



Lake County- FINANCE- Meeting
Wednesday, July 08, 2026 at 9:30 a.m.

1. Call to order: *Chairman Lodholtz*
2. Approval of Agenda
3. Approval of Finance Minutes from Wednesday June 24, 2026 meeting
4. Financials, Additions, and Presentations:
 - a. Motion Sheet: Semi Monthly Accounts Payables in the amount of \$193,827.99
 - b. Motion Sheet: Resolution#2026-05 -Council on Aging millage renewal
 - c. Motion Sheet: Resolution#2026-06 -Road Patrol millage renewal
 - d. Motion Sheet: Juvenile Court Contract: End Dinehart's and Replace with McCaffrey
 - e. Motion Sheet: Acceptance - Fy2025 Annual Audit
 - f. Motion Sheet: WMRMC Fy2025 Homeland Security Intergovernmental Agreement
 - g. Motion Sheet: Sheriff Department Automotive Fleet Maintenance Contract
 - h. Motion Sheet: Budget Amendments 2nd Qtr 2026
 - i. Motion Sheet: Wolf Lake Level Resolution #2026-08 Authorization to Exceed \$10,000
 - j. Motion Sheet: Fy2027 Crime Victim's Rights Grant Application
5. Old Business
6. Public Comment:

Members of the Public may address the Finance Committee on any item. Comments are limited to a maximum of two (2) minutes per person
7. Miscellaneous:
8. Adjournment

All Agendas are subject to change
Commissioners Room
800 Tenth
Baldwin MI 49304

LAKE COUNTY BOARD OF COMMISSIONERS MINUTES

800 10th Street Suite 200
Baldwin, MI 49304

Finance Meeting
Wednesday June 24, 2026

Chairman Lodholtz called the meeting to order at: 9:30 am

Present: Sanders, Fuller, Welford, Russell, Raymond, Seroczynski, and Lodholtz

Absent:

Commissioner Welford moved that the agenda be approved and a second from Commissioner Fuller. *All in favor motion carried.*

Commissioner Fuller moved that the Finance Minutes dated June 10, 2026 be approved; with a second from Commissioner Welford. *All in favor motion carried.*

Motions:

101 GENERAL FUND	\$42,765.47
207 SHERIFF ROAD PATROL FUND	\$17,625.04
208 PARKS AND RECREATION	\$9,073.91
211 JAIL TRV PROJECT	\$61.78
215 FRIEND OF THE COURT	\$98.06
249 BUILDING INSPECTION DEPT	\$4,875.17
251 EMERGENCY 911 PROGRAM	\$15,916.23
256 REG OF DEEDS AUTOMATION FUND	\$13,840.45
260 INDIGENT DEFENSE FUND	\$61,907.50
264 LOCAL OFFICERS TRAINING FUND	\$1,079.85
269 LAW LIBRARY	\$151.49
285 CRIMINAL JUSTICE TRAINING	\$1,349.60
292 CHILD CARE-PROBATE	\$3,501.95
569 DHS BUILDING	\$379.45
636 INFORMATION SERVICES	<u>\$84,818.01</u>
TOTAL FOR ALL FUNDS	\$257,443.96

A: Commissioner Raymond made a motion to recommend to the Board of Commissioners the approval of the semi-monthly detail analysis dated June 24, 2026 totaling \$257,443.96; with a second from Commissioner Welford. *All in favor-motion carried.*

B. Commissioner Raymond made a motion to recommend to the Board of Commissioners to purchase and outfit a 2026 Ford F-150 Police Responder for the Recreation Division with total cost for the vehicle and upfitting not to exceed \$71,500.00; funds to come from Fy 2023 Secure Rural Schools Title III funds - \$47,815.43, ORV Fees - \$18,734.57, and remaining budget within the 207-901-00-981-002 - \$4,950; and authorize the County Administrator to compete the necessary budgets and transfers, money to be paid out of the 207-901.00-981.000 Parol Cars (\$47,767) and 207-901.00-981.002 Vehicle Equipment (\$23,733); with a second from Commissioner Sanders. *All in favor-motion carried.*

C: Commissioner Raymond made a motion to recommend to the Board of Commissioners to approve of Resolution #2026-04 amending the Lake County Emergency Management Resolution No. 03/26/03 1002; with a second from Commissioner Sanders. *All in favor-motion carried.*

D. Commissioner Raymond made a motion to recommend to the Board of Commissioners to approve of Resolution #2026-04 amending the Lake County Emergency Management Resolution No. 03/26/03 1002; with a second from Commissioner Sanders. *All in favor-motion carried.*

E. Commissioner Raymond made a motion to recommend to the Board of Commissioners to elect to receive payments under the Secure Rural Schools and Community Self Determination with 80% allocated to Title I and 20% allocated to Title III and authorize the County Administrator to submit any and all necessary documents; with a second from Commissioner Welford. *All in favor-motion carried.*

F. Commissioner Raymond made a motion to recommend to the Board of Commissioners to approve of Lake County entering into the Letter of Intent with Youth Opportunity Investments, LLC. with the intent to execute a lease for the RRP facility to house 30 juveniles and abuse & neglect youths; to grant access for the commencement of renovations; and to authorize the Lake County Administrator to negotiate a lease and sign the Letter of Intent on behalf of the county; with a second from Commissioner Welford. *All in favor-motion carried.*

Unfinished Business:

None

Public Comment:

None

Administrators Report:

None

Meeting adjourned at 10:20 am

Patti Pacola-Lake County Clerk

Date approved: _____ Initials: _____

Request for consideration – Board of Commissioners – County of Lake



LAKE COUNTY
MICHIGAN

Agenda Item No: 4a

Motion: 4a

ORIGINATOR: Tobi Lake, Administrator	☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED																																					
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:																																				
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL, IMPACT, POSSIBLE ALTERNATIVES):																																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">101 GENERAL FUND</td> <td style="text-align: right;">\$79,224.27</td> </tr> <tr> <td>207 SHERIFF ROAD PATROL FUND</td> <td style="text-align: right;">\$26,520.79</td> </tr> <tr> <td>208 PARKS AND RECREATION</td> <td style="text-align: right;">\$350.00</td> </tr> <tr> <td>211 JAIL T.R.V. PROJECT</td> <td style="text-align: right;">\$1,290.23</td> </tr> <tr> <td>215 FRIEND OF THE COURT</td> <td style="text-align: right;">\$3,172.29</td> </tr> <tr> <td>216 COUNCIL ON AGING</td> <td style="text-align: right;">\$12,000.00</td> </tr> <tr> <td>220 HOLLISTER SENIOR CENTER FUND</td> <td style="text-align: right;">\$72.50</td> </tr> <tr> <td>249 BUILDING INSPECTION DEPT</td> <td style="text-align: right;">\$5,335.26</td> </tr> <tr> <td>251 EMERGENCY 911 PROGRAM</td> <td style="text-align: right;">\$13,743.45</td> </tr> <tr> <td>256 REG OF DEEDS AUTOMATION FUND</td> <td style="text-align: right;">\$1,052.00</td> </tr> <tr> <td>260 INDIGENT DEFENSE FUND</td> <td style="text-align: right;">\$5,039.13</td> </tr> <tr> <td>285 CRIMINAL JUSTICE TRAINING A</td> <td style="text-align: right;">\$21.60</td> </tr> <tr> <td>292 CHILD CARE-PROBATE</td> <td style="text-align: right;">\$5,293.08</td> </tr> <tr> <td>293 SOLDIERS RELIEF FUND</td> <td style="text-align: right;">\$1,130.00</td> </tr> <tr> <td>505 AMBULANCE</td> <td style="text-align: right;">\$37,880.42</td> </tr> <tr> <td>569 DHS BUILDING</td> <td style="text-align: right;">\$1,525.99</td> </tr> <tr> <td>636 INFORMATION SERVICES</td> <td style="text-align: right;">\$156.98</td> </tr> <tr> <td>TOTAL FOR ALL FUNDS</td> <td style="text-align: right; border: 1px solid black;">\$193,827.99</td> </tr> </table>			101 GENERAL FUND	\$79,224.27	207 SHERIFF ROAD PATROL FUND	\$26,520.79	208 PARKS AND RECREATION	\$350.00	211 JAIL T.R.V. PROJECT	\$1,290.23	215 FRIEND OF THE COURT	\$3,172.29	216 COUNCIL ON AGING	\$12,000.00	220 HOLLISTER SENIOR CENTER FUND	\$72.50	249 BUILDING INSPECTION DEPT	\$5,335.26	251 EMERGENCY 911 PROGRAM	\$13,743.45	256 REG OF DEEDS AUTOMATION FUND	\$1,052.00	260 INDIGENT DEFENSE FUND	\$5,039.13	285 CRIMINAL JUSTICE TRAINING A	\$21.60	292 CHILD CARE-PROBATE	\$5,293.08	293 SOLDIERS RELIEF FUND	\$1,130.00	505 AMBULANCE	\$37,880.42	569 DHS BUILDING	\$1,525.99	636 INFORMATION SERVICES	\$156.98	TOTAL FOR ALL FUNDS	\$193,827.99
101 GENERAL FUND	\$79,224.27																																					
207 SHERIFF ROAD PATROL FUND	\$26,520.79																																					
208 PARKS AND RECREATION	\$350.00																																					
211 JAIL T.R.V. PROJECT	\$1,290.23																																					
215 FRIEND OF THE COURT	\$3,172.29																																					
216 COUNCIL ON AGING	\$12,000.00																																					
220 HOLLISTER SENIOR CENTER FUND	\$72.50																																					
249 BUILDING INSPECTION DEPT	\$5,335.26																																					
251 EMERGENCY 911 PROGRAM	\$13,743.45																																					
256 REG OF DEEDS AUTOMATION FUND	\$1,052.00																																					
260 INDIGENT DEFENSE FUND	\$5,039.13																																					
285 CRIMINAL JUSTICE TRAINING A	\$21.60																																					
292 CHILD CARE-PROBATE	\$5,293.08																																					
293 SOLDIERS RELIEF FUND	\$1,130.00																																					
505 AMBULANCE	\$37,880.42																																					
569 DHS BUILDING	\$1,525.99																																					
636 INFORMATION SERVICES	\$156.98																																					
TOTAL FOR ALL FUNDS	\$193,827.99																																					
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners the approval of the semi-monthly detail analysis dated July 08, 2026 totaling \$193,827.99.																																						
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:																																				
AGENDA DATE: 07/08/2026	FINANCE MEETINGS APPROVAL: ☐ YES ☐ NO ☐ OTHER	COMMISSION DATE 07/08/2026																																				

LAKE COUNTY BOARD OF COMMISSIONERS				
BREAKDOWN OF APPROVAL REPORT BY FUND:				
DATE	July 8, 2026			
<i>KAS</i>				
101	GENERAL FUND			\$79,244.27
207	SHERIFF ROAD PATROL FUND			\$26,520.79
208	PARKS AND RECREATION			\$350.00
211	JAIL T.R.V PROJECT			\$1,290.23
215	FRIEND OF THE COURT			\$3,172.29
216	COUNCIL ON AGING			\$12,000.00
220	HOLLISTER SENIOR CENTER FUND			\$72.50
249	BUILDING INSPECTION DEPT			\$5,335.26
251	EMERGENCY 911 PROGRAM			\$13,743.45
256	REG OF DEEDS AUTOMATION FUND			\$1,052.00
260	INDIGENT DEFENSE FUND			\$5,039.13
285	CRIMINAL JUSTICE TRAINING A			\$21.60
292	CHILD CARE-PROBATE			\$5,293.08
293	SOLDIERS' RELIEF FUND			\$1,130.00
505	AMBULANCE			\$37,880.42
569	D.H.S. BUILDING			\$1,525.99
636	INFORMATION SERVICES			\$156.98
			TOTAL	\$193,827.99

