHER BANGTSON	ATC/SC SERVICES 10/18 THRU 11/1/23	31.50	23348
101-276-801.205	PROFESSIONAL SERVICES	PRESTON COLLETT	ATC/SC SERVICES 10/19 THRU 11/1/23	650.00	23354
101-276-801.205	PROFESSIONAL SERVICES	MONIQUE DORTCH	ATC/SC SERVICES 10/19 THRU 11/1/23	1,260.00	23358
101-276-801.205	PROFESSIONAL SERVICES	MANDY GRUBB	ATC/SC SERVICES 10/19 THRU 11/1/23	608.38	23363
101-276-801.205	PROFESSIONAL SERVICES	BARBARA M. HOWES	ATC/SC SERVICES 10/19 THRU 11/1/23	1,300.00	23367
101-276-801.205	PROFESSIONAL SERVICES	CLARENCE JAMES	ATC/SC SERVICES 10/19 THRU 11/1/23	703.00	23369
101-276-801.205	PROFESSIONAL SERVICES	CHRISTY LAPORTE	ATC/SC SERVICES 10/19 THRU 11/1/23	182.75	23372
101-276-801.205	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	ATC/SC SERVICES 10/19 THRU 11/1/23	650.81	23382
101-276-801.205	PROFESSIONAL SERVICES	TIFFANY MONDSCHIEIN	ATC/SC SERVICES 10/18 THRU 10/31/23	607.15	23383
101-276-801.205	PROFESSIONAL SERVICES	GRACE MULLER	ATC/SC SERVICES 10/19 THRU 11/1/23	100.00	23385
101-276-801.205	PROFESSIONAL SERVICES	KIMBERLY PEET	ATC/SC SERVICES 10/18 THRU 10/30/23	615.00	23387
101-276-801.205	PROFESSIONAL SERVICES	JOHN PILLOW	ATC/SC SERVICES 10/19/23 THRU 11/01/23	550.02	23388
101-276-801.205	PROFESSIONAL SERVICES	WENDI PRATER	ATC/SC SERVICES 10/19 THRU 11/1/23	312.69	23390
101-276-801.205	PROFESSIONAL SERVICES	TASIA ROBERTS	ATC/SC SERVICES 10/19 THRU 11/1/23	819.00	23393
101-276-801.205	PROFESSIONAL SERVICES	CHELSEA SCHOETZOW	ATC/SC SERVICES 10/19 THRU 11/1/23	77.82	23395
101-276-801.205	PROFESSIONAL SERVICES	BRADLEY WEST	ATC/SC SERVICES 10/19 THRU 10/31/23	926.48	23404
101-276-801.205	PROFESSIONAL SERVICES	HEATHER BANGTSON	ATC/SC SERVICES 11/1 THRU 11/14/23	31.50	23417
101-276-801.205	PROFESSIONAL SERVICES	PRESTON COLLETT	ATC/SC SERVICES 11/1 THRU 11/14/23	675.00	23424
101-276-801.205	PROFESSIONAL SERVICES	MONIQUE DORTCH	ATC/SC SERVICES 11/1 THRU 11/14/23	1,185.00	23426
101-276-801.205	PROFESSIONAL SERVICES	MANDY GRUBB	ATC/SC SERVICES 11/1 THRU 11/14/23	656.19	23429
101-276-801.205	PROFESSIONAL SERVICES	BARBARA M. HOWES	ATC/SC SERVICES 11/1 THRU 11/14/23	624.00	23432
101-276-801.205	PROFESSIONAL SERVICES	CLARENCE JAMES	ATC/SC SERVICES 11/1 THRU 11/14/23	740.00	23437
101-276-801.205	PROFESSIONAL SERVICES	CHRISTY LAPORTE	ATC/SC SERVICES 11/1 THRU 11/14/23	174.25	23440
101-276-801.205	PROFESSIONAL SERVICES	CARLA LOWE	ATC/SC SERVICES 11/1 THRU 11/14/23	75.00	23447
101-276-801.205	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	ATC/SC SERVICES 11/1 THRU 11/14/23	543.58	23448
101-276-801.205	PROFESSIONAL SERVICES	TIFFANY MONDSCHIEIN	ATC/SC SERVICES 11/1 THRU 11/15/23	261.99	23449
101-276-801.205	PROFESSIONAL SERVICES	GRACE MULLER	ATC/SC SERVICES 11/1 THRU 11/14/23	250.00	23451
101-276-801.205	PROFESSIONAL SERVICES	KIMBERLY PEET	ATC/SC SERVICES 11/1 THRU 11/14/23	840.00	23454
101-276-801.205	PROFESSIONAL SERVICES	JOHN PILLOW	ATC/SC SERVICES 11/2 THRU 11/15/23	546.95	23455
101-276-801.205	PROFESSIONAL SERVICES	WENDI PRATER	ATC/SC SERVICES 11/1 THRU 11/14/23	214.05	23456
101-276-801.205	PROFESSIONAL SERVICES	TASIA ROBERTS	ATC/SC SERVICES 11/1 THRU 11/14/23	819.00	23460
101-276-801.205	PROFESSIONAL SERVICES	BRADLEY WEST	ATC/SC SERVICES 11/1 THRU 11/14/23	845.26	23473
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	HEATHER BANGTSON	PROBLEM SOLVING COURT (10/19/2023-11/C	4.50	23348
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	PRESTON COLLETT	PROBLEM SOLVING COURT (10/19/2023-11/C	250.00	23354
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	MONIQUE DORTCH	PROBLEM SOLVING COURT (10/19/2023-11/C	90.00	23358
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	BARBARA M. HOWES	PROBLEM SOLVING COURT (10/19/2023-11/C	936.00	23367
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	CLARENCE JAMES	PROBLEM SOLVING COURT (10/19/2023-11/C	149.00	23369
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	CARLA LOWE	PROBLEM SOLVING COURT (10/19/2023-11/C	75.00	23381
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURT (10/19/2023-11/C	14.00	23382
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	TIFFANY MONDSCHIEIN	PROBLEM SOLVING COURT (10/19/2023-11/C	7.00	23383
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	GRACE MULLER	PROBLEM SOLVING COURT (10/19/2023-11/C	795.50	23385
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	KIMBERLY PEET	PROBLEM SOLVING COURT (10/19/2023-11/C	390.00	23387
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	JOHN PILLOW	PROBLEM SOLVING COURT (10/19/2023-11/C	129.42	23388
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	WENDI PRATER	PROBLEM SOLVING COURT (10/19/2023-11/C	144.71	23390
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	CHELSEA SCHOETZOW	PROBLEM SOLVING COURT (10/19/2023-11/C	879.46	23395
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	BRADLEY WEST	PROBLEM SOLVING COURT (10/19/2023-11/C	405.13	23404
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	HEATHER BANGTSON	PROBLEM SOLVING COURT (11/02/2023-11/1	27.00	23417
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	PRESTON COLLETT	PROBLEM SOLVING COURT (11/02/2023-11/1	275.00	23424
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	MONIQUE DORTCH	PROBLEM SOLVING COURT (11/02/2023-11/1	120.00	23426
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	BARBARA M. HOWES	PROBLEM SOLVING COURT (11/02/2023-11/1	988.00	23432
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	CLARENCE JAMES	PROBLEM SOLVING COURT (11/02/2023-11/1	186.00	23437
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H	TAYLOR MCMEKEN	PROBLEM SOLVING COURT (11/02/2023-11/1	90.00	23444

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276 COURT GRANTS					
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H CARLA LOWE		PROBLEM SOLVING COURT (11/02/2023-11/1	150.00	23447
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H THOMAS MONDSCHNEIN		PROBLEM SOLVING COURT (11/02/2023-11/1	14.00	23448
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H TIFFANY MONDSCHNEIN		PROBLEM SOLVING COURT (11/02/2023-11/1	17.28	23449
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H GRACE MULLER		PROBLEM SOLVING COURT (11/02/2023-11/1	858.50	23451
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H KIMBERLY PEET		PROBLEM SOLVING COURT (11/02/2023-11/1	450.00	23454
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H JOHN PILLOW		PROBLEM SOLVING COURT (11/02/2023-11/1	240.58	23455
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H WENDI PRATER		PROBLEM SOLVING COURT (11/02/2023-11/1	33.72	23456
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H CHELSEA SCHOETZOW		PROBLEM SOLVING COURT (11/02/2023-11/1	486.46	23461
101-276-801.309	PROFESSIONAL SERVICES - MENTAL H BRADLEY WEST		PROBLEM SOLVING COURT (11/02/2023-11/1	274.79	23473
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN HEATHER BANGTSON		PROBLEM SOLVING COURT (10/19/2023-11/C	4.50	23348
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN PRESTON COLLETT		PROBLEM SOLVING COURT (10/19/2023-11/C	725.00	23354
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN MONIQUE DORTCH		PROBLEM SOLVING COURT (10/19/2023-11/C	90.00	23358
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN MANDY GRUBB		PROBLEM SOLVING COURT (10/19/2023-11/C	800.00	23363
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN CLARENCE JAMES		PROBLEM SOLVING COURT (10/19/2023-11/C	296.00	23369
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN CARLA LOWE		PROBLEM SOLVING COURT (10/19/2023-11/C	75.00	23381
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN THOMAS MONDSCHNEIN		PROBLEM SOLVING COURT (10/19/2023-11/C	502.59	23382
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN TIFFANY MONDSCHNEIN		PROBLEM SOLVING COURT (10/19/2023-11/C	1,029.17	23383
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN GRACE MULLER		PROBLEM SOLVING COURT (10/19/2023-11/C	147.00	23385
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN KIMBERLY PEET		PROBLEM SOLVING COURT (10/19/2023-11/C	135.00	23387
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN JOHN PILLOW		PROBLEM SOLVING COURT (10/19/2023-11/C	566.23	23388
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN WENDI PRATER		PROBLEM SOLVING COURT (10/19/2023-11/C	500.23	23390
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN TASIA ROBERTS		PROBLEM SOLVING COURT (10/19/2023-11/C	777.00	23393
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN CHELSEA SCHOETZOW		PROBLEM SOLVING COURT (10/19/2023-11/C	50.00	23395
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN JESSEE SCHOETZOW		PROBLEM SOLVING COURT (10/19/2023-11/C	1,080.58	23396
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN BRADLEY WEST		PROBLEM SOLVING COURT (10/19/2023-11/C	648.50	23404
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN HEATHER BANGTSON		PROBLEM SOLVING COURT (11/02/2023-11/1	45.00	23417
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN PRESTON COLLETT		PROBLEM SOLVING COURT (11/02/2023-11/1	775.00	23424
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN MONIQUE DORTCH		PROBLEM SOLVING COURT (11/02/2023-11/1	150.00	23426
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN MANDY GRUBB		PROBLEM SOLVING COURT (11/02/2023-11/1	740.40	23429
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN CLARENCE JAMES		PROBLEM SOLVING COURT (11/02/2023-11/1	296.00	23437
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN THOMAS MONDSCHNEIN		PROBLEM SOLVING COURT (11/02/2023-11/1	300.02	23448
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN TIFFANY MONDSCHNEIN		PROBLEM SOLVING COURT (11/02/2023-11/1	1,205.40	23449
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN GRACE MULLER		PROBLEM SOLVING COURT (11/02/2023-11/1	241.50	23451
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN KIMBERLY PEET		PROBLEM SOLVING COURT (11/02/2023-11/1	60.00	23454
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN JOHN PILLOW		PROBLEM SOLVING COURT (11/02/2023-11/1	1,387.57	23455
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN WENDI PRATER		PROBLEM SOLVING COURT (11/02/2023-11/1	296.30	23456
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN TASIA ROBERTS		PROBLEM SOLVING COURT (11/02/2023-11/1	798.00	23460
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN JESSEE SCHOETZOW		PROBLEM SOLVING COURT (11/02/2023-11/1	977.05	23462
101-276-801.310	PROFESSIONAL SERVICES - SWIFT AN BRADLEY WEST		PROBLEM SOLVING COURT (11/02/2023-11/1	704.00	23473
101-276-801.311	PROFESSIONAL SERVICES - COSSAP MONIQUE DORTCH		PROBLEM SOLVING COURT (10/19/2023-11/C	90.00	23358
101-276-801.311	PROFESSIONAL SERVICES - COSSAP BARBARA M. HOWES		PROBLEM SOLVING COURT (10/19/2023-11/C	1,144.00	23367
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CLARENCE JAMES		PROBLEM SOLVING COURT (10/19/2023-11/C	222.00	23369
101-276-801.311	PROFESSIONAL SERVICES - COSSAP GRACE MULLER		PROBLEM SOLVING COURT (10/19/2023-11/C	100.00	23385
101-276-801.311	PROFESSIONAL SERVICES - COSSAP KIMBERLY PEET		PROBLEM SOLVING COURT (10/19/2023-11/C	660.00	23387
101-276-801.311	PROFESSIONAL SERVICES - COSSAP WENDI PRATER		PROBLEM SOLVING COURT (10/19/2023-11/C	71.37	23390
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CHELSEA SCHOETZOW		PROBLEM SOLVING COURT (10/19/2023-11/C	800.00	23395
101-276-801.311	PROFESSIONAL SERVICES - COSSAP MONIQUE DORTCH		PROBLEM SOLVING COURT (11/02/2023-11/1	120.00	23426
101-276-801.311	PROFESSIONAL SERVICES - COSSAP BARBARA M. HOWES		PROBLEM SOLVING COURT (11/02/2023-11/1	1,248.00	23432
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CLARENCE JAMES		PROBLEM SOLVING COURT (11/02/2023-11/1	222.00	23437
101-276-801.311	PROFESSIONAL SERVICES - COSSAP KIMBERLY PEET		PROBLEM SOLVING COURT (11/02/2023-11/1	850.00	23454
101-276-801.311	PROFESSIONAL SERVICES - COSSAP JOHN PILLOW		PROBLEM SOLVING COURT (11/02/2023-11/1	17.50	23455
101-276-801.311	PROFESSIONAL SERVICES - COSSAP CHELSEA SCHOETZOW		PROBLEM SOLVING COURT (11/02/2023-11/1	800.00	23461

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276 COURT GRANTS					
Total For Dept 276 COURT GRANTS				48,192.18	
Dept 279 FAMILY / JUVENILE COURT					
101-279-805.000	LEGAL SERVICES	HEIDI ANN DUNCAN	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	600.00	23360
101-279-805.000	LEGAL SERVICES	ROBERT KARDATZKE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	100.00	23371
101-279-805.000	LEGAL SERVICES	LEBBIN LAW OFFICE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	1,930.00	23375
101-279-805.000	LEGAL SERVICES	ELIZABETH MCCREE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	4,500.00	23378
101-279-805.000	LEGAL SERVICES	SARAH SCOGGIN	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	5,900.00	23397
101-279-805.000	LEGAL SERVICES	STEPHEN K. WOODS. P.C.	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	2,025.00	23406
101-279-805.000	LEGAL SERVICES	GREGORY FELDMAN	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	2,900.00	23428
101-279-805.000	LEGAL SERVICES	ROBERT KARDATZKE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	300.00	23438
101-279-805.000	LEGAL SERVICES	ELIZABETH MCCREE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	2,425.00	23443
101-279-805.000	LEGAL SERVICES	STEPHEN K. WOODS. P.C.	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	250.00	23474
101-279-805.710	LEGAL SERVICES - INDIGENT (NON M	LEBBIN LAW OFFICE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	770.00	23375
101-279-805.710	LEGAL SERVICES - INDIGENT (NON M	ROBERT KARDATZKE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	700.00	23438
101-279-805.710	LEGAL SERVICES - INDIGENT (NON M	ELIZABETH MCCREE	NEGLECT/ABUSE INDIGENT DEFENSE; JUVENII	1,300.00	23443
101-279-860.000	TRAVEL / TRANSPORTATION / MEALS	HUNTINGTON COMMERCIAL CAR	OCT CREDIT CARD CHARGES	178.50	1198573
101-279-956.000	ADVERTISING	LEADER PUBLICATIONS LLC	J.L.R PUBLICATION-AD#1727629	57.30	23373
101-279-956.000	ADVERTISING	LEADER PUBLICATIONS LLC	PUBLICATIONS: AD# 1731658, 1734719, &	171.90	23441
Total For Dept 279 FAMILY / JUVENILE COURT				24,107.70	
Dept 283 CIRCUIT COURT					
101-283-805.000	LEGAL SERVICES	CHARLES COVELLO	LEGAL FEES - MAACS - ASHLEY ANN FRISKE	191.37	1198559
101-283-805.000	LEGAL SERVICES	JEANICE DAGHER-MARGOSIAN	LEGAL FEES - MAACS BRAD LEE POWELL	752.30	1198587
101-283-805.000	LEGAL SERVICES	THE LAW OFFICE OF REID FEI	LEGAL FEES - MAACS - GARY WALLACE SHAW	344.75	1198615
101-283-805.000	LEGAL SERVICES	BELINDA BARBIER	LEGAL FEES - MAACS - FRANK IRA MITCHELI	860.00	23349
101-283-805.000	LEGAL SERVICES	K AND Q LAW PC	LEGAL FEES - MAACS - KELLY DARNELL	2,245.58	23370
101-283-805.000	LEGAL SERVICES	MICHAEL KITCHEN	LEGAL FEES - MAACS - CURTIS SYLVESTER	31.98	23380
101-283-805.711	LEGAL SERVICES - CHILD SUPPORT/P	LEBBIN LAW OFFICE	LEGAL SERVICES - BLACK V BLACK	175.00	23375
Total For Dept 283 CIRCUIT COURT				4,600.98	
Dept 286 DISTRICT COURT					
101-286-801.902	PROFESSIONAL SERVICES	REDWOOD TOXICOLOGY	ATC/SC CONFIRMATION TESTING	26.70	23458
Total For Dept 286 DISTRICT COURT				26.70	
Dept 289 FRIEND OF THE COURT					
101-289-801.000	PROFESSIONAL SERVICES	WEST GROUP PAYMENT CTR.	CLEAR LOCATOR SERVICES OCTOBER 2023	650.24	1198624
101-289-801.000	PROFESSIONAL SERVICES	CHILD AND PARENT SERVICES	21-381-DS SUPERVISED PARENTING TIME AT	80.00	23351
101-289-801.000	PROFESSIONAL SERVICES	CHILD AND PARENT SERVICES	SUPERVISED VISITATION FOR 10/17, 10/24,	195.00	23422
101-289-865.000	CONFERENCES / MEETINGS / TRAININ	HUNTINGTON COMMERCIAL CAR	OCT CREDIT CARD CHARGES	60.00	1198573
101-289-900.000	PRINTING & BINDING	SARAH MATHEWS	INFOGRAPHICS FOR HOPE COLLEGE PRESENTAI	117.00	23377
101-289-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	MAFCA	MAFCA 2024 DUES FOR S. MATHEWS & R. BAF	300.00	1198741
Total For Dept 289 FRIEND OF THE COURT				1,402.24	
Dept 294 PROBATE COURT					
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	MARIKAYE LONG	COURT APPOINTED ATTORNEY FEE FOR 2023-2	125.00	1198583
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	LEBBIN LAW OFFICE	POST TO 2023 BUDGET: COURT APPOINTED GF	750.00	23375
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	ELIZABETH MCCREE	COURT APPOINTED ATTORNEY FEE FOR 2023-1	200.00	23378
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	THOMAS D. SWISHER	COURT APPOINTED GAL FEE FOR 2018-238-GF	175.00	23402
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	HEIDI BEHNKE	COURT APPOINTED ATTORNEY FEE FOR 2012-1	100.00	1198711
101-294-817.000	TRIAL COURT APPOINTED ATTORNEY F	STEPHEN K. WOODS. P.C.	COURT APPOINTED GAL FEE FOR 2023-262-GF	100.00	23474
101-294-860.000	TRAVEL / TRANSPORTATION / MEALS	HUNTINGTON COMMERCIAL CAR	OCT CREDIT CARD CHARGES	178.50	1198573
101-294-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	MPJA	MPJA DUES FOR 2023-2024 FOR JUDGE CAROI	425.00	1198749

