



**What:** Cass County Commission Meeting

**When:** January 14, 2026, at 12:00 pm

**Location:** Historic Courthouse, 3<sup>rd</sup> Floor Conference Room, 102 E Wall Street, Harrisonville, MO 64701

**AGENDA**

The tentative agenda of this meeting includes:

**Agenda Commission Meeting - 12:00 pm**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Accept the Agenda as presented.**
- 5. Approval of Commission Meeting Minutes**
  - January 7, 2026
- 6. Resolution No. 26-03 – Cass County Auditor’s Office**
  - Authorizing payment of opioid settlement funds in the amount of \$54,560.00 for the purchase and installation of Triton Environmental sensors as requested by the Raymore- Peculiar School District overdose detection and response.
  - Comment:
- 7. Resolution No. 26-04 – Cass County Health Department**
  - Approving the Public Health Emergency Preparedness (PHEP) contract between the Missouri Department of Health and Senior Services.
  - Comment:
- 8. Resolution No. 26-05 – Cass County Commission**
  - Approving a professional services master agreement with Navigate Building Solutions, LLC.
  - Comment:
- 9. Resolution No. 26-06 – Cass County Maintenance**
  - Authorizing the purchase of one Ram 3500 Crew Cab 4x4 vehicle for the Cass County Maintenance Department.
  - Comment:
- 10. For the Record – Cass County Treasurer’s Office**
  - Six-month settlement - July – December 2025
  - Twelve – month settlement – January – December 2025
- 11. Public Comment (5-minute limit):**
- 12. Commissioner Communications:**
- 13. Adjourn**

The tentative agenda of this meeting may also include a vote to close part of the meeting pursuant to RS MO Sections:

	RSMo. 610.021.1 - Legal
	RSMo. 610.021.2 – Real Estate
	RSMo. 610.021.3 – Personnel Actions
	RSMo. 610.021.13 – Personnel Records
	RSMo. 610.021.18 – Confidential Communication with Auditor
	RSMo. 610.021.12 – Contract Negotiations



**What:** Cass County Commission Meeting

**When:** January 7, 2026 at 12:00 PM

**Location:** Historic Courthouse, 3<sup>rd</sup> Floor Conference Room.102 E Wall Street, Harrisonville, MO 64701

Bob Huston, Presiding Commissioner  
Kathy Lambertz, County Clerk

Mike Moreland, Associate Commissioner District 1  
Jeff Fletcher, Associate Commissioner District 2

### Cass County Meeting Minutes

#### 1. Call to Order

Presiding Commissioner Huston called the meeting to order at 12:00 PM.

#### 2. Roll Call

Attendance	Name	Title
x	Bob Huston	Presiding Commissioner
	Mike Moreland	Associate Commissioner District 1
x	Jeff Fletcher	Associate Commissioner District 2

**Recorder batteries died**

#### 3. Pledge of Allegiance

#### 4. Accept the agenda as presented.

Commissioner Fletcher made a motion to accept the agenda.

Presiding Commissioner Huston seconded the motion to accept the agenda.

Motion Status: Pass 2-0

#### 5. Approval of Commission Meeting Minutes

- December 31, 2025

Commissioner Fletcher made a motion to accept the Minutes.

Presiding Commissioner Huston seconded the motion to accept the Minutes.

Motion Status: Passed 2-0

#### 6. Resolution No. 26-01 – Cass County Clerk’s Office

- Approving the software purchase agreement with Tenex Software Solutions, INC. for the electronic poll book system.
- Comment: recorder came back on. Kathy Lambertz gave an update.

Commissioner Fletcher made a motion to accept Resolution No. 26-01.

Presiding Commissioner Huston seconded the motion to accept Resolution No. 26-01.

Motion Status: Passed 2-0

#### 7. Resolution No. 26-02 – Cass County Road & Bridge Department

- Approving the 2026 Road & Bridge Department product and supply purchasing vendors.
- Comment: Road & Bridge Foreman, Joe Dawson gave an update.

Commissioner Fletcher made a motion to accept Resolution No. 26-02.

Presiding Commissioner Huston seconded the motion to accept Resolution No. 26-02.

Motion Status: Passed 2-0

**8. Ordinance No. 26-01 – Cass County Collector’s Office**

- An Ordinance amending county code chapter 125 related to the Senior Citizen Property Tax Credit.
- Comment: Collector Chris Molendorp gave an update.

Commissioner Fletcher made a motion to accept Ordinance No. 26-01.

Presiding Commissioner Huston seconded the motion to accept Ordinance No. 26-01.

Motion Status:

**9. Public Comment (5-minute limit): N/A**

**10. Commissioner Communications:**

**11. Adjourn**

Commissioner Fletcher made a motion to adjourn at 1:00 PM.

Presiding Commissioner Huston seconded the motion to adjourn.

Motion Status: Passed 2-0

**Executive Session:**

The tentative agenda of this meeting also includes a vote to close part of the meeting pursuant to RSMO Sections:

x	RSMo. 610.021.1 - Legal
x	RSMo. 610.021.2 – Real Estate
x	RSMo. 610.021.3 – Personnel Actions
x	RSMo. 610.021.13 – Personnel Records
	RSMo. 610.021.18 – Confidential Communication with Auditor
	RSMo. 610.021.12 – Contract Negotiations

Commissioner Fletcher made a motion to enter Executive Session and the meeting be closed at 12:11 PM pursuant to (See Above)

Presiding Commissioner Huston seconded the motion and it passed unanimously by roll call vote.

Commissioner Fletcher moved to adjourn from Executive Session and reconvene into regular session at 1:00 PM.

Presiding Commissioner Huston seconded the motion and it passed unanimously by roll call vote.

\_\_\_\_\_  
Bob Huston  
Presiding Commissioner

\_\_\_\_\_  
Mike Moreland  
Associate Commissioner District 1

\_\_\_\_\_  
Jeff Fletcher  
Associate Commissioner District 2

\_\_\_\_\_  
Kathy Lambertz  
County Clerk

Minutes Approval Date: \_\_\_\_\_

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STATE OF MISSOURI, }  
County of Cass, } ss.

In the County Commission of Cass County, Missouri, at the January Term, 2026, held on the 14<sup>th</sup> day of January 2026 amongst others, were the following proceedings:

## RESOLUTION NO. 26-03 OF THE CASS COUNTY COMMISSION

### ***AUTHORIZING PAYMENT OF OPIOID SETTLEMENT FUNDS IN THE AMOUNT OF \$54,560.00 FOR THE PURCHASE AND INSTALLATION OF TRITON ENVIRONMENTAL SENSORS AS REQUESTED BY THE RAYMORE-PECULIAR SCHOOL DISTRICT OVERDOSE DETECTION AND RESPONSE***

WHEREAS, Cass County has received settlement funds from national opioid litigation intended to remediate the effects of the opioid crisis within the County; and

WHEREAS, the Raymore-Peculiar School District has submitted a funding request to Cass County seeking assistance with the purchase and installation of Triton environmental sensors for deployment in designated school restroom facilities within the County; and

WHEREAS, the Triton sensors utilize radar-based heartbeat detection, occupancy monitoring, and environmental analytics to identify prolonged occupancy, unconsciousness, or potential overdose events and to provide real-time alerts to designated personnel; and

WHEREAS, the Cass County Commission finds it appropriate and in the public interest to use opioid settlement funds to cover the cost,

***NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THAT***, this Commission hereby authorizes the use of opioid settlement funds in an amount not to exceed \$54,560.00 to fund the Raymore-Peculiar School District's request for the purchase, installation, and licensing of Triton environmental sensors, in accordance with the attached proposal. The Presiding Commissioner and other appropriate County officials are hereby authorized to execute all documents and take any actions necessary to carry out the intent and purpose of this Resolution on behalf of Cass County, Missouri.

ADOPTED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THIS 14<sup>TH</sup> DAY OF JANUARY 2026.

\_\_\_\_\_  
Bob Huston  
Presiding Commissioner

\_\_\_\_\_  
Mike Moreland  
Associate Commissioner  
Dist. 1

\_\_\_\_\_  
Jeff Fletcher  
Associate Commissioner  
Dist. 2

ATTEST:



\_\_\_\_\_  
Kathy Lambertz  
County Clerk

Dated: \_\_\_\_\_

# Certified Copy of Record

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STATE OF MISSOURI, }  
County of Cass, } ss.