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101.00 COMMISSIONERS							
101-101.00-707.000	PER DIEMS	MARILYN BURNS	AREA AGENCY ON AGING MONTHLY MEETI	06242026	07/09/26	100.00	
101-101.00-860.000	TRAVEL	CLYDE A WELFORD	MAY 28, 2026 THRU JUNE 24, 2026 TR	06242026	07/09/26	37.70	
101-101.00-860.000	TRAVEL	JAMIE RUSSELL	JUNE 03, 2026 THRU JUNE 24, 2026 T	06242026	07/09/26	55.68	
101-101.00-860.000	TRAVEL	KRISTINE RAYMOND	MAY 19, 2026 THRU JUNE 22, 2026 TR	06242026	07/09/26	205.90	
101-101.00-860.000	MILEAGE	MARILYN BURNS	AREA AGENCY ON AGING MONTHLY MEETI	06242026	07/09/26	130.50	
Total For Dept 101.00 COMMISSIONERS						529.78	
Dept 172.00 ADMINISTRATION							
101-172.00-849.005	CELLULAR PHONES	BRENNAN LOWRY	JULY 2026 CELL PHONE REIMBURSEMENT	06242026	07/09/26	50.00	
101-172.00-849.005	CELLULAR PHONES	TOBI LAKE	JULY 2026 CELL PHONE REIMBURSEMENT	06242026	07/09/26	50.00	
Total For Dept 172.00 ADMINISTRATION						100.00	
Dept 202.00 ACCOUNTING							
101-202.00-802.001	CPA AUDIT	MANER COSTERISAN	2025 AUDIT	85539	07/09/26	5,200.00	
Total For Dept 202.00 ACCOUNTING						5,200.00	
Dept 215.00 CLERK							
101-215.00-849.005	CELLULAR PHONES	PATTI PACOLA	JULY 2026 CELL PHONE REIMBURSEMENT	06052026	07/09/26	50.00	
Total For Dept 215.00 CLERK						50.00	
Dept 248.00 COPY MACHINES & PAPER							
101-248.00-729.000	COPY PAPER INV #60673011	STAPLES	SUMMARY #7010411552 ACCT #DET 2768	MULTIPLE	07/09/26	1,580.07	
Total For Dept 248.00 COPY MACHINES & PAPER						1,580.07	
Dept 257.00 EQUALIZATION							
101-257.00-802.000	EQUALIZATION DIRECTOR CO	ASSESSING SOLUTIONS I	JULY 2026 EQUALIZATION SERVICES	LAKECOUNTY2026-	07/09/26	4,411.82	
Total For Dept 257.00 EQUALIZATION						4,411.82	
Dept 262.00 ELECTIONS							
101-262.00-727.000	OFFICE SUPPLIES	ELECTION SOURCE	THERMAL PAPER ROLLS/I VOTED 2026 S	26-2375	07/09/26	93.00	
101-262.00-739.000	ELECTION SUPPLIES	SPECTRUM PRINTERS INC	JOB TITLE J122592 14' 100# LIBERTY	INV091727	07/09/26	36.45	
Total For Dept 262.00 ELECTIONS						129.45	
Dept 265.00 BUILDING & GROUNDS							
101-265.00-744.000	BUILDING MAINTENANCE	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	192.00	
101-265.00-745.000	HEATING MAINTENANCE CONT	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	797.50	
101-265.00-746.000	GROUNDS MAINTENANCE	AMAZON CAPITOL SERVIC	WEED KILLER	1Q9P-4P43-VTPD	07/09/26	84.17	
101-265.00-849.005	CELLULAR PHONES	JERRY PONTZ	JUNE & JULY 2026 CELL PHONE REIMBU	06242026	07/09/26	100.00	
101-265.00-849.005	CELLULAR PHONES	ROB CECCON	JUNE & JULY 2026 CELL PHONE REIMBU	06242026	07/09/26	100.00	
101-265.00-849.005	CELLULAR PHONES	SAM KANE	JUNE & JULY 2026 CELL PHONE REIMBU	06242026	07/09/26	100.00	
101-265.00-850.000	BASIC PHONE SERVICE	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	78.00	
101-265.00-920.000	ACCT#100014573750 COURTH	CONSUMERS ENERGY	MAY 19-JUNE 18, 2026 USAGE	MULTIPLE	07/09/26	185.02	
101-265.00-920.000	ACCT #100000315141 COURT	CONSUMERS ENERGY	MAY 19-JUNE 18, 2026 USAGE	MULTIPLE	07/09/26	8,761.00	
101-265.00-920.000	ACCT #103027470741 NEW P	CONSUMERS ENERGY	MAY 26, 2026-JUNE 23, 2026 USAGE	103027470741	07/09/26	204.59	
101-265.00-920.000	ACCT#4620.00 COURTHOUSE	VILLAGE OF BALDWIN	5/20/26-6/22/26 LAKE COUNTY WATER	MULTIPLE	07/09/26	1,668.30	
101-265.00-931.000	EQUIPMENT MAINTENANCE	CONTROL LOGIC OF MICH	8/01/26 SCHEDULED BILLING LAKE COU	93007618	07/09/26	2,389.00	
101-265.00-955.000	MISCELLANEOUS	BALDWIN ACE HARDWARE	MTR OIL/AAA BATTERIES/SPLICE/FUSE	K21015	07/09/26	49.44	
101-265.00-975.006	EQUIPMENT/TOOLS	MENARDS BIG RAPIDS	4400 LB PALLET JACK	21158	07/09/26	331.47	
Total For Dept 265.00 BUILDING & GROUNDS						15,040.49	
Dept 265.01 BLDG&GRNDS - EEOC							
101-265.01-744.000	BUILDING MAINTENANCE	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	72.50	
Total For Dept 265.01 BLDG&GRNDS - EEOC						72.50	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 265.02 BLDG&GRNDS - ROAD PATROL BLDG							
101-265.02-744.000	BUILDING MAINTENANCE	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	290.00	
			Total For Dept 265.02 BLDG&GRNDS - ROAD PATROL B			290.00	
Dept 265.05 BUILDING & GROUNDS-DIST HEALTH							
101-265.05-744.000	BUILDING MAINTENANCE	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	254.00	
101-265.05-921.000	ACCT #100011624689 DIST	CONSUMERS ENERGY	MAY 19-JUNE 18, 2026 USAGE	MULTIPLE	07/09/26	644.00	
101-265.05-921.000	ACCT#2510.00 HEALTH DEPT	VILLAGE OF BALDWIN	5/20/26-6/22/26 LAKE COUNTY WATER	MULTIPLE	07/09/26	90.68	
			Total For Dept 265.05 BUILDING & GROUNDS-DIST.HE			988.68	
Dept 272.01 BONDS							
101-272.01-810.000	BONDS	GREENSTONE INSURANCE	SUMMER 2026 BONDING	GICSTB0538	07/09/26	1,175.00	
			Total For Dept 272.01 BONDS			1,175.00	
Dept 272.05 POSTAGE							
101-272.05-732.000	POSTAGE	PITNEY BOWES	ACCT #0013169412 SELF ADH TAPE ROL	1029690987	07/09/26	132.79	
101-272.05-732.000	POSTAGE	PITNEY BOWES INC RES	RESERVE ACCT #45642840 POSTAGE MET	07012026	07/09/26	3,000.00	
			Total For Dept 272.05 POSTAGE			3,132.79	
Dept 281.00 TRIAL COURT							
101-281.00-708.000	COURT APPOINTED ATTORNEY	GUARDIAN & FIDUCIARY	JULY 2026 PUBLIC GUARDIAN CONTRACT	06302026	07/09/26	953.14	
101-281.00-708.000	COURT APPOINTED ATTORNEY	JENNIFER J ROACH	JULY 2026 JUVENILE CONTRACT	06302026	07/09/26	1,264.00	
101-281.00-708.000	COURT APPOINTED ATTORNEY	SMULDERS LAW OFFICE	JULY 2026 JUVENILE CONTRACT	06302026	07/09/26	1,264.00	
101-281.00-708.000	COURT APPOINTED ATTORNEY	VICTORIA MCCAFFREY	JULY 2026 JUVENILE CONTRACT	06302026	07/09/26	1,264.00	
101-281.00-708.001	COURT APPOINTED ATTY'S/A	AUTUMN LOOS	CASE #25-6095 FC MAY 2026	112951	07/09/26	2,538.95	
101-281.00-708.001	COURT APPOINTED ATTY'S/A	CHARLES B COVELLO	CASE #22-5874 FC MAY 2026	114633	07/09/26	128.28	
101-281.00-708.001	COURT APPOINTED ATTY'S/A	CHARLES B COVELLO	CASE #25-6095 FC	112776	07/09/26	178.65	
101-281.00-708.001	COURT APPOINTED ATTY'S/A	DAVID HERSKOVIC	CASE #25-6123 FC MAY 2026	112345	07/09/26	897.42	
101-281.00-708.001	COURT APPOINTED ATTY'S/A	JOSHUA ELDENBRADY-AMR	CASE #25-6101 FH; 25-6136 FH	114523	07/09/26	171.96	
101-281.00-708.001	COURT APPOINTED ATTY'S/A	RACHEL K. WOLFE DBA W	CASE #25-6098 FH MAY 2026	115107	07/09/26	14.10	
101-281.00-708.004	ATTY.FEES/NON CONTRACTUA	MARK J CRAIG	DOMINIC A PIANTO 6/10/26 HEARING	24-13574-MI	07/09/26	140.00	
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	HAND WASH/TISSUES/CORRECTION TAPE	1GQ3-FWX4-9GW3	07/09/26	46.26	
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	CASSETTE TO MP3 CONVERTER	1DTN-MTKR-FHP9	07/09/26	38.24	
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	PERMANENT MARKERS/TUL GEL PENS/PAR	IMMJ-61LL-F34Y	07/09/26	44.84	
101-281.00-727.000	OFFICE SUPPLIES	UNITED PARCEL SERVICE	ACCT #F40R61 BALANCE DUE AS OF JUN	0000F40R61256	07/09/26	30.00	
101-281.00-803.000	DUES & SUBSCRIPTION	KORRNA SPENCER	REIMBURSEMENT FOR ANNUAL STATE COU	06302026	07/09/26	30.00	
101-281.00-803.000	DUES & SUBSCRIPTION	NATIONAL ASSN FOR COU	8/01/26-7/31/27 NACM REGULAR MEMBE	202801	07/09/26	150.00	
			Total For Dept 281.00 TRIAL COURT			9,153.84	
Dept 296.00 PROSECUTING ATTORNEY							
101-296.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	NAME PLATE/FURNITURE STRIP PROTECT	1LVD-6CGG-YVY4	07/09/26	42.16	
101-296.00-811.000	PROCESS SERVICE	ROBERT SANDERS	5/13/2026 PROCESS SERVICE CASE #25	07022026	07/09/26	63.08	
101-296.00-849.005	CELLULAR PHONES	THOMAS E EVANS	JUNE & JULY 2026 CELL PHONE REIMBU	07022026	07/09/26	100.00	
101-296.00-932.000	EQUIPMENT MAINT AGREEMEN	XEROX CORPORATION	ACCT #LC07:105923-S CONT #S-CN2315	IN6537868	07/09/26	260.77	
101-296.00-982.001	OTHER LAW BOOKS	THOMSON REUTERS-WEST	ONLINE SOFTWARE SUBSCRIPTION CHARG	853667491	07/09/26	699.00	
			Total For Dept 296.00 PROSECUTING ATTORNEY			1,165.01	
Dept 305.00 ADMINISTRATION/SHERIFF DEPT.							
101-305.00-747.000	INVESTIGATION SUPPLIES	ALICIA HOLTZ	REIMBURSEMENT FOR 3 RING BINDERS F	07012026	07/09/26	37.27	
101-305.00-747.000	INVESTIGATION SUPPLIES	AMAZON CAPITOL SERVIC	MILITARY GRADE FARADAY BAGS	1LVP-G9TR-FF3P	07/09/26	28.48	
101-305.00-850.000	BASIC PHONE SERVICE	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	18.00	
			Total For Dept 305.00 ADMINISTRATION/SHERIFF DEP			83.75	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 101 GENERAL FUND						
Dept 351.00 JAIL BUILDING & GROUNDS						
101-351.00-736.000	CLEANING SUPPLIES	KSS ENTERPRISES	JAIL LAUNDRY SUPPLIES	1765090	07/09/26	734.85
101-351.00-736.000	CLEANING SUPPLIES	KSS ENTERPRISES	LAKE COUNTY JAIL LAUNDRY SUPPLIES	1778704	07/09/26	61.26
101-351.00-736.000	CLEANING SUPPLIES INV #6	STAPLES	SUMMARY #7010411552 ACCT #DET 2768	MULTIPLE	07/09/26	191.48
101-351.00-744.000	BUILDING MAINTENANCE	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	415.00
101-351.00-802.013	MEDICAL SERVICES	ADVANCED CORRECTIONAL	AUG 2026 ON SITE MEDICAL SERVICES	RINV-010459	07/09/26	6,618.94
101-351.00-980.000	EQUIPMENT	AMAZON CAPITOL SERVIC	GLOVE BOX HOLDER/ADJ ROLLING STOOL	1JL11-CVGN-DHC9	07/09/26	231.94
101-351.00-980.000	EQUIPMENT	GALLS, LLC	CORCURA DIVIDED CASE	035319075	07/09/26	237.30
101-351.00-980.000	EQUIPMENT INV #606730110	STAPLES	SUMMARY #7010411552 ACCT #DET 2768	MULTIPLE	07/09/26	349.99
			Total For Dept 351.00 JAIL BUILDING & GROUNDS			8,840.76
Dept 430.00 ANIMAL CONTROL						
101-430.00-850.004	INTERNET ACCESS CHARGES	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	36.00
101-430.00-931.000	EQUIPMENT MAINTENANCE	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	72.50
			Total For Dept 430.00 ANIMAL CONTROL			108.50
Dept 601.00 DISTRICT HEALTH DEPARTMENT #10						
101-601.00-835.000	HEALTH DEPT APPROPRIATIO	DISTRICT HEALTH DEPT.	2026 3RD QTR COUNTY APPROPRIATIONS	INV0005529	07/09/26	19,414.50
			Total For Dept 601.00 DISTRICT HEALTH DEPARTMENT			19,414.50
Dept 648.00 MEDICAL EXAMINER						
101-648.00-802.006	ADM EXPENSE SERVICES	MID MICHIGAN ME GROUP	2026 3RD QTR PAYMENT	06242026	07/09/26	7,756.09
			Total For Dept 648.00 MEDICAL EXAMINER			7,756.09
Dept 711.00 REGISTER OF DEEDS						
101-711.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	LAMINATING POUCHES	19W3-WF39-LCRN	07/09/26	21.24
			Total For Dept 711.00 REGISTER OF DEEDS			21.24
			Total For Fund 101 GENERAL FUND			79,244.27
Fund 207 SHERIFF ROAD PATROL FUND						
Dept 301.00 ROAD PATROL						
207-301.00-849.005	CELLULAR PHONES	AT&T MOBILITY	MAY 07-JUNE 06, 2026 SHERIFF RICH	287295286752X06	07/09/26	47.00
207-301.00-850.000	BASIC PHONE SERVICE	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	18.00
207-301.00-850.005	MOBILE DATA ACCESS	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	36.00
207-301.00-860.000	6/09/2026 MEAL REIMBURSE	KYLE HICKMANN	TWO ADDITIONAL RECEIPTS FROM MEAL	06252026	07/09/26	29.77
207-301.00-933.000	VEHICLE REPAIRS	FREEDOM AUTO REPAIR	20 FD POL INTER 1FW5K8AC4 LGA83205	21489	07/09/26	1,048.35
207-301.00-933.000	VEHICLE REPAIRS	FREEDOM AUTO REPAIR	21 FD POL INTER 1FW5K8AC8 MNA06883	21564	07/09/26	85.94
207-301.00-933.000	VEHICLE REPAIRS	FREEDOM AUTO REPAIR	21 FD POL INTER 1FW5K8AB3 MGB24979	21496	07/09/26	15.00
207-301.00-933.000	VEHICLE REPAIRS	FREEDOM AUTO REPAIR	22 FD POL INTER 1FW5K8AC3 NA842342	21478	07/09/26	1,173.99
207-301.00-943.000	LEIN MACHINE	CORE TECHNOLOGY CORPO	ANNUAL CORE TECHNOLOGY MAINTENANCE	CORMN0003228	07/09/26	5,594.20
207-301.00-977.001	POLICE EQUIPMENT	AMAZON CAPITOL SERVIC	ADJ ANTENNA MOUNT POLE W/U-BOLT KI	1QNP-3DDH-PHRN	07/09/26	29.97
207-301.00-977.001	POLICE EQUIPMENT	MARK PIETRAS	REIMBURSEMENT FOR POLICE EQUIPMENT	06302026	07/09/26	37.05
207-301.00-977.001	POLICE EQUIPMENT	MOTOROLA SOLUTIONS	ACCESS POINT, MIKROTIK, 802, 11AC,	8282350125	07/09/26	200.00
207-301.00-977.003	UNIFORMS	ON DUTY GEAR, LLC	BLAUER FLEXRS SS BASE SHIRT (2XL,	40329	07/09/26	153.98
			Total For Dept 301.00 ROAD PATROL			8,469.25
Dept 331.02 ORV						
207-331.02-931.000	EQUIPMENT MAINTENANCE	FOX POWERSPORTS PEACO	889 KLOTZ OCTANE BOOST	226744	07/09/26	17.54
			Total For Dept 331.02 ORV			17.54
Dept 901.00 CAPITAL OUTLAY						
207-901.00-981.002	VEHICLE EQUIPMENT	PRO COMM INC	FORD PIU TO DODGE DURANGO	55960	07/09/26	18,034.00
			Total For Dept 901.00 CAPITAL OUTLAY			18,034.00