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Fund 101 GENERAL FUND					
Dept 294 PROBATE COURT					
Total For Dept 294 PROBATE COURT				2,053.50	
Dept 296 PROSECUTING ATTORNEY					
101-296-728.000	DEPARTMENTAL SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	PROSECUTOR OFFICE SUPPLY ORDER	56.52	1198562
101-296-728.000	DEPARTMENTAL SUPPLIES	AMANDA SMEGO	REIMBURSEMENT FOR BELLE FOOD, GROOMING	22.43	23464
101-296-728.302	DEPARTMENTAL SUPPLIES - VICTIM R	HALO BRANDED SOLUTIONS	MINI MAGIC LITE	325.14	1198569
101-296-739.000	BOOKS / REFERENCE MATERIALS	WEST GROUP PAYMENT CTR.	LIBRARY PLAN CHARGES	258.37	1198624
101-296-801.000	PROFESSIONAL SERVICES	HUNTINGTON COMMERCIAL CAR	OCT CREDIT CARD CHARGES	103.00	1198573
101-296-815.000	WITNESS FEES	ANDERSON CARL	WITNESS MILEAGE FEE JEREMY SLITER 22-02	7.92	1198542
101-296-815.000	WITNESS FEES	CANTERBURY CHRISTINA	WITNESS MILEAGE FEE KELLY SWAFFORD 23-C	10.32	1198553
101-296-815.000	WITNESS FEES	COMPTON KRISTINA	WITNESS MILEAGE FEE ROBERT SCHMELTZ 22-	16.08	1198558
101-296-815.000	WITNESS FEES	DOEING SAMANTHA	WITNESS MILEAGE FEE CODI EIGHME 23-0653	7.44	1198561
101-296-815.000	WITNESS FEES	HIBINGER BRENDA	WITNESS MILEAGE FEE BRADLEE HIBINGER 23-	9.12	1198572
101-296-815.000	WITNESS FEES	KELLEY MARSHA	WITNESS MILEAGE FEE BRADLEE HIBINGER 23-	9.12	1198577
101-296-815.000	WITNESS FEES	KLINE KELSEY	WITNESS MILEAGE FEE ROBERT SCHMELTZ 22-	19.44	1198578
101-296-815.000	WITNESS FEES	MCGINNIS DEBBIE	WITNESS MILEAGE FEE JAMES MCGINNIS 23-C	14.40	1198588
101-296-815.000	WITNESS FEES	NEWTON GLENNA	WITNESS MILEAGE FEE ROBERT SCHMELTZ 22-	35.76	1198595
101-296-815.000	WITNESS FEES	SEXTON CATHI	WITNESS MILEAGE FEE MATTHEW COLLINS 23-	7.92	1198605
101-296-815.000	WITNESS FEES	YAKIM BARRY	WITNESS MILEAGE FEE ROBERT SCHMELTZ 22-	15.84	1198625
101-296-815.000	WITNESS FEES/EXPENSES	JEFF SMITH	SCHMEHL, DEAL, LIGGETT, BEVINS, WOODRUE	322.60	23465
101-296-816.302	VETERINARY/K-9 COSTS - VICTIM RI	AMANDA SMEGO	REIMBURSEMENT FOR PADDED VEST	131.85	23398
101-296-816.302	VETERINARY/K-9 COSTS - VICTIM RI	AMANDA SMEGO	REIMBURSEMENT FOR BELLE FOOD, GROOMING	107.48	23464
101-296-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	FOSTER MARY	BAR FEE REIMBURSEMENT FOR MARY FOSTER	415.00	1198566
101-296-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	STATE BAR OF MICHIGAN	BAR FEE ON JASON RONNING	415.00	1198608
101-296-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	WEST GROUP PAYMENT CTR.	ONLINE SOFTWARE CHARGES	265.31	1198624
101-296-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	VINELEAF ENTERPRISES	WEBSITE HOSTING 2020, 2021,2022, 2023	308.68	1198773
Total For Dept 296 PROSECUTING ATTORNEY				2,884.74	
Dept 301 SHERIFF					
101-301-728.000	DEPARTMENTAL SUPPLIES	MARCELLUS NEWS	NEWSPAPER	28.00	1198586
101-301-730.000	MOTOR FUEL/LUBRICANT - CCSO	J & H OIL COMPANY	FUEL	76.13	23368
101-301-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	6,424.65	23407
101-301-730.000	MOTOR FUEL/LUBRICANT - CCSO	J & H OIL COMPANY	FUEL	93.76	23436
101-301-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	108.33	1198596
101-301-819.000	LAUNDRY / DRY CLEANING	ZIKER CLEANERS INC	DRY CLEANER	321.75	23409
101-301-850.000	TELEPHONE / INTERNET	FRONTIER	SHERIFF DEPT 10/22/2023 - 11/21/2023	430.04	1198567
101-301-850.000	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 10/05/2023 - 11/04/202	720.18	1198769
101-301-860.000	TRAVEL / TRANSPORTATION / MEALS	HUNTINGTON COMMERCIAL CAR	C CARD 10/2023	1,123.51	1198573
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY	VEHICLE MAINT	495.62	1198551
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	637.64	1198552
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	CASS AUTO SUPPLY CO, INC.	VEHICLE MAINT	34.28	1198554
101-301-935.000	VEHICLE REPAIRS/MAINTENANCE	GRAMES TIRE & BATTTERYINC	VEHICLE MAINT	797.00	23362
101-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	VEHICLE MAINT	1,899.94	1198714
101-301-935.000	VEHICLE REPAIRS/MAINTENANCE	CURTIS ROHDY	VEHICLE MAINT	431.06	1198731
101-301-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	HUNTINGTON COMMERCIAL CAR	C CARD 10/2023	50.00	1198573
Total For Dept 301 SHERIFF				13,671.89	
Dept 304 LAW & COURTS SECURITY					
101-304-741.000	UNIFORMS	ZIKER CLEANERS INC	DRY CLEANER	111.61	23409
Total For Dept 304 LAW & COURTS SECURITY				111.61	
Dept 316 SECONDARY ROAD PATROL					
101-316-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	460.42	23407

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Fund 101 GENERAL FUND					
Dept 316 SECONDARY ROAD PATROL					
101-316-741.000	UNIFORMS	ZIKER CLEANERS INC	DRY CLEANER	47.45	23409
101-316-850.000	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 10/05/2023 - 11/04/202	40.01	1198769
Total For Dept 316 SECONDARY ROAD PATROL				547.88	
Dept 331 MARINE LAW ENFORCEMENT					
101-331-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY	VEHICLE MAINT	23.43	1198551
101-331-935.000	VEHICLE & EQUIPMENT REPAIRS	GRAMES TIRE & BATTTERYINC	VEHICLE MAINT	90.00	23362
Total For Dept 331 MARINE LAW ENFORCEMENT				113.43	
Dept 345 PUBLIC SAFETY DEPT					
101-345-730.403	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	402.60	23407
101-345-730.405	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	117.16	23407
101-345-730.407	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	481.02	23407
101-345-850.403	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 10/05/2023 - 11/04/202	40.01	1198769
101-345-850.407	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 10/05/2023 - 11/04/202	40.01	1198769
Total For Dept 345 PUBLIC SAFETY DEPT				1,080.80	
Dept 351 JAIL OPERATION					
101-351-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	490.91	23407
101-351-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	16.16	1198619
101-351-734.000	CLEANING SUPPLIES	KSS ENTERPRISES	INMATE LAUNDRY AND CLEANING SUPPLIES	1,856.77	1198735
101-351-738.000	CLOTHING / BEDDING / TOILETRIES	CHARM-TEX INC	INMATE LAUNDRY/CLOTHING/BEDDING/TOILETF	224.60	23353
101-351-738.000	CLOTHING / BEDDING / TOILETRIES	LAMBERSON PACKAGING SOLUTI	CLOTHING/BEDDING/TOILETRIES	702.00	1198738
101-351-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	103.36	1198596
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 10/15/2023-10/21/2	7,887.15	23350
101-351-742.000	PRISONER MEALS	CHARM-TEX INC	INMATE MEALS	78.90	23353
101-351-742.000	PRISONER MEALS	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 10/29/2023-10/04/2	8,018.80	23421
101-351-812.000	CONTRACTUAL DOCTOR	ADVANCED CORREC HEALTHCARE	ONSITE MEDICAL SERVICES DEC 2023	21,712.91	23346
101-351-812.000	IN COUNTY INMATE MEDICAL CARE	CORRECTIONAL RECOVERY	INMATE MEDICAL	1,537.42	23355
101-351-812.000	MEDICAL / DRUG / PHYSICALS	MCKESSON MEDICAL-SURGICAL	INMATE MEDICAL	224.52	1198743
101-351-812.000	CONTRACTUAL DOCTOR	ADVANCED CORREC HEALTHCARE	ON SITE MEDICAL SERVICES NOV 2023	22,999.92	23416
101-351-812.000	IN COUNTY INMATE MEDICAL CARE	CORRECTIONAL RECOVERY	INMATE MEDICAL	7,165.52	23425
101-351-812.000	MEDICAL / DRUG / PHYSICALS	INDEPENDENT HEALTH SERVICE	INMATE MEDICATION	2,916.93	23434
101-351-819.000	LAUNDRY / DRY CLEANING	CHARM-TEX INC	INMATE LAUNDRY/CLOTHING/BEDDING/TOILETF	124.80	23353
101-351-819.000	LAUNDRY / DRY CLEANING	ZIKER CLEANERS INC	DRY CLEANER	39.15	23409
101-351-819.000	LAUNDRY	KSS ENTERPRISES	INMATE LAUNDRY AND CLEANING SUPPLIES	714.88	1198735
101-351-856.000	HARDWARE SUPPORT	SOLID DESIGN SOFTWARE SOLU	ANNUAL MAINT: ISC ENFORCER INTEGRATION	750.00	23399
101-351-860.000	TRAVEL / TRANSPORTATION / MEALS	HUNTINGTON COMMERCIAL CARIC	CARD 10/2023	872.24	1198573
Total For Dept 351 JAIL OPERATION				78,436.94	
Dept 426 EMERGENCY MGMT / HOMELAND SECURITY					
101-426-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	277.85	23407
Total For Dept 426 EMERGENCY MGMT / HOMELAND SECURITY				277.85	
Dept 430 ANIMAL CONTROL					
101-430-730.000	MOTOR FUEL / LUBRICANTS	J & H OIL COMPANY	FUEL	238.39	23368
101-430-730.000	MOTOR FUEL/LUBRICANT ANIMAL CONT	J & H OIL COMPANY	FUEL	553.43	23436
101-430-741.000	UNIFORMS	NYE UNIFORM CO.	UNIFORM SHIRT AND PANTS FOR TORTORELLI	172.33	1198596
101-430-741.000	UNIFORMS	NYE UNIFORM CO.	NAMEPLATE, TORTORELLI	22.54	1198751
101-430-801.000	PROFESSIONAL SERVICES	VICKI MASON	SPAY/NEUTER DEPOSIT REIMBURSEMENT, MAS	10.00	1198621
101-430-801.000	PROFESSIONAL SERVICES	HANNAH SULLIVAN	SPAY/NEUTER DEPOSIT REIMBURSEMENT, SULI	10.00	1198726
101-430-801.000	PROFESSIONAL SERVICES	KRYDER VETERINARY CLINIC	SPAY/NEUTER DEPOSIT REIMBURSEMENT, WHIT	10.00	1198734
101-430-850.000	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 10/05/2023 - 11/04/202	120.03	1198769

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Fund 101 GENERAL FUND					
Dept 430 ANIMAL CONTROL					
Total For Dept 430 ANIMAL CONTROL				1,136.72	
Dept 442 DRAIN COMMISSIONER					
101-442-865.000	CONFERENCES / MEETINGS / TRAININ	MACDC (MI ASSOC.DRAIN COMM	MEMBERSHIP DUES - J VANBELLE	310.00	1198739
Total For Dept 442 DRAIN COMMISSIONER				310.00	
Dept 631 SUBSTANCE ABUSE					
101-631-838.000	SUBSTANCE ABUSE COORD AGENCY	SOUTHWEST MICHIGAN BEHAVI	(SUBSTANCE ABUSE PORTION - PA2 ALCOHOL T	15,961.34	1198606
Total For Dept 631 SUBSTANCE ABUSE				15,961.34	
Dept 648 MEDICAL EXAMINER					
101-648-820.000	MEDICAL EXAMINER FEES	WMU HOMER STRYKER MD SCHOC	MEDICAL EXAMINER - AUTOPSY 10/2023	5,084.58	1198776
101-648-822.000	AUTOPSIES	WMU HOMER STRYKER MD SCHOC	MEDICAL EXAMINER - AUTOPSY 10/2023	9,722.00	1198776
101-648-860.000	TRAVEL / TRANSPORTATION / MEALS	CONNELLY CHAPEL WAGNER FAM	REMOVAL OF REMAINS	1,500.00	23472
Total For Dept 648 MEDICAL EXAMINER				16,306.58	
Dept 681 VETERANS' BURIALS					
101-681-833.000	PLAVEMENT OF HEADSTONE - FEAGLES	CRAIG YEAGER	PLACEMENT OF HEADSTONE - FEAGLES	175.00	23357
101-681-833.000	VETERANS PLAQUE MARKER - KNIFFE	PORTER TOWNSHIP TREASURER	VETERANS PLAQUE MARKER - KNIFFEN M	200.00	1198754
Total For Dept 681 VETERANS' BURIALS				375.00	
Dept 682 VETERANS' COUNSELOR					
101-682-835.301	DENTAL GRANT - CLINE, DEHLKE, GR	VAN BUREN/CASS DISTRICT DE	DENTAL GRANT 10-1-23-10-31-23	440.00	1198767
101-682-860.301	CASS TRANSIT - VA APPTS- GROTH,	CASS COUNTY PUBLIC TRANSP	(VA RIDES - GROTH, BURTON	682.50	23352
Total For Dept 682 VETERANS' COUNSELOR				1,122.50	
Dept 710 COOPERATIVE EXTENSION					
101-710-957.000	MSU ASSESSMENT	MICHIGAN STATE UNIVERSITY 1ST QTR (OCT-DEC 2023)		14,715.50	1198593
Total For Dept 710 COOPERATIVE EXTENSION				14,715.50	
Dept 751 PARKS & RECREATION					
101-751-712.000	PER DIEMS	BRUCE CAMPBELL	PER DIEM/TRAVEL - PARKS BOARD	34.00	23420
101-751-712.000	PER DIEMS	ROBERT PARRISH	PER DIEM/TRAVEL - PARKS BOARD	34.00	23453
101-751-728.000	DEPARTMENTAL SUPPLIES	W. B. HAYDEN & SONS CO.	BRIDGE REPAIRS	88.97	1198623
101-751-730.000	MOTOR FUEL/LUBRICANT PARKS - PAR	J & H OIL COMPANY	FUEL	321.19	23436
101-751-801.000	PROFESSIONAL SERVICES	SCOTT WYMAN	INFLATABLE RENTAL	268.00	23408
101-751-801.000	PROFESSIONAL SERVICES	GARRETT LABORATORIES INC	WATER TEST	96.00	1198724
101-751-860.000	TRAVEL / TRANSPORTATION / MEALS	BRUCE CAMPBELL	PER DIEM/TRAVEL - PARKS BOARD	17.03	23420
101-751-860.000	TRAVEL / TRANSPORTATION / MEALS	ROBERT PARRISH	PER DIEM/TRAVEL - PARKS BOARD	12.05	23453
101-751-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERCURY	OIL CHANGE	54.95	1198714
101-751-936.000	BUILDING & GROUNDS REPAIRS	STATE OF MICHIGAN	WELL PERMIT	171.92	1198760
101-751-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	STATE OF MICHIGAN	WELL PERMIT	171.92	1198760
101-751-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	STATE OF MICHIGAN	WELL PERMIT	171.92	1198762
Total For Dept 751 PARKS & RECREATION				1,441.95	
Total For Fund 101 GENERAL FUND				407,531.29	
Fund 213 ANIMAL CONTROL DONATION FUND					
Dept 430 ANIMAL CONTROL					
213-430-801.000	PROFESSIONAL SERVICES	BERGMAN SMALL ANIMAL PC	SPAY/NEUTER ASSISTANCE, TREATMENTS AND	80.00	1198547
213-430-801.000	PROFESSIONAL SERVICES	MICHIGAN MIXED ANIMAL VET	SPAY/NEUTER ASSISTANCE, HALEY	80.00	1198744
213-430-816.000	VETERINARY / K-9 COSTS	BERGMAN SMALL ANIMAL PC	SPAY/NEUTER ASSISTANCE, TREATMENTS AND	678.63	1198547
Total For Dept 430 ANIMAL CONTROL				838.63	