In the County Commission of Cass County, Missouri, at the January Term, 2026, held on the 14th day of January 2026 amongst others, were the following proceedings:

## RESOLUTION NO. 26-04 OF THE CASS COUNTY COMMISSION

### *APPROVING THE PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) CONTRACT BETWEEN THE MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES*

**BE IT HEREBY RESOLVED AND ORDERED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THAT**, this Commission hereby approves the attached Public Health Emergency Preparedness contract, identified as Contract No. DH260057584, between the Missouri Department of Health and Senior Services and the Cass County Health Department. The Presiding Commissioner or his designee or the Health Department Director is hereby authorized to sign the agreement on behalf of Cass County, Missouri, and all other documents necessary to facilitate this order.

ADOPTED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THIS 14<sup>TH</sup> DAY OF JANUARY 2026.

\_\_\_\_\_  
Bob Huston  
Presiding Commissioner

\_\_\_\_\_  
Mike Moreland  
Associate Commissioner  
Dist. 1

\_\_\_\_\_  
Jeff Fletcher  
Associate Commissioner  
Dist. 2

ATTEST:



\_\_\_\_\_  
Kathy Lambertz  
County Clerk

Dated: \_\_\_\_\_

# CASS COUNTY, MISSOURI

## MEMORANDUM

Health Department

DATE: December 17, 2025

TO: **Kayleigh Bowes , Administrative Assistant**

THROUGH: **Mathew McCall, Health Director**

FROM: Melissa Staso, Office Manager

**SUBJECT: Public Health Emergency Preparedness Amendment**

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Request that the attached Public Health Emergency Preparedness (PHEP) contract amendment be added to the next Commission Meeting. PHEP is a grant between the State of Missouri Health Department and Cass County Health Department. The contracted amount the Health Department will receive during the grant contract year July 1, 2025 through June 30, 2026 had been amended from \$32,338.00 to \$62,246.00.

Signature approval by Presiding Commissioner Huston will approve this contract for the grant year. There is no cost to Cass County associated with this contract. Once signed, could you please return it to the Health Department?

Please let me know if you have any questions.

Thank you.

Attachment



# PROGRAM SERVICES CONTRACT

This contract is entered into by and between the State of Missouri, Department of Health and Senior Services (Department/state agency) and the below named entity/individual (Contractor). The contract consists of the contract signature page, the scope of work; any attachments referenced and incorporated herein; the terms and conditions; and any written amendments made in accordance with the provisions contained herein. This contract expresses the complete agreement of the parties. By signing below, the Contractor and Department agree to all the terms and conditions set forth in this contract.

<b>Tracking #</b> 57584	<b>Contract Title:</b> PUBLIC HEALTH EMERGENCY PREPAREDNESS	
<b>Contract Start:</b> 7/1/2025	<b>Contract End:</b> 6/30/2026	<b>Questions/Please Contact:</b> PROCUREMENT UNIT @ (573)751-6471
<b>Contract #:</b> DH260057584		<b>Amend #:</b> 01

**PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED**

NAME OF ENTITY/INDIVIDUAL (Contractor) CASS COUNTY HEALTH DEPARTMENT	
DOING BUSINESS AS (DBA) NAME	
MAILING ADDRESS 1411 SOUTH COMMERCIAL STREET	
CITY, STATE, and ZIP CODE HARRISONVILLE MO 64701-3001	
REMIT TO (PAYMENT) ADDRESS (if different from above)	
CITY, STATE, and ZIP CODE	
CONTACT PERSON <i>Mathew McCall</i>	EMAIL ADDRESS <i>mathewm@casscounty.com</i>
PHONE NUMBER <i>816-380-8425</i>	FAX NUMBER <i>816-380-8450</i>
TAXPAYER ID NUMBER (TIN) *****	UEI NUMBER JMAMWZHEPER3
CONTRACTOR'S AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
DEPARTMENT OF HEALTH AND SENIOR SERVICES DIRECTOR OF DIVISION OF ADMINISTRATION OR DESIGNEE SIGNATURE	DATE

**AMENDMENT #01 TO CONTRACT DH260057584**

**CONTRACT TITLE:** Public Health Emergency Preparedness

**CONTRACT PERIOD:** July 1, 2025 through June 30, 2026

The Department of Health and Senior Services hereby increases the above referenced contract; therefore Section 2.1.1 is hereby deleted in its entirety and replaced with revised Section 2.1.1 as follows:

2.1.1 The contract amount shall not exceed \$64,246.00 for the period of July 1, 2025 through June 30, 2026.

In addition, the Department of Health and Senior Services desires to amend the above-referenced contract in accordance with the following:

1. Delete Attachment E in its entirety and replace with revised Attachment E, which is attached hereto and is incorporated by reference as if fully set forth herein.

All other terms, conditions and provisions of the above referenced contract shall remain the same and apply hereto.

<b>CASS COUNTY HEALTH DEPARTMENT</b> <b>Public Health Emergency Preparedness Budget</b> <b>FY26 (July 1, 2025 - June 30, 2026)</b>		
Category	Budget	Automatic adjustment for costs allowed for Indirect Calculation (for calculation purposes only)
Personnel Services	44,193.56	44,193.56
Fringe Benefits	14,211.89	14,211.89
Travel		0.00
Equipment (*see definition below)		
Supplies		0.00
Other		0.00
Contractual		
Subcontractor #1 (Enter Name)		0.00
Subcontractor #2 (Enter Name)		0.00
Subcontractor #3 (Enter Name)		0.00
Subcontractor #4 (Enter Name)		0.00
Subcontractor #5 (Enter Name)		0.00
Total Direct Costs	58,405.45	
Indirect (Administrative) Cost	5,840.55	
<b>TOTAL CONTRACT</b>	<b>64,246.00</b>	
Allowed cost for the calculation of Indirect (Administrative) Costs:		58,405.45
If your organization does not have an approved federally negotiated Indirect Cost Rate, enter rate you are requesting.		10.00%
Does your organization have an approved federally negotiated Indirect Cost Rate? (Enter Yes or No)		No
Provide in the space below a summary of how you calculated your Indirect (Administrative) Costs in accordance with your federally negotiated rate. Enter the allowed Indirect (Administrative) Cost in the blue cell C27. Attach a copy of your approved Indirect Cost Rate agreement.		
1. How many FTE's** are employed by your entire agency?		16.00
2. Of these FTE's how many are funded only by the PHEP grant?		1.00

**CASS COUNTY HEALTH DEPARTMENT**  
**Public Health Emergency Preparedness Budget**  
**FY26 (July 1, 2025 - June 30, 2026)**

\*Equipment: Any single item purchased with a useful life greater than one year with a purchase cost of \$5,000 or more.

\*\* FTEs are defined below

**Budget Narrative/Justification**

**Personnel Services**

Heather Patel, Public Health Preparedness Planner, approximately 60.15% of salary ( $\$59,850.13 \times .601461 = \$35,997.49$ ) This position acts as the public health preparedness planner, assuring response plans are current, builds partnerships with other response personnel in the county and region, assures staff receive appropriate preparedness training, and provides planning and response expertise during a real or exercise situations. Cass County Health Department will be working on capabilities: 4, 6, 7, 8, and 9 during FY26. CAP 4 - 10%, CAP 6 - 20%, CAP 7- 10%, CAP 8 - 40%, CAP 9 - 20% ; Melissa Staso, Office Manager, 8.36% of salary ( $\$57,881.41 \times .0836 = \$4,840.73$ ) This position in part supports the Public Health Preparedness Planner position through grant management, assisting in planning and review, supports staff preparedness training efforts, and maintains a base knowledge of the LPHA emergency plans in absence of the Planner.

**Fringe Benefits**

Fringe benefits for Planner are calculated at 37.41% of personnel costs ( $\$35,997.49 \times .374156 = \$13,468.71$ ) and for Office Manager at 35% as funds permit ( $\$4,840.73 \times .35 = \$1,694.25$  HOWEVER, funds will cover \$743.18)

**Travel**

**Equipment**

**Supplies**

**Other**

**Contractual**

**\*\*Definition:** Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis.

1. How many FTE's are employed by your entire agency?

2. Of these FTE's how many are funded only by the PHEP grant?



### CONTRACT FUNDING SOURCE(S)

The Contract Funding Source(s) identifies the total amount of funding and federal funding source(s) expected to be used over the life of this contract. The CFDA number is the pass-through identification number for your Schedule of Expenditures of Federal Awards (SEFA), if one is required. You may reconcile your financial records to actual payment documents by going to the vendor services portal at <https://www.vendorservices.mo.gov/>. If the funding information is not available at the time the contract is issued, the Contractor will be notified in writing by the Department. Please retain this information with your official contract files for future reference.