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 207 SHERIFF ROAD PATROL FUND							
Total For Fund 207 SHERIFF ROAD PATROL FUND							26,520.79
Fund 208 PARKS AND RECREATION							
Dept 751.00 PARKS & RECREATION							
208-751.00-802.000	ORV PORTA JON RENTAL	CARIBOU SERVICES	JUN 19-JUL 16, 2026 PORTABLE RESTR	I85731	07/09/26	350.00	
Total For Dept 751.00 PARKS & RECREATION							350.00
Total For Fund 208 PARKS AND RECREATION							350.00
Fund 211 JAIL T.R.V. PROJECT							
Dept 362.00 T.R.V. FACILITY							
211-362.00-929.004	ACCT #100011620935 RRP	CONSUMERS ENERGY	MAY 19-JUNE 18, 2026 USAGE	MULTIPLE	07/09/26	552.76	
211-362.00-929.004	ACCT#3040.00 TRV	VILLAGE OF BALDWIN	5/20/26-6/22/26 LAKE COUNTY WATER	MULTIPLE	07/09/26	737.47	
Total For Dept 362.00 T.R.V. FACILITY							1,290.23
Total For Fund 211 JAIL T.R.V. PROJECT							1,290.23
Fund 215 FRIEND OF THE COURT							
Dept 289.00 FRIEND OF THE COURT							
215-289.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	BOUNTY PAPER TOWELS	1WRL-PGXY-7JR6	07/09/26	7.32	
215-289.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	OFFICE DESK CHAIR/LUMBAR SUPPORT	1C19-NHNV-P7VJ	07/09/26	265.97	
215-289.00-802.000	CONTRACT SERVICES,	MGT IMPACT SOLUTIONS,	FY 2026 CRP BILLING SERVICE	.68753	07/09/26	2,432.00	
215-289.00-802.000	CONTRACT SERVICES,	SMULDERS LAW OFFICE	LAKE COUNTY FOC SERVICES 4/20/26-5	JUNE 5, 2026	07/09/26	370.00	
215-289.00-811.000	PROCESS SERVICE	PARALEGAL SERVICES OF	CASE #26-11313-DS DAVIS V GAREL	32505	07/09/26	85.00	
215-289.00-849.000	TELEPHONE - LONG DISTANC	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	12.00	
Total For Dept 289.00 FRIEND OF THE COURT							3,172.29
Total For Fund 215 FRIEND OF THE COURT							3,172.29
Fund 216 COUNCIL ON AGING							
Dept 672.00 COUNCIL ON AGING							
216-672.00-802.108	COA/RSVP (VOLUNTEERS)	MECOSTA CTY COUNCIL-A	2ND PAYMENT JULY THRU DECEMBER 202	062222026	07/09/26	12,000.00	
Total For Dept 672.00 COUNCIL ON AGING							12,000.00
Total For Fund 216 COUNCIL ON AGING							12,000.00
Fund 220 HOLLISTER SENIOR CENTER FUND							
Dept 265.03 BLDG&GRNDS - HOLLISTER BLDG.							
220-265.03-744.000	BUILDING MAINTENANCE	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	72.50	
Total For Dept 265.03 BLDG&GRNDS - HOLLISTER BLD							72.50
Total For Fund 220 HOLLISTER SENIOR CENTER FUND							72.50
Fund 249 BUILDING INSPECTION DEPARTMENT							
Dept 371.00 BUILDING DEPARTMENT							
249-371.00-727.000	OFFICE SUPPLIES INV #606	STAPLES	CUST ACCT #DET 27682637	7010316443	07/09/26	93.26	
249-371.00-802.041	CONTR.SERVICES/ELEC.INSP	BRIAN KANOUSE	ELECTRICAL INSPECTIONS	07012026	07/09/26	2,590.00	
249-371.00-802.050	CONTR.SERVICES/PLUMBING	TOM STORY	PLUMBING/MECHANICAL INSPECTIONS	07022026	07/09/26	910.00	
249-371.00-802.054	CONTR.SERVICES/MECHANICA	TOM STORY	PLUMBING/MECHANICAL INSPECTIONS	07022026	07/09/26	1,680.00	
249-371.00-849.005	CELLULAR PHONES	DAVID WRIGHT	JULY 2026 CELL PHONE REIMBURSEMENT	07012026	07/09/26	50.00	
249-371.00-850.000	BASIC PHONE SERVICE	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	12.00	
Total For Dept 371.00 BUILDING DEPARTMENT							5,335.26
Total For Fund 249 BUILDING INSPECTION DEPARTMEN							5,335.26