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Fund 213 ANIMAL CONTROL DONATION FUND					
Total For Fund 213 ANIMAL CONTROL DONATION FUND				838.63	
Fund 216 DRUG COURT GRANTS FUND					
Dept 276 COURT GRANTS					
216-276-801.203	PROFESSIONAL SERVICES - OJP	PRESTON COLLETT	PROBLEM SOLVING COURT (10/19/2023-11/C	500.00	23354
216-276-801.203	PROFESSIONAL SERVICES - OJP	MONIQUE DORTCH	PROBLEM SOLVING COURT (10/19/2023-11/C	240.00	23358
216-276-801.203	PROFESSIONAL SERVICES - OJP	BARBARA M. HOWES	PROBLEM SOLVING COURT (10/19/2023-11/C	364.00	23367
216-276-801.203	PROFESSIONAL SERVICES - OJP	CHRISTY LAPORTE	PROBLEM SOLVING COURT (10/19/2023-11/C	63.75	23372
216-276-801.203	PROFESSIONAL SERVICES - OJP	CARLA LOWE	PROBLEM SOLVING COURT (10/19/2023-11/C	300.00	23381
216-276-801.203	PROFESSIONAL SERVICES - OJP	KIMBERLY PEET	PROBLEM SOLVING COURT (10/19/2023-11/C	180.00	23387
216-276-801.203	PROFESSIONAL SERVICES - OJP	PRESTON COLLETT	PROBLEM SOLVING COURT (11/02/2023-11/1	475.00	23424
216-276-801.203	PROFESSIONAL SERVICES - OJP	MONIQUE DORTCH	PROBLEM SOLVING COURT (11/02/2023-11/1	255.00	23426
216-276-801.203	PROFESSIONAL SERVICES - OJP	HEATHER BUTTON	PROBLEM SOLVING COURT (11/02/2023-11/1	259.76	23430
216-276-801.203	PROFESSIONAL SERVICES - OJP	BARBARA M. HOWES	PROBLEM SOLVING COURT (11/02/2023-11/1	728.00	23432
216-276-801.203	PROFESSIONAL SERVICES - OJP	CHRISTY LAPORTE	PROBLEM SOLVING COURT (11/02/2023-11/1	121.97	23440
216-276-801.203	PROFESSIONAL SERVICES - OJP	TAYLOR MCMEEKEN	PROBLEM SOLVING COURT (11/02/2023-11/1	105.00	23444
216-276-801.203	PROFESSIONAL SERVICES - OJP	CARLA LOWE	PROBLEM SOLVING COURT (11/02/2023-11/1	150.00	23447
216-276-801.203	PROFESSIONAL SERVICES - OJP	KIMBERLY PEET	PROBLEM SOLVING COURT (11/02/2023-11/1	180.00	23454
216-276-801.317	PROFESSIONAL SERVICES	PRESTON COLLETT	PROBLEM SOLVING COURT (10/19/2023-11/C	700.00	23354
216-276-801.317	PROFESSIONAL SERVICES	MONIQUE DORTCH	PROBLEM SOLVING COURT (10/19/2023-11/C	90.00	23358
216-276-801.317	PROFESSIONAL SERVICES	CHRISTY LAPORTE	PROBLEM SOLVING COURT (10/19/2023-11/C	622.19	23372
216-276-801.317	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURT (10/19/2023-11/C	14.00	23382
216-276-801.317	PROFESSIONAL SERVICES	TIFFANY MONDSCHIEIN	PROBLEM SOLVING COURT (10/19/2023-11/C	246.15	23383
216-276-801.317	PROFESSIONAL SERVICES	GRACE MULLER	PROBLEM SOLVING COURT (10/19/2023-11/C	955.50	23385
216-276-801.317	PROFESSIONAL SERVICES	HEATHER PAULEY	PROBLEM SOLVING COURT (10/19/2023-11/C	74.34	23386
216-276-801.317	PROFESSIONAL SERVICES	JOHN PILLOW	PROBLEM SOLVING COURT (10/19/2023-11/C	3.50	23388
216-276-801.317	PROFESSIONAL SERVICES	WENDI PRATER	PROBLEM SOLVING COURT (10/19/2023-11/C	495.70	23390
216-276-801.317	PROFESSIONAL SERVICES	CHELSEA SCHOETZOW	PROBLEM SOLVING COURT (10/19/2023-11/C	400.00	23395
216-276-801.317	PROFESSIONAL SERVICES	HEATHER BANGTSON	PROBLEM SOLVING COURT (11/02/2023-11/1	9.00	23417
216-276-801.317	PROFESSIONAL SERVICES	PRESTON COLLETT	PROBLEM SOLVING COURT (11/02/2023-11/1	700.00	23424
216-276-801.317	PROFESSIONAL SERVICES	MONIQUE DORTCH	PROBLEM SOLVING COURT (11/02/2023-11/1	150.00	23426
216-276-801.317	PROFESSIONAL SERVICES	CHRISTY LAPORTE	PROBLEM SOLVING COURT (11/02/2023-11/1	473.44	23440
216-276-801.317	PROFESSIONAL SERVICES	CARLA LOWE	PROBLEM SOLVING COURT (11/02/2023-11/1	75.00	23447
216-276-801.317	PROFESSIONAL SERVICES	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURT (11/02/2023-11/1	14.00	23448
216-276-801.317	PROFESSIONAL SERVICES	TIFFANY MONDSCHIEIN	PROBLEM SOLVING COURT (11/02/2023-11/1	328.58	23449
216-276-801.317	PROFESSIONAL SERVICES	GRACE MULLER	PROBLEM SOLVING COURT (11/02/2023-11/1	840.00	23451
216-276-801.317	PROFESSIONAL SERVICES	JOHN PILLOW	PROBLEM SOLVING COURT (11/02/2023-11/1	185.73	23455
216-276-801.317	PROFESSIONAL SERVICES	WENDI PRATER	PROBLEM SOLVING COURT (11/02/2023-11/1	267.35	23456
216-276-801.317	PROFESSIONAL SERVICES	CHELSEA SCHOETZOW	PROBLEM SOLVING COURT (11/02/2023-11/1	400.00	23461
Total For Dept 276 COURT GRANTS				10,966.96	
Total For Fund 216 DRUG COURT GRANTS FUND				10,966.96	
Fund 251 CDBG HOME IMPROVEMENT FUND					
Dept 694 COMMUNITY DEVELOPMENT BLOCK GRANT					
251-694-802.000	PROGRAM INCOME EXPENDITURES	CASS COUNTY CLERK/REGISTEF	RELEASE OF LIEN - 378 CENTRE ST S	30.00	1198708
Total For Dept 694 COMMUNITY DEVELOPMENT BLOCK GRANT				30.00	
Total For Fund 251 CDBG HOME IMPROVEMENT FUND				30.00	
Fund 260 INDIGENT DEFENSE FUND					
Dept 228 INFORMATION TECHNOLOGY					
260-228-728.000	DEPARTMENTAL SUPPLIES	MICHIANA DRUG TESTING CEN	T. SMITH DRUG TESTING	37.00	23308
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	CONTRACT ATTORNEY SERVICES 11.3.23	4,646.00	23359

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 260 INDIGENT DEFENSE FUND					
Dept 228 INFORMATION TECHNOLOGY					
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	DEFENDER CONTRACT PAY 11/03/23	5,342.05	23361
260-228-805.000	LEGAL SERVICES	NICHOLAS HOGUE	CONTRACT ATTORNEY FEES 11.3.23	7,562.30	23366
260-228-805.000	LEGAL SERVICES	ROBERT KARDATZKE	CONTRACT ATTORNEY FEES WEEK ENDING 11.3	10,775.09	23371
260-228-805.000	LEGAL SERVICES	ROBERT W DRAKE	ATTORNEY CONTRACT 11-7-23 - 11-17-23	7,137.00	23427
260-228-805.000	LEGAL SERVICES	GREGORY FELDMAN	CONTRACT ATTORNEY 11/3/23 - 11/17/23	5,306.55	23428
260-228-805.000	LEGAL SERVICES	NICHOLAS HOGUE	CONTRACT ATTORNEY 11-3-23 - 11-17-23	7,682.28	23431
260-228-805.000	LEGAL SERVICES	ROBERT KARDATZKE	CONTRACT ATTORNEY 11/3/23 - 11/17/23	4,876.99	23438
260-228-865.000	CONFERENCES / MEETINGS / TRAININ	TRICIA SMITH	BAR DUES - TRICIA SMITH REIMBURSEMENT	415.00	1198627
260-228-865.000	CONFERENCES / MEETINGS / TRAININ	CRIMINAL DEFENSE ATTORNEYS	CDAM TRAINING THROUGH OCTOBER 2023	280.00	1198560
Total For Dept 228 INFORMATION TECHNOLOGY				54,060.26	
Total For Fund 260 INDIGENT DEFENSE FUND				54,060.26	
Fund 261 911 SERVICE FUND					
Dept 325 COMMUNICATIONS / DISPATCH					
261-325-734.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	35.31	1198619
261-325-825.000	CLEANING SERVICES	THE CLEANEST CO LLC	OCT 2023 CONTRACTUAL CLEANING - COUNTY	478.00	23338
261-325-825.000	CLEANING SERVICES	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILDINGS	478.00	23403
261-325-850.000	TELEPHONE / INTERNET	FRONTIER	E-911 OCT 2023	1,435.15	1198567
261-325-850.000	TELEPHONE / INTERNET	TELEGRATION	LONG DISTANCE - 800 NUMBER	50.00	23468
261-325-856.000	HARDWARE SUPPORT	DTMB/FINANCIAL SERVICES	911 TOWER MAINTENANCE 1/22-12/22	10,979.58	1198613
261-325-856.000	RADIO MAINTENANCE	SMR COMMUNICATIONS, INC	ALIGN SIMULCAST SYSTEM AUDIO LEVELS AT	1,480.00	23466
261-325-920.000	ELECTRICITY	MIDWEST ENERGY COOPERATIVE	DISPATCH RADIO TOWER 09/22/2023 - 10/22	266.18	23379
261-325-920.000	ELECTRICITY	INDIANA MICHIGAN POWER	OCT 2023	1,627.46	23412
261-325-920.000	ELECTRICITY	INDIANA MICHIGAN POWER	09/21/23-10/19/23	7.93	23475
261-325-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPANY	OCT 2023	47.93	23413
261-325-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	HUNTINGTON COMMERCIAL CARD	C CARD 10/2023	147.00	1198573
261-325-967.000	EQUIPMENT < \$20,000	PRIORITY DISPATCH	EMD REPLACEMENT TRAYS	472.00	1198755
261-325-991.000	PRINCIPAL	MOTOROLA SOLUTIONS CREDIT	ANNUAL TOWER PMT 01/2024	351,525.82	23450
261-325-994.000	INTEREST EXPENSE	MOTOROLA SOLUTIONS CREDIT	ANNUAL TOWER PMT 01/2024	34,302.62	23450
Total For Dept 325 COMMUNICATIONS / DISPATCH				403,332.98	
Total For Fund 261 911 SERVICE FUND				403,332.98	
Fund 265 DRUG LAW ENFORCEMENT FUND					
Dept 301 SHERIFF					
265-301-730.000	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	245.62	23407
265-301-850.000	TELEPHONE / INTERNET	FRONTIER	CCDET CRIME LINE 10/22/2023-11/21/2023	57.39	1198567
265-301-850.000	TELEPHONE / INTERNET	TRANSUNION RISK & ALT. DATA	TLOXP 10/2023	129.00	1198617
265-301-850.000	TELEPHONE / INTERNET	VERIZON WIRELESS	MOBILE BROADBAND 10/05/2023 - 11/04/2023	40.01	1198769
265-301-850.000	TELEPHONE / INTERNET	TELEGRATION	LONG DISTANCE - 800 NUMBER	50.00	23468
265-301-855.000	SOFTWARE SUBSCRIPTIONS	A CHILD IS MISSING	A CHILD IS MISSING ALERT PROGRAM RENEWAL	500.00	1198541
265-301-855.000	SOFTWARE SUBSCRIPTIONS	CALLYO 2009 CORP	CALLYO RENEWAL 12/01/2023 - 11/30/2024	3,888.00	23419
265-301-865.000	CONFERENCES / MEETINGS / TRAININ	STR8-4WARD TRAINING CONCE	TRAINING: ABANDONED VEHICLE LAW	150.00	1198614
265-301-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPANY	OCT 2023	71.12	23410
265-301-924.000	PEST CONTROL	ROSE PEST SOLUTIONS	PEST CONTROL	50.00	23394
265-301-935.000	VEHICLE & EQUIPMENT REPAIRS	C. WIMBERLEY	VEHICLE MAINT	17.43	1198551
265-301-942.000	BUILDING RENTAL	BIG C LUMBER INC	CCDET BUILDING RENT: SEMI ANNUAL 10/1/23	25,916.00	1198712
Total For Dept 301 SHERIFF				31,114.57	
Total For Fund 265 DRUG LAW ENFORCEMENT FUND				31,114.57	
Fund 266 LAW ENFORCEMENT FUND					

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Fund 266 LAW ENFORCEMENT FUND					
Dept 301 SHERIFF					
266-301-728.413	DEPARTMENTAL SUPPLIES	HUNTINGTON COMMERCIAL	CARIC CARD 10/2023	7.72	1198573
266-301-730.411	MOTOR FUEL / LUBRICANTS	WRIGHT EXPRESS	FUEL	493.03	23407
266-301-816.411	VETERINARY / K-9 COSTS	BERGMAN SMALL ANIMAL PC	K9 VET	176.20	1198547
266-301-865.411	CONFERENCES / MEETINGS / TRAININ	HUNTINGTON COMMERCIAL	CARIC CARD 10/2023	1,489.63	1198573
266-301-935.411	VEHICLE & EQUIPMENT REPAIRS	CURTIS ROHDY	VEHICLE MAINT	859.10	1198575
Total For Dept 301 SHERIFF				3,025.68	
Total For Fund 266 LAW ENFORCEMENT FUND				3,025.68	
Fund 269 LAW LIBRARY FUND					
Dept 292 LAW LIBRARY					
269-292-728.000	DEPARTMENTAL SUPPLIES	WEST GROUP PAYMENT CTR.	LAW LIBRARY CHARGES FOR NOVEMBER 2023	319.14	1198775
269-292-955.000	DUES / MEMBERSHIP / SUBSCRIPTION	WEST GROUP PAYMENT CTR.	LAW LIBRARY WESTLAW ONLINE CONTRACT - C	601.57	1198775
Total For Dept 292 LAW LIBRARY				920.71	
Total For Fund 269 LAW LIBRARY FUND				920.71	
Fund 270 HISTORICAL COMMISSION FUND					
Dept 803 HISTORICAL COMMISSION					
270-803-960.000	EXPENDITURES	INDIANA MICHIGAN POWER	09/14/23-10/12/23	6.49	23412
Total For Dept 803 HISTORICAL COMMISSION				6.49	
Total For Fund 270 HISTORICAL COMMISSION FUND				6.49	
Fund 276 911 DISPATCH TRAINING FUND					
Dept 301 SHERIFF					
276-301-960.000	MISCELLANEOUS EXPENSE	MACNLOW ASSOCIATES	TRAINING: STAYING ON TOP OF YOUR PROFES	1,100.00	1198585
276-301-960.000	MISCELLANEOUS EXPENSE	MACNLOW ASSOCIATES	DISPATCH TRAINING: GRIT & THE VALUE OF	550.00	1198740
276-301-960.000	MISCELLANEOUS EXPENSE	POLICE LEGAL SCIENCES, INC	DISPATCH PRO 12 LESSONS	1,440.00	1198753
Total For Dept 301 SHERIFF				3,090.00	
Total For Fund 276 911 DISPATCH TRAINING FUND				3,090.00	
Fund 282 CARES ACT FUND					
Dept 191 ACCOUNTING DEPT					
282-191-972.001	CAPITAL OUTLAY - HISTORIC COURTH	INTERSECT STUDIO LLC	HISTORIC COURTHOUSE WORK	12,071.95	23298
282-191-972.001	CAPITAL OUTLAY - HISTORIC COURTH	INTERSECT STUDIO LLC	HISTORIC COURTHOUSE WORK THRU 103123	5,831.25	23435
Total For Dept 191 ACCOUNTING DEPT				17,903.20	
Total For Fund 282 CARES ACT FUND				17,903.20	
Fund 290 SOCIAL WELFARE FUND					
Dept 670 DHS SOCIAL SERVICES					
290-670-712.000	PER DIEMS	JEFF CARMEN	PER DIEM/TRAVEL-MCF/DHS	34.00	1198728
290-670-712.000	PER DIEMS	DIANE SEIFERT	PER DIEM/TRAVEL-MCF/DHS	34.00	23463
290-670-712.000	PER DIEMS	VICKIE VAUGHN	PER DIEM/TRAVEL - MCF/DHS	34.00	23471
290-670-860.000	TRAVEL / TRANSPORTATION / MEALS	JEFF CARMEN	PER DIEM/TRAVEL-MCF/DHS	15.72	1198728
290-670-860.000	TRAVEL / TRANSPORTATION / MEALS	DIANE SEIFERT	PER DIEM/TRAVEL-MCF/DHS	15.72	23463
290-670-860.000	TRAVEL / TRANSPORTATION / MEALS	VICKIE VAUGHN	PER DIEM/TRAVEL - MCF/DHS	6.55	23471
290-670-960.000	MISCELLANEOUS EXPENSE	MICHIGAN REHABILITATION SE	CONTRIBUTION TO MRS	5,000.00	1198745
Total For Dept 670 DHS SOCIAL SERVICES				5,139.99	
Total For Fund 290 SOCIAL WELFARE FUND				5,139.99	

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Fund 292 CHILD CARE FUND					
Dept 662 CHILD CARE - FAMILY COURT					
292-662-801.703	BASIC GRANT - COUNSELING	KARA COX	COUNSELING Z. COFFINGER/D.VANARMAN	1,000.00	23356
Total For Dept 662 CHILD CARE - FAMILY COURT				1,000.00	
Total For Fund 292 CHILD CARE FUND				1,000.00	
Fund 297 DHS CHILD CARE FUND					
Dept 663 CHILD CARE - DHS					
297-663-801.707	PARENT AIDE	ROXANN RICE	CASS COUNTY CASE AIDE 10/16/2023-10/29/	866.25	23392
297-663-801.707	PARENT AIDE	ROXANN RICE	CASS COUNTY CASE AIDE 10/30/2023-11/12/	934.50	23459
Total For Dept 663 CHILD CARE - DHS				1,800.75	
Total For Fund 297 DHS CHILD CARE FUND				1,800.75	
Fund 510 LAND BANK AUTHORITY FUND					
Dept 690 CASS COUNTY - PART H PROGRAM					
510-690-801.537	PROFESSIONAL SERVICES - MIDWEST	SIR HOME IMPROVEMENT	ENERGY AUDITS - 3 PARCELS	750.00	1198758
510-690-865.000	CONFERENCES / MEETINGS / TRAININ	HUNTINGTON COMMERCIAL CARI OCT CREDIT CARD CHARGES		(15.48)	1198573
Total For Dept 690 CASS COUNTY - PART H PROGRAM				734.52	
Total For Fund 510 LAND BANK AUTHORITY FUND				734.52	
Fund 595 JAIL COMMISSARY FUND					
Dept 351 JAIL OPERATION					
595-351-728.000	COMMISSARY SUPPLIES - PHONE	CENTRIC GROUP LLC	INMATE PHONES 09/2023	3,062.15	1198574
595-351-728.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 10/15/2	1,883.48	23350
595-351-728.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 10/29/2	2,178.68	23421
Total For Dept 351 JAIL OPERATION				7,124.31	
Total For Fund 595 JAIL COMMISSARY FUND				7,124.31	
Fund 616 TAX REVOLVING CONTROL FUND					
Dept 000 GENERAL					
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	RIGOBERTO VALDES	MICHIGAN TAX TRIBUNAL 14-110-100-009-00	376.54	1198603
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	CASS COUNTY TREASURER	DLQ TAXES 14-010-010-168-00	1,147.81	1198716
616-000-089.999	CHARGEBACKS DUE FROM OTHER UNITS	KENDRIC OR KOLIN HATHCOX	ASSESSOR PRE ADJ. 14-010-010-168-00	255.10	1198732
Total For Dept 000 GENERAL				1,779.45	
Dept 254 DELINQUENT TAX PROPERTY SALES					
616-254-801.011	11 TAX YR SALE EXPENDITURES	KREIS, ENDERLE, HUDGINS & LEGAL SERVICES THROUGH 10/31/23		3,510.00	23439
616-254-801.018	18 TAX YR SALE EXPENDITURES	CUMMINGS MCCLOREY DAVIS & FILE NO: 0071515-113673, HAVELA, GUY V		150.73	1198557
616-254-801.019	19 TAX YR SALE EXPENDITURES	CASS COUNTY CLERK/REGISTEFRECORD CERTIF. OF REDEMPTIONS		30.00	1198555
616-254-801.020	20 TAX YR SALE EXPENDITURES	CASS COUNTY CLERK/REGISTEFRECORD CERTIF. OF REDEMPTIONS		60.00	1198555
616-254-801.021	21 TAX YR SALE EXPENDITURES	CASS COUNTY CLERK/REGISTEFRECORD CANCELLATION OF CERTIFICATE		480.00	1198555
616-254-801.021	21 TAX YR SALE EXPENDITURES	TITLE CHECK, LLC	PARCEL ADMIN FEES - 2021 TAX FORFEITURE	2,377.92	1198766
Total For Dept 254 DELINQUENT TAX PROPERTY SALES				6,608.65	
Total For Fund 616 TAX REVOLVING CONTROL FUND				8,388.10	
Fund 631 TAX REVOLVING - 2021					
Dept 253 TREASURER					
631-253-701.011	ADMINISTRATION FEES	KENDRIC OR KOLIN HATHCOX	ASSESSOR PRE ADJ. 14-010-010-168-00	27.70	1198732
Total For Dept 253 TREASURER				27.70	