<b>Tracking #</b>	57584	<b>State:</b> 0%	\$0.00	<b>Federal:</b> 100%	\$64,246.00
<b>Contract Title:</b>	PUBLIC HEALTH EMERGENCY PREPAREDNESS				
<b>Contract Start:</b>	7/1/2025	<b>Contract End:</b>	6/30/2026	<b>Amend#:</b>	01
<b>Contract #:</b>	DH260057584				
<b>Vendor Name:</b>	CASS COUNTY HEALTH DEPARTMENT				

<b>CFDA:</b> 93.069	<b>Research and Development:</b> N		
<b>CFDA Name:</b>	PUBLIC HEALTH EMERGENCY PREPAREDNESS		
<b>Federal Agency:</b>	DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION		
<b>Federal Award:</b>	5NU90TU000043-02		
<b>Federal Award Name:</b>	MISSOURI PHEP COOPERATIVE AGREEMENT		
<b>Federal Award Year:</b> 2025	<b>DHSS #:</b> 25PHEP	<b>Federal Obligation:</b>	\$64,246.00

\* The Department will provide this information when it becomes available.

**Project Description:**

To demonstrate measurable and sustainable progress toward achieving public health and healthcare preparedness capabilities and promote prepared and resilient communities.

# Certified Copy of Record

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STATE OF MISSOURI, }  
County of Cass, } ss.

In the County Commission of Cass County, Missouri, at the January Term, 2026, held on the 14th day of January 2026 amongst others, were the following proceedings:

## RESOLUTION NO. 26-05 OF THE CASS COUNTY COMMISSION

### *APPROVING A PROFESSIONAL SERVICES MASTER AGREEMENT WITH NAVIGATE BUILDING SOLUTIONS, LLC*

***BE IT HEREBY RESOLVED AND ORDERED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THAT,*** this Commission hereby approves the attached Professional Services Master Agreement dated December 16, 2025, between Cass County, Missouri and NAVIGATE Building Solutions, LLC subject to and as modified by the attached Superseding Addendum. The Presiding Commissioner is hereby authorized and directed to execute the Professional Services Master Agreement and the Superseding Addendum on behalf of the County, and to take such further actions as are reasonably necessary to carry out the intent of this Resolution

ADOPTED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THIS 14TH DAY OF JANUARY 2026.

\_\_\_\_\_  
Bob Huston  
Presiding Commissioner

\_\_\_\_\_  
Mike Moreland  
Associate Commissioner  
Dist. 1

\_\_\_\_\_  
Jeff Fletcher  
Associate Commissioner  
Dist. 2

ATTEST:



\_\_\_\_\_  
Kathy Lambertz  
County Clerk

Dated: \_\_\_\_\_

## PROFESSIONAL SERVICES AGREEMENT

**DATE: January 14, 2026**

**PROJECT: Roof Replacement Project (Justice Center)**

### SCOPE OF WORK

#### A. Pre-Construction Services:

1. Review existing roofing reports and studies previously performed by third party's consultants to the Owner. These include:
  - i. Structural Analysis Report
  - ii. Infrared Scan Report
  - iii. Roof Inspection Report
2. With the collaboration of the Owner, prepare a preconstruction phase schedule and manage all related activities.
3. With the collaboration of the Owner, establish the project budget and oversee management all tasks to meet budget expectations.
4. With the collaboration of the Owner, qualify Roofing Manufacturers for consideration.
5. With the qualified Roofing Manufacturers, visually inspect the roof to document existing conditions.
6. Obtain a proposal from each Roofing Manufacturer documenting their: existing conditions report; proposed roofing solution; and their proposed budget.
7. With collaboration of the Owner, select a roofing manufacturer and proposed roofing solution.
8. Assist with the direct procurement of roofing materials via COOPERATIVE procurement. Materials to be assigned to the Roofing Contractor for Installation.
9. With the assistance of the Roofing Manufacturer, prepare technical specifications and plans for inclusion in the bid documents for Roofing Installation.
10. Prepare site and operational logistics plans for inclusion in the bid documents.
11. In collaboration with the Owner, prepare front-end bid documents, draft contracts, and the advertisement for bids.
12. Prepare Requirements for 3<sup>rd</sup> party testing for inclusion in the bid documents.

#### B. Bidding Services:

1. Market local Roofing Contractors to generate project awareness, encourage bidder interest and to gauge overall interest in the project.
2. Assist with the Public advertisements for bidding.
3. Conduct a pre-bid conference to present the project scope, scheduling requirements and to respond to questions from bidders.
4. Conduct a public bid opening.
5. Analyze the bids and make recommendations to the Owner for Roofing Contractor Selection.
6. Assist the Owner in the contracting and onboarding of the Roofing Contractor.
7. Review contract documents, including certificate of insurance, performance bonds, payment bonds and other documents required in the Contract Documents.

C. Construction Services:

1. Conduct project kick off meeting with Owner and Roofing Contractor prior to start of Construction.
2. Review contractor staging and parking areas, security measures and procedures for project completion and adherence to the pre-established site and operational logistics plans.
3. Provide administrative, management, and related services to coordinate the completion of work.
4. Provide daily job coordination and project oversight.
5. Coordinate review of RFI's and Submittals with selected roofing manufacturer.
6. Review pay requests for accuracy before they are processed by the Owner.
7. Assist the Owner in the disbursement of payments to contractors and material suppliers.
8. Aid the Owner in the review and approval/rejection/negotiation of requests for extra work.
9. Submit recommendations for approval of extra work and upon the Owner's approval obtain the necessary change order documentation for the owner's authorization.
10. Perform daily observations of the construction and issue reports during construction.
11. Coordinate completion of 3<sup>rd</sup> party testing with selected Contractor.
12. Participate in the punch list walkthrough and final inspection and issue report with all deficiencies identified.

D. Post-Construction Services:

1. Monitor the Contractor's completion of punch-list items and final inspections for acceptance and approval.
2. Obtain the necessary documents required prior to releasing final payments.

**OWNER RESPONSIBILITY**

NAVIGATE shall rely on the accuracy of Owner-Provided reports and studies without independent verification. This shall include the structural analysis provided by the Owner to verify the structural integrity of the Roof and infrared scan to verify the areas with saturated insulation.

**SCHEDULE**

Pre-Construction Services start in January of 2026 and are expected to last 2 months.

Bidding Services start in March of 2026 and are expected to last 1.5 months.

Construction and Post-Construction Services Start in April of 2026 and are expected to last 3 months.

Additional services shall be required if the duration exceeds 7 months.

**COMPENSATION**

Fee for Services: NAVIGATE shall be paid a lump sum fixed fee of Forty-Seven Thousand Two Hundred Fifty Dollars (\$47,250).

**PAYMENTS:**

NAVIGATE shall be paid in equal monthly installments based upon a Payment Schedule provided to the OWNER for approval prior to the issuance of the first invoice.



## **PROFESSIONAL SERVICES MASTER AGREEMENT**

**DATE:** January 14, 2026

**OWNER:**

Cass County, Missouri  
102 E. Wall Street  
Harrisonville, Missouri 64701

**Professional Services Provider (hereinafter NAVIGATE):**

NAVIGATE Building Solutions, LLC  
8419 Manchester Road  
St. Louis, MO 63144

**PROJECT(s) (hereinafter Project)**

As defined by each Task Order and authorized by the Owner.

**SCHEDULE:**

This master agreement is in effect from January 14, 2026 through December 31, 2029 and may be extended by written authorization of the Owner.

The schedule for services shall be defined by each Task Order.

**SCOPE OF OWNER REPRESENTATIVE'S SERVICES:**

For each Task Order NAVIGATE shall, in general, have primary management responsibility for the Project and shall coordinate all Project matters. As such, NAVIGATE shall serve as the Owner's Principal point of contract and liaison between the Owner User Groups, Contractors and other consultants/vendors throughout each Project. NAVIGATE shall advocate for the Owner's interests of quality, timely and cost-sensitive design and construction while maintaining professional relationships with contractors.

NAVIGATE shall perform those specific services as defined by Task Order which may include some or all services identified on Exhibit A – Scope of Services.

**OWNER'S RESPONSIBILITIES**

The Owner shall identify a single representative authorized to act on the Owner's behalf with respect to the Project.

NAVIGATE is not providing the services of a construction contractor under this Agreement. As such, NAVIGATE does not assume any responsibility for work performed by the contractors contracted by the Owner.

The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

The Owner shall furnish all legal, insurance and accounting services, including auditing services that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

NAVIGATE makes no representations, warranties or promises of any kind with regard to whether or not the Project is eligible for receipt of incentives, grants, reimbursements or any other kind of monetary relief or assistance from any federal, state, local or other governmental agency. NAVIGATE shall be paid for its services regardless of whether the Owner receives any such assistance from governmental agencies.