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 251 EMERGENCY 911 PROGRAM						
Dept 325.00 EMERGENCY 911 PROGRAM						
251-325.00-849.000	TELEPHONE - LONG DISTANC	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	96.00
251-325.00-849.005	CELLULAR PHONES	BRIAN VIRDEN	JULY 2026 CELL PHONE REIMBURSEMENT	07292026	07/09/26	50.00
251-325.00-931.000	EQUIPMENT MAINTENANCE	APPLIED INNOVATION	ACCT #LC61-003 CONT #CNI19966-01 BI	3206267	07/09/26	165.22
251-325.00-932.000	EQUIPMENT MAINT AGREEMEN	INTRADO LIFE & SAFETY	QUOTE #80882V2 P10349 (QTY 3)) & P	0108-003791	07/09/26	10,550.38
251-325.00-943.000	LEIN MACHINE	CORE TECHNOLOGY CORPO	ANNUAL CORE TECHNOLOGY MAINTENANCE	CORMN0003228	07/09/26	2,881.85
			Total For Dept 325.00 EMERGENCY 911 PROGRAM			13,743.45
			Total For Fund 251 EMERGENCY 911 PROGRAM			13,743.45
Fund 256 REG. OF DEEDS AUTOMATION FUND						
Dept 711.01 REG. OF DEEDS AUTOMATION FUND						
256-711.01-802.000	CONTRACT SERVICES,	DEXETO LLC	JUNE 2026 LICEMSE ENHANCEMENT AGRE LAKE 2026#06		07/09/26	1,052.00
			Total For Dept 711.01 REG. OF DEEDS AUTOMATION F			1,052.00
			Total For Fund 256.00 REG. OF DEEDS AUTOMATION FUND			1,052.00
Fund 260 INDIGENT DEFENSE FUND						
Dept 299.00 INDIGENT DEFENSE						
260-299.00-802.000	CONTRACT SERVICES,	INDIGENT DEFENSE CONS	JUNE 2026 MIDC COMPLIANCE	1250	07/09/26	5,039.13
			Total For Dept 299.00 INDIGENT DEFENSE			5,039.13
			Total For Fund 260 INDIGENT DEFENSE FUND			5,039.13
Fund 285 CRIMINAL JUSTICE TRAINING ACT						
Dept 363.00 TRAINING						
285-363.00-863.009	MEAL REIMB FTO SUPERVISI	VICTOR VANDERTOL	MEAL REIMBURSEMENT FTO SUPERVISOR	07012026	07/09/26	21.60
			Total For Dept 363.00 TRAINING			21.60
			Total For Fund 285 CRIMINAL JUSTICE TRAINING ACT			21.60
Fund 292 CHILD CARE - PROBATE						
Dept 664.00 IN HOME CARE-PROBATION						
292-664.00-727.000	OFFICE SUPPLIES INV #606	STAPLES	CUST ACCT #DET 27682637	7010316443	07/09/26	75.98
292-664.00-812.003	IN HOME CARE SERVICES	BERADINE MILLER	6/21/26-6/28/26 REMINDER PROGRAM/	07012026	07/09/26	161.00
292-664.00-812.003	IN HOME CARE SERVICES	EAGLE VILLAGE, INC	JUNE 8-17, 2026 FEENEY, AADEN	PSB1 26	07/09/26	1,725.00
292-664.00-812.003	IN HOME CARE SERVICES	MIDCOURSE CORRECTION	CHALLENGE CAMP AARON PETTINATO JUN	35931	07/09/26	495.00
292-664.00-849.005	CELLULAR PHONES	BOBBI KEEFER	JULY 2026 CELL PHONE REIMBURSEMENT	07012026	07/09/26	50.00
292-664.00-861.002	HOLDOVER TRAVEL EXPENSES	YATES DIAL-A-RIDE	TOKENS QTY 10	13216	07/09/26	50.00
			Total For Dept 664.00 IN HOME CARE-PROBATION			2,556.98
Dept 665.00 BASIC GRANT						
292-665.00-802.000	CONTRACT SERVICES,	BRIDGES OF WEST MICH	JUNE 2026 LAKE COUNTY JUVENILE COU	07012026	07/09/26	2,600.00
			Total For Dept 665.00 BASIC GRANT			2,600.00
Dept 667.00 STATE WARDS						
292-667.00-707.000	PER DIEMS	BERADINE MILLER	6/21/26-6/28/26 REMINDER PROGRAM/	07012026	07/09/26	84.00
292-667.00-735.001	MEALS	BERADINE MILLER	6/21/26-6/28/26 REMINDER PROGRAM/	07012026	07/09/26	52.10
			Total For Dept 667.00 STATE WARDS			136.10
			Total For Fund 292 CHILD CARE - PROBATE			5,293.08
Fund 293 SOLDIERS' RELIEF FUND						
Dept 689.00 VETERANS RELIEF						
293-689.00-707.000	PER DIEMS	GARY COLEMAN	6/18/26 VETERANS AFFAIRS MEETING	06222026	07/09/26	60.00

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 293 SOLDIERS' RELIEF FUND						
Dept 689.00 VETERANS RELIEF						
293-689.00-707.000	PER DIEMS	JAY BARNHART	6/18/26 VETERANS AFFAIRS MEETING	06222026	07/09/26	60.00
293-689.00-707.000	PER DIEMS	MAHDI A. TATE	6/18/26 VETERANS AFFAIRS MEETING	06222026	07/09/26	60.00
293-689.00-802.000	CONTRACT SERVICES,	LAMAR COMPANIES	6/22/26-7/19/26 PANEL #24174 & 950	118343754	07/09/26	650.00
293-689.00-843.000	VETERANS BURIALS	LORI DEWOLF	VETERANS DEATH BENEFITS FOR THOMAS	06222026	07/09/26	300.00
			Total For Dept 689.00 VETERANS RELIEF			1,130.00
			Total For Fund 293 SOLDIERS' RELIEF FUND			1,130.00
Fund 505 AMBULANCE						
Dept 651.00 AMBULANCE						
505-651.00-744.000	BUILDING MAINTENANCE	ABILITA	JUNE 2026 TELECOM SUPPORT	260615	07/09/26	102.00
505-651.00-745.000	HEATING MAINT CONTRACT	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	254.00
505-651.00-802.049	PARAMEDIC SERVICES AGREE	LIFE EMS OF LAKE COUN	JULY 2026 PARAMEDIC SERVICE AGREEM	07012026	07/09/26	37,524.42
			Total For Dept 651.00 AMBULANCE			37,880.42
			Total For Fund 505 AMBULANCE			37,880.42
Fund 569 D.H.S. BUILDING						
Dept 903.00 SOCIAL SERVICES BLDG.MAINT.						
569-903.00-744.000	BUILDING MAINTENANCE -	--AMAZON CAPITOL SERVIC	BLOWER MOTOR 1/3 HP 115 VOTS	1PWT-J7WP-7HCY	07/09/26	125.99
569-903.00-745.000	HEATING MAINTENANCE CONT	HURST MECHANICAL	SEMI-ANNUAL PREVENTIVE MAINTENANCE	12509893	07/09/26	1,400.00
			Total For Dept 903.00 SOCIAL SERVICES BLDG.MAINT			1,525.99
			Total For Fund 569 D.H.S. BUILDING			1,525.99
Fund 636 INFORMATION SERVICES						
Dept 228.00 DATA PROCESSING						
636-228.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	DP TO VGA ADAPTER 5 PK/4K DP TO HD	1NFC-GDJ9-DRY1	07/09/26	56.98
636-228.00-849.005	CELLULAR PHONES	MICHAEL FLEES	JUNE & JULY 2026 CELL PHONE REIMBU	06242026	07/09/26	100.00
			Total For Dept 228.00 DATA PROCESSING			156.98
			Total For Fund 636 INFORMATION SERVICES			156.98

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:							
			Fund 101 GENERAL FUND			79,244.27	
			Fund 207 SHERIFF ROAD PATROL FUND			26,520.79	
			Fund 208 PARKS AND RECREATION			350.00	
			Fund 211 JAIL T.R.V. PROJECT			1,290.23	
			Fund 215 FRIEND OF THE COURT			3,172.29	
			Fund 216 COUNCIL ON AGING			12,000.00	
			Fund 220 HOLLISTER SENIOR CENTER FUN			72.50	
			Fund 249 BUILDING INSPECTION DEPARTM			5,335.26	
			Fund 251 EMERGENCY 911 PROGRAM			13,743.45	
			Fund 256 REG. OF DEEDS AUTOMATION FU			1,052.00	
			Fund 260 INDIGENT DEFENSE FUND			5,039.13	
			Fund 285 CRIMINAL JUSTICE TRAINING A			21.60	
			Fund 292 CHILD CARE - PROBATE			5,293.08	
			Fund 293 SOLDIERS' RELIEF FUND			1,130.00	
			Fund 505 AMBULANCE			37,880.42	
			Fund 569 D.H.S. BUILDING			1,525.99	
			Fund 636 INFORMATION SERVICES			156.98	
Total For All Funds:						193,827.99	

TOTALS BY GL DISTRIBUTION ---							
101-101.00-707.000			PER DIEMS			100.00	
101-101.00-860.000			TRAVEL			429.78	
101-172.00-849.005			CELLULAR PHONES			100.00	
101-202.00-802.001			CPA AUDIT			5,200.00	
101-215.00-849.005			CELLULAR PHONES			50.00	
101-248.00-729.000			COPY PAPER INV #6067301103			1,580.07	
101-257.00-802.000			EQUALIZATION DIRECTOR CONTRACTED POS			4,411.82	
101-262.00-727.000			OFFICE SUPPLIES			93.00	
101-262.00-739.000			ELECTION SUPPLIES			36.45	
101-265.00-744.000			BUILDING MAINTENANCE			192.00	
101-265.00-745.000			HEATING MAINTENANCE CONTRACT			797.50	
101-265.00-746.000			GROUNDS MAINTENANCE			84.17	
101-265.00-849.005			CELLULAR PHONES			300.00	
101-265.00-850.000			BASIC PHONE SERVICE			78.00	
101-265.00-920.000			ACCT#100014573750 COURTHOUSE STORAGE			10,818.91	
101-265.00-931.000			EQUIPMENT MAINTENANCE			2,389.00	
101-265.00-955.000			MISCELLANEOUS			49.44	
101-265.00-975.006			EQUIPMENT/TOOLS			331.47	
101-265.01-744.000			BUILDING MAINTENANCE			72.50	
101-265.02-744.000			BUILDING MAINTENANCE			290.00	
101-265.05-744.000			BUILDING MAINTENANCE			254.00	
101-265.05-921.000			ACCT #100011624689 DIST HLTH			734.68	
101-272.01-810.000			BONDS			1,175.00	
101-272.05-732.000			POSTAGE			3,132.79	
101-281.00-708.000			COURT APPOINTED ATTORNEYS/CONTRACTUA			4,745.14	
101-281.00-708.001			COURT APPOINTED ATTY'S/APPEALS/CONFL			3,929.36	
101-281.00-708.004			ATTY.FEES/NON CONTRACTUAL			140.00	
101-281.00-727.000			OFFICE SUPPLIES			159.34	
101-281.00-803.000			DUES & SUBSCRIPTION			180.00	
101-296.00-727.000			OFFICE SUPPLIES			42.16	
101-296.00-811.000			PROCESS SERVICE			63.08	
101-296.00-849.005			CELLULAR PHONES			100.00	
101-296.00-932.000			EQUIPMENT MAINT AGREEMENT			260.77	
101-296.00-982.001			OTHER LAW BOOKS			699.00	
101-305.00-747.000			INVESTIGATION SUPPLIES			65.75	
101-305.00-850.000			BASIC PHONE SERVICE			18.00	
101-351.00-736.000			CLEANING SUPPLIES			987.59	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
101-351.00-744.000			BUILDING MAINTENANCE			415.00	
101-351.00-802.013			MEDICAL SERVICES			6,618.94	
101-351.00-980.000			EQUIPMENT			819.23	
101-430.00-850.004			INTERNET ACCESS CHARGES			36.00	
101-430.00-931.000			EQUIPMENT MAINTENANCE			72.50	
101-601.00-835.000			HEALTH DEPT APPROPRIATIONS			19,414.50	
101-648.00-802.006			ADM EXPENSE SERVICES			7,756.09	
101-711.00-727.000			OFFICE SUPPLIES			21.24	
207-301.00-849.005			CELLULAR PHONES			47.00	
207-301.00-850.000			BASIC PHONE SERVICE			18.00	
207-301.00-850.005			MOBILE DATA ACCESS			36.00	
207-301.00-860.000			6/09/2026 MEAL REIMBURSEMENT			29.77	
207-301.00-933.000			VEHICLE REPAIRS			2,323.28	
207-301.00-943.000			LEIN MACHINE			5,594.20	
207-301.00-977.001			POLICE EQUIPMENT			267.02	
207-301.00-977.003			UNIFORMS			153.98	
207-331.02-931.000			EQUIPMENT MAINTENANCE			17.54	
207-901.00-981.002			VEHICLE EQUIPMENT			18,034.00	
208-751.00-802.000			ORV PORTA JON RENTAL			350.00	
211-362.00-929.004			ACCT #100011620935 RRP			1,290.23	
215-289.00-727.000			OFFICE SUPPLIES			273.29	
215-289.00-802.000			CONTRACT SERVICES,			2,802.00	
215-289.00-811.000			PROCESS SERVICE			85.00	
215-289.00-849.000			TELEPHONE - LONG DISTANCE			12.00	
216-672.00-802.108			COA/RSVP (VOLUNTEERS)			12,000.00	
220-265.03-744.000			BUILDING MAINTENANCE			72.50	
249-371.00-727.000			OFFICE SUPPLIES INV #6066676721			93.26	
249-371.00-802.041			CONTR.SERVICES/ELEC.INSPECTOR			2,590.00	
249-371.00-802.050			CONTR.SERVICES/PLUMBING INSPEC			910.00	
249-371.00-802.054			CONTR.SERVICES/MECHANICAL INSP			1,680.00	
249-371.00-849.005			CELLULAR PHONES			50.00	
249-371.00-850.000			BASIC PHONE SERVICE			12.00	
251-325.00-849.000			TELEPHONE - LONG DISTANCE			96.00	
251-325.00-849.005			CELLULAR PHONES			50.00	
251-325.00-931.000			EQUIPMENT MAINTENANCE			165.22	
251-325.00-932.000			EQUIPMENT MAINT AGREEMENT			10,550.38	
251-325.00-943.000			LEIN MACHINE			2,881.85	
256-711.01-802.000			CONTRACT SERVICES,			1,052.00	
260-299.00-802.000			CONTRACT SERVICES,			5,039.13	
285-363.00-863.009			MEAL REIMB FTO SUPERVISOR TRAINING			21.60	
292-664.00-727.000			OFFICE SUPPLIES INV #6066676723			75.98	
292-664.00-812.003			IN HOME CARE SERVICES			2,381.00	
292-664.00-849.005			CELLULAR PHONES			50.00	
292-664.00-861.002			HOLDOVER TRAVEL EXPENSES			50.00	
292-665.00-802.000			CONTRACT SERVICES,			2,600.00	
292-667.00-707.000			PER DIEMS			84.00	
292-667.00-735.001			MEALS			52.10	
293-689.00-707.000			PER DIEMS			180.00	
293-689.00-802.000			CONTRACT SERVICES,			650.00	
293-689.00-843.000			VETERANS BURIALS			300.00	
505-651.00-744.000			BUILDING MAINTENANCE			102.00	
505-651.00-745.000			HEATING MAINT CONTRACT			254.00	
505-651.00-802.049			PARAMEDIC SERVICES AGREEMENT			37,524.42	
569-903.00-744.000			BUILDING MAINTENANCE			125.99	
569-903.00-745.000			HEATING MAINTENANCE CONTRACT			1,400.00	
636-228.00-727.000			OFFICE SUPPLIES			56.98	
636-228.00-849.005			CELLULAR PHONES			100.00	