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Fund 631 TAX REVOLVING - 2021					
		Total For Fund 631 TAX REVOLVING - 2021		27.70	
Fund 632 TAX REVOLVING - 2022					
Dept 000 GENERAL					
632-000-275.000	OVERPAYMENT OF TAXES	LAGRANGE TWP. TREASURER	2023 SUMMER TAX 14-041-194-003-00	402.83	1198582
632-000-275.000	OVERPAYMENT OF TAXES	ONTWA TOWNSHIP	2023 SUMMER TAX 14-090-370-002-00	379.68	1198597
632-000-275.000	OVERPAYMENT OF TAXES	VILLAGE OF CASSOPOLIS	2023 VILLAGE TAXES 14-041-194-003-00	2,261.83	1198622
632-000-275.000	OVERPAYMENT OF TAXES	LAGRANGE TWP. TREASURER	2023 SUMMER TAX 14-041-150-003-00	196.78	1198736
632-000-275.000	OVERPAYMENT OF TAXES - SUMMER	PORTER TOWNSHIP TREASURER	2023 SUMMER & WINTER TAX 14-120-410-003-00	443.00	1198754
632-000-275.000	OVERPAYMENT OF TAXES	VILLAGE OF CASSOPOLIS	2023 VILLAGE TAX BILL 14-041-150-003-00	316.61	1198771
		Total For Dept 000 GENERAL		4,000.73	
		Total For Fund 632 TAX REVOLVING - 2022		4,000.73	
Fund 650 FITNESS CENTER					
Dept 000 GENERAL					
650-000-825.000	CLEANING SERVICES	THE CLEANEST CO LLC	OCT 2023 CONTRACTUAL CLEANING - COUNTY	478.00	23338
650-000-825.000	CLEANING SERVICES	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILDINGS	478.00	23403
		Total For Dept 000 GENERAL		956.00	
		Total For Fund 650 FITNESS CENTER		956.00	
Fund 701 GENERAL CUSTODIAL FUND					
Dept 000 GENERAL					
701-000-221.529	DUE TO CITY OF DOWAGIAC	DOWAGIAC CITY TREASURER	ORDINANCE FINES & COSTS - OCTOBER 2023	233.47	1198719
701-000-226.511	DUE TO TOWNSHIPS - HOWARD	HOWARD TOWNSHIP TREASURER	ORDINANCE FINES & COSTS - OCTOBER 2023	33.00	1198727
701-000-226.513	DUE TO TOWNSHIPS - LAGRANGE	LAGRANGE TWP. TREASURER	ORDINANCE FINES & COSTS - OCTOBER 2023	44.55	1198737
701-000-226.518	DUE TO TOWNSHIPS - ONTWA	ONTWA TOWNSHIP	ORDINANCE FINES & COSTS - OCTOBER 2023	1,102.70	1198752
701-000-226.522	DUE TO TOWNSHIPS - SILVERCREEK	SILVER CREEK TWP. TREASURER	ORDINANCE FINES & COSTS - OCTOBER 2023	29.70	1198757
701-000-227.525	DUE TO VILLAGES - CASSOPOLIS	CASSOPOLIS VILLAGE TREASURER	ORDINANCE FINES & COSTS - OCTOBER 2023	21.45	1198717
701-000-227.526	DUE TO VILLAGES - EDWARDSBURG	VILLAGE OF EDWARDSBURG	ORDINANCE FINES & COSTS - OCTOBER 2023	1,018.05	1198772
701-000-227.528	DUE TO VILLAGES - VANDALIA	VANDALIA VILLAGE TREASURER	ORDINANCE FINES & COSTS - OCTOBER 2023	33.00	1198768
701-000-228.000	DUE TO STATE OF MICHIGAN	MICHIGAN UNEMPLOYMENT INSURANCE	1ST QUARTER MESC DISCHARGES	16.00	1198594
701-000-228.010	DUE TO STATE - ST EDUCATION TAX	STATE OF MICHIGAN	RETURN FOR S.E.T AND MOBILE HOME TAX	204,511.76	1198612
701-000-228.010	DUE TO STATE - ST EDUCATION TAX	STATE OF MICHIGAN	RETURN FOR S.E.T & MOBILE HOME TAX	52,513.08	1198763
701-000-228.050	NOTARY FEES (CLERK)	MICHIGAN DEPARTMENT OF STATE	NOTARY FEES DUE STATE OCTOBER 2023	12.00	1198589
701-000-228.060	SHARED FEES (PROBATE)	STATE OF MICHIGAN	PROBATE COURT FEES DUE TO THE STATE OF	2,520.48	1198611
701-000-228.160	PISTOL PERMITS (CLERK)	MICHIGAN STATE POLICE-CASHER	CPL NEW & RENEW OCTOBER 2023	3,509.00	1198592
701-000-228.200	CONSERVATION COSTS	MICHIGAN DEPARTMENT OF TREASURY	OCTOBER 2023 TRANSMITTAL - 4TH DIST CT	10.00	1198590
701-000-228.300	DRIVERS LIC REIN FEES (DISTRICT)	MICHIGAN DEPARTMENT OF TREASURY	OCTOBER 2023 TRANSMITTAL - 4TH DIST CT	180.00	1198590
701-000-228.370	CRIME VICTIMS RIGHTS (CLERK)	MICHIGAN DEPARTMENT OF TREASURY	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	13,515.38	1198706
701-000-228.371	CRIME VICTIMS RIGHTS (PROBATE)	STATE OF MICHIGAN	FEE TRANSMITTAL OCTOBER	90.00	1198609
701-000-228.372	CRIME VICTIMS RIGHTS (DISTRICT)	MICHIGAN DEPARTMENT OF TREASURY	OCTOBER 2023 TRANSMITTAL - 4TH DIST CT	3,865.50	1198590
701-000-228.420	STATE COURT FUND (CLERK)	MICHIGAN DEPARTMENT OF TREASURY	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	350.00	1198706
701-000-228.422	STATE COURT FUND (DISTRICT)	MICHIGAN DEPARTMENT OF TREASURY	OCTOBER 2023 TRANSMITTAL - 4TH DIST CT	360.00	1198590
701-000-228.424	STATE COURT FUND (PROBATE)	STATE OF MICHIGAN	PROBATE COURT FEES DUE TO THE STATE OF	215.00	1198611
701-000-228.440	REAL ESTATE TRANSFER TAX (CLERK)	REAL ESTATE TRANSFER TAX-DHS	TRANSFER TAX DUE STATE OCTOBER 2023	262,443.75	1198600
701-000-228.550	DNA FEES (CLERK)	MICHIGAN DEPARTMENT OF TREASURY	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	39.00	1198706
701-000-228.560	E RECORDING FILING (PROBATE)	STATE OF MICHIGAN	PROBATE COURT FEES DUE TO THE STATE OF	625.00	1198611
701-000-228.563	E RECORDING FILING (CLERK)	MICHIGAN DEPARTMENT OF TREASURY	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	650.00	1198706
701-000-228.564	E RECORDING FILING (DISTRICT)	MICHIGAN DEPARTMENT OF TREASURY	OCTOBER 2023 TRANSMITTAL - 4TH DIST CT	1,235.00	1198590
701-000-228.570	CIVIL JURY DEMAND FEES (CLERK)	MICHIGAN DEPARTMENT OF TREASURY	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	100.00	1198706
701-000-228.572	CIVIL JURY DEMAND FEES (DISTRICT)	MICHIGAN DEPARTMENT OF TREASURY	OCTOBER 2023 TRANSMITTAL - 4TH DIST CT	172.50	1198590
701-000-228.580	CIVIL FILING FEE (PROBATE)	STATE OF MICHIGAN	PROBATE COURT FEES DUE TO THE STATE OF	3,626.00	1198611
701-000-228.581	CIVIL FILING FEES (CLERK)	MICHIGAN DEPARTMENT OF TREASURY	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	3,094.00	1198706

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Fund 701 GENERAL CUSTODIAL FUND					
Dept 000 GENERAL					
701-000-228.582	CIVIL FILING FEES (DISTRICT)	MICHIGAN DEPARTMENT OF TREASURY	OCTOBER 2023 TRANSMITTAL - 4TH DIST CT	5,054.00	1198590
701-000-228.590	JUSTICE SYSTEM FUND (CLERK)	MICHIGAN DEPARTMENT OF TREASURY	FEE TRANSMITTAL FOR STATE OF MICHIGAN F	1,220.71	1198706
701-000-228.591	JUSTICE SYSTEM FUND (FAMILY)	STATE OF MICHIGAN	FEE TRANSMITTAL OCTOBER	162.55	1198609
701-000-228.592	JUSTICE SYSTEM FUND (DISTRICT)	MICHIGAN DEPARTMENT OF TREASURY	OCTOBER 2023 TRANSMITTAL - 4TH DIST CT	9,117.50	1198590
701-000-228.630	SEX OFFENDER REGISTRATION (SHERIFF)	STATE OF MICHIGAN	SOR 10/2023	30.00	1198610
701-000-228.640	LIVESCAN FINGER PRINT (SHERIFF)	STATE OF MICHIGAN	FINGERPRINTS 10/2023	475.75	1198761
701-000-228.673	TRAILER COACH PARK TAX (TREASURY)	STATE OF MICHIGAN	RETURN FOR S.E.T AND MOBILE HOME TAX	2,460.00	1198612
701-000-255.674	DEPOSITS PAYABLE SPAY / NEUTER	VICKI MASON	SPAY/NEUTER DEPOSIT REIMBURSEMENT, MAS	30.00	1198621
701-000-255.674	DEPOSITS PAYABLE SPAY / NEUTER	HANNAH SULLIVAN	SPAY/NEUTER DEPOSIT REIMBURSEMENT, SULI	30.00	1198726
701-000-255.674	DEPOSITS PAYABLE SPAY / NEUTER	KRYDER VETERINARY CLINIC	SPAY/NEUTER DEPOSIT REIMBURSEMENT, WHI	35.00	1198734
701-000-255.677	DEPOSITS PAYABLE - SHERIFF FEES	ROCKET MORTGAGE LLC	FORECLOSURE: 61026 MYRTLE DR., VANDALIA	131,126.78	1198604
701-000-265.000	BONDS PAYABLE (CLERK)	CHASE RANDALL JONES	REFUND BOND. CASE DISMISSED 09/26/2023	2,000.00	1198704
701-000-265.000	BONDS PAYABLE (CLERK)	JAMES THOMAS STREETER	CHARGES DISMISSED 10/13/2023	1,000.00	1198705
701-000-265.000	BONDS PAYABLE (CLERK)	RYAN FRANCIS CHRIS	DEFENDANT SENTENCED 10/25. FINES AND C	500.00	1198707
701-000-276.000	RECEIPTS REFUNDABLE	RICHARD AND PATRICIA GERBE	JUST COMPENSATION FOR PROPERTY INTEREST	107,300.00	1198601
701-000-285.000	DEPOSITS PAYABLE (JUVENILE)	AUTO OWNERS INSURANCE	RESTITUTION-A. BERTSCHY; CLAIM# 80-4145	55.00	1198544
701-000-285.000	DEPOSITS PAYABLE (JUVENILE)	HAMPSHIRE COUNTRY CLUB	RESTITUTION N. BAKER, FILE# 13-195-DL	80.00	1198570
701-000-285.000	DEPOSITS PAYABLE (JUVENILE)	PARAGON SUBROGATION SERVICE	RESTITUTION C. SALGUERO, CLAIM# 574906,	10.00	1198598
701-000-285.000	DEPOSITS PAYABLE (JUVENILE)	TOM BRADEMAS, JR.	RESTITUTION-A. ROCKETT, FILE# 14-159	25.00	1198616
Total For Dept 000 GENERAL				816,881.66	
Total For Fund 701 GENERAL CUSTODIAL FUND				816,881.66	
Fund 704 IMPREST PAYROLL FUND					
Dept 000 GENERAL					
704-000-231.859	DUE TO VOLUNTARY LIFE	STANDARD INSURANCE CO.	11/01/23-11/30/23	3,769.49	23400
704-000-231.860	DUE TO VOLUNTARY LTD	STANDARD INSURANCE CO.	11/01/23-11/30/23	2,682.59	23400
704-000-231.861	DUE TO LIFE / AD&D / STD	STANDARD INSURANCE CO.	11/01/23-11/30/23	5,237.58	23400
Total For Dept 000 GENERAL				11,689.66	
Total For Fund 704 IMPREST PAYROLL FUND				11,689.66	
Fund 801 DRAIN FUND					
Dept 000 GENERAL					
801-000-451.000	REVENUE - SPECIAL ASSESSMENTS	JEFFERSON TWP. TREASURER	REFUND 2020/2021 DRAIN ASSESSMENT	365.98	1198730
Total For Dept 000 GENERAL				365.98	
Dept 442 DRAIN COMMISSIONER					
801-442-965.000	DRAIN & LAKE LEVEL COSTS	MARK GRISHABER	DEWEY LAKE DRAIN	1,200.00	23270
Total For Dept 442 DRAIN COMMISSIONER				1,200.00	
Total For Fund 801 DRAIN FUND				1,565.98	
Fund 841 LAKE LEVEL FUND					
Dept 442 DRAIN COMMISSIONER					
841-442-965.000	DRAIN & LAKE LEVEL COSTS	MARK GRISHABER	BARRON LAKE PUMP	8,590.00	23384
841-442-965.000	EXPENDITURES-DRAIN/LAKE --#209	INDIANA MICHIGAN POWER	09/20/23-10/18/23 BARRON LAKE RD PUMP	3,385.47	23412
841-442-965.000	DRAIN & LAKE LEVEL COSTS	JEFF VANBELLE	REIMBURSEMENT FOR MIDWAY ENGINEERING	2,355.13	1198729
Total For Dept 442 DRAIN COMMISSIONER				14,330.60	
Total For Fund 841 LAKE LEVEL FUND				14,330.60	

11/30/2023 04:41 PM
User: MATTHEWN
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
INVOICE DUE DATES 10/28/2023 - 11/30/2023
JOURNALIZED
PAID

Page: 17/17

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	407,531.29
Fund 213 ANIMAL CONTROL	838.63
Fund 216 DRUG COURT GRAP	10,966.96
Fund 251 CDBG HOME IMPRO	30.00
Fund 260 INDIGENT DEFENSE	54,060.26
Fund 261 911 SERVICE FUN	403,332.98
Fund 265 DRUG LAW ENFORC	31,114.57
Fund 266 LAW ENFORCEMENT	3,025.68
Fund 269 LAW LIBRARY FUN	920.71
Fund 270 HISTORICAL COMM	6.49
Fund 276 911 DISPATCH TH	3,090.00
Fund 282 CARES ACT FUND	17,903.20
Fund 290 SOCIAL WELFARE	5,139.99
Fund 292 CHILD CARE FUNI	1,000.00
Fund 297 DHS CHILD CARE	1,800.75
Fund 510 LAND BANK AUTHO	734.52
Fund 595 JAIL COMMISSARI	7,124.31
Fund 616 TAX REVOLVING C	8,388.10
Fund 631 TAX REVOLVING -	27.70
Fund 632 TAX REVOLVING -	4,000.73
Fund 650 FITNESS CENTER	956.00
Fund 701 GENERAL CUSTODI	816,881.66
Fund 704 IMPREST PAYROLI	11,689.66
Fund 801 DRAIN FUND	1,565.98
Fund 841 LAKE LEVEL FUNI	14,330.60

Total For All Funds:	1,806,460.77
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**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

November 2, 2023

The Cass County Board of Commissioners met in regular session on Thursday, November 2, 2023, in Commission Chambers.

Chair Jeremiah Jones called the meeting to order at 5:00 p.m. Commissioner Marchetti provided the Invocation. Commissioner Barrera 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, Samuel Barrera, Roseann Marchetti and RJ Lee.

COMMISSIONERS ABSENT: Mary Howie.

PUBLIC COMMENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

Vice-Chair Laylin removed motion M-183-23. Commissioner Marchetti added a brief discussion regarding the Committee of the Whole under New Business.

APPROVAL OF THE AGENDA

Commissioner Lawrence moved, seconded by Commissioner Lee, to approve the November 2, 2023, Cass County Board of Commissioner's Agenda as amended. Motion carried by voice vote.

RECOGNITIONS

None.

PRESENTATIONS

Parks Director Scott Wyman informed the board that seven AmeriCorps volunteers recently worked in county parks for three weeks. Wyman calculated the work conducted saved the county over \$20,000. He introduced three of the volunteers who were present. Sierra from Nevada, Olivia from North Carolina and Grant from Minnesota who shared their backgrounds as well as highlights of their AmeriCorps experiences.

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-167-23) Motion to approve the claims dated October 1, 2023 through October 27, 2023.

(M-168-23) Motion to approve October 5, 2023 Board of Commissioner Regular Meeting Minutes.

(M-169-23) Motion to approve October 19, 2023 Special Meeting Minutes.

(M-170-23) Motion to reappoint Kevin Anderson to the Economic Development Corporation for a term expiring 09/30/2029.

(M-171-23) Motion to reappoint Sheryl DeLuca to the Economic Development Corporation for a term expiring 09/30/2029.

(M-172-23) Motion to appoint Arrell Chapman to the Economic Development Corporation for a term expiring 09/30/2029.

(M-173-23) Motion to reappoint Tom Miles to the Community Corrections Advisory Board for a term expiring 09/30/2027.

(M-174-23) Motion to reappoint Dianna McGrew to the Cass County Planning commission for a term expiring 07/31/2026.

(M-175-23) Motion to reappoint Annie File to the Cass County Planning Commission for a term expiring 07/31/2026.

(M-176-23) Motion to reappoint Jayne Bailey to the Cass County Planning Commission for a term expiring 07/31/2026.

(M-177-23) Motion to appoint Scott Swanson to the Veteran's Advisory Committee for a term expiring 09/30/2026.

(M-178-23) Motion to approve the revised FMLA Policy.

(M-179-23) Motion to approve posting of the District Court Collections Clerk.

M-180-23) Motion to approve Interfund Transfer of \$10,000.00 from the Juvenile Probation Office Wages to the Juvenile Court Professional Services to complete the OnBase Project.

(M-181-23) Motion to approve the budgets for the Raise the Age Grant and Child and Parent Legal Representation Grant for FY24 as presented.

(M-182-23) Motion to approve the Problem-Solving Court Budgets for FY24 as presented.

The Chair instructed the Clerk to call roll:

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

No (0): None.

Absent (1): Commissioner Howie.

The Consent Agenda carried by roll call vote.

COUNTY PARTNERS

Conservation District representative Korie Blyveis announced that the Conservation District offered a letter of support for a Rural Readiness Grant in the amount of \$30,000.

Bob Thompson, Road Commission Manager, updated the board after an extremely successful construction season. He shared that construction on the Gumwood Road roundabout was $\frac{3}{4}$ finished with completion expected in 2024. He went on to announce that MDOT planned to install a roundabout at Gumwood and US 12 in 2027/2028. Until then, MDOT would install a temporary stoplight.

Parks Director Scott Wyman thanked the Road Commission for their partnership with the Parks Department.

ELECTED OFFICIALS

Judge Bealor, Sheriff Behnke and Prosecutor Fitz shared updates.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Committee of the Whole Discussion: Commissioner Marchetti shared concerns over the length of the Committee of the Whole (COW) Meetings. The last COW exceeded three hours and the agenda consisted of three important presentations in addition to other agenda items.

Discussion followed regarding agenda items that could move to the regular board meetings.

Commissioner Marchetti asked commissioners to bring ideas on how to improve the COW to the next meeting.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

ADJOURNMENT

Vice-Chair Laylin moved, seconded by Commissioner Lee, to adjourn. The meeting adjourned at 5:37 p.m.

Approved: _____
Date

Chair Jeremiah Jones

Monica McMichael, Clerk/Register

**CASS COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING**

November 16, 2023

The Cass County Board of Commissioners gathered for a special meeting on Thursday, November 16, 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, Ryan Laylin, Joyce Locke, Jeremiah Jones, Mary Howie, Samuel Barrera, Roseann Marchetti and RJ Lee.

COMMISSIONERS ABSENT: None.

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

PUBLIC COMMENT

Public comment occurred.

APPROVAL OF THE AGENDA

Vice-Chair Laylin moved, seconded by Commissioner Lee, to approve the November 16, 2023, Cass County Board of Commissioner's Special Meeting Agenda. Motion carried by voice vote.

RECOGNITIONS

None.