**CLAIMS AND DISPUTES**

NAVIGATE shall indemnify and hold harmless the Owner, together with its elected officials, employees,



agents, architects and engineers, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of NAVIGATE, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Owner shall indemnify and hold NAVIGATE harmless from and against any and all costs, damages and expenses (including attorney fees) that are incurred by NAVIGATE as a result of, or in connection with or relating to Owner's negligence or breach of any provision of this Agreement. NAVIGATE and Owner indemnify and hold harmless obligations shall apply to the fullest extent permitted by law.

NAVIGATE and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.

The Owner and NAVIGATE shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the county where the Project is located unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. If the parties do not resolve a dispute through mediation, they shall litigate the dispute unless otherwise mutually agreed.

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither party's individual employees, principals, officers, directors or members shall be subject to personal liability or damages arising out of or connect in any way to a Task Order / Project associated with this Agreement.

Notwithstanding any other provision of this Agreement, Owner agrees that, to the fullest extent permitted by law, NAVIGATE's total liability to the Owner for any and all injuries, claims, losses, expenses, damages, or claims expenses of any kind arising from any services provided by or through NAVIGATE under this Agreement, shall not exceed the Insurance Limits stated below. This limitation of liability shall apply to all phases of NAVIGATE services performed in connection with a Task Order / Project associated with this Agreement, whether subsequent to or prior to the execution of this Agreement.

## **INSURANCE**

NAVIGATE shall provide insurance with the coverage stated below.

- a. Commercial General Liability Insurance: \$1,000,000 for all claims arising out of a single accident or occurrence and \$1,000,000 for anyone person in a single accident or occurrence.
- b. Workers compensation Insurance: Per State Statutory Requirements
- c. Automobile Liability Insurance: \$1,000,000 for all claims arising out of a single accident or occurrence and \$1,000,000 for anyone person in a single accident or occurrence.
- d. Professional Liability Insurance: \$3,000,000 for each claim.
- e. Umbrella Liability Insurance: \$3,000,000 for each occurrence and aggregate.

### **TERMINATION OR SUSPENSION**

If the Owner fails to make payments to NAVIGATE in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at NAVIGATE's option, cause for suspension of performance of services under this Agreement. If NAVIGATE elects to suspend services, NAVIGATE shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, NAVIGATE shall have no liability to the Owner for delay or damage caused by the Owner because of such suspension of services. Before resuming services, NAVIGATE shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of NAVIGATE's services. NAVIGATE's fees for the remaining services and the time schedules shall be equitably adjusted.

If the Owner suspends the Project, NAVIGATE shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, NAVIGATE shall be compensated for expenses incurred in the interruption and resumption of NAVIGATE's services. NAVIGATE's fees for the remaining services and the time schedules shall be equitably adjusted.

The Owner may terminate this Agreement, for any reason, upon not less than 60 days' written notice to NAVIGATE. In the event of termination, NAVIGATE shall be compensated for services performed prior to termination plus the cost of all staff assigned to your Project during the sixty-day notice period to cover re assignment costs.

### **EMPLOYMENT PROVISION**

In the event that a NAVIGATE employee is solicited to work in a position as an employee of the Owner, and in the event that the NAVIGATE employee accepts the position of employment with the Owner, the following conditions will apply:

1. NAVIGATE will require a four-week notice period subsequent to the employee's written notice to NAVIGATE, and
2. The Owner will be required to pay an employment and restaffing fee of \$90,000 for the employee to NAVIGATE upon receipt of this notice.

If a former NAVIGATE employee shall be hired as an employee within 90 days of leaving NAVIGATE, there shall be a presumption that NAVIGATE employee was solicited to work as an employee of the Owner and the above fees shall be payable to NAVIGATE.

### **MISCELLANEOUS PROVISIONS**

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or NAVIGATE.

Unless otherwise required in this Agreement, NAVIGATE shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

NAVIGATE shall from time to time provide estimates of the Project costs. Any such estimate shall be viewed as a projected cost and not a guaranteed cost.

NAVIGATE shall have the right to include photographic or artistic representations of the design of the Project among NAVIGATE's promotional and professional materials.

NAVIGATE shall not be responsible for the construction means, methods, techniques, sequences or procedures of the contractors, subcontractors or anyone else working on the Project. Other than NAVIGATE's own employees, NAVIGATE shall not be responsible for construction jobsite safety and health and is not administering, monitoring or enforcing any safety programs for the Project.



Any disputes between parties shall be governed by Missouri Law.

**COMPENSATION**

NAVIGATE shall be compensated for the fixed fee amount as defined by Task Order.

**Payments to NAVIGATE**

Payments for services shall be made monthly in accordance with the percentage of work completed for each Phase and/or for time incurred. Payments are due and payable upon presentation of NAVIGATE's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing from time to time in the State of Missouri.

The Owner shall not withhold amounts from NAVIGATE's compensation to impose a penalty or liquidated damages on NAVIGATE.

**SCOPE OF THE AGREEMENT**

This Agreement represents the entire and integrated agreement between the Owner and NAVIGATE and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and NAVIGATE.

This Agreement is comprised of the following documents listed below:

1. Exhibit A - Available Scope of Services


1/6/26  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chris Schuman

Member

NAVIGATE Building Solutions, LLC.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Cass County, Missouri

# Exhibit A

# Available Scope of Services

## PRE DESIGN SERVICES

Project Financial Feasibility Studies  
Facility Maintenance Planning  
Conceptual Budget / Schedule Development  
Site Evaluation / Selection / Acquisition Support  
Rolls and Responsibility Planning  
Consultant Procurement (RFQ, RFP, Contract Development, Fee Negotiation)  
Community Engagement, Presentation Development and Outreach  
Alternative Approach Consultation  
    Design Build                      Job Order Contracting  
    CM@Risk, CMA                      Design-Bid-Build  
    Energy Performance Contracting  
Pre Referendum - Educational Support

## DESIGN PHASE SERVICES

Scope of Work and Bid Package Development  
Design/Build Criteria Consultant per State Statutes  
Project Documentation and Filing  
Project Meeting Scheduling, Attending, Recording  
Comprehensive Master Schedule Development and Maintenance  
Detailed Construction and Phasing Schedules  
Long Lead Items Procurement  
Detailed Unit Cost/Qty Estimates via editable software (utilizing inhouse resources)  
Total Program Budget Development and Maintenance  
Cash Flow Projections for Financing  
Governmental Agency and Utility Company Coordination  
Assistance in Obtaining Building Permits and Special Permits  
Constructability Input to Design  
VE Opportunities to Design  
Licensed Architect and Engineering PEER Reviews  
Owner Direct Vendor Procurement, Contracting and Coordination  
Material/Vendor Availability Analysis  
Furniture Design/Procurement Coordination and Oversight  
Audio Visual and Security Design/Procurement Coordination and Oversight  
IT and Phone Design/Procurement Coordination and Oversight  
Site Logistics and Community Impact Planning and Management  
Operational Impact Planning and User Group Coordination/Liaison  
Agency Wide "Standard" Contracts - Development and Negotiation (ALL Project Delivery Methods)  
Project Specific" Contracts - Development and Negotiation (ALL Project Delivery Methods)  
Agency Wide "Tool Box of Resources" - Program Development (w/ Vendor and Supplier Onboarding)  
State Statute - Process Compliance Audits  
Bonding and Insurance Application Support  
Progress Reporting - Executive, Staff, Community  
Diversity Planning and Implementation  
Sustainable Design and LEED Certification Consultation  
Bidder Marketing and Project Awareness Initiatives  
Public Bidding Oversight  
Bid Receipt and Documentation Facilitation  
Bid Results and Second Tier Contract Analysis  
Final Contract Negotiations