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4b

Motion: 4b

ORIGINATOR: Tobi Lake, Administrator		☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:	
SUMMARY OF REQUEST			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners the approval of Resolution #2026-05 authorizing the Council on Aging Millage Renewal to go before the voters on the November 3, 2026 ballot.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 7/08/2026	FINANCE MEETINGS APPROVAL: ☐ YES ☐ NO ☐ OTHER		COMMISSION DATE 7/08/2026

**STATE OF MICHIGAN
LAKE COUNTY BOARD OF COMMISSIONERS
RESOLUTION# 2026-05 7/08/2026**

**Resolution Submitting to a Vote of the Electorate a Renewal Millage for Senior Citizens
Services**

WHEREAS, Lake County has established and maintained financing for senior citizens services for the benefit of the citizens of the County; and

WHEREAS, the senior citizens services are of substantial benefit to the citizens of the County of Lake; and

WHEREAS, millage funds have been approved by the electorate to operate senior citizens services since 1992 and that the latest millage authorization was approved in November of 2022 and expires in December of 2026; and

WHEREAS, the Lake County Board of Commissioners has further determined that this proposal shall be a renewal of the prior authorization of an ad valorem property tax levy that was originally authorized at .75 mills and, after Headlee Amendment reductions, is now reduced to .6150 for a period of six (6) years, 2027 through 2032, inclusive;

NOW, THEREFORE, BE IT RESOLVED, that the following question shall be submitted to a vote of the electorate of Lake County at the regular election to be held on November 3, 2026:

**COUNTY OF LAKE SENIOR CITIZENS
RENEWAL MILLAGE PROPOSAL**

For purpose of reauthorizing funding for providing services to the senior citizens of Lake County through the Lake County Council on Aging, shall the previously voter authorized increase of the constitutional limitation imposed under Article IX, Sec. 6 of the Michigan Constitution upon the total amount of taxes which may be assessed in one (1) year upon all taxable property within the County of Lake, Michigan, and that has been reduced by the Headlee Amendment to .6150, be renewed in an amount not to exceed .6150 mills (\$.6150 per \$1,000.00 of taxable value) and the County authorized to levy this millage for a period of six (6) years (2027-2032) inclusive? (If approved and levied in full, this millage will raise an estimated \$539,026 for County senior citizen services in the first calendar year of the levy based on taxable value. In accordance with State law, a portion of the revenue collected may be disbursed to the Village of Baldwin Downtown Development Authority).

Yes _____
No _____

NOW, THEREFORE, BE IT FURTHER RESOLVED, that an annual 5% administration fee be paid to the Lake County Treasurer from taxes collected.

Patti Pacola
Lake County Clerk

Request for consideration – Board of Commissioners – County of Lake



LAKE COUNTY
MICHIGAN

Agenda Item No: 4c

Motion: 4c

ORIGINATOR: Tobi Lake, Administrator		___BUDGETED ___NON-BUDGETED ___PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:	
SUMMARY OF REQUEST			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners the approval of Resolution #2026-06 authorizing the Road Patrol Millage Renewal to go before the voters on the November 3, 2026 ballot.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 7/08/2026	FINANCE MEETINGS APPROVAL: ___YES ___NO ___OTHER		COMMISSION DATE 7/08/2026

**STATE OF MICHIGAN
LAKE COUNTY BOARD OF COMMISSIONERS
RESOLUTION# 2026-06 7/08/2026**

Lake County Road Patrol Services Millage Renewal Proposal

WHEREAS, Lake County has for many years levied a millage to fund County Road Services; and

WHEREAS, County Road Patrol services are of substantial benefit to the citizens of the County of Lake; and

WHEREAS, the Lake County Board of Commissioners deems it necessary and expedient for the County to operate and maintain County Road Patrol Functions; and

WHEREAS, the county-wide Road Patrol millage renewal of 3.0000 mills was authorized by voter on August 3, 2010, again on May 5, 2015, and again on November 3, 2020; and

WHEREAS, the Lake County Board of Commissioners has determined it appropriate to submit a millage renewal proposition to the electors of the County to continue to raise funds for the purpose of continued Road Patrol services; and

WHEREAS, the Lake County Board of Commissioners has further determined that the proposal shall be a renewal of the prior authorization of an ad valorem property tax levy that was originally authorized at 3 mills and, after Headlee Amendment reductions, is now reduced to 2.8362 for a period of six (6) years, 2027 through 2032, inclusive;

NOW, THEREFORE, BE IT RESOLVED, that the following question shall be submitted to a vote of the electorate of Lake County at the regular election to be held on November 3, 2026:

**Lake County Road Patrol Services Millage Renewal
Proposal**

For the sole purpose of continued funding of the operation of the County Sheriff's Department Road Patrol, shall the previously voter authorized increase of the constitutional limitation imposed under Article IX, Sec. 6 of the Michigan Constitution upon the total amount of taxes which may be assessed in one (1) year upon all taxable property within the County of Lake, Michigan, and that has been reduced by the Headlee Amendment to 2.8362, be renewed in an amount not to exceed 2.8362 mills (\$2.8362 per \$1,000.00 of taxable value) and the County authorized to levy this millage for a period of six (6) years (2027-2032) inclusive? (If approved and levied in full, this millage will raise an estimated \$2,485,829 for Road Patrol purposes in the first calendar year of the levy based on taxable value. In accordance with State law, a portion of the revenue collected may be disbursed to the Village of Baldwin Downtown Development Authority).

Yes _____
No _____

Patti Pacola
Lake County Clerk

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4d

Motion: 4d

ORIGINATOR: Tobi Lake, Administrator		☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:	
SUMMARY OF REQUEST			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners to sever the existing contract with Tracie Dinehart as Public Defender (Juvenile Court Contract) and approve the replacement of the Public Defender (Juvenile Court Contract) Agreements with Victoria McCaffrey effective July 01, 2026 and authorize the Board Chair to sign any and all necessary documents.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 07/08/2026	FINANCE MEETINGS APPROVAL: ☐ YES ☐ NO ☐ OTHER		COMMISSION DATE 07/08/2026

**LAKE COUNTY TRIAL COURT
PUBLIC DEFENDER AGREEMENT
(JUVENILE COURT CONTRACT)**

THIS AGREEMENT, made this 16th day of June, 2026, among the Chief Trial Court Judge of the Lake County Trial Court, hereinafter referred to as the Chief Judge, Lake County, a Michigan corporation, hereinafter referred to as County; and the law firm of McCaffrey Law, PLLC., hereinafter referred to as Public Defender, witnesses:

WHEREAS, The County is in need of continuing just, effective and an economical system for providing public representation at County expense to represent those individuals coming within the Court's jurisdiction who cannot retain private counsel due to indigence; and

WHEREAS, The system which appears to offer the most satisfactory fulfillment to that need is that of a contract between the Chief Judge with one or more lawyers or law firms to provide such services as may be needed; and

WHEREAS, The Public Defender having been deemed qualified by the Chief Judge and having represented that she is ready, willing, and able to provide such service on a contractual basis;

NOW, THEREFORE, The parties do hereby mutually agree to the following:

1. The term of this agreement shall be from July 1, 2026 through December 31, 2026.
2. The Public Defender agrees to provide legal defense services for juvenile delinquency proceedings and neglect/abuse proceedings.
3. If it is judicially determined that a person or party in these cases are indigent, then said Chief Judge shall appoint a Public Defender to represent the parties.
4. If it is judicially determined that the Public Defender is unable to represent an otherwise eligible indigent party because of a conflict of interest, then said Judge would appoint another Public Defender.
5. The Court will make every reasonable effort to coordinate the settings of hearings and conferences for the convenience of the Public Defender.
6. The Public Defender agrees to conduct herself in a professional manner consistent with the standards as promulgated by the State Bar of Michigan. The Public Defender shall be properly attired at all court scheduled hearings/conferences.
7. The Court shall appoint approximately 33 1/3% (Thirty Three and One Third Percent) of the juvenile delinquency and neglect/abuse proceedings to the Law Firm of McCaffrey Law, and the Public Defender agrees to represent these parties.

8. As complete compensation for attorney's fees and office costs, the Public Defender shall be paid by the Court in 12 (Twelve) equal installments of \$1,264.00 (One Thousand Two Hundred and Sixty-Four Dollars) on or about the first day of each month, and shall commence on July 1, 2026 and proceed through December 31, 2026. Court appointed GALs (Guardian Ad Litem) will also be paid mileage for client visits only.
9. This agreement may be terminated for any of the following reasons:
- A. If the Public Defender fails to perform her obligation under this agreement in a manner unsatisfactory to the Chief Judge.
 - B. Upon 60 (Sixty) days written notice by the County or Chief Judge.
 - C. Upon 90 (Ninety) days written notice by the Public Defender.
10. The Public Defender agrees to keep adequate records of all appearances and services on behalf of the parties represented under this agreement, and shall make such records available to the Chief Judge as it shall reasonable direct.
11. This agreement contains the complete expression of the parties' understanding. All prior contemporaneous oral or written understandings of promises are merged herein. This agreement can only be amended or supplemented by a writing signed by the parties.