PRESENTATIONS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

M-184-23

Vice-Chair Laylin moved, seconded by Commissioner Marchetti, to appoint Jennifer Rentfrow to the Department of Human Services Board to a term expiring October 31, 2026. Discussion followed. Motion carried by voice vote.

ADJOURNMENT

Chair Jones adjourned the meeting at 4:49 p.m.

Approved: _____
Date

Chair Jeremiah Jones

Monica McMichael, Clerk/Register



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Appointments Committee

DATE: December 7, 2023

RE: Recommended Appointments

REQUEST:

Approve appointments as recommended by the Policy Committee.

BACKGROUND:

The Appointments Committee met on November 2nd to review current and upcoming vacancies on Boards & Commissions as well as applications for appointments and requests for reappointment. The Committee recommends 9 appointments overall as follows: 1 reappointment to the Cass District Library Board, 2 reappointments to the Southwest Michigan Planning Commission, 1 reappointment to the Board of Public Works, 1 reappointment to the Road Commission, 2 appointments to the Opioid Settlement Advisory Committee, 1 appointment to the Solid Waste Planning Committee, and 1 appointment to the Community Corrections Advisory Board.

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.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: December 7, 2023

RE: 2024 County Holiday Schedule

REQUEST

Approve the 2024 Holiday Schedule.

BACKGROUND:

Annually, the County adopts the schedule of holidays and the dates on which the holidays will be observed. The attached schedule is proposed for approval and would be posted to the County website once approved.

REVIEWS:

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

Administration, HR

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Adopt the 2024 Holiday Schedule as presented.



COUNTY OF CASS, MI

2024 HOLIDAY SCHEDULE

The Cass County Buildings will be closed on the following dates in observance of the recognized holidays as follows:

Holiday	Date Holiday Observed
New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas Eve Day	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Eve Day	Tuesday, December 31, 2024

Adopted by BOC on _____
Date [motion]



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: December 7, 2023

RE: Revised Remonumentation Grant Contract

REQUEST:

Approve the revised Remonumentation Contract.

BACKGROUND:

Annually, the County contracts with survey providers under the Remonumentation Grant Program. The original contracts were approved at the March 16th Special Meeting. Recently, one of the surveyors changed firms and, as such, a revision to the contract is necessary to reflect this change. We have already checked with the State of Michigan to ensure this was acceptable and we were notified that it did not create any issues. Attached, you will find the revised contract. Surveyor Mikel Currier switched companies from Jones, Petrie, Rafinski to Stephenson Land Surveying. The revised contract simply changes the company name. As noted during the last revision that had occurred, the Michigan State Survey and Remonumentation Act Grant covers all costs, so this carries no cost to the County.

REVIEWS:

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

GIS, Administration, State of Michigan

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve the revised Remonumentation Grant Contract as presented.

**CASS COUNTY
MONUMENTATION/REMONUMENTATION PROGRAM**

**REVISED
AGREEMENT**

This agreement is entered into by and between:

Cass County
120 N. Broadway – Suite 218
Cassopolis, MI 49031

And

~~**Jones Petrie Rafinski**~~
Stephenson Land Surveying
the terms and condition of which are as follows:

DEFINITIONS

As used in the Contract:

- County Representative – shall mean the County Surveyor, elected or appointed, with Cass County according to the requirements set forth in Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws.
- Grant Administrator – shall mean a person appointed by the County Board of Commissioners as the individual responsible for completing and submitting the annual Application for a Survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant(s).
- Grantee – shall mean the Monumentation Surveyor (or anyone directly or indirectly employed by it).
- Grantor – shall mean the Cass County Board of Commissioners and the State of Michigan.
- Job Assignment – shall mean a specific Government Corner to be monumented under the terms of the Agreement.
- Peer Group – shall mean not less than three non-associated Surveyors appointed by the County Representative whose duty is to review all data on Government Corners and act as advisors for ratification of corner locations.

SAFETY

The Grantee shall provide current documentation of insurance for property damage in the amount of \$100,000 worker's compensation, and vehicle coverage in the amount of \$100,000/\$300,000 while working for Grantor. The insurance shall cover interests of all parties to this Agreement, and all claims which may arise out of the Grantee's operations under this Agreement.

The Grantee is responsible for insuring that precautions are exercised at all times for the protection of persons and property. The safety provision of all applicable laws for compliance with all Federal and State laws and municipal ordinances and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of work covered by this Agreement.

TERMS

This Agreement requires that all survey work be performed in accordance with Act 345 of Public Acts of 1990 as amended, being Section 54.261 to 54.279 of the Michigan Compiled Laws, and the County Plan as adopted by the State Survey Commission. From time to time the Peer Group will outline a specific procedure to recover or replace a Government Corner. It is required that these instructions be followed to the best of the Grantee's ability.

The Grantee must provide all pertinent research data, including maps, drawing, and field notes to other firms that are awarded contracts, and may bill costs incurred to the contracted firm. The types of records searched may include, but shall not be limited to the sources listed in the County Plan.

Upon completion of the research for a corner, the Grantee shall submit the corner for Peer Group ratification by making written request to the County Representative, accompanied by the corner-position documentation. The research data shall be organized and submitted chronologically, along with a copy of the site report. Following ratification of the corner location by the Peer Group, the Grantee shall install the standard marker as provided by the Grantor and shall file a Land Corner Recordation Certificate as required by Act 74 of the Public Acts of 1970, as amended, being sections 54.201 to 54.219(d) of the Michigan Compiled Laws.

If upon inspection it is found that Monument has been incorrectly placed (not in accordance with the Peer Group's instructions), the Grantee will reset said monument as instructed at no additional charge to the Grantor.

If it is found that a Monument has been correctly placed (in accordance with the Peer Group's instructions), and for some reason must be reset to make a correction, the Grantee will be paid a reasonable fee for making the change.

Unless otherwise authorized by the County Grant Administrator, the Grantee's work is to be completed and the Land Corner Recordation Certificate(s) recorded in the Register of Deeds Office, with three (3) copies of said Certificate(s) and a statement for payment of work given to the Grant Administrator no later than 120 days after the work assignment is issued. Said

statement shall be in accordance with the schedule of fees and charges outlined in this Agreement. If the Grantee fails to meet this deadline, payment may be withheld.

Payment for partial completion of contracts shall not be allowed in order to encourage timely performance of the contract.

A copy of all invoices for direct expenses incurred, such as billing by other firms for providing research data, shall be submitted at the completion of the contract. A statement for payment of work which is submitted by the end of a month shall be paid within thirty (30) days, upon approval of the Cass County Board of Commissioners.

CONTRACT COMPENSATION

The following types of work shall be compensated for:

- a. Research of existing records.
- b. Research expenses billed by other firms.
- c. Field work, including reconnaissance, excavation, traversing, witnessing, marker setting, etc.
- d. Field note reduction and computations of traverses.
- e. Clerical
- f. Peer Group meeting time presenting corners.
- g. \$30 per Document Recordation Fees, P.A. 132 and P.A. 74, as amended.

Contracts shall be on a per corner basis with a fee of \$1,750 paid per completed and recorded corner inclusive of all types of work necessary. Common corners will be further compensated the actual costs of document recordation fees.

PEER GROUP FUNCTIONS

The Peer Group shall function as an advisory board for determining the location of corners. The Grantee shall have a licensed surveyor attend the Peer Group meetings with four excused absences per year. The Grantee is responsible for bringing before the Peer Group the following:

- a. A chronological research record.
- b. Whether visible evidence is in place (pictures).
- c. Whether metallic objects were detected below grade.
- d. Conditions and topography of the area.

MISCELLANEOUS PROVISIONS

No member of the Legislature of the State of Michigan or any individual employed by the State shall be permitted to share in this Agreement or any benefit that arises therefrom. Any Monumentation Surveyor serving on the State Survey Commission is considered an exception in accordance to an Attorney General's Opinion.

The Grantee shall report to the State Contracting Officer within five days after the end of each month that this Agreement is in effect, the name(s), social security number(s), and amount of payment made to any former State of Michigan employee who:

1. Retired from the State between June 2, 1984 and September 30, 1984 under the provisions of Act 2 and Act 3 of the Public Acts of 1984; and
2. Are less than 62 years of age; and
3. Performed services purchased by the State under the provisions of this Agreement during the month.

No report is required for any month during which the Grantee has no employees(s) as described above assigned to work performed under the provisions of this Agreement.

DISCRIMINATION

In accordance with the United States Constitution and all federal legislation and regulations governing fair employment practices and equal employment opportunity, and in accordance with the Michigan Constitution and all state laws and regulation governing fair employment practices and equal employment opportunity, the Grantee agrees that it will not discriminate against any person, employee, or applicant for employment or hire because of their religion, race, color national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

INDEMNIFICATION

The Grantee agrees to comply with the following indemnification clause:

To the extent that liabilities, obligations, damages, claims, costs, charges and expenses are caused by any negligent act, error, or omission of the Monumentation Surveyor (or anyone directly or indirectly employed by it) arising from the services rendered by the Monumentation Surveyor, the Monumentation agrees to hold harmless and indemnify Cass County and the State of Michigan (and its agents and employees) from and against said liabilities, obligations, damages, claims, costs, charges, and expenses imposed on the Grantee.

TERMINATION

The Grantor, or the Grantee, may terminate this Agreement at any time in whole or in part by the delivery of a "Notice of Termination" to the other party. Termination may be initiated due to funding reductions, the elimination of funds, or if the project in whole or in part if no longer required because of identified efficiencies and/or economics. The Grantee shall be compensated for the State's share of all expenditures authorized by the grant budget incurred prior to the date of the "Notice of Termination" and for those financial obligations or purchase orders authorized by the grand budget that cannot be canceled. In addition, this agreement can be terminated by the Grantor if the Grantee fails to comply with any of the provisions of this Agreement.

If at any time, the job assignment awarded under this Agreement is terminated by the County Grant Administrator, expenses incurred to the time of termination shall be eligible for reimbursement.

ACCEPTANCE

The performance of this Agreement shall commence upon signature from the Chairman, Cass County Board of Commissioners and shall terminate on December 31, 2023.

County and the Monumentation Surveyor, by signature below, acknowledge that they have read this Agreement, understand it, and agree to all its terms and conditions.

Accepted:

CASS COUNTY
BOARD OF COMMISSIONERS

By _____
Chairperson

By _____
County Clerk

Date _____

Accepted:

Stephenson Land Surveyors
Surveyor / Company

By [Signature]

Title President

Witness [Signature] MA

Date 10/23/2023

Erika Espeland, Grant Administrator
Cass County Survey and Remonumentation Program
120 N Broadway, Suite 218
Cassopolis, MI 49031

Dear Ms. Espeland:

Attached is a signed contract for the 2023 Cass County Monumentation/Remonumentation Program. Below are the corners that we are submitting a bid of \$1,750.00 each; \$10,500 for the 6 corners. This bid includes the research, field investigation, and setting of the monument and recording of the documents and other necessary tasks as identified in the contract. The corners to be completed include:

Township	Range	Corner ID
6S	14W	G12
6S	14W	H11
6S	14W	H12
6S	14W	I12
6S	14W	J12
6S	14W	K12


Signature

From: Clever, Nicholas (LARA) <clevern@michigan.gov>
Sent: Monday, July 24, 2023 08:07 AM
To: Erika Espeland <ErikaE@cassco.org>
Cc: Smydra, Jean (LARA) <SmydraJ1@michigan.gov>
Subject: RE: Cass County Remonumentation

Good Morning Erika,

This should not pose an issue. The surveyor would be able to take the corners with him and complete them under their new employer since the surveyor is the licensee performing the work the corners are not tied to a company. If that is not possible then you may wish to see if the others may divvy them up amongst themselves. Once it is figured out how to split the corners up or if the surveyor will be able to continue under his new employer let us know and send us a short explanation of the changes to the program to be inserted in the narrative for the completion report.

Thanks,

Nick

Nicholas J. Clever, P.S.

Director
Office of Land Survey and Remonumentation
Department of Licensing and Regulatory Affairs
Mailing: P.O. Box 30254
Lansing, MI 48909
Shipping: 2407 N. Grand River
Lansing, Michigan 48906
Main Office Phone: (517) 241-6321
Main Office E-Mail: BCCOLSR@michigan.gov
NEW Direct Phone: (517) 582-5440
Fax: (517) 241-9570
Email: Clevern@michigan.gov
Hours: Monday – Thursday 7-5:30

From: Erika Espeland <ErikaE@cassco.org>
Sent: Friday, July 21, 2023 12:05 PM
To: Clever, Nicholas (LARA) <clevern@michigan.gov>
Subject: Cass County Remonumentation

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Good Morning,

Cass County is experiencing a bit of an issue with our remonumentation program. I spoke with Jean in your office and she asked me to reach out to you.

One of our contracted surveyors for the 2023 grant year is going to be transferring to a new company shortly.

Is it possible this late in the year to contract with another surveyor? Would we need to drop the corners from this year's program?

Perhaps you have had this issue before and know of a solution?

We are not exactly sure how to proceed.

Hope you are having a great Friday.



Erika Joyce Espeland

Director of Geographic Information Systems

Remonumentation Administrator

Cass County, Michigan

 **269.445.4493**

 www.casscountymi.org

 erikae@cassco.org

 120 N Broadway Suite 218-15
Cassopolis MI 49031



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: December 7, 2023

RE: 2024 Remonumentation Grant

REQUEST:

Approve the 2024 Remonumentation Grant Application.

BACKGROUND:

Annually, the County participates in the Survey & Remonumentation Grant program. For 2024, the Grant would provide \$44,599.00 towards the project. The grant provides for 100% of the costs associated with the program. The County contracts with local surveyors to complete the work. Once the corners are selected and contracts finalized, final agreements for each surveyor will be brought before the BOC for approval.

REVIEWS:

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

GIS, Administration

FINANCIAL ANALYSIS:

Grant Funding provided to the County of \$44,599.00 which covers 100% of the costs of the program.

RECOMMENDATION:

Approve for the 2024 Remonumentation Grant Application to be submitted as presented.

SURVEY & REMONUMENTATION APPLICATION / PROGRESS / COMPLETION REPORT			
Michigan Department of Licensing & Regulatory Affairs Bureau of Construction Codes Office of Land Survey & Remonumentation PO Box 30254, Lansing, MI 48909 1 st Floor Ottawa Building 611 West Ottawa Street, Lansing, MI 48933 Phone 517-241-6321 E-Mail: bccolstr@michigan.gov www.Michigan.gov/bcc		Grantee/County: Cass County --Section below for OLSR staff use only-- Grant # VCUST# Address Code GG # Template:	
Grant Year: 2024			
\$44,599	State Grant Award		
Grant Application Payment Request		Grant Application Proposed Corners	
\$17,839.60	Start-Up Payment (40% of Grant Award)	21	Corners anticipated to be paid with funds
\$26,759.40	Balance after Start-Up Payment	Corners Completed	
Progress Report Payment Request			Corners completed & paid with grant funds
	Amount Requested (up to 85% of Grant)		Corners completed & paid by others
	Grant Balance after Progress Report		Corners revisited & paid with grant funds
Completion Report Payment Request			Corners revisited & paid by others
	Amount Requested (up to 100% of Grant)		Common corners entered into Accela twice
	Grant Balance after Completion Report		Number of records entered into Accela
			Corners revisited without record

I certify to the best of my knowledge and belief that this report is correct and complete, and all expenditures are for the purposes set forth in and comply with the annual grant agreement.

Is this county on an approved Maintenance Plan during this contract? Yes ☐ No ☒



 County Grant Administrator

11/27/23

 Date

<i>--Section below for OLSR staff use only--</i>	
Payment Authorized: \$ _____	Records completed by County in current Grant Year: _____
Grant Balance: \$ _____	Records remaining to be completed in County Plan: _____
_____ Nicholas J. Clever, P.S. Director, Office of Land Survey & Remonumentation _____ Date	

Administrator	
Name: Erika Joyce Espeland	Phone: (269)-445-4493
Email Address	erikae@cassco.org
Physical Address	120 N Broadway, Suite 218
City, State, Zip	Cassopolis, MI 49031
Representative	
Name: Tom Stephenson	Phone: (269) 445-8903
Email Address	ts@stephensonls.com
Physical Address	27873 White St
City, State, Zip	Cassopolis, MI 49031
Address for Payments	
Name: Erika Joyce Espeland	Phone: (269)-445-4493
Physical Address	120 N Broadway, Suite 218
City, State, Zip	Cassopolis, MI 49031

The following section is divided into columns corresponding to the stages of the yearly Remonumentation Grant program, from left to right. Fill out the sections within the column of the current stage, while leaving the information from the previous stages in place. If the county does not submit a Progress Report, leave that column blank.

Budget (Grant Application) column refers to the estimated costs set forth by the County in the Grant Application.

Progress Report column will include any expenditures by the County up to that point. Expenditures must exceed the amount received by the county in the 40% Start-up Payment. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

Completion Report column will include all reimbursable expenditures by the County during the Grant Year. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

County must provide copies of all invoices, receipts, payment vouchers, etc. for any expenditures being submitted for reimbursement under the Remon Grant program. Invoices must be itemized (where applicable) and should not include costs outside of the Remonumentation program. A county requesting payment for a Cost Allocation Program or similar policy must have a complete copy of the Cost Allocation Plan on file with OLSR before payment is made.

County must provide a detailed, itemized budget report for all expenditures under the Remon program. Any payment amount that does not appear on the budget report cannot be considered for reimbursement under the Remon Grant program.

**Remonumentation Program
County Expenditure Detail**

Work Program Expenditures by Line Item	Budget (Grant Application)	Progress Report Expenditures	Completion Report Expenditures
Item A Remonumentation Services	\$36,750		
Item B Monument Maintenance Services			
Item C Remonumentation Supplies & Materials	\$1639		
Item D Geodetic Control Maintenance & Operations			
Item E Grant Administrator Fees/Wages	\$2,505		
Item F County Representative Fees/Wages	\$2,505		
Item G Additional Administrative Staff Fees/Wages			
Item H Peer Group	\$1200		
Item I Administrative Supplies & Indirect Costs			
Totals	\$44,599		



CASS COUNTY SURVEY & REMONUMENTATION

2024 Remonumentation Grant Application Narrative & Corner List

November 27, 2023

To Whom it may Concern,

Cass County Remonumentation for 2024 will total 21 corners.

Below is a list of corners that the Peer Group has proposed for completion in 2024:

DALE KESLER:

T05S R13W - Marcellus Township: M-02, M-03, M-04, M-05, M-09, M-10, K-07

MATTHEW REINKING

T05S R15W - Wayne Township: J-06, K-03, K-04, L-03, L-04, L-05, L-06

TOM STEPHENSON

T07S R16W - Howard Township: D-10, F-10, H-10, J-10, L-04, L-10, L-12

Estimated Material cost and Peer Group meetings (2024)

Aluminum Caps (20) \$28/ea = \$560 + \$25 shipping

Iron Pipes = \$135

Pipe Caps= \$51

Concrete monuments (20) \$40/ea = \$800 + \$68 shipping

Estimated Material Cost = \$1,639

Peer Group Cost = \$1,500

Administrative cost = \$4,710

21 Corners - \$1,750.00/ea = \$36,750

Total = \$44,599

Erika Espeland

Erika Espeland

Cass County GIS Director

120 N Broadway St, Cassopolis, MI 49031

(269)445-4493

What is Remonumentation?

Remonumentation is the process of retracing, reestablishing, and maintaining the accuracy of land survey corners. Land survey corners, or “monuments” form the basis of the Public Land Survey System which is the reference for determining ownership of public and private property. Verifying the accuracy of all survey corners is crucial in maintaining accurate property descriptions, roadway placements, and government boundaries. Survey corners are like the skeleton of our community, on which all our infrastructure is placed.