## CONSTRUCTION PHASE SERVICES

Total Project Management  
Community Liaison  
User Group / Stakeholder Liaison  
Project Documentation and Filing  
Site Observation and Reporting  
Direct Management of Owner Direct Purchases  
RFI Tracking and Processing  
Shop Drawing / Submittal Tracking and Processing  
Contract Compliance  
OAC Meeting Administration Including (Agenda, Meeting Minutes)  
Contingency Management  
Allowance Management and Verification of Use  
Unit Cost and Material Delivery Tracking  
Change Request Program Administration  
Change Order Scope/Price Analysis and Negotiation  
Third Party, Independent, Daily Report Review  
Third Party, Independent, QA/QC Oversight  
Third Party, Independent, Schedule Oversight  
Regulatory Compliance Oversight  
MBE/WBE Compliance Tracking  
Contractor's Payment Application Review:  
Certified Payroll Compliance  
MODOT LPA Representation / Daily Inspections  
Progress Reporting - Executive, Community, User Groups  
Field Documentation  
Budget Review and Forecasting  
Schedule Review and Forecasting  
Testing and Inspection Coordination  
Third Party, Independent, Punch List Creation, Review, Oversight  
Commissioning Coordination and Oversight  
Close Out Compliance - Final Completion Submittals:  
    Record Drawings  
    Equipment Data & Maintenance Manuals  
    Consent of Surety  
    Final Lien Waivers and Releases  
    Guarantees, Warranties and Affidavits  
    Final Contract Negotiations  
    Mediation/Arbitration/Litigation Support

## MOVE-IN / START-UP PHASE SERVICES

Furniture, Fixture & Equipment Items (FF&E)  
    Installation Scheduling, On Site Coordination, Closeout  
User Group Move-In Scheduling and Coordination  
Final Testing & Systems Startup Coordination and Documentation  
Building Operator /User Group Training Coordination  
Coordinate Contract Close-Out w/ Contractor  
Coordinate Contract Close-Out with Design Professionals  
Coordinate Building Operator Training  
Master Key System Oversight  
Phone, IT, Data, AV Systems Flush Out

## **SUPERSEDING ADDENDUM**

1. This Superseding Addendum is made and entered into this 14th day of January, 2026, by and between Cass County, Missouri (“County”) and NAVIGATE Building Solutions, LLC (“Contractor”).
2. This Superseding Addendum is hereby made a part of the Professional Services Master Agreement dated December 16, 2025 (“Agreement”) by and between the parties, modifying and superseding the Agreement where inconsistent. All other conditions of the Agreement remain unchanged and this addendum is expressly incorporated and made a part of the Agreement.
3. This Agreement shall not be deemed to create any third-party benefit hereunder for any member of the public or to authorize anyone, not a party hereto, to maintain suit pursuant to the terms of this Agreement.
4. This Agreement shall be governed by and interpreted, construed, and enforced in accordance with the laws of the State of Missouri. The parties hereto agree that any action at law, suit in equity, or other judicial proceeding arising out of this Agreement shall be instituted only in the Circuit Court of Cass County, Missouri or in federal court of the Western District of Missouri.
5. Nothing in the Agreement shall constitute or be construed to constitute a waiver of the County’s sovereign immunity.
6. Pursuant to RSMo 285.530(1), by its sworn affidavit in substantially the form attached hereto, Company hereby affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Furthermore, Company affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
7. Pursuant to Missouri law, the County does not have the authority to give an indemnity. Accordingly, all provisions requiring or purporting to require the County to indemnify, defend, or hold harmless the Contractor are hereby deleted.
8. In accordance with the laws of the State of Missouri, specifically Missouri Constitution, art. VI, section 26, notwithstanding any provision to the contrary, nothing in the Agreement shall be construed as creating an obligation or debt beyond the County’s fiscal year, and in the event that it does, performance of the County’s obligations under the Agreement is expressly subject to appropriation of funds by the Cass County Commission year-to-year during the duration of the Agreement.
9. The County may terminate the Agreement at any time, for any reason or no reason, upon thirty (30) days’ written notice. Upon termination, the Contractor shall be compensated only for services actually performed and approved through the termination date. No reassignment costs, restaffing fees, lost profits, or future staffing costs shall be payable.

Any contract provision requiring payment for unperformed future services is void and unenforceable.

10. The Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the County's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri Revenue and Taxation laws, Missouri Workers' Compensation and Unemployment Insurance laws.
11. The Agreement constitutes the entire agreement between the parties with respect to the subject matter. Any prior agreements, understandings, or other matters, whether oral or written, are of no further force or effect. The Agreement may be amended, changed, or supplemented only by written agreement executed by both of the parties.
12. Except with the prior written consent of the County, which consent shall be considered in its sole discretion, Contractor shall not assign the Agreement or any money due or to become due to Contractor or issue a subcontract or purchase order to any person or entity for any or all of the services to be performed under the Agreement. The County's consent to any assignment, subcontract, or purchase order shall not relieve Contractor from any obligation under the Agreement, nor shall it create any obligation from the County to any assignee, subcontractor, or vendor.

[Remainder of page left blank]

ADOPTED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THIS 14TH DAY OF JANUARY, 2026.

\_\_\_\_\_  
Bob Huston  
Presiding Commissioner

\_\_\_\_\_  
Mike Moreland  
Associate Commissioner  
Dist. 1

\_\_\_\_\_  
Jeff Fletcher  
Associate Commissioner  
Dist. 2

ATTEST:

\_\_\_\_\_  
Kathy Lambertz  
County Clerk  
Dated: \_\_\_\_\_

Accepted and agreed:

NAVIGATE Building Solutions, LLC:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_





# Certified Copy of Record

STATE OF MISSOURI, }  
County of Cass, } ss.

In the County Commission of Cass County, Missouri, at the January Term, 2026, held on the 14th day of January 2026 amongst others, were the following proceedings:

## RESOLUTION NO. 26-06 OF THE CASS COUNTY COMMISSION

### *AUTHORIZING THE PURCHASE OF ONE 2026 RAM 3500 CREW CAB 4x4 VEHICLE FOR THE CASS COUNTY MAINTENANCE DEPARTMENT*

***BE IT HEREBY RESOLVED AND ORDERED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THAT,*** this Commission hereby approves the purchase of one (1) 2026 Ram 3500 Crew Cab 4x4 vehicle from Joe Machens Commercial Fleet, pursuant to Missouri State Contract No. MC260035003, in a total amount not to exceed \$49,041.00. The Presiding Commissioner or his designee is hereby authorized to sign necessary agreements on behalf of Cass County, Missouri, and all other documents necessary to facilitate this order.

ADOPTED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THIS 14<sup>TH</sup> DAY OF JANUARY 2026.

\_\_\_\_\_  
Bob Huston  
Presiding Commissioner

\_\_\_\_\_  
Mike Moreland  
Associate Commissioner  
Dist. 1

\_\_\_\_\_  
Jeff Fletcher  
Associate Commissioner  
Dist. 2

ATTEST:



\_\_\_\_\_  
Kathy Lambertz  
County Clerk

Dated: \_\_\_\_\_



# JOE MACHENS CVC



1911 W. Worley • Columbia, MO 65203 • (573) 445-4411 • (800) 745-4454 • [www.machensfleet.com](http://www.machensfleet.com)

State Contract # MC260035003

## Off Lot

January 8<sup>th</sup>, 2025

Subject: Joe Machens Proposal on a **2026 Ram Crew Cab 3500 Tradesman**

To: Whom it May Concern;

As per the requested quote on a 2026 Ram 3500 Crew Cab, Capital City CDJR proposes the following. The Ram 3500 includes both the factory and State Contract standard options. This proposed unit has other manufacturer options, as noted below.

### Price – Dealer Code – Option

**\$48,841** – D28L92 – 2026 Ram 3500 Crew Cab 4x4

### Included Standard Options (incl in price above)

**\$N/C** – ESL – 6.4L V8 Gas Engine

**\$N/C** – TX – HD Vinyl Seats

**\$N/C** – DFX – 8 Speed Automatic Transmission

**\$N/C** – ANP – Bed Convenience Package

**\$N/C** – LNC – Clearance Lamps

**\$N/C** – NFC – 50 Gal Tank

**\$N/C** – AHU – 5<sup>th</sup> Wheel / Gooseneck Towing

### Added Optional equipment (included in Total price below)

**\$0** – YZ – Exterior Color: White

**\$200** – DEL – Delivery / Fees per...or...\$0 – Customer pick up

### Total

**\$49,041 per vehicle (2026 Ram 3500 Crew Cab 4x4) (Available Now!)**

VIN: 3C63R3GJ1TG254827

Joe Machens Commercial Fleet appreciates your business, and we look forward to servicing your needs in the future. Any questions should be directed to Braden Schlueter, Fleet Department Director.