Dated

6/22/26



David M. Glancy
Chief Trial Court Judge

Dated

Lake County Board of Commissioner
Chairman

Dated

6/19/2026



Victoria McCaffrey, Attorney

Contract # 2026-01

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4e

Motion: 4e

ORIGINATOR: Tobi Lake, Administrator		☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:	
SUMMARY OF REQUEST Tyler Baker from Maner Costerisan will be at the full board meeting at 10:05 to present the fiscal year 2025 annual audit and answer any questions. An electronic copy of the audit was emailed out prior to the meeting and a printed copy will be available at the meeting.			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners to accept the fiscal year 2025 annual audit.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 7/08/2026	FINANCE MEETINGS APPROVAL: ☐ YES ☐ NO ☐ OTHER		COMMISSION DATE 7/08/2026

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4f

Motion: 4f

ORIGINATOR: Tobi Lake, Administrator		☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:	
SUMMARY OF REQUEST			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners the approval of the FY 2025 Homeland Security Program Intergovernmental Agreement between West Michigan Regional Medical Consortium and Lake County and authorize the Board Chair to sign any and all documents.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 7/08/2026	FINANCE MEETINGS APPROVAL: ☐ YES ☐ NO ☐ OTHER		COMMISSION DATE 7/08/2026

**HOMELAND SECURITY GRANT PROGRAM
INTERGOVERNMENTAL AGREEMENT^①
BETWEEN
WEST MICHIGAN REGIONAL MEDICAL CONSORTIUM
AND
Lake County
800 10th Street, Suite 210
Baldwin MI 49304**

This Intergovernmental Agreement ("the Agreement") is made between the West Michigan Regional Medical Consortium (WMRMC) 1675 Leahy Street, Suite 308B, Muskegon, MI 49442 and **Lake County**, a Michigan Municipal Corporation hereafter referred to as the Political Subdivision. The term of this agreement is from the date of execution through May 31, 2028, the end of the FY 2025 Homeland Security Grant.

PURPOSE OF THE GRANT The FY 2025 Homeland Security Grant Program supports State and local efforts to prevent terrorism and other catastrophic events and prepares the nation for the threats and hazards that pose the greatest risk to the security of the United States.

PURPOSE OF AGREEMENT The WMRMC and the Political Subdivision enter into this Agreement for the purpose of delineating the relationship and responsibilities between the WMRMC and the Political Subdivision, and the Region 6 Homeland Security Planning Board, regarding the FY 2025 Homeland Security Grant Program ("Grant Program") and use of Grant Program funds, including but not limited to, the purchase, use, and tracking of equipment purchased with Grant Program funds, purchase or reimbursement of services with Grant Program funds, and/or reimbursement for certain salaries and/or backfill/overtime with Grant Program funds.

The WMRMC was designated Fiduciary for the FY 2025 Homeland Security Grant Program by the Region 6 Homeland Security Planning Board.

The WMRMC accepted the position of Fiduciary and as a result entered into the FY 2025 Homeland Security Grant Program Agreement with the State of Michigan.

It is hereby recognized by both parties that the State of Michigan, Michigan Department of State Police, Audit Office, has determined that the subgrantee is collectively the WMRMC and the Region 6 Homeland Security Planning Board.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. WMRMC RESPONSIBILITIES

- The WMRMC shall comply with all requirements set forth in the Grant Program Agreement between the WMRMC and the State of Michigan.

- The WMRMC shall comply with all requirements set forth in the FY 2025 Homeland Grant Program Guidance.
- The WMRMC shall purchase equipment with Grant Program funds in accordance with the WMRMC's purchasing policies and procedures. The Region 6 Homeland Security Planning Board shall determine what type of equipment will be purchased and who shall receive such equipment.
- Per the FY 2025 HSGP Agreement requirements, the WMRMC (the Subrecipient) shall create and maintain an inventory of all equipment purchases in Accordance with 2 CFR, Part 200.313. Within 30 days of the end of the WMRMC's fiscal year, the WMRMC must supply a copy of this inventory to the Michigan State Police.
- The WMRMC shall transfer ownership and legal title to the Political Subdivision designated by the Region 6 Homeland Security Planning Board for equipment purchased with Grant Program advanced funds, via the Transfer of Ownership Agreement. The WMRMC's Medical Director shall execute the Transfer of Ownership Agreement and the Emergency Management Director shall execute the Transfer of Ownership Agreement on behalf of the Political Subdivision.
- The WMRMC shall notify each Political Subdivision at the end of its fiscal year of the dollar amount of equipment that has been purchased for the Political Subdivision and the dollar amount reimbursed the Political Subdivision for the purchases it made.
- The WMRMC shall reimburse or purchase services for the Political Subdivision with Grant Program funds, as directed by the Region 6 Homeland Security Planning Board. Such funds shall only be transferred or services purchased after the applicable Request for Reimbursement Form is properly executed by the Parties including proof of payment if required. The WMRMC's Medical Director shall execute the Forms and the Emergency Management Director shall execute the Forms on behalf of the Political Subdivision.
- The WMRMC shall reimburse the Political Subdivision as directed by the Region 6 Homeland Security Planning Board, with Grant Program funds for salaries and backfill/overtime for authorized Political Subdivision employees and/or agents. Such funds shall only be transferred after the applicable Request for Reimbursement Form is properly executed by the Parties including proof of payment if required. The WMRMC's Medical Director shall execute the Forms and the Emergency Management Director shall execute the Forms on behalf of the Political Subdivision.
- The WMRMC shall provide an executed copy of this Agreement to the Political Subdivision.

2. POLITICAL SUBDIVISION RESPONSIBILITIES

- Activities implemented under the SHSP must support national terrorism preparedness by building or enhancing capabilities related to preventing, preparing for, protecting against or responding to acts of terrorism to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support

preparedness for other hazards. This dual-use quality must be demonstrated for an activity to be eligible.

- Upon receipt of equipment purchased with advanced Grant Program funds, the Political Subdivision shall execute the Transfer of Ownership Agreement for each piece of equipment. The Political Subdivision will not obtain title to the equipment and will not be permitted to use the equipment until the WMRMC receives an executed Transfer of Ownership Agreement. The Political Subdivision agrees to be bound by all terms and conditions of the Transfer of Ownership Agreement.
- The Political Subdivision recognizes that a portion of the FY 2025 Homeland Security Grant Program is allocated directly to the thirteen counties; with the stipulation that all county projects must be approved by the Region 6 Homeland Security Planning Board and be consistent with regional investments established by the Grant and specified in the Project Workbook.
- Upon execution of the Transfer of Ownership Agreement, the Political Subdivision shall be solely responsible for the equipment, including but not limited to the following:
 - Operation of the equipment;
 - Maintenance and repair of the equipment;
 - Replace or repair equipment, which is willfully or negligently lost, stolen, damaged, or destroyed;
 - Investigate, fully document, and make part of the official Grant Program records any loss, damage, or theft of equipment;
 - Insurance for the equipment if required by law or if the Political Subdivision deems appropriate in its discretion;
 - Training for use of the equipment, if training is not included with the purchase of the equipment; and
 - Liability for all Claims arising out of the Political Subdivision's use of the equipment;
 - Report any disposal of the equipment to the WMRMC.
- The Political Subdivision shall comply with and shall use the equipment and program funds in accordance with the FY 2025 Homeland Security Grant Program Guidance and the applicable Alignment and Allowability Form (AAF) or equivalent form used by MSP, approved by the State of Michigan. If the actual use is not consistent with what is stated in the approved AAF, the Political Subdivision shall be responsible for disallowed costs or audit exceptions.
- The Political Subdivision shall keep the WMRMC informed of the location of the equipment and confirm this annually. If the equipment by its nature is mobile, the Political Subdivision must provide a general location or "home-base" where the equipment can be found. If the location of the equipment changes, the Political Subdivision shall provide the new location to the WMRMC upon execution of the

Transfer of Ownership Agreement and continue until three (3) years after the close of this Grant Program.

- The Political Subdivision shall list all equipment transferred to it pursuant to the Transfer of Ownership Agreement on its Schedule of Expenditures of Federal Awards.
- The Political Subdivision shall make any equipment purchased with Regional Homeland Security dollars and housed with the Political Subdivision available for use to other jurisdictions within Region 6 when requested and available.
- Except for equipment that is disposable or expendable, the Political Subdivision shall inform the WMRMC if it plans to dispose of the equipment and work with the WMRMC regarding any issues associated with disposal of the equipment.
- The Political Subdivision shall be solely responsible for all costs, fines, and fees associated with the use and misuse of the equipment and program funds, including but not limited to costs for replacing the equipment or costs, fines, or fees associated with an ineligible use determination by auditors.
- The Political Subdivision shall make the equipment available to the WMRMC and State and Federal Auditors upon request.
- Prior to reimbursement for the purchase of services and/or salaries or backfill/overtime, the Political Subdivision shall properly execute the applicable Request for Reimbursement Forms and any other applicable forms the WMRMC deems necessary for such reimbursements or purchases. The Political Subdivision shall not receive reimbursement for services, salaries, and/or overtime until all applicable Request for Reimbursement Forms are properly executed including proof of payment if required. The WMRMC, in its sole discretion, shall determine if the Request for Reimbursement Forms are properly executed.
- The Political Subdivision shall comply with the WMRMC's purchasing policies and procedures.
- Supplanting is not permitted.

3. REGION 6 HOMELAND SECURITY PLANNING BOARD RESPONSIBILITIES

The Parties agree and acknowledge that the Region 6 Homeland Security Planning Board shall have the following responsibilities:

- Utilize a regional approach in reviewing and approving projects;
- Undertake studies and make recommendations on matters of emergency management and homeland security to Political Subdivision in the Region;
- Prepare and present to the State Homeland Security Advisory Council findings of activities and initiatives undertaken in the Region;
- Hold public meetings, guided by the Michigan Open Meetings Act;

- Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by Federal and State Homeland Security Grant Program requirements;
- Establish sub-committees and/or project managers to carry out their work;
- Advocate for, monitor, and actively engage in the implementation of the Regional Homeland Security Strategy; and be responsible for compliance with the FY 2025 Grant Program guidance, and the investments therein.
- Determine (i) what will be purchased with the Grant Program funds, (ii) what equipment each Political Subdivision will receive, and (iii) convey this information to the WMRMC immediately after such determinations are made.

4. DURATION OF INTERGOVERNMENTAL AGREEMENT

This Agreement and any amendments hereto shall be effective when executed by both Parties with concurrent resolutions passed by the governing bodies of each Party and shall end when terminated and/or cancelled pursuant to Section 6. The approval and terms of this Agreement and any amendments hereto shall be entered in the official minutes of the governing bodies of each Party.

5. ASSURANCES

- Each Party shall be responsible for its own acts and the acts of its employees, and agents, the costs associated with those acts, and the defense of those acts.
- The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, laws, and requirements applicable to its activities performed under this Agreement, including but not limited to the Grant Program Agreement and the FY 2025 Homeland Security Grant Program Guidance.
- Each party shall ensure professional conduct and cooperative work. Should concerns or complaints arise from either a representative of the Political Subdivision or of the WMRMC; they should be submitted in writing on letterheads and be signed by the county administrator, city manager or executive director, as appropriate. A period of 30 days must be given in response to the concern/complaint, after which all parties will attempt to resolve the issues.
- The Political Subdivision shall assure that a request by its representative to the Region 6 Homeland Security Planning Board to submit a petition to the Michigan State Police to terminate its Grant Agreement with the WMRMC will only be through a resolution of its governing body, which will be copied to the WMRMC. The request to Michigan State Police would be governed by the terms of the Grant Agreement. The WMRMC

may give 30 days' notice directly to Michigan State Police of its intent to cancel the Grant Agreement, in accordance with provisions in that agreement.