The first corners were established by teams of rugged frontiersmen in the early 1800s using rocks, sticks, etchings in trees, and even empty bottles of Whiskey. Overtime many of these markers have deteriorated, been disturbed, or even destroyed. Remonumentation seeks to reset these monuments using modern measurement technology and replace the physical marker with more durable materials, such as concrete, iron, and aluminum.

Remonumenting is more important than ever, as the need for accurately placed land development has increased.

It's challenging to plan a new road or development when ownership rights are unclear. It's also difficult for communities to encourage economic development without accurate and easily accessible property information.

Benefits of remonumenting include:

- **Reducing the cost of surveys** – Surveys take less time when section corners are verified and monumented.
- **Reduces the number of boundary disputes** – Well-established starting locations make boundary determination less ambiguous.
- **Surveys & GIS become more accurate** – With verified section corners as the base, future surveys are more exact. County and local government can rely upon the remonumented corners in their GIS to assist with more precise land locations for permitting, taxation, and other spatial applications.
- **Creates robust land records for future generations** – publicly available digital records and the durable physical monuments in the ground mean that future development and decisions will be aided with easily attainable public land records that can be verified in the field.

Back in 1990, ***Michigan Act 345: The State Survey and Remonumentation Act*** was passed to remonument 300,000 survey corners in the state. This was the first statewide effort in over 175 years to remonument.

A fund was created to pay for the effort by adding a charge to each county recording fee. In Cass County that fee is \$3.94. The money is then re-allocated to each county annually through the State's Remonumentation Grant. There is no county match required for the grant and no additional costs to the county for this program.

As of 2023, We are currently +/- 51.9% complete with the +/- 2,367 corners that fall within Cass County.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners
FROM: Matt Newton, County Administrator
DATE: December 7, 2023
RE: Posting of Friend of the Court (FOC) position
Friend of the Court (FOC) Program Services Coordinator & Parenting Time Specialist

REQUEST:

Approve for the Courts to post the FOC Program Services Coordinator & Parenting Time Specialist.

BACKGROUND:

This position was formerly the Bench Warrant Officer position in the FOC. The Bench Warrant Officer left the FOC in August 2023. Due to IRS confidentiality requirements, the FOC can no longer continue to have a contracted Bench Warrant Officer.

The position has been rewritten to comply with the IRS requirements as well as carrying out the enforcement duties previously done by the Bench Warrant Officer and adding in additional duties to attempt to decrease incarceration and bench warrants to save the County money for such incarceration while also still vigorously pursuing child support collection.

This position was vacant at the time of the adoption of the FY 24 budget, and the Courts were instructed to come back and ask for permission to fill this open position. This position is necessary based on the workload in the FOC and the approved IV-D grant for the next 5 years. The FOC receives reimbursement of 66% of this position's wages and fringes as well as incentives based on collections and indirect costs through the FOC's IV-D grant.

REVIEWS:

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

County Administration
Cass Courts
CCIEA Union President

FINANCIAL ANALYSIS:

This position would be a new CCIEA position and is paygrade 7 (which represents a cost decrease when compared to the Bench Warrant Officer position). The approximate annual cost of this position for wages and fringes is estimated at \$70,000 (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 9 out of the 12 months of the fiscal year if we hired by 1/1/24.

RECOMMENDATION:

Approve the FOC Program Services Coordinator & Parenting Time Specialist job posting as presented.



POSITION VACANCY

Cass County Courts
Law & Courts Building

FRIEND OF THE COURT (FOC) PROGRAM SERVICES COORDINATOR & PARENTING TIME SPECIALIST

2023 Hourly pay range: \$21.5103 per hour to \$27.9633 per hour
(Currently Pay Grade 7, union position)

NOTE:

This is an informational posting only. If you are interested in this position, please send your cover letter and resume' and completed county application to Sarah Mathews, Court Administrator & FOC Director, via email: sarahm@cassco.org. Drug test and background check required. This position requires access to FTI; therefore, applicants must undergo an FBI fingerprint-based background investigation as detailed in the *IRS Publication 1075*. EOE.



EMPLOYMENT OPPORTUNITY

FRIEND OF THE COURT PROGRAM SERVICES COORDINATOR & PARENTING TIME SPECIALIST – Under the direct supervision of the Deputy FOC in collaboration with the Casework Supervisors and as part of the FOC team monitors and facilitates payment compliance of court-ordered child support using informal and formal enforcement initiatives according to established office procedures and priorities. Collaborates on the development of and coordination of the FOC Alternative Contempt Track Program (ACT), FOC Probation Program, the Learn, Earn, and Provide Program (LEAP), and Payer Outreach initiatives as directed. Collaborates with the Attorney General's office and Department of Corrections on enforcement initiatives according to standardized office protocols. Collaborates with FOC Staff on enforcement initiatives and priorities including locate, bench warrants, and license suspensions. Serves as direct backup to the Enforcement Caseworker. Regularly engages and communicates with delinquent payers to attempt to obtain voluntary compliance with Court orders using positive communication and motivational interviewing skills to induce compliance. Builds community relationships and makes referrals to payers of needed community resources and services as well as referrals within the office to FOC staff for support reviews. Serves as a Parenting Time Specialist and assists parties with parenting time complaint issues. Screens, processes, and resolves parenting time complaints. Bachelor's degree required. Bachelor's degree in sociology, psychology, social work, criminal justice, or education that qualifies the person to carry out the duties of this position preferred. Friend of the Court or Court experience may be considered in lieu of educational requirements and preference.

2023 Hourly pay range: \$21.5103 per hour to \$27.9633 per hour
(Currently Pay Grade 7, union position)

To apply: Please send your cover letter, resume, and completed county application to Sarah Mathews, Court Administrator & FOC Director, via email: sarahm@cassco.org. Drug test and background check required. This position requires access to FTI; therefore, applicants must undergo an FBI fingerprint-based background investigation as detailed in the *IRS Publication 1075*. EOE.

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

(Works best with Chrome browser.)

**CASS COUNTY COURTS’
JOB DESCRIPTION**

**FRIEND OF THE COURT PROGRAM SERVICES COORDINATOR & PARENTING TIME
SPECIALIST
(CASEWORKER LEVEL II)**

Union position

Supervised by: Deputy FOC

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 direct supervision of the Deputy FOC in collaboration with the Casework Supervisors and as part of the FOC team monitors and facilitates payment compliance of court-ordered child support using informal and formal enforcement initiatives according to established office procedures and priorities. Collaborates on the development of and coordination of the FOC Alternative Contempt Track Program (ACT), FOC Probation Program, the Learn, Earn, and Provide Program (LEAP), and Payer Outreach initiatives as directed. Collaborates with the Attorney General’s office and Department of Corrections on enforcement initiatives according to standardized office protocols. Collaborates with FOC Staff on enforcement initiatives and priorities including locate, bench warrants, and license suspensions. Serves as direct backup to the Enforcement Caseworker. Regularly engages and communicates with delinquent payers to attempt to obtain voluntary compliance with Court orders using positive communication and motivational interviewing skills to induce compliance. Builds community relationships and makes referrals to payers of needed community resources and services as well as referrals within the office to FOC staff for support reviews. Serves as a Parenting Time Specialist and assists parties with parenting time complaint issues. Screens, processes, and resolves parenting time complaints. Bachelor’s degree required. Bachelor’s degree in sociology, psychology, social work, criminal justice, or education that qualifies the person to carry out the duties of this position preferred. Friend of the Court or Court experience may be considered in lieu of educational requirements and preference.

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. Trained on and timely become proficient in navigating and utilizing MiCSES (Michigan Child Support Enforcement System) to perform a variety of complex Friend of the Court case management functions.
2. Compliance with all Title IV-D requirements for IV-D workers.
3. Trained on and timely become proficient in navigating and utilizing the OnBase EDI System including uploading and indexing functions and timely processing of documents in assigned OnBase queues.

4. 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.
5. 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 including proficiency in navigating the Learning Management System (LMS) provided online by the Michigan Office of Child Support.
6. Ability to become proficient in utilizing Business Objects and other online mechanisms to perform Friend of the Court case management functions.
7. Uses computer databases, internet resources, and state child support enforcement systems to review and monitor cases, locate individuals, and update and maintain internal records to provide information to other staff.
8. Actively and timely monitor MICSES notifications called Alerts regarding enforcement-related activities.
9. Timely input detailed case notes into MiCSES for all actions taken as directed by policy.
10. Prepares and maintains required court records, documents customer contacts, and responds to casework-related communications occurring in person and by two-way communication through MiCSES, mail, fax, telephone, email, and otherwise.
11. Collaborates on the development of the Cass County FOC's ACT (Alternative Contempt Track) as directed by the Director and Deputy FOC.
12. Coordinates and oversees the ACT (Alternative Contempt Track) as the primary ACT Caseworker under the direction of the Director and Deputy FOC. This includes but is not limited to:
 - a. Participates in the FOC show cause docket to facilitate referrals to the ACT Program.
 - b. Timely completes an investigation and an assessment of payers interested in participating in the ACT (Alternative Contempt Track) to make recommendations regarding eligibility.
 - c. Provides case management services for ACT Participants.
 - d. Maintains accurate records of ACT program components and participants.
 - e. Regularly updates the Management Team on ACT progress.
 - f. Orients payers to the terms of the ACT program.
 - g. Coordinates and/or makes referrals for appropriate community-based services/interventions, which frequently includes mental health and educational services.
 - h. Assigns and monitors community service for payers as ordered for ACT Program Participants.
 - i. Become knowledgeable about community services so that appropriate referrals can be

- made.
 - j. Schedules and facilitates court hearings for the ACT program as needed including but not limited to review hearings, staffing, and contempt hearings.
 - k. Attend relevant court hearings to provide updates on the progress of payers participating in ACT, LEAP, and/or FOC Probation.
13. Coordinates and oversees the FOC Probation program including but not limited to:
- a. Participates in the FOC show cause docket to facilitate referrals to the FOC Probation Program.
 - b. Oversees & coordinates FOC Probation for payers ordered to Probation by the Referee and/or Judge.
 - c. Maintains accurate records of the FOC Probation Program components and participants.
 - d. Regularly updates the Management Team on FOC Probation progress.
 - e. Provide case management services for FOC Probation participants.
 - f. Orients payers to the terms of the FOC Probation.
 - g. Coordinates and/or makes referrals for appropriate community-based services/interventions, which frequently includes mental health and educational services.
 - h. Assigns and monitors community service for payers as ordered for FOC Program Participants.
 - i. Become knowledgeable about community services so that appropriate referrals can be made.
 - j. Schedules and facilitates court hearings for the FOC Probation Program as needed including but not limited to review hearings and contempt hearings.
 - k. Attends relevant court hearings to provide updates on the progress of payers participating in the FOC Probation Program.
14. Oversees and coordinates payers' participation in the Learn, Earn, and Provide Program (LEAP) through MI-Works including but not limited to:
- a. Participates in the FOC show cause docket to facilitate referrals to the LEAP Program.
 - b. Oversees & coordinates the LEAP Program for payers ordered to LEAP by the Referee and/or Judge.
 - c. Maintains accurate records of the LEAP Program components and participants.
 - d. Regularly update the Management Team on the LEAP Program.
 - e. Provide case management services for LEAP Program participants.
 - f. Orients payers to the terms of the LEAP Program.
 - g. Coordinates and/or makes referrals for appropriate community-based services/interventions, which frequently includes mental health and educational services.
 - h. Assigns and monitors community service for payers as ordered for the LEAP Program.
 - i. Become knowledgeable about community services so that appropriate referrals can be made.
 - j. Schedules and facilitates court hearings for the LEAP Program Participants as needed including but not limited to review hearings and contempt hearings.
15. Become trained on and proficient in utilizing a standardized assessment tool approved and adopted by the Court according to evidence-based best practices as appropriate for FOC programs.

16. Works with and builds relationships with community agencies and employers to fulfill the needs of the ACT, LEAP, FOC Probation, and Payer Outreach programs.
17. Works with and builds relationships with other community agencies and employers to facilitate resources for payers of child support (whether they are participating in an FOC program or not) including job, education, skill building, medical, mental health, and recovery opportunities.
18. Acts as a liaison with the community, including the schools, school administrations, Department of Corrections (DOC), Sheriff's Department, other local law enforcement agencies, employers, medical providers, community mental health, other mental health providers, and community members to facilitate coordination and cooperation in the delivery of support services and to address case-related issues and problems.
19. Attends and participates in community events on behalf of the Friend of the Court as directed by the Director and/or Deputy FOC.
20. Assists with the Payer Outreach Program as directed.
21. Serves as a Parenting Time Specialist and provide parenting time enforcement services to parties including but not limited to:
 - a. Screen Parenting Time Complaints.
 - b. Respond to parenting time complaints.
 - c. Provide information on the parenting time enforcement process to parties.
 - d. Process complaints for appropriate enforcement remedies such as mediation, joint resolution conferences, show cause hearings, and make-up parenting time.
 - e. Conduct joint resolution conferences.
 - f. Prepare any necessary paperwork to facilitate parenting time enforcement including 21-day notices and motions and orders to show cause.
22. Conducts Facilitative Information Gathering sessions with parties and issue appropriate recommendations in accordance with OCS and office policy.
23. Serves as a backup to FOC Casework Supervisors and the Enforcement Caseworker in processing warrants including but not limited to:
 - a. Assisting in the preparation and management of bench warrants.
 - b. Investigates and locates persons pursuant to carrying out the mandates required of the Friend of the Court Office.
 - c. Tracks and pursues all child support bench warrants, both by phone and by working with law enforcement agencies.
 - d. Enters all warrants and recalls warrants on the LEIN system.
 - e. Collaborates with the Attorney General's office on felony non-support according to standardized office protocols.
 - f. Collaborates with the Department of Corrections regarding individuals with criminal cases who also have child support obligations according to standardized office protocols.
 - g. Collaborates with the Enforcement Caseworker on enforcement initiatives as well as on locate including use of CLEAR.

- h. Prepares documents related to enforcement proceedings including contempt/show cause motions, notices, orders, and bench warrants.
 - i. Maintains accuracy of all records of arrests and active warrants.
- 24. Assists the Enforcement Worker with coordinating services for payers arrested on FOC Bench Warrants including, but not limited to:
 - a. Coordinating service with other enforcement staff, jail staff and dispatch.
 - b. Speaking to child support payers arrested on warrants, communicating with them at the jail, and attempting to negotiate a resolution without Court involvement.
 - c. Referring payers arrested on warrants to FOC services such as ACT if appropriate.
 - d. Preparing bench warrant re-calls to dispose of bench warrants without an arrest.
- 25. Collaborates on and serves as a backup for license suspension enforcement processes with the Enforcement Caseworker, including DNR license suspension processes.
- 26. Backup the Enforcement Caseworker in Reviewing notices of bankruptcy (Chapters 7, 11, or 13) from the bankruptcy court or from OCS, updating MICES screens, monitoring for the completion of those proceedings, obtaining any new case information, and again updating the MICES screens, which may also result in active enforcement for current support and/or collection of arrearages.
- 27. Serves as a liaison with other law enforcement and social service agencies related to FOC Bench Warrant issues and questions. Coordinates arrests of persons through and by law enforcement agencies and assists with coordinating appearances at court hearings related to FOC Bench Warrants for in-custody persons arrested on FOC warrants for nonsupport.
- 28. Engages and communicates with delinquent payers to attempt to obtain voluntary compliance with Court orders. Gathers necessary information for enforcement, which may include medical, employment, income, and other related information. Provides employment referrals, referrals to other staff and agencies, and provides an overall explanation of the enforcement process including the consequences for non-compliance.
- 29. Makes referrals for support reviews to FOC staff as circumstances warrant according to standard office protocols.
- 30. Actively and timely respond to inquiries from, as well as actively and timely communicate with, staff, parties, attorneys, other agencies, employers, and others as necessary and appropriate.
- 31. As directed, provides backup services to other Friend of the Court personnel.
- 32. Performs other duties and responsibilities as directed or 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 accommodation may be made to enable individuals with disabilities to perform the job.

1. Bachelor's degree required. Bachelor's degree in sociology, psychology, social work, criminal justice, or education that qualifies the person to carry out the duties of this position preferred. Friend of the Court or Court experience may be considered in lieu of educational requirements and preference.
2. Two years or more of demonstrated experience preferred in family/domestic relations law, a human service or behavioral science field, or administration, preferably in a Friend of the Court office, Court, or closely related setting.
3. Valid Driver's License.
4. Working, Legal, and Insured Vehicle.
5. Motivational interviewing and/or mediation skills preferred.
6. Demonstrated knowledge and skill in investigative and interviewing techniques preferred including the ability to effectively obtain case-related information from and about parties, employers, and others.
7. Demonstrated ability to coordinate and promote program events desired.
8. Demonstrated ability to work with community organizations and to coordinate services desired.
9. Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
10. Ability to take direction, accept feedback in a professional manner, and utilize direction and feedback to carry out the position's duties.
11. 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.
12. Working knowledge of the State of Michigan court system, procedures, court rules and statutes, specifically related to Friend of the Court and Circuit/Family/Probate Courts and in the absence of such knowledge a desire, willingness, and ability to timely obtain such knowledge.
13. Working knowledge of State of Michigan child support regulations and procedures, including the Michigan Child Support Formula, as well as knowledge of how child support is calculated and in the absence of such knowledge a desire, willingness, and ability to timely obtain such knowledge.
14. Ability to consistently demonstrate sound ethics and judgment.

15. 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.
16. Ability to maintain office confidentiality and handle stressful situations.
17. Skill in prioritizing and completing work assignments.
18. 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.
19. 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.
20. Ability to be impartial and make timely decisions.
21. Ability to type accurately and quickly.
22. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions, such as addition, subtraction, multiplication, and division.
23. Ability to maintain accurate and organized records.
24. Ability to use resources effectively and efficiently.
25. Working knowledge of and ability to use modern office equipment such as computers, telephones, fax machines, scanners, calculators, and computer software, including word processing, spreadsheet, database, financial, and email/world wide web. Proficiency with the use of Microsoft Office tools including Outlook, Word, Excel, and basic skills in PowerPoint is desired.
26. Ability to use recording, photographic, audio, and video equipment.
27. Able to and willingly engage in positive customer service.
28. Able to and willingly comply with all Court and Friend of the Court policies.
29. Understand and actively support through positive words and actions the Friend of the Court's office culture.
30. 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.
31. All Court employees are expected to and shall comply with the Model Code of Conduct for Michigan Trial Court Employees.
32. Possess and maintain a record of orderly, law-abiding citizenship as well as an ability to consistently demonstrate sound ethics and judgment.

33. 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.
34. 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is often required to walk, sit, or use hands to finger, handle or feel objects, tools, or controls. The employee is often required to stand and sit for extended periods of time. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of decision making. The employee must occasionally lift and/or move light to moderate objects. 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: Cass County Prosecutor Victor Fitz

DATE: December 7, 2023

RE: Victim Rights Coordinator/Legal Secretary & Child Support Secretary

REQUEST: To return current part-time Victim Rights Coordinator to full-time Victim Rights Coordinator/Legal Secretary
To re-establish the Child Support Secretary Position

BACKGROUND:

Returning Part-time Victim Rights Coordinator to full time Victim Rights Coordinator/Legal Secretary. This is necessary to provide the Chief Law Enforcement Office in the County with the resources and personnel necessary to sustain its Constitutional public safety mandate.