Thanks,

Braden Schlueter, Fleet Director, Joe Machens Fleet, 573-777-1089, [bschlueter@machens.com](mailto:bschlueter@machens.com)

**TO: THE CASS COUNTY COMMISSIONERS**  
**FROM: STEVE CHESLIK, CASS COUNTY TREASURER**  
**SIX MONTH SETTLEMENT FOR JUL-DEC, 2025**

FUND	BALANCE June 30, 2025	RECEIPTS	TRANSFERS IN	DISBURSEMENTS	TRANSFERS OUT	BALANCE December 31, 2025
101-GENERAL REVENUE FUND	6,486,017.53	8,319,209.21	284,746.51	3,026,932.57	5,634,189.16	6,428,851.52
102-COUNTY VISION/DENTAL FUND	40,113.21	753.81	0.00	10,036.65	0.00	30,830.37
110-CASS COUNTY CRIME COMMISSION (NEW 10-25)	0.00	0.00	190,000.00	0.00	190,000.00	
112-OPIOID SETTLEMENT FUND	774,833.72	173,042.60	0.00	104,347.20	500.00	843,029.12
150-HISTORIC COURTHOUSE SINKING FUND (NEW 1-24)	411,760.09	4,051.23	0.00	0.00	0.00	415,811.32
200-JUSTICE CENTER DEBT SERVICE	3,701.42	297.18	216,752.54	220,019.80	0.00	731.34
205-JUSTICE CENTER SINKING FUND	5,615,483.11	178,099.52	0.00	0.00	0.00	5,793,582.63
300-JUSTICE CENTER CONSTRUCTION	5,810,589.81	80,484.66	1,385,605.40	251,322.01	0.00	7,025,357.86
450-NWCSD	43,644.41	7,548.10	0.00	38,276.00	0.00	12,916.51
510-ASSESSOR FUND	4,000,799.51	517,562.42	0.00	767,149.11	450.25	3,750,762.57
520-ROAD AND BRIDGE	10,904,411.52	3,787,317.15	0.00	3,551,741.93	241,830.55	10,898,156.19
521-CIA R&B COUNTY	6,451,681.33	1,935,858.93	1,465.59	2,168,634.48	0.00	6,220,371.37
522-CIA R&B CITIES	824,099.98	892,401.22	0.00	61,525.87	1,465.59	1,653,509.74
524-NID BOND FUND	(2,888.60)	10,439.39	0.00	2,769.07	0.00	4,781.72
525-FEDERAL BRIDGE FUND	530,856.57	1,040,514.29	100,000.00	836,178.53	0.00	835,192.33
528-ROAD AND BRIDGE RESERVE FUND	4,729,220.58	88,128.65	0.00	32,040.69	0.00	4,785,308.54
529-BRPE DEBT SERVICE FUND	3,850,490.17	74,586.42	0.00	1,736,100.00	0.00	2,188,976.59
547-HEALTH INSURANCE SUPPLEMENTAL	0.00	0.00	0.00	0.00	0.00	0.00
548-INTER GOVERNMENTAL AGREEMENT	1,233,211.01	987,184.58	0.00	342,690.00	329,166.00	1,548,539.59
549-INMATE SECURITY FUND	418,587.06	144,504.83	0.00	122,829.36	21,605.42	418,657.11
550-LAW ENFORCEMENT JUSTICE CENTER FUND	1,870,942.88	10,602,936.36	5,088,713.37	12,732,523.01	1,603,318.15	3,226,751.45
553-SHERIFF CIVIL PROCESS FUND	554,627.89	47,191.54	0.00	119,373.10	0.00	482,446.33
554-SHERIFF REVOLVING FUND	298,012.16	40,319.06	0.00	223,186.85	0.00	115,144.37
555-SHERIFF TRAINING FUND	35,734.10	2,956.54	0.00	21,509.86	0.00	17,180.78
556-SHERIFF TRAINING POST FUND	9,927.28	2,658.36	0.00	0.00	0.00	12,585.64
557-PA ADMINISTRATIVE HANDLING FUND	5,452.58	1,338.99	246.00	0.00	0.00	7,037.57
558-DELINQUENT TAX FUND - PA	32,719.96	660.93	0.00	0.00	0.00	33,380.89
559-PROS ATTY TRAINING FUND	37,551.19	3,726.02	0.00	11,107.23	257.87	29,912.11
560-LERF FUND	28,785.92	581.46	0.00	0.00	0.00	29,367.38
561-DRUG COURT	78,958.27	7,625.72	0.00	3,068.98	5.92	83,509.09
562-DOMESTIC VIOLENCE FUND	0.00	9,499.10	0.00	0.00	0.00	9,499.10
565-PA CONTINGENCY FUND	10,799.07	155.74	0.00	7,706.30	748.51	2,500.00
570-NORTH ANNEX DEVELOPMENT FUND (NEW 1-24)	2,428,639.55	27,534.65	0.00	22,100.00	125,000.00	2,309,074.20
581-ELECTION FUND	145,880.28	28,304.47	65,000.00	24,972.45	192,859.73	21,352.57
582-HAVA GRANT	15,336.05	294.68	0.00	13,290.00	1,599.98	740.75
584-STATE ELECTION IMPROVEMENT GRANT	21,210.26	15,813.51	0.00	15,343.53	0.00	21,680.24
585-CLERK TRAINING FUND	12,092.13	340.27	0.00	3,645.83	0.00	8,786.57
586-ELECTION SERVICES FUND	83,130.00	1,642.21	1,890.44	2,507.15	0.00	84,155.50
587-SHOW ME CERTIFICATION GRANT (NEW 10-25)	0.00	3,012.66	0.00	0.00	0.00	3,012.66
590-COLLECTOR MAINTENANCE FUND	91,211.25	15,333.18	0.00	17,867.40	0.00	88,677.03
610-COUNTY RESERVE FUND	5,327,171.55	175,007.71	1,000,000.00	0.00	0.00	6,502,179.26
612-LAW ENFORCEMENT RESERVE FUND	2,022,233.61	45,437.14	0.00	0.00	0.00	2,067,670.75
613-SHERIFF SALARY RESERVE	574,903.48	8,485.34	0.00	0.00	400,000.00	183,388.82
620-RECORDERS FUND	462,614.96	49,770.62	0.00	65,915.57	104.94	446,365.07
647-CCHD RESERVE FUND	678,326.17	13,389.52	0.00	0.00	0.00	691,715.69
648-HEALTH DEPARTMENT	263,463.88	571,438.99	466,523.30	802,456.74	170.73	498,798.70
649-WIC	17,513.24	160,205.50	45,000.00	119,931.44	102,787.30	0.00
653-COURTHOUSE RESTORATION GRANT	102,830.77	13,561.95	0.00	0.00	0.00	116,392.72
700-AGENCY ACCT FUNDS (SEE CHART BELOW)	315,833.67	1,356,168.34	14,447.58	1,144,914.55	14,330.63	527,204.41
TOTALS	67,652,514.58	31,447,374.75	8,860,390.73	28,624,013.26	8,860,390.73	70,475,876.07

	ACCOUNT#	RATE	DATE OF STATEMENT	AMOUNT
BALANCE IN HAWTHORN MAIN CHECKING	3040000552938	3.53%	12/31/25	1,946,953.94
BALANCE IN HAWTHORN AP CHECKING	3040001034418	3.53%	12/31/25	-
BALANCE IN HAWTHORN INTRAFI NETWORK DDA	773040000552938-D	3.53%	12/31/25	3,198,738.34
BALANCE IN HAWTHORN INTRAFI NETWORK SAVINGS	3040000906705	3.53%	12/31/25	15,445,767.65
NASB 24 MONTH CD 11-29-23	1427289	5.42%	MATURED 11-26-25	0.00
NASB 12 MONTH CD 7-29-24	1304881	5.01%	MATURED 7-29-25	0.00
NASB 18 MONTH CD 7-29-24	1304899	4.80%		1,500,000.00
NASB 12 MONTH CD 11-20-24	1341495	4.40%	MATURED 11-19-25	0.00
NASB 18 MONTH CD 11-20-24	1341502	4.25%		1,200,000.00
COMMERCE 6 MONTH T-BILL 2-13-25	912797PN1	4.19%	MATURED 8-14-25	0.00