6. TERMINATION OR CANCELLATION OF AGREEMENT

Either Party may terminate and/or cancel this Agreement upon thirty (30) days' notice to the other Party. The effective date of termination and/or cancellation shall be clearly stated in the notice. If this Agreement is terminated and/or cancelled, the Transfer of Ownership Agreements executed prior to the date of termination and/or cancellation shall remain valid and govern the Parties' duties and obligations regarding equipment transferred to the Political Subdivision, and the Parties shall execute Transfer of Ownership Agreements for all equipment ordered by the WMRMC prior to the date of termination and/or cancellation.

7. NO THIRD PARTY BENEFICIARIES.

Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right, in favor of any other person or entity.

8. DISCRIMINATION

The Parties shall not discriminate against their employees, agents, applicants for employment, or other persons or entities with respect to hire, tenure, terms, conditions, and privileges of employment, or any matter directly or indirectly related to employment in violation of any federal, state or local law.

9. PERMITS AND LICENSES

Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations necessary to carry out its obligations and duties pursuant to this Agreement.

10. RESERVATION OF RIGHTS

This Agreement does not, and is not intended to waive, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.

11. DELEGATION/SUBCONTRACT/ASSIGNMENT

Neither Party shall delegate, subcontract, and/or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

12. NO IMPLIED WAIVER

Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights regarding any

existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

13. SEVERABILITY

If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

14. CAPTIONS

The section and subsection numbers, captions, and any indexes to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.

15. NOTICES

Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

➤ If Notice is sent to the West Michigan Regional Medical Consortium, it shall be addressed and sent to: Jerry Evans, MD, Medical Director, WMRMC, 1675 Leahy Street, Suite 308B, Muskegon, MI 49442.

➤ If Notice is sent to the Political Subdivision, it shall be addressed and sent to:

Emergency Management Director

800 Tenth St, Suite 100

Baldwin, MI 49304

➤ Either Party may change the address and/or individual to which Notice is sent by notifying the other Party in writing of the change.

16. GOVERNING LAW

This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.

17. AGREEMENT MODIFICATIONS OR AMENDMENTS

Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and executed by both Parties.

18. ENTIRE AGREEMENT

This Agreement represents the entire agreement and understanding between the Parties. This Agreement supersedes all other oral or written agreements between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Jerry Evans, MD, Medical Director, West Michigan Regional Medical Consortium, hereby acknowledges that he has been authorized by a resolution of the West Michigan Regional Medical Consortium, to execute this Agreement on behalf of the West Michigan Regional Medical Consortium, and hereby accepts and binds the West Michigan Regional Medical Consortium to the terms and conditions of this Agreement.

EXECUTED: 
Jerry Evans, MD, Medical Director
West Michigan
Regional Medical Consortium

DATE: 06/22/2026

WITNESSED: 

DATE: 06/22/2026

IN WITNESS WHEREOF, Howard Lodholtz, hereby acknowledges that he/she has been authorized by a resolution of the Lake County Board of Commissioners to execute this Agreement on behalf of Lake County, and hereby accepts and binds Lake County to the terms and conditions of this Agreement.

EXECUTED: _____

DATE: _____

WITNESSED: _____

DATE: _____

Request for consideration – Board of Commissioners – County of Lake



LAKE COUNTY
MICHIGAN

Agenda Item No: 4g

Motion: 4g

ORIGINATOR: Tobi Lake, Administrator		☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:	
SUMMARY OF REQUEST			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners the authorization to enter into a binding 3-year contract with Phil's County Line and Freedom Auto, for servicing of the Sheriff's Offices vehicles, subject to the terms of the RFP and final wording approval by the County Administrator.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 7/08/2026	FINANCE MEETINGS APPROVAL: ☐ YES ☐ NO ☐ OTHER		COMMISSION DATE 7/08/2026



Fleet Maintenance Request for Proposal Evaluation

Board Evaluation Report and Recommendation

Re: LAKE COUNTY SHERIFF'S OFFICE

Fleet Maintenance Request for Proposal

Vendor Evaluation Matrix

Prepared by:

Chief Deputy Lino G. Johnson

Purpose

This evaluation matrix summarizes the review of proposals submitted in response to the Lake County Sheriff's Office Fleet Maintenance Request for Proposal. Consistent with the Lake County Purchasing Policy and the evaluation criteria established within the RFP, proposals were evaluated based on overall value to the County, including pricing, quality of services, vendor experience, service capabilities, operational efficiency, and responsiveness. No single criterion was considered independently. The overall recommendation reflects the proposal determined to be most advantageous to the County.

Evaluation Criteria	Phil's County Line Service	Freedom Auto Repair	Mick's Truck & Auto
Competitive Labor Rates	Excellent	Excellent	Good
Preventative Maintenance Pricing	Excellent	Excellent	Excellent
Parts Pricing / Markup	Excellent	Fair	Good
Fleet Management & Maintenance Experience	Excellent	Good	Excellent



Fleet Maintenance Request for Proposal Evaluation

Evaluation Criteria	Phil's County Line Service	Freedom Auto Repair	Mick's Truck & Auto
Priority Service for Patrol Vehicles	Excellent	Excellent	Excellent
Turnaround Time	Excellent	Good	Good
Pickup & Delivery Services	Excellent	Excellent	Not Offered
Vendor Accessibility / Proximity	Excellent	Excellent	Fair
Proposal Completeness & Professionalism	Excellent	Good	Excellent
Overall Operational Value	Excellent	Very Good	Good

Overall Assessment

Phil's County Line Service

Strengths

- Competitive labor and preventative maintenance pricing
- Lowest parts markup
- Excellent turnaround times
- Pickup and delivery services
- Strong fleet maintenance experience
- Local accessibility resulting in reduced vehicle downtime
- Complete, professional proposal

Considerations



Fleet Maintenance Request for Proposal Evaluation

- Smaller technician capacity than Mick's Truck & Auto; however, proposed turnaround times and overall service capabilities adequately support the Sheriff's Office fleet.

Freedom Auto Repair

Strengths

- Lowest hourly labor rates
- Competitive preventative maintenance pricing
- Pickup and delivery services
- Qualified fleet maintenance provider
- Local accessibility
- Provides additional vendor capacity and operational redundancy

Considerations

- Higher parts markup than competing vendors
- Longer estimated turnaround time for major repairs
- Proposal provided less operational detail than the other submissions

Mick's Truck & Auto

Strengths

- Extensive fleet management and maintenance experience
- Largest technician staff and repair capacity
- Competitive preventative maintenance pricing
- Priority scheduling for fleet vehicles
- Comprehensive proposal

Considerations

- Highest labor rates submitted
- Does not provide pickup and delivery services



Fleet Maintenance Request for Proposal Evaluation

- Located approximately 30 minutes from the Sheriff's Office, increasing transportation time and reducing operational efficiency for routine maintenance and emergency repairs

Evaluation Summary

Based upon the published evaluation criteria contained within the Request for Proposal, Phil's County Line Service demonstrated the strongest overall combination of competitive pricing, accessibility, responsiveness, preventative maintenance pricing, parts pricing, and operational efficiency.

Freedom Auto Repair provided the lowest labor rates and represents an excellent secondary provider capable of increasing repair capacity while maintaining local accessibility and competitive pricing.

Mick's Truck & Auto submitted a comprehensive proposal and demonstrated excellent fleet capabilities; however, the combination of higher labor rates, lack of pickup and delivery services, and increased travel distance reduced its overall operational value for routine Sheriff's Office fleet operations.

Recommendation

After reviewing all submitted proposals, it is my recommendation that the County award Fleet Maintenance contracts to Phil's County Line Service and Freedom Auto Repair.

Phil's County Line Service is recommended as the Sheriff's Office's primary fleet maintenance provider based upon its combination of competitive pricing, rapid turnaround times, proximity to Lake County, fleet management experience, and overall operational value.

Freedom Auto Repair is recommended as a secondary provider due to its competitive labor rates, qualified fleet maintenance capabilities, and ability to provide additional repair capacity when workload, scheduling conflicts, specialized repairs, or emergency situations require an alternate vendor.

Although this report identifies a primary and secondary provider recommendation, the Lake County Sheriff's Office reserves the right to utilize either awarded vendor at its sole discretion based upon operational needs, workload, vendor availability, specialized repair requirements, pricing, response time, or any other factor determined to be in the best interest of the County.

Awarding contracts to two qualified vendors is consistent with the Sheriff's Office Request for Proposal, which reserves the right to award contracts to multiple vendors when determined to be in the County's best interest. This approach provides operational redundancy, promotes



Fleet Maintenance Request for Proposal Evaluation

competitive pricing, reduces vehicle downtime, and ensures continuity of fleet maintenance services throughout the term of the contract.

Based upon the evaluation of all proposals, I recommend the Board authorize the Sheriff's Office to enter into three-year Fleet Maintenance Agreements with Phil's County Line Service and Freedom Auto Repair, subject to annual performance evaluations and any amendments deemed necessary during the contract term.

This recommendation is based upon the proposal determined to be most advantageous to the County after consideration of all evaluation criteria established within the Request for Proposal and is consistent with the Lake County Purchasing Policy.



Request for Proposal (RFP)

Mick's Auto

Subject: Request for Proposal – Fleet Vehicle Maintenance Services

Dear Vendor,

The Lake County Sheriff's Office is requesting proposals from qualified vendors to provide fleet vehicle preventative maintenance, diagnostics, and repair services for our department vehicles. Our fleet operates in a 24-hour public safety environment, and maintaining reliable patrol vehicles is critical to our mission.

This Request for Proposal (RFP) is intended to establish a structured fleet maintenance program that promotes transparency in pricing, competitive labor rates, and a preventative maintenance approach that supports long-term fleet reliability.

Included in this RFP package you will find the following documents:

- Fleet Maintenance Request for Proposal
- Vendor Pricing Worksheet
- Vendor Evaluation Scoring Criteria
- Vendor Briefing Sheet

Interested vendors should review the attached materials carefully and submit proposals in accordance with the guidelines outlined in the RFP document.

The Lake County Sheriff's Office reserves the right to award contracts to multiple vendors if doing so is determined to be in the best interest of the County.

If you have questions regarding this RFP, please contact me directly using the information below.

Sincerely,

A handwritten signature in black ink, appearing to read "L. G. Johnson".

Chief Deputy Lino G. Johnson

Phone: 231-745-2712

Email: ljohnson@co.lake.mi.us



Fleet Vehicle Maintenance and Repair Services

Department and Contact Information

Lake County Sheriff's Office

1153 Michigan Ave.

Baldwin, MI 49304

Phone: 231-745-2712

Fax: 231-745-9008

Project Manager: Chief Deputy Lino G. Johnson

Email: ljohnson@co.lake.mi.us

Project Scope and Requested Services

The Lake County Sheriff's Office is soliciting proposals from qualified vendors to provide preventative maintenance, diagnostics, and repair services for the department's fleet vehicles. The purpose of this RFP is to establish predictable pricing, increase transparency in repair costs, and ensure the Sheriff's Office maintains reliable patrol vehicles necessary for public safety operations.

Over the past year the Sheriff's Office has evaluated how fleet maintenance services are provided. As vehicles continue to age and operational demands increase, the department seeks to implement a structured preventative maintenance program supported by qualified service vendors.

Mission Statement

The mission of the Lake County Sheriff's Office fleet maintenance program is to maintain safe, reliable, and operational patrol vehicles while exercising responsible stewardship of county resources.

Project Specifications

Fleet Composition:

Vehicle	Quantity
Ford Interceptor Utility	17
Ford F-150	8
Ford Transit Van	1



Dodge Durango Pursuit

2

The Sheriff's Office currently follows a fleet replacement schedule of approximately two vehicles per year in order to gradually modernize the fleet while maintaining fiscal responsibility.