Prior to the passage of October, 2023 annual budget, this position was full-time. It included 28 hours per week serving as a Victims Rights Coordinator (100 % reimbursement) and 12 hours per week (general fund dollars) to assist in the increasing support staff responsibilities including dramatically mounting body camera evidence, growing discovery demands, escalating legal pleadings, etc. It should be noted that since approximately 2010, there have been increased statutory and court rule requirements when it comes to the use of video cameras by law enforcement, as well as a requirement to promptly review, redact and provide it by way of legal discovery to Defense counsel. On each individual case, this places and expectation on a prosecutor's office to review the many hours of video camera on each case, redact information that is statutorily required in order to protect victims, police officers, confidential informants, agencies, members of the public and the like. Additionally, there has been a significant increase in the use of civilian and business/agency video in the investigation and prosecution of criminal activity. It is not unusual to have 5 or more officers take part in a criminal investigation. The video of each officer---as well as civilian and business video---needs to be reviewed, sometimes repeatedly, in the prosecution of a criminal case. Since 2010 this has created a tremendous amount of additional personnel hours to review, prepare and prosecute each defendant. Some Counties, such as Berrien County now provide their Prosecutor's Office with a full-time employee whose sole responsibility is to review all submitted police, citizen and business/agency video, comply with redaction requirements and timely provide it to defense counsel by way of discovery. Legislative/Court rules now also require the properly reviewed and redacted video to be provided to Defense Counsel in an expedited time frame.

In August of 2023, the Prosecutor's Office hired Patricia Marlin to fill this full-time position. Ms. Marlin left a full-time job to take this position in the Prosecutor's Office. In September of 2023 the county budget that was passed reduced this position to part time effective October 1, 2023. As averred above, this staff reduction came at a time Prosecutor's Office support staff needs are increasing and expected to remain on an upward trajectory. Again, video camera review, tight time frames, increased discovery demands and the like discussed previously all add to the workload and increased time expectations on the prosecutor's staff. These increasing demands on prosecutor's legal secretarial staff are also fueled in part due to the increasingly robust funding of the Indigent Defense Office. The Public Defenders, while tasked with fewer responsibilities than the Prosecutor's Office, now have a significantly larger annual budget than the Prosecutor's Office. (see attachment). The Prosecutor's Office is already seeing greater demand on its entire staff due to increased demands discussed above. It is further impacted by this funding disparity. Simply put, the Prosecutor's Office, with greater responsibilities than the Public Defender's Office, has a significantly lower annual budget than that of the Public Defender's Office. And while the Indigent Defense Office resources dramatically increased October 1, 2023, the Prosecutor resources unfortunately decreased. A better funded Indigent Defense Office is now placing increased discovery and legal pleadings demands on the Prosecutor's Office.



CASS COUNTY BOARD OF COMMISSIONERS

It should also be noted that full-time employee Patricia Marlin was reduced to a part-time employee.

Due to the heavier load of responsibilities placed on the Prosecutor's Office it is incumbent that the Prosecutor's Office receive and maintain sufficient funding. This funding is necessary to provide adequate support staff in the office of the Chief Law Enforcement Officer for the County.

Re-establish the Child Support Secretary Position. This position was taken out of the Prosecutor's Budget when the 2023 Annual Budget was passed in September 2023. It is a grant position which receives 66% reimbursement. The Child Support Unit is tasked with establishing parentage for minors in Cass County. This in turn allows the state of Michigan and custodial parents to receive financial support from non-custodial parents for the raising of their children. It also routinely results in an increase in the involvement of non-custodial parents in the lives of their children---an often-critical benefit to the children. The Child Support Secretary has been an important position in the Prosecutor's Child support unit for over 2 decades. It has been the only support staff component for the unit. This secretary insures that notices go out, appointments are set, interviews occur, DNA tests are conducted, etc. Due to the elimination of the Child Support Secretary, the Child Support Unit is currently without any support staff. This is a significant incumbrance on the overall ability of the unit to function properly, including the establishment of appointments, interviews, DNA tests. Without the Child Support Secretary Position, the number of cases in which parentages is established will decrease significantly---with attendant negative consequences for children in Cass County.

It should also be noted that there is a limited window of opportunity to preserve this long-standing, important position with 66% reimbursement from the state. A decision not to act promptly to restore this position may result in the permanent loss of this 66% reimbursement position.

Cost to return these two positions to 2022 status

The approximate county cost to return the Victim Rights Coordinator position to full time is approximately **\$35,000** annually.

The approximate county cost to re-establish the Child Support Secretary position is approximately **\$22,000** annually.

This results in a total of approximately **\$57,000** annually.

\$22,000 Child Support Secretary

\$35,000 Victim Rights Advocate/Legal Secretary

\$57,000

New funding sources

To support this change, the Prosecutor's Office suggests two actions which would increase the County's General fund by approximately **\$57,000**.

1. **DHHS Neglect/Abuse Contract** The Prosecutor's Office has been in discussion with the Department of Health and Human Services (DHHS) regarding the establishment of a contract between that office and the Prosecutor's Office for representing DHHS in the handling of Neglect/Abuse cases. While the establishment of such a contract places significant additional accounting and administrative responsibilities on the Prosecutor's Office, as well as the creation of infrequent conflicts, these added duties can be absorbed provided that we secure the return of the Victim Rights Coordinator and the Child Support Secretary position to their 2022 status.

Approximate added income from DHHS contact for Neglect/Abuse Cases: **\$40,000**



CASS COUNTY BOARD OF COMMISSIONERS

It is proposed that funding be provided to the Prosecutor's Office through the the Drug Millage Fund in an amount by a minimum of **\$17,000**.

\$40,000

\$17,000

\$57,000

Some brief history regarding the CCDET milage. In 2004, the Sheriff, the Dowagiac Chief of Police and the Cass County Prosecutor collaborated to spearhead the placement of the Drug Millage on the August Ballot. Throughout the summer of 2004, the Sheriff, The Dowagiac Police Chief and the Prosecutor---along with assistance from each of our agencies and others in the Cass County Community---promoted the drug millage across Cass County. This included providing presentations to numerous municipal boards, service organizations, churches, etc. The effort was a resounding success and the Drug Millage passed by a wide margin across the county. Since that original initiative, the millage has passed overwhelmingly on four subsequent occasions. The Prosecutor has been actively supportive of each subsequent Drug Millage initiative.

After the 2004 passage, the Sheriff's Office and the Dowagiac Police Department received funding from the millage for several officers as well as a support staff secretary. The Prosecutor's Office received a Drug Prosecutor. The Prosecutor's Office also requested funding for a full or part-time support staff secretary to assist in the processing of drug warrant requests, drug case evidence, discovery in drug cases, and other tasks which are attendant to the processing of drug cases. This was not supported, and the Prosecutors office has been required in the two decades since to process such drug cases without the requested support staff to purse this responsibility. It should also be noted that upon the passage of the drug millage and consistently since then, the Prosecutors office has handled a significantly greater number of drug cases, drug forfeiture cases, etc. on an annual basis.

Currently approximately 30% of the felony cases handled by the Prosecutor's Office are drug cases. Further, approximately 80% of the other felony cases handled by the prosecutor's office involved defendants who have a current and/or historical relationship with controlled substances.

As mentioned earlier, with the advent of significant additional body camera evidence, a substantial increase in discovery and other demands on criminal cases including drug cases, the time is long overdue to provide CCDET funding to the Prosecutor's Office to assist in support staff needs.

The Drug Millage fund presently stands with a surplus of over \$1 million dollars.

The voters have passed this millage on 5 separate occasions with the expectation that the funds would be used to investigate and prosecute controlled substance offenses. Without the re-establishment of the Prosecutors Office criminal support staff to at least 2022 levels, it has and will continue to be increasingly difficult for the Prosecutor's Office to sustain what the voters, through this millage have asked the County to do.

This request to augment the Prosecutor's criminal support staff budget up to \$35,000 from a fund balance of over \$1 million dollars makes sense and is supportive of the voter's desire to effectively address the serious methamphetamine, fentanyl, opiod and other drug challenges---including an attendant substance abuse and the mental health crisis----in Cass County.

It is critical, at a time when the Prosecutor's office is faced with the considerable addition of time and resources necessary due to video camera, statutory tightening of discovery expectations and a significant increase in the funding



CASS COUNTY BOARD OF COMMISSIONERS

of the Indigent Defense Office that we reverse the 2023 budgetary reduction in the resources available to Prosecutor's office to fight drug and related crimes.

As indicated, resources are available to the county to achieve this objective without a negative impact on the general fund.

Restoring these positions to their 2022 levels will be supportive of maintaining a Prosecutor's Office for the citizens of Cass County which is able to address drug and other serious crime in the community.

REVIEWS:

Prosecutor's Office

FINANCIAL ANALYSIS:

No negative impact on the County general fund.

\$40,000 DHHS Contract

\$17,000 CCDET Funds

\$57,000

RECOMMENDATION:

Return the current part-time Victim Rights Coordinator to full-time Victim Rights Coordinator/Legal Secretary

Re-establish the Child Support Secretary Position



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: December 7, 2023

RE: Step Level Increase Resolution

REQUEST:

Approve R-202-23 Reauthorizing Step Level Retention Increases.

BACKGROUND:

In July, the Board of Commissioners approved R-115-23 Authorizing Step Level Retention Increases. The resolution provides for the County Administrator to approve for step level retention increases up to three steps within a pay grade for non-union employees when a Department Head or Elected Official submits a written request detailing why the action is necessary and the budgetary impact. The County Administrator then evaluates the request and determines whether the request shall be approved or denied and issues a copy of that written decision to both the Department Head or Elected Official and the Board of Commissioners. If the request is approved, the Employee Status Change Form is also submitted to the Board of Commissioners. If the request is denied, the Department Head or Elected Official may appeal the decision to the Board of Commissioners. R-115-23 is set to expire December 31st, so a determination needs to be made as to whether a new resolution reauthorizing the provisions will be enacted for 2024 or whether the resolution will simply expire. Since it's adoption, the resolution was utilized in consideration of 4 requests. Of those 4 requests, 2 were approved for a 1-step increase, 1 was approved for a 2-step increase, and 1 was denied. Pursuant to the determination at the November 16th Committee of the Whole, R-202-23 provides for the reauthorization of step level retention increases utilizing the same system in place through December 31, 2024.

REVIEWS:

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

Administration

FINANCIAL ANALYSIS:

If step level retention increases are approved, the associated wages and related benefits increase. However, I would note that the resolution has been used rather sparingly, increases are limited to no more than 3 steps, and the budget must support any changes proposed.

RECOMMENDATION:

Adopt R-202-23 as presented.

CASS COUNTY BOARD OF COMMISSIONERS

R-202-23

A RESOLUTION TO REAUTHORIZE STEP LEVEL RETENTION INCREASES

WHEREAS, R-229-22 resolved that “the County Administrator is authorized to make ‘full use’ of the compensation schedule when a Department Head or Elected Official determines it is necessary and in the County’s interest to attract and maintain an acceptable level of talent. Additionally, in every instance of such use, the County Administrator will notify the Board of Commissioners by providing a copy of the County Employee Status Change Form together with a Memorandum explaining the necessity;

WHEREAS, the reasons given for adoption of R-229-22 were: (1) a number of recent cases have resulted in no qualified applicants for county positions either internally from county service or external from the community, or the applicants have been unwilling to accept midpoint range in the grade and step; and (2) economic conditions across the region continue to contribute to labor shortages forecasted to continue through 2023;

WHEREAS, R-115-23 authorized step level retention increases through December 31, 2023;

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that through December 31, 2024, the County Administrator is authorized to approve step level retention increases of up to three steps within a position’s compensation pay grade schedule for non-union employees (employees not subject to a labor agreement) when a Department Head or Elected Official submits a written request to the County Administrator detailing why such action is necessary, including budgetary impact, and in the County’s interest to retain and maintain an acceptable level of institutional and subject matter expertise. The County Administrator shall provide a written decision in response to the request to the Department Head or Elected Official as well as a copy of that written decision to the Board of Commissioners. If the County Administrator approves the requested step increase, a copy of the completed County Employee Status Change form, once completed, shall be provided to the Board of Commissioners. If the County Administrator denies the step increase, the Department Head or Elected Official may seek relief from that decision by bringing the matter before the Board of Commissioners.

ADOPTED THIS 7TH DAY OF DECEMBER 2023

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Capital Projects Committee

DATE: December 7, 2023

RE: Jail System Upgrades

REQUEST:

Approve Jail Control System and Body Scanner.

BACKGROUND:

Over the last year, Sheriff Behnke, Facilities Director Reiff, and I have all spoken about the need to address several Jail System upgrades. This was last discussed during the FY 24 Budget discussions. All 3 systems are critical to ensuring the continued operation of the Jail and the safety and security of Corrections Officers as well as inmates.

As was discussed during the budget review, grants are being sought for the projects as well. We have been informed that we received grants for both the Body Scanner and Duress System. A grant request will be submitted in January for the Control System. With the Control System, there is a substantial lead time, so approving the project now does not impact the grant application. Additionally, we know the control system is a significant need, so regardless of the grant, the system needs to be updated as soon as can feasibly be done. We would also note the money for the improvements was included in the FY 24 Budget. The final quotes for both the Body Scanner and Control System are attached. Please note, there has been a delay with the Duress System due to necessary revisions to the scope of the project and the update of the quote. So, that item will be brought back to the BOC when the necessary revisions/updates are available and ready to be discussed.

REVIEWS:

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

Capital Projects Committee, Administration, Sheriff, Facilities

FINANCIAL ANALYSIS:

- 1) Body Scanner - \$159,000.00 - \$50,000.00 Grant Award = \$109,000.00 net cost.
- 2) Control System - \$373,200.00 Maximum Cost. Grant application in process. So, if a grant were awarded, it would reduce the net cost to the County.

RECOMMENDATION:

Approve M-203-23 and M-204-23 to approve the quotes for the Body Scanner and the Control System as presented.



Captain Jon Shoup
Jail Administrator
Cass County Office of Sheriff
321 M-62 N.
Cassopolis, MI 49031
269-445-1227
JonS@cassco.org

November 10, 2023

Quo # 2022-10-35

Please see the quotation below for the Tek84 Intercept Whole Body Scanner:

Qty	Part Number	Description	Net Ea	Ext. Price
1	SSD-018-0100	Tek84 Intercept Whole Body Security Scanning System High Strength Aluminum Unibody Frame 160Kv Monoblock Oil Cooled Generator 34" x 72" x 90" (79" top removed) foot print 4 Second Scan Time Variable Scanning Dosage with three techniques Beginning at 0.25uSvG In accordance with ANSI/HPS N43-17-2009 Radiation Safety Standard Tethered Ethernet Connected Work Station with 27" Vertically Mounted Touch Screen Monitor PC with Windows10 Operating System Transportable on Built In Heavy Duty Caster System With Corner Stabilizer Feet 16 Million Gray Scale Levels	\$139,000.	\$139,000
1	SSD-017-9950	Thermal Scanner- Incorporated into the Intercept as an option to take the subject temperature and keep this record on their file as evidence.	\$20,000	\$20,000
1	INT- INSTALL	½ Day Installation	INC	INC
1	INT- TRAINING	2 Days Formal on Site Operator Training	INC	INC
1	INT-WARRANTY-1	One Year Parts and Labor on Entire System from time Of Install	INC	INC
1	INT-SHIPPING	Shipping Cost from Poway, CA to Cassopolis, MI	INC	INC
TOTAL				\$159,000

FOB: Destination, Cassopolis, MI
Terms: Net 30 Days
Taxes: ADD as Necessary or provide exemption certificate
Quote Expiration: December 12, 2023

Accepted By:
Printed Name and Title: _____

Tek84:
Brian D. Hall , Consultant, Brian.Hall@tek84.com

Authorized Signature: _____ Date _____

Authorized Signature:  Date 11/10/2023

13495 Gregg Street
Poway, CA 92064
Phone: 858-676-5382
www.Tek84.com

Options for additional years of warranty or duplicate monitor

QTY	Part Number	Description	Net Each	Ext. Price
1	INT-WARRANTY-3	Three additional years of warranty for a total of four years Parts and Labor on Entire System from time of Installation. OR	\$7,500	\$22,500
1	INT-WARRANTY-5	Five additional years of warranty for a total of six years Parts and Labor on Entire System from time of Installation.	\$7,500	\$37,500



Security Automation Systems, Inc.
 8739 Castle Park Dr
 Indianapolis, IN 46256
 Phone: 317-489-9621
 Toll Free: 877-SAS-FORYOU
 Fax: 317-489-9621
 www.securityautomationsystems.com

Attention:	Jon Shoup	Date:	10/30/23
Organization:	Cass County Sheriff's Dept.	Proposal No.	22388-1
Phone:		Facility:	Cass County Jail – Security System Upgrade
Fax:			
E-mail:	JonS@cassco.org		

Security Automation Systems, Inc. (SAS) is a provider of Omron PLC controls and Aveva™ Edge control software for correctional facilities. SAS has extensive experience in retrofitting security electronic control systems in (occupied) correctional environments. We have included a proposal to upgrade the security electronics control system at the Cass County Jail. This is based on my site visits of the Jail.

Benefits of a SAS-provided security electronics control system;

- **All hardware and software used is non-proprietary (off-the-shelf) equipment.**
- **Equipment being provided is “industry-standard” equipment utilized by multiple correctional system integrators nation-wide.**
- **System controller is a programmable logic controller (or PLC), manufactured by Omron, which is regularly used in industrial automation world-wide and is the standard for the Federal Bureau of Prisons (FBOP)**
- **System is easy to use and train operators on.**
- **All PLC, intercom, and video surveillance equipment will be new and will include a 1-YEAR warranty.**
- **Security Automation Systems does not require service contracts after the warranty period.**
- **Overall cost of ownership during life cycle of system is much lower compared to other proprietary systems.**

Project Summary

- Remove and turn over to you the 2 existing touchscreen control stations in Central Control. We will provide and install one new touchscreen control station. We will provide one spare control station PC as a backup.
- Provide demolition of the existing control console in Central Control and provide and install a new sit/stand control console.
- Remove and turn over to you the existing analog and proprietary Com-tec intercom communication head-end equipment. Provide and install a new Harding Instruments DXL digital audio communications system head-end, which will be integrated with the new control station and PLC equipment.
- Provide and install a new Omron Programmable Logic Control (PLC) system to replace the existing (end of life) Omron PLC system.
- Remove and turn over to you the existing proprietary Com-tec door control boards. Provide new “off-the-shelf” door control relays and related equipment.
- Provide new video management system (VMS) software and integrate the software with the new touchscreen control station for camera call-up.
- Replace existing cameras and add new cameras to facility.
- Provide new video recording system hardware.
- Provide and install a new data-logging/audit trail system (Option #1) and provide audio recording of intercom conversations (Option #2).
- Train maintenance personnel and operators on new system, provide as-built documentation.

Details of Work

I. PLC (Programmable Logic Control)/Door/Utility Control System

We will remove and turn over to you all the existing (end of life) Omron PLC system equipment. This proposal includes new industrial-grade Omron PLC equipment consisting of a new PLC processor, power supply, communication modules, input modules and output modules. All new equipment is readily available, “off-the-shelf” equipment. The PLC processor (which runs the program that controls the security system) will include a non-volatile memory card to store the control program for the facility. In the event the processor loses power, the program will always be loaded from this memory card.

We will remove and turn over to you all existing proprietary Com-tec door control boards. We will provide new pre-assembled door control panels consisting of new relay bases, indicating relays, indicating fuse holders, fuses and PLC input and PLC output modules. New control relays will also be provided for lighting (6 relays) and inmate telephones (20 relays). We have also included up to 30 PLC inputs to interface to the existing wireless duress receivers. We have included three new 1.5kVA on-line UPS units for the security electronics head-end equipment and two new 1.5kVA line-interactive UPS units for the control station equipment located at the control console.

II. Audio Communication System

We will remove and turn over to you the existing, proprietary analog Com-tec intercom head-end equipment (relay boards, etc.). We will provide and install a new PLC-controlled digital audio communications system head-end (Harding Instruments DXL System). Harding Instruments is the most installed digital intercom system in correctional facilities. All existing speakers and call stations would be reused. This PLC-controlled system will be integrated with the control system so that operators will be able to connect to speakers and answer calls using the new touchscreen. At Central Control we will provide an audio communication device. This device will include a flush-mount, omni-directional microphone, push-to-talk button, and speaker. The new Harding Instruments DXL system consists of a digital head-end and requires no PLC input or output devices to interface to it. The interface takes place over an Ethernet network. The system allows for the volume of each speaker to be individually adjusted. Your existing system has a “scream alarm” feature for 64 speakers. The new Harding system will also include this “scream alarm” feature (called “audio level alarm” in the Harding system). The new Harding System will also provide audio recording capabilities (see section V below).