NASB 12 MONTH CD 2-14-25	1358888	4.45%		2,900,000.00
NASB 18 MONTH CD 2-14-25	1358896	4.30%		2,800,000.00
NASB 24 MONTH CD 2-14-25	1358903	4.20%		2,700,000.00
COMMERCE 4 MONTH T-BILL 3-25-25	912797QB6	4.14%	MATURED 7-22-25	0.00
COMMERCE 4 MONTH T-BILL 5-27-25	912797QV2	4.20%	MATURED 9-23-25	0.00
HAWTHORN 12 MONTH CD 5-29-25	1031246276	4.15%		4,500,000.00
COMMERCE 4 MONTH T-BILL 6-12-25	912797RB5	4.20%	MATURED 10-7-25	0.00
COMMERCE 6 MONTH T-BILL 6-12-25	912797QY6	4.16%	MATURED 12-11-25	0.00
COMMERCE 4 MONTH T-BILL 7-24-25	912797RP4	4.20%	MATURED 11-18-25	0.00
HAWTHORN 12 MONTH CD 7-31-25	1031601351	4.15%		3,800,000.00
HAWTHORN 2 YEAR CD 7-31-25	1031602056	4.00%		3,000,000.00
COMMERCE 4 MONTH T-BILL 8-12-25	912797RW9	4.07%	MATURED 12-9-25	0.00
COMMERCE 3 MONTH T-BILL 9-26-25	912797NU7	3.80%	MATURED 12-26-25	0.00
COMMERCE 6 MONTH T-BILL 9-26-25	912797SC2	3.70%		2,355,819.33
NASB 12 MONTH CD 9-29-25	1409889	4.10%		1,740,000.00
NASB 24 MONTH CD 9-29-25	1409897	3.60%		1,225,000.00
COMMERCE 4 MONTH T-BILL 9-30-25	912797SH1	3.77%		2,740,347.53
COMMERCE 3 MONTH T-BILL 11-13-25	912797RT6	3.65%		1,800,627.75
COMMERCE 4 MONTH T-BILL 11-13-25	912797SY4	3.64%		1,800,026.24
NASB 12 MONTH CD 11-19-25	1419854	3.95%		1,800,000.00
NASB 12 MONTH CD 11-26-25	1422500	3.95%		2,000,000.00
COMMERCE 4 MONTH T-BILL 12-9-25	912797TG2	3.52%		5,066,851.98
NASB 12 MONTH CD 12-17-25	1427568	3.65%		3,850,000.00
NASB 18 MONTH CD 12-17-25	1427576	3.45%		3,200,000.00
<b>TOTAL BALANCE ALL BANKS</b>				<b>70,570,132.76</b>
DEDUCT OUTSTANDING CHECKS & EFT				<b>(285,432.21)</b>
MISCELLANEOUS DISCREPANCIES				191,175.52
<b>CASH ON HAND AND INVESTMENT PER SETTLEMENT</b>				<b>70,475,876.07</b>

700-AGENCY ACCT FUNDS	BALANCE June 30, 2025	RECEIPTS	TRANSFERS IN	DISBURSEMENTS	TRANSFERS OUT	BALANCE December 31, 2025
FINANCIAL INSTITUTION TAX	0.00	93,387.33	0.00	0.00	0.00	93,387.33
SCHOOL FINES	60,133.69	68,527.20	13,898.97	0.00	0.00	142,559.86
SCHOOL REVOLVING	0.80	0.00	0.00	0.00	0.00	0.80
SURPLUS	219,499.94	285,299.02	0.00	205,465.46	13,898.97	285,434.53
UNCLAIMED FEES	6,032.79	453.69	548.61	781.54	431.66	5,821.89
ESCROW	0.00	76,981.16	0.00	76,981.16	0.00	0.00
CERF	30,166.45	831,519.94	0.00	861,686.39	0.00	0.00
<b>TOTALS</b>	<b>315,833.67</b>	<b>1,356,168.34</b>	<b>14,447.58</b>	<b>1,144,914.55</b>	<b>14,330.63</b>	<b>527,204.41</b>

STEPHEN W. CHESLIK, CASS COUNTY TREASURER

DATE

**TO: THE CASS COUNTY COMMISSIONERS**  
**FROM: STEVE CHESLIK, CASS COUNTY TREASURER**  
**TWELVE MONTH SETTLEMENT FOR JAN-DEC, 2025**

FUND	BALANCE	RECEIPTS	TRANSFERS	DISBURSEMENTS	TRANSFERS	BALANCE
	December 31, 2024		IN		OUT	
101-GENERAL REVENUE FUND	6,402,237.31	18,623,639.22	298,136.19	6,251,175.34	12,643,985.86	6,428,851.52
102-COUNTY VISION/DENTAL FUND	3,856.01	1,509.26	45,000.00	19,534.90	0.00	30,830.37
110-CASS COUNTY CRIME COMMISSION (NEW 10-25)	0.00	0.00	190,000.00	0.00	190,000.00	0.00
112-OPIOID SETTLEMENT FUND	674,193.08	306,746.35	0.00	130,533.14	7,377.17	843,029.12
150-HISTORIC COURTHOUSE SINKING FUND (NEW 1-24)	208,070.79	7,740.53	200,000.00	0.00	0.00	415,811.32
200-JUSTICE CENTER DEBT SERVICE	925,230.16	19,501.03	1,290,547.00	2,234,546.85	0.00	731.34
205-JUSTICE CENTER SINKING FUND	5,456,832.05	336,750.58	0.00	0.00	0.00	5,793,582.63
300-JUSTICE CENTER CONSTRUCTION	3,749,658.99	154,421.76	3,556,715.76	435,438.65	0.00	7,025,357.86
450-NWCSD	67,256.53	15,601.98	0.00	69,942.00	0.00	12,916.51
510-ASSESSOR FUND	3,379,860.11	2,072,693.41	175.06	1,701,445.80	520.21	3,750,762.57
520-ROAD AND BRIDGE	10,179,337.29	10,904,394.94	1,501,155.37	7,944,724.42	3,742,006.99	10,898,156.19
521-CIA R&B COUNTY	4,765,353.67	4,030,114.48	1,465.59	2,575,548.64	1,013.73	6,220,371.37
522-CIA R&B CITIES	1,602,202.53	1,770,265.94	0.00	1,717,493.14	1,465.59	1,653,509.74
524-NID BOND FUND	0.00	65,223.78	0.00	58,753.81	1,688.25	4,781.72
525-FEDERAL BRIDGE FUND	564,176.65	1,086,382.38	100,000.00	915,366.70	0.00	835,192.33
528-ROAD AND BRIDGE RESERVE FUND	1,194,194.27	121,466.71	3,501,688.25	32,040.69	0.00	4,785,308.54
529-BRPE DEBT SERVICE FUND	3,916,378.65	314,797.94	0.00	2,042,200.00	0.00	2,188,976.59
547-HEALTH INSURANCE SUPPLEMENTAL (NEW 01-23)	0.00	0.00	0.00	0.00	0.00	0.00
548-INTER GOVERNMENTAL AGREEMENT	1,796,045.81	1,424,349.78	0.00	342,690.00	1,329,166.00	1,548,539.59
549-INMATE SECURITY FUND	389,550.48	293,649.35	0.00	239,573.30	24,969.42	418,657.11
550-LAW ENFORCEMENT JUSTICE CENTER FUND	3,396,741.80	21,144,381.76	9,634,832.14	25,946,287.39	5,002,916.86	3,226,751.45
553-SHERIFF CIVIL PROCESS FUND	521,841.08	100,457.37	0.00	139,852.12	0.00	482,446.33
554-SHERIFF REVOLVING FUND	355,195.15	97,153.80	0.00	337,204.58	0.00	115,144.37
555-SHERIFF TRAINING FUND	32,625.55	6,065.09	0.00	21,509.86	0.00	17,180.78
556-SHERIFF TRAINING POST FUND	9,719.88	2,865.76	0.00	0.00	0.00	12,585.64
557-PA ADMINISTRATIVE HANDLING FUND	4,146.26	2,891.31	246.00	246.00	0.00	7,037.57
558-DELINQUENT TAX FUND - PA	32,036.34	1,344.55	0.00	0.00	0.00	33,380.89
559-PROS ATTY TRAINING FUND	33,799.08	7,478.13	0.00	11,107.23	257.87	29,912.11
560-LERF FUND	28,184.50	1,182.88	0.00	0.00	0.00	29,367.38
561-DRUG COURT	72,001.23	17,221.64	0.00	5,707.86	5.92	83,509.09
562-DOMESTIC VIOLENCE FUND	0.00	18,211.54	0.00	8,712.44	0.00	9,499.10
565-PA CONTINGENCY FUND	2,500.00	457.94	20,000.00	19,709.43	748.51	2,500.00
570-NORTH ANNEX DEVELOPMENT FUND (NEW 1-24)	1,030,182.74	53,136.46	1,375,000.00	24,245.00	125,000.00	2,309,074.20
581-ELECTION FUND	0.00	235,716.45	192,000.00	200,851.75	205,512.13	21,352.57
582-HAVA GRANT	12,533.38	3,097.35	0.00	13,290.00	1,599.98	740.75
584-STATE ELECTION IMPROVEMENT GRANT	35,699.21	16,575.29	0.00	30,594.26	0.00	21,680.24
585-CLERK TRAINING FUND	14,473.88	628.92	0.00	6,316.23	0.00	8,786.57
586-ELECTION SERVICES FUND	59,524.03	16,803.53	11,011.21	3,183.27	0.00	84,155.50
587-SHOW ME CERTIFICATION GRANT (NEW 10-25)	0.00	3,012.66	0.00	0.00	0.00	3,012.66
590-COLLECTOR MAINTENANCE FUND	29,492.11	97,964.04	0.00	38,779.12	0.00	88,677.03
610-COUNTY RESERVE FUND	5,246,608.09	255,571.17	1,000,000.00	0.00	0.00	6,502,179.26
612-LAW ENFORCEMENT RESERVE FUND	2,045,397.20	69,523.55	0.00	47,250.00	0.00	2,067,670.75
613-SHERIFF SALARY RESERVE (NEW 01-23)	561,648.10	21,740.72	0.00	0.00	400,000.00	183,388.82
620-RECORDERS FUND	461,024.63	85,614.89	0.00	100,169.51	104.94	446,365.07
647-CCHD RESERVE FUND (NEW 01-23)	626,580.29	21,746.67	43,388.73	0.00	0.00	691,715.69
648-HEALTH DEPARTMENT	319,933.96	1,121,597.12	781,663.30	1,715,769.59	8,626.09	498,798.70
649-WIC	0.00	309,108.79	90,000.00	252,932.76	146,176.03	0.00
653-COURTHOUSE RESTORATION GRANT	89,842.46	26,550.26	0.00	0.00	0.00	116,392.72
700-AGENCY ACCT FUNDS (SEE CHART BELOW)	511,772.87	2,697,194.84	14,447.58	2,681,880.25	14,330.63	527,204.41
TOTALS	60,807,938.20	67,984,543.90	23,847,472.18	58,316,606.03	23,847,472.18	70,475,876.07