III. Control Station and New Control Console

We will remove and turn over to you the two existing Com-tec touchscreen control stations. We will provide and install one new touchscreen control station for Central Control. The new station will consist of industrial (fanless) PC running Windows 10 IoT Enterprise (will include i5 processor, 16GB RAM, 128GB solid state drive) and will include a 32” LCD touchscreen monitor with integrated speakers, and an audio communications interface module. The software we will provide will be a non-proprietary industrial-based software package (Aveva™ Edge). This software will be configured and programmed for your facility. We will provide one fully-configured spare PC to remain in storage until needed as a replacement.

The new touchscreen control station will include the same basic control and monitoring functionality that the current touchscreen control stations include.

The touchscreen control station will include the following features;

- Ability to select between a male or female voice for system interactions, or a basic sound
- Ability to log in and out of the system using a 4-digit passcode
- Provide camera icons on the touchscreen for camera and intercom follow directly to the touchscreen monitor
- Ability to view fixed camera images on the touchscreen monitor if camera call-up is not active

We will provide demolition of the existing control console. We will provide and install a new Winsted sit/stand control console in place of the old console. We have included separate documentation on the configuration and materials included.

IV. Access Control System

The existing Identocard PremiSys access control system will be left as-is. We will maintain the existing PLC system interface for door control.

V. Data-logging and Audio Recording System (Option #1)

We will provide and install a new data-logging system for the security electronics control/monitoring system. This system would consist of a Dell Tower server and 22" LCD monitor, which would be installed in Central Control. This server would be connected directly to the PLC/touchscreen control system network. The system would record every security transaction (door openings and closings, touchscreen operator actions, intercom connections, etc.). This system will provide detailed reports (which can be printed) on system operations. The server would also require an internet connection (provided by you) for service purposes.

For Option #1, we will provide an Eventide NexLog 740 audio recording system to record the active audio conversations between the control station and intercom stations. Each active "conversation" will have an associated audio file, which will be accessible to play back via a web browser interface. This system will be licensed for 8 concurrent web browser connections. This system will need a connection to your network.

VI. Milestone XProtect Professional+ Video Management System Software and Interface

We will replace your American Dynamics DVRs/software with Milestone XProtect Professional+ Video Management System Software. There will be camera icons located on the touchscreen for camera call-up. The touchscreen monitor will include 2 video windows to display live video. The two windows will be used for camera call-up and intercom follow by pressing camera icons and intercom station icons. These windows can also be used to select any camera you want to display.

VII. New Recording System and new IP Cameras

We will remove and turn over to you the existing American Dynamics digital video recording system and provide and install a new recording system. We will provide one new recording server. The server will feature dual Xeon Silver 4210 processors, 32GB RAM, redundant power supplies, 4 NICs, Windows Server 2019 and a 5-year manufacturer warranty. The recording server will include 220TB of storage configured in RAID6 (which provides approximately 163TB of usable storage after RAID6).

The system will record all cameras for a minimum of 90 days at following configurations:

FRAME RATE: 10 IPS per camera

DAILY RECORDING PERIOD: Continuous or motion-only (assuming 33% overall activity for motion-configured cameras). Cameras in dorms, dayrooms, cells, intake, intake sallyport and other select areas will be configured for 24/7 recording. Other areas will be configured for motion-only recording.

COMPRESSION: H.264 or H.265

FRAME (IMAGE) SIZE: Full frame size

This proposal includes Milestone XProtect Professional+ software. The software will be loaded on the server system. This proposal also includes the Milestone client software. We will interface the new IP server to your building network at the server location utilizing one of the network interface cards on the server. Once connected to the building network, other PCs on the network will be able to connect to the recording system with the client software and the use of proper credentials. There is no charge for the basic software, and you can install it on as many PCs as you would like (bandwidth limitations would need to be considered). IT personnel will be

needed to help with providing IP addresses, etc. The system will include 2-years of software updates from our date of purchase from the manufacturer.

We have included two new video client PCs and a total of 3 new 27" monitors for Central Control.

Camera Additions/Changes

Based on our walk-through of your Jail, we have included pricing for new IP cameras. All existing analog cameras will be removed from the system. We have included a total of 54 new IP cameras with this proposal. We have included a mix of cameras manufactured by Hanwha and Axis. We have included the following quantities and types of cameras;

Axis Cameras

Qty. 3; 12MP 360° single-sensor "fisheye" camera with built-in microphones and IR

Qty. 2; 8.3MP 180° multi-sensor camera

Qty. 2; 8MP multi-sensor camera with IR

Qty. 4; 15MP multi-sensor camera with IR

Qty. 5; 4MP corner-mount camera with IR and microphone

Hanwha Cameras

Qty. 23; 2MP IR dome, motorized, vari-focal lens

Qty. 4; 5MP IR dome, motorized, vari-focal lens

Qty. 4; 6MP 360° single-sensor "fisheye" camera with built-in microphone and IR

Qty. 5; 12MP 360° single-sensor "fisheye" camera with built-in microphone and IR

Qty. 2; 20MP multi-sensor camera with 2MP, 32x optical zoom, PTZ camera

We will provide a separate spreadsheet detailing camera locations and types.

For most existing camera locations, SAS will provide Ethernet-over-coax converters and will re-use existing coaxial cable. For new camera locations, SAS will provide and install new CAT6 cabling.

SAS Demolition/Electrical/Installation Work
--

This proposal includes all required demolition of unnecessary security electronics equipment. We have included all required installation and termination of new security electronics equipment. All removed security electronics equipment would be turned over to you for your disposal. SAS will provide and install the necessary cabling for any new camera locations. Cable will be run open above accessible ceiling. EMT conduit will be provided in inmate-accessible areas.

Project Delivery/Implementation Plan

This project will have separate phases including design, procurement, software programming, equipment testing, demolition, installation, on-site testing and owner training. Most of the time spent on the project will be engineering and programming the control system, which will occur at our office. As is typical of our projects, we will test all new equipment (testing the software with the hardware) prior to the shipment of equipment to site.

SAS has successfully completed several retrofits like this project. Prior to any work being done on-site, our project manager and engineers will work to develop a plan of installation and will coordinate closely with you on the scope of work and expectations. Time of completion will be dependent on our current workload and staff availability.

Prototyping/Training

SAS provides multiple training sessions prior to the turn-over of the system. Prior to the shipment of equipment to the jobsite, SAS will prototype the new control system hardware and software at our office. Once the software is close to complete, we will invite the Jail staff to our office to view the equipment and software. At that time, we will demonstrate the operation of the systems and make changes based on reasonable requests. The Jail staff will have the opportunity to use the new software and familiarize themselves with the operation of the systems at that time. Once installed on-site, SAS will provide instructions for operators, administrators and for maintenance staff. In addition to on-site instruction, SAS will provide operations and maintenance manuals for all new equipment. We will provide an instruction manual on the use of the touchscreen stations and data-logging server. SAS also has video training modules that we can provide, which can be reviewed at your convenience.

Owner Responsibilities

You will be responsible for providing any replacement ceiling tiles necessary as part of the camera work. You will be responsible for providing a network connection between the data-logging server and your network and the audio recording system (Option #1) and your network.

During system change-over, the use of keys will be necessary. We will require a secure area where we can store tools, equipment, etc. for the project. All removed equipment will be turned over to your staff for their removal and disposal. We have not included any dumpsters or other means of equipment disposal.

Contingency Fund

We recommend that the county set aside a contingency fund for the project. This fund could be used for various items, such as the repair or replacement of field devices that are non-functional or in need of repair. Our proposal assumes that all field devices are in working order. During system testing, if our staff discovers that any existing hardware needs replacement, we will alert you to this and provide a quote to repair or replace the existing equipment at your request.

Exclusions

1. Dumpsters
2. Disposal of removed electronics equipment
3. Painting
4. Temporary barriers
5. Interface with any other systems not listed in this proposal
6. Troubleshooting/repair of door locks or door position switches
7. Replacement or repair of existing non-functional field devices
8. Replacement ceiling tiles
9. Access control system equipment or troubleshooting

Warranty

Security Automation Systems (SAS) guarantees its engineering and hardware to be free from defects for a period of one year. Warranty coverage does not include the repair of damage caused by the following; 1) use of the system/equipment other than for which it was designed; 2) acts of God beyond the control of SAS; 3) vandalism, neglect or misuse of the equipment; 4) failure of Owner to provide continuous environmental conditions for which installed equipment is rated; 5) repair or alterations of the system/equipment by others than SAS. SAS will not warranty any existing material being re-used for this project.

On-going Support Options

A service/maintenance contract is *optional* after the warranty period expires. We customize our service contracts based on your needs (how often you would like us to perform preventative maintenance, if any hardware coverage is required, etc.). Most of our customers use our services on a Time & Material (T&M) basis. SAS can offer remote support via connectivity to the security network through a high-speed connection through your LAN.

The facility will be responsible for providing a high-speed internet connection for our use during the warranty period to perform routine service and maintenance. We will require a connection between the Owner's network and the security system network. The Owner will be responsible for providing the physical connection necessary between the two networks (i.e. cable and any necessary raceway).

Payment Terms

Payment terms are Net 30 days. Material stored at SAS for this project and labor accrued will be progressively billed. Insurance for material stored at SAS for the project will be covered under an installation floater policy. SAS works under the terms of an SAS Sales Agreement. No bonding has been included in our price. We have included 6% MI sales tax for material with this proposal. Shipping and handling are included.

Price: **\$357,000.00**

3-year lease (with \$1.00 buy-out); \$10,924.00/month (estimated rate, subject to credit approval)

4-year lease; \$8,389.50/month

5-year lease; \$6,890.10/month

Price for Option #1 (Audio recording system): ADD **\$16,200.00**

3-year lease; ADD \$495.72/month

4-year lease; ADD \$380.70/month

5-year lease; ADD \$312.66/month

We will proceed with the work included in this proposal once we receive a signed sales agreement. The price is valid for 60 days from the proposal date. If you have any questions, please feel free to call.

Sincerely,



Ryan Tomlinson

E-mail: rtomlinson@jail.systems

Phone: 317-489-9621 x801



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: December 7 2023

RE: 2024 Organizational Meeting

REQUEST:

Approve for the 2024 Board of Commissioners Organizational Meeting to be held on January 4, 2024 at 5:00 PM.

BACKGROUND:

Under the Board of Commissioner's Rules of Procedure, the first meeting of each calendar year is designated as the Organizational Meeting. At the Organizational Meeting, the Chair and Vice-Chair are selected and the schedule of Meetings for the remainder of the year is finalized. Since the schedule of meetings of each year runs through December 31st, a motion must be approved to select the date the Organizational Meeting will be held. Based on the current first and third Thursday schedule that is currently utilized, the Organizational Meeting would be held on January 4th.

REVIEWS:

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

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve for January 4, 2024 at 5:00 PM be selected as the date/time of the 2024 Board of Commissioners Organizational Meeting.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: December 7, 2023

RE: Committee of the Whole Process/Function

REQUEST:

Discussion on Committee of the Whole Process/Function.

BACKGROUND:

At the November 2nd Regular Meeting, a brief discussion was held regarding the Committee of the Whole Process. Following discussion, the decision was made to add the Committee of the Whole Discussion to the November 16th Meeting. Following that meeting the BOC Rules of Procedure were revised to reflect the changes requested. The changes are indicated in red.

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:

Adopt BOC Rules of Procedure as presented.

**BOARD OF COMMISSIONER
RULES OF PROCEDURE
CASS COUNTY, MICHIGAN**

1. AUTHORITY

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

2. MEETINGS

2.1 Organizational Meeting

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

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

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

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

2.2 Regular Meetings

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

2.3 Special Meetings

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

2.4 Emergency Meetings

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

2.5 Place of Meetings

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

2.6 Time of Regular Meetings

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

2.7 Change in Schedule

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

2.8 Open Meetings Act

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

3. PUBLIC NOTICE OF MEETINGS

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

3.1 Regular Meetings

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

3.2 Schedule Change

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

3.3 Special and Emergency Meetings

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

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

3.4 Notification to Media and Others

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

3.5 Notification on County Web Site

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

4. QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD

4.1 Quorum

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

5. AGENDA

5.1 AGENDA FOR REGULAR MEETINGS

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

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

5.2 Agenda for Special Meetings

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

5.3 Order of Business

A. The Agenda for Regular Meetings shall be arranged in the following order:

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

B. The Agenda for Committee of the Whole Meetings shall be arranged in the following order:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Public Comment – Limit to 3 minutes/person
6. Additions/Deletions to the Agenda
7. Approval of the Agenda
8. Unfinished Business
9. New Business
10. Closed Session, if needed
11. Board Member Comments/Announcements
12. Adjournment

5.4 Public Comment

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

5.5 Consent Agenda

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

At a meeting of the Board of Commissioners where a consent agenda has been prepared, the Board upon the motion of a Commissioner, shall vote on the approval of the matters included under the consent agenda. Before putting the question to the Commissioners, the Chair shall permit the Commissioners to remove from the consent agenda those items on which they have questions or wish to debate. The Chair shall then direct the Clerk to remove such matters and place them in their usual place on the meeting's agenda. A vote shall not be required to remove a matter from the consent agenda.

6. CONDUCT OF MEETINGS

6.1 Chairperson

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

6.2 Authorization Authority

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

6.3 Duties of the Chair

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

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

6.4 Form of Address

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

6.5 Disorderly Conduct

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

7. RECORD OF MEETINGS

7.1 Minutes and Official Records

The County Clerk shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board with respect to all motions. The minutes shall include the names of the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The Clerk shall maintain, in the office of the Clerk, copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

7.2 Taped Proceedings

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

7.3 Record of Discussion

The Clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the Board members nor of the comments made by members of the public. The minutes of each meeting shall reflect only whether comment of any members of the public was given or not given.

7.4 Request for Remarks to Be Included

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

7.5 Public Access to Meeting Records

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

8. COMMITTEES

8.1 Appointment

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

8.2 Standing Committees and Responsibilities

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

8.3 Special (Ad-Hoc) Committees

The Board may establish from time to time such special committees as are deemed necessary which shall only be advisory in nature. The purpose shall be determined at the time the special committee is established. At least two (2) Commissioners shall be a member of a special committee. A special committee may report

recommendations to the Board for appropriate action and shall be automatically dissolved when their specific task is completed.

8.4 Committee of the Whole

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

8.5 Time and Place of Regular Committee of the Whole Meetings

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

8.6 Committee of the Whole Rules

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

8.7 Committee Meetings

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

8.8 Exercise of Governmental Function

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

8.9 Work Sessions

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

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

9. CLOSED SESSIONS

9.1 Motion for Closed Session

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

9.2 Two-thirds Vote

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

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

9.3 Other Reasons

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

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

9.4 Minutes, Closed Session

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

9.5 Attendance of Closed Sessions

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

10. MOTIONS AND RESOLUTIONS

10.1 Statement by Chairperson, Motions, and Resolutions

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

10.2 Rank of Motions

The order of precedence of motions shall be:

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

10.3 Subsidiary Motions

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table.)
- c. Limit or extend the limits of debate
- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee
- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

10.3.1 Main Motion

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

10.3.2 Non-debatable Motions

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

10.4 Procedural Motions

10.4.1 Motion to reconsider

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

10.4.2 Motion to clear the floor

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

10.4.3 Temporary suspension of the rules

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

10.4.4 Appeal rulings of the chairperson

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

11. VOTING

11.1 Abstaining from voting

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

11.2 Roll call votes

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

11.3 Voting via voice

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

11.4 Votes Required

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

12. PARLIAMENTARY AUTHORITY

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

13. ADOPTION AND AMENDMENT OF BOARD RULES OF PROCEDURE

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

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

AMENDED: 12-01-2022

AMENDED: 03/02/2023 - M-33-23

AMENDED: _____



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Salary Committee

DATE: December 7, 2023

RE: Elected Official Salary

REQUEST:

Approve R-207-23 Approving 2024 Annual Salaries of Elected Officials.

BACKGROUND:

The Salary Committee met on November 8th to review Elected Official Salaries. Several options were discussed and the Salary Committee requested that a 3% across the board increase for all Elected Officials be added for discussion for this meeting. Pursuant to the discussion at the Committee of the Whole, R-207-23 was prepared to authorize the 3% increase for elected officials beginning January 1, 2024.

REVIEWS:

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

Salary Committee, Administration

FINANCIAL ANALYSIS:

The 3% increase for Elected Officials will increase the overall budget by \$13,713.80.

RECOMMENDATION:

Adopt R-207-23 as presented.

CASS COUNTY BOARD OF COMMISSIONERS

R-207-23

A RESOLUTION APPROVING THE 2024 ANNUAL SALARIES OF COUNTY ELECTED OFFICIALS

WHEREAS, the Ad-Hoc Salary Committee is comprised of Chair Jones, Commissioner Barrera, Commissioner Howie, and Commissioner Lee; and

WHEREAS, the Committee is charged with the responsibility of recommending the 2024 annual salaries for the Elected Officials serving Cass County; and

WHEREAS, the Committee recommends the 2024 annual salaries of the Cass County elected officials as set forth below:

Elected Official	Current Salary	2024 Salary
Prosecutor	\$122,257.00	\$125,924.71
Sheriff	\$102,397.00	\$105,468.91
Clerk/Register	\$81,754.00	\$84,206.62
Treasurer	\$80,048.00	\$82,449.44
Drain Commissioner	\$67,153.00	\$69,167.59

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that the above schedule of proposed 2024 salaries, as recommended by the Committee, is hereby approved.

RESOLUTION DECLARED ADOPTED THIS 7th DAY OF DECEMBER 2023.

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Salary Committee

DATE: December 7, 2023

RE: Road Deputy/Detectives Compensation

REQUEST:

Discuss path forward with Road Deputy/Detectives Compensation.

BACKGROUND:

The Salary Committee met on November 8th to discuss the Road Deputy/Detectives Wage tables. Sheriff Behnke offered information that several area departments had higher wages than are currently in effect for Cass County Road Deputies. The City of Dowagiac is currently at \$30.94 per hour, the Pokagon Tribe is at \$32.38, and Ontwa Township is at \$32.05. Dowagiac and the Pokagon Tribe have a pension program, while Ontwa has a DC with a 10% match. Under the existing contract, the Road Deputies/Detectives do have a DB Pension through the County that contains a trigger where if the contribution rate exceeds 50% of wages, it would convert to a DC. The current contribution rate is approximately 28%.

During the Salary Committee Meeting several options were discussed. Worksheets are attached that show the impact of potential increases of varying levels. A discussion can be held regarding the associated costs with any increase to determine if the BOC may desire to explore any of these options. If there is a desire to proceed with any changes, a Letter of Understanding would have to be approved and executed by both the Union and the BOC. A Draft LOU from the Union is attached for your consideration. Additionally, discussion can also be held regarding whether any other avenues should be explored or considered. Please note, the existing contract is in effect until December 31, 2026.

There is no requirement to make any changes, but Sheriff Behnke has indicated that he feels the current situation creates challenges with respect to both hiring and retention.

At the November 16th Committee of the Whole a revised package was considered and recommended by the BOC that included a 6% increase to wages, removal of the DB to DC trigger, and all new hire would be placed in a DC plan. As of 12/01, we were notified that the Union had voted against that option. As such, a discussion should be held on what path forward there may be here. One option may be to look at adding this to an upcoming BOC Workshop.

REVIEWS:

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

Salary Committee, Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Discuss the current situation and determine a path forward.