	ACCOUNT#	RATE	DATE OF STATEMENT	AMOUNT
BALANCE IN HAWTHORN MAIN CHECKING	3040000552938	3.53%	12/31/25	1,946,953.94
BALANCE IN HAWTHORN AP CHECKING	3040001034418	3.53%	12/31/25	-
BALANCE IN HAWTHORN INTRAFI NETWORK DDA	773040000552938-D	3.53%	12/31/25	3,198,738.34
BALANCE IN HAWTHORN INTRAFI NETWORK SAVINGS	3040000906705	3.53%	12/31/25	15,445,767.65
NASB 24 MONTH CD 3-31-23	1188178	4.97%	MATURED 4-1-25	0.00
NASB 24 MONTH CD 11-29-23	1427289	5.42%	MATURED 11-26-25	0.00
COMMERCE 11 MONTH T-BILL 4-4-24	912797KA4	4.96%	MATURED 2-20-25	0.00
NASB 12 MONTH CD 7-29-24	1304881	5.01%	MATURED 7-29-25	0.00
NASB 18 MONTH CD 7-29-24	1304899	4.80%	12/31/25	1,500,000.00
COMMERCE 4 MONTH T-BILL 9-10-24	912797MW4	4.78%	MATURED 1-7-25	0.00

COMMERCE 5 MONTH T-BILL 9-10-24	912797MJ3	4.69%	MATURED 2-6-25	0.00
COMMERCE 6 MONTH T-BILL 9-10-24	912797MM6	4.60%	MATURED 3-6-25	0.00
COMMERCE 6 MONTH T-BILL 9-17-24	912797MT1	4.50%	MATURED 3-13-25	0.00
NASB 12 MONTH CD 11-20-24	1341495	4.40%	MATURED 11-19-25	0.00
NASB 18 MONTH CD 11-20-24	1341502	4.25%	12/31/25	1,200,000.00
COMMERCE 3 MONTH T-BILL 11-21-24	912797KA4	4.39%	MATURED 2-20-25	0.00
COMMERCE 6 MONTH T-BILL 11-21-24	912797NM5	4.33%	MATURED 5-22-25	0.00
COMMERCE 4 MONTH T-BILL 2-13-25	912797PR2	4.19%	MATURED 6-10-25	0.00
COMMERCE 6 MONTH T-BILL 2-13-25	912797PN1	4.19%	MATURED 8-14-25	0.00
NASB 12 MONTH CD 2-14-25	1358888	4.45%	12/31/25	2,900,000.00
NASB 18 MONTH CD 2-14-25	1358896	4.30%	12/31/25	2,800,000.00
NASB 24 MONTH CD 2-14-25	1358903	4.20%	12/31/25	2,700,000.00
COMMERCE 4 MONTH T-BILL 3-25-25	912797QB6	4.14%	MATURED 7-22-25	0.00
COMMERCE 4 MONTH T-BILL 5-27-25	912797QV2	4.20%	MATURED 9-23-25	0.00
HAWTHORN 12 MONTH CD 5-29-25	1031246276	4.15%	12/31/25	4,500,000.00
COMMERCE 4 MONTH T-BILL 6-12-25	912797RB5	4.20%	MATURED 10-7-25	0.00
COMMERCE 6 MONTH T-BILL 6-12-25	912797QY6	4.16%	MATURED 12-11-25	0.00
COMMERCE 4 MONTH T-BILL 7-24-25	912797RP4	4.20%	MATURED 11-18-25	0.00
HAWTHORN 12 MONTH CD 7-31-25	1031601351	4.15%	12/31/25	3,800,000.00
HAWTHORN 2 YEAR CD 7-31-25	1031602056	4.00%	12/31/25	3,000,000.00
COMMERCE 4 MONTH T-BILL 8-12-25	912797RW9	4.07%	MATURED 12-9-25	0.00
COMMERCE 3 MONTH T-BILL 9-26-25	912797NU7	3.80%	MATURED 12-26-25	0.00
COMMERCE 6 MONTH T-BILL 9-26-25	912797SC2	3.70%	12/31/25	2,355,819.33
NASB 12 MONTH CD 9-29-25	1409889	4.10%	12/31/25	1,740,000.00
NASB 24 MONTH CD 9-29-25	1409897	3.60%	12/31/25	1,225,000.00
COMMERCE 4 MONTH T-BILL 9-30-25	912797SH1	3.77%	12/31/25	2,740,347.53
COMMERCE 3 MONTH T-BILL 11-13-25	912797RT6	3.65%	12/31/25	1,800,627.75
COMMERCE 4 MONTH T-BILL 11-13-25	912797SY4	3.64%	12/31/25	1,800,026.24
NASB 12 MONTH CD 11-19-25	1419854	3.95%	12/31/25	1,800,000.00
NASB 12 MONTH CD 11-26-25	1422500	3.95%	12/31/25	2,000,000.00
COMMERCE 4 MONTH T-BILL 12-9-25	912797TG2	3.52%	12/31/25	5,066,851.98
NASB 12 MONTH CD 12-17-25	1427568	3.65%	12/31/25	3,850,000.00
NASB 18 MONTH CD 12-17-25	1427576	3.45%	12/31/25	3,200,000.00
<b>TOTAL BALANCE ALL BANKS</b>				<b>70,570,132.76</b>
DEDUCT OUTSTANDING CHECKS & EFT				<b>(285,432.21)</b>
MISCELLANEOUS DISCREPANCIES				191,175.52
<b>CASH ON HAND AND INVESTMENT PER SETTLEMENT</b>				<b>70,475,876.07</b>

700-AGENCY ACCT FUNDS	BALANCE		TRANSFERS		TRANSFERS		BALANCE	
	December 31, 2024	RECEIPTS	IN	DISBURSEMENTS	OUT	December 31, 2025		
FINANCIAL INSTITUTION TAX	42,082.65	95,606.40	0.00	44,301.72	0.00	93,387.33		
SCHOOL FINES	195,926.06	156,419.82	13,898.97	223,684.99	0.00	142,559.86		
SCHOOL REVOLVING	0.80	0.00	0.00	0.00	0.00	0.80		
SURPLUS	270,212.63	285,299.02	0.00	256,178.15	13,898.97	285,434.53		
UNCLAIMED FEES	3,550.73	2,935.75	548.61	781.54	431.66	5,821.89		
ESCROW	0.00	76,981.16	0.00	76,981.16	0.00	0.00		
CERF	0.00	2,079,952.69	0.00	2,079,952.69	0.00	0.00		
<b>TOTALS</b>	<b>511,772.87</b>	<b>2,697,194.84</b>	<b>14,447.58</b>	<b>2,681,880.25</b>	<b>14,330.63</b>	<b>527,204.41</b>		

STEPHEN W. CHESLIK, CASS COUNTY TREASURER

DATE