Fleet vehicles operate under demanding conditions including 24-hour patrol operations, high idle time, frequent stop-and-go driving, and severe winter weather conditions common to northern Michigan.

Service Requirements

- Preventative maintenance services including oil changes, tire rotations, brake inspections, and fluid checks. A maintenance schedule and inspection form should be provided for each vehicle.
- Mechanical repair services including brake systems, suspension, cooling systems, and engine components
- Electrical system diagnostics
- General vehicle safety inspections

Fleet Service Expectations

- Priority service scheduling for patrol vehicles when possible
- Preventative maintenance coordination to reduce mechanical failures
- Clear communication regarding repair costs and timelines
- Routine maintenance turnaround of approximately 24-48 hours when feasible
- Professional documentation of all repairs performed
- A maintenance schedule and inspection form should be provided for each vehicle

Benchmark Dates

Item	Date
RFP Issued	03/30/2026
Proposal Due Date	05/01/2026
Vendor Review	05/04/2026 -05/11/2026
Decision Date	06/01/2026
Contract Start Date	TBD

Contractor Specifications

- ASE certified mechanics



- Vendors should demonstrate previous experience with fleet management and maintenance services.
- Ability to service pursuit-rated vehicles
- Proof of Valid business licensing
- Proof of liability insurance

Additional Information and Specifications

Multiple Vendor Clause

The Lake County Sheriff's Office reserves the right to award contracts to multiple vendors if it is determined to be in the best interest of the County.

Parts Procurement Clause

The Sheriff's Office reserves the right to purchase vehicle parts directly from suppliers if the department determines parts can be obtained at a lower cost. Vendors must be willing to install department-supplied parts when requested.

Industry Labor Time Clause

Labor hours billed for repairs may be compared to recognized industry repair guides such as Mitchell, AllData, or Motor. Labor hours significantly exceeding industry repair standards may be subject to review.

Repair Authorization Limits

Repairs exceeding \$300 may require authorization prior to work being performed. Repairs exceeding \$1,000 require approval from the Sheriff's Office.

Penalty Clause and Payment Schedule

Invoices must include:

- Vehicle unit number
- Itemized labor hours
- Itemized parts list
- Total repair cost

Unauthorized repairs or excessive labor charges may result in invoice adjustments or denial of payment. The Sheriff's Office reserves the right to terminate the agreement for failure to comply with contractual requirements.

Fleet Preventative Maintenance Schedule

This preventative maintenance schedule is intended to ensure fleet reliability, reduce major mechanical failures, and extend the service life of patrol and support vehicles.



Service Interval	Maintenance Task	Notes
Monthly	Vehicle inspection, fluid level check, tire condition, brake visual inspection	Quick inspection to identify issues early
5,000-7,000 miles	Oil change (full synthetic) and multi-point inspection	Primary preventative maintenance interval
10,000-15,000 miles	Tire rotation and brake inspection	Helps extend tire life
20,000 miles	Engine air filter replacement and cabin air filter replacement	Environmental conditions may shorten interval
30,000 miles	Cooling system inspection and fluid check	Inspect hoses and belts
60,000 miles	Transmission service and differential inspection	Recommended for pursuit vehicles
Annually	Full fleet inspection including suspension, steering, brakes, electrical system.	Comprehensive inspection for patrol vehicles

The Sheriff's Office currently follows a fleet replacement schedule of approximately two vehicles per year to gradually modernize the fleet while maintaining fiscal responsibility.

Department vehicles will be evaluated for auction at approximately 75,000 miles. This mileage threshold is intended to maximize resale value while the vehicles still maintain market demand. Proceeds from vehicle auctions will be applied toward the purchase of replacement vehicles as part of the department's ongoing fleet replacement program.

Fleet Composition:

Vehicle	Quantity
Ford Interceptor Utility	17
Ford F-150	8
Ford Transit Van	1
Dodge Durango Pursuit	2



Lake County Sheriff's Office
Fleet Vehicle Maintenance RFP
Proposal Submission Form

This form must be completed and submitted with the vendor's proposal package. The information provided below certifies that the vendor agrees to the terms and conditions outlined in the Request for Proposal (RFP).

Vendor Information

Vendor Name MICKS TRUCK + Auto
Business Address 3095 US-10 WINDINGTON MI 49431
Primary Contact Name JOSE CASPER
Phone Number (231) 239-6454
Email Address WDINGTON@WESTSIDEANTAGROUP.NET

Proposal Certification

By signing below, the vendor acknowledges that they have reviewed all requirements outlined in this Request for Proposal and agree to comply with all terms, conditions, service expectations, and pricing structures contained herein.

Authorized Representative Name JOHN KLOOSTERMAN (100)

Signature [Signature]

Date 4-24-26



Fleet Maintenance RFP – Vendor Pricing Worksheet

All vendors responding to the Fleet Maintenance RFP must complete this pricing worksheet. This standardized format allows the Sheriff's Office to compare vendor proposals consistently.

Vendor Information

Vendor Name **Micks Truck & Auto**
Business Address **3095 us 10 WASHINGTON MI 49431**
Primary Contact **JOSEPH CASEY**
Phone / Email **(231) 239-6454 / WASHINGTON@WESTSIDE AUTO GROUP -MI**

Labor Rates

Service	Rate (\$/Hour)
Standard Mechanical Labor	129.65
Diagnostic Labor	140 (FLAT FEE)
Electrical Diagnostics	140 (FLAT FEE)
Emergency / Priority Repair Labor	139.56

Preventative Maintenance Pricing

Service	Price (\$)
Oil Change (Full Synthetic)	\$75 - INCLUDES 5 QUARTS OF OIL + FILTER
Oil Change + Multi-Point Inspection	- INCLUDED W/ OIL CHANGE
Tire Rotation	30
Brake Inspection	42
Battery Test / Electrical Check	34.89

Parts Pricing

Parts Category	Markup (%)
OEM Parts	15-35%
Aftermarket Parts	AVG 31%
Fluids / Shop Materials	5% LABOR UP TO \$94.95



Alignment / Specialty Services

Service

Price (\$)

Wheel Alignment 145
Brake Job (Labor Only) 180.93
Cooling System Service 139.56
Transmission Service 139.56

Service Capabilities

Do you provide vehicle pickup and delivery? (Yes/No) No

Can you provide priority service for patrol vehicles? (Yes/No) Yes

Estimated routine maintenance turnaround time

Estimated major repair turnaround time

Vendor Certification

VEHICLES ARE PRIORITIZED
AHEAD OF OTHER VEHICLES
WE HAVE 12 TECHNICIANS AND CAN
ACCOMMODATE ABOUT ANY TIME FRAME

I certify that the pricing and information provided in this worksheet are accurate and represent the vendor's proposed pricing for services provided to the Lake County Sheriff's Office.

PRICING IS TO THE BEST OF OUR KNOWLEDGE
WITHOUT SITUATIONAL INFORMATION ON SPECIFIC REPAIRS

Authorized Signature

Date

4-24-26



Additional Terms and Conditions

In providing clear expectations moving forward, this contract is not simply about fixing vehicles when they break. It is about building a structured, professional maintenance program that supports operations, controls cost and ensures reliability of patrol vehicles.

All proposals submitted shall be considered binding for a period of ninety (90) days from the date of submission. This ensures consistency in pricing and prevents changes during the evaluation process.

Contract Term

The contract term will be three (3) years. Performance will be evaluated annually. If adjustments need to be made based on performance, cost, or operational need, the County reserves the right to amend the agreement during the contract period.

Service Expectations

Vendors must take note that all vehicles operate in a 24/7 public safety environment. Downtime directly impacts operations. Expectations are as follows:

- Priority service for patrol vehicles whenever possible
- Routine maintenance turnaround within 24–48 hours when feasible
- Clear communication before performing repairs exceeding authorization thresholds
- Accurate and transparent billing with itemized labor and parts
- Professional documentation of all work performed

Submission Requirements

To ensure consistency and fairness in evaluation, vendors must submit a complete proposal package. At a minimum, submissions must include the following:

- Completed Vendor Pricing Worksheet
- Proposal Submission Form
- Prior fleet service experience
- Copies of all contractor specifications
- Proof of liability insurance and required coverage
- Any additional documentation requested within this RFP

Failure to provide all required submission documents may result in disqualification.

Additional Provisions

The County reserves the right to extend services under this contract to other departments when it is determined to be in the best interest of Lake County.

The County also reserves the right to purchase parts directly when cost savings can be achieved. Vendors must be willing to install department-supplied parts.



Labor hours may be reviewed against industry standards such as Mitchell, AllData, or Motor.
Significant deviations may be subject to review and adjustment.



Request for Proposal (RFP)

Freedom

Subject: Request for Proposal – Fleet Vehicle Maintenance Services

Dear Vendor,

The Lake County Sheriff's Office is requesting proposals from qualified vendors to provide fleet vehicle preventative maintenance, diagnostics, and repair services for our department vehicles. Our fleet operates in a 24-hour public safety environment, and maintaining reliable patrol vehicles is critical to our mission.

This Request for Proposal (RFP) is intended to establish a structured fleet maintenance program that promotes transparency in pricing, competitive labor rates, and a preventative maintenance approach that supports long-term fleet reliability.

Included in this RFP package you will find the following documents:

- Fleet Maintenance Request for Proposal
- Vendor Pricing Worksheet
- Vendor Evaluation Scoring Criteria
- Vendor Briefing Sheet

Interested vendors should review the attached materials carefully and submit proposals in accordance with the guidelines outlined in the RFP document.

The Lake County Sheriff's Office reserves the right to award contracts to multiple vendors if doing so is determined to be in the best interest of the County.

If you have questions regarding this RFP, please contact me directly using the information below.

Sincerely,

A handwritten signature in black ink, appearing to read "L. G. Johnson".

Chief Deputy Lino G. Johnson

Phone: 231-745-2712

Email: ljohnson@co.lake.mi.us



Fleet Vehicle Maintenance and Repair Services

Department and Contact Information

Lake County Sheriff's Office

1153 Michigan Ave.

Baldwin, MI 49304

Phone: 231-745-2712

Fax: 231-745-9008

Project Manager: Chief Deputy Lino G. Johnson

Email: ljohnson@co.lake.mi.us

Project Scope and Requested Services

The Lake County Sheriff's Office is soliciting proposals from qualified vendors to provide preventative maintenance, diagnostics, and repair services for the department's fleet vehicles. The purpose of this RFP is to establish predictable pricing, increase transparency in repair costs, and ensure the Sheriff's Office maintains reliable patrol vehicles necessary for public safety operations.

Over the past year the Sheriff's Office has evaluated how fleet maintenance services are provided. As vehicles continue to age and operational demands increase, the department seeks to implement a structured preventative maintenance program supported by qualified service vendors.

Mission Statement

The mission of the Lake County Sheriff's Office fleet maintenance program is to maintain safe, reliable, and operational patrol vehicles while exercising responsible stewardship of county resources.

Project Specifications

Fleet Composition:

Vehicle	Quantity
Ford Interceptor Utility	17
Ford F-150	8
Ford Transit Van	1



Dodge Durango Pursuit

2

The Sheriff's Office currently follows a fleet replacement schedule of approximately two vehicles per year in order to gradually modernize the fleet while maintaining fiscal responsibility.

Fleet vehicles operate under demanding conditions including 24-hour patrol operations, high idle time, frequent stop-and-go driving, and severe winter weather conditions common to northern Michigan.

Service Requirements

- Preventative maintenance services including oil changes, tire rotations, brake inspections, and fluid checks. A maintenance schedule and inspection form should be provided for each vehicle.
- Mechanical repair services including brake systems, suspension, cooling systems, and engine components
- Electrical system diagnostics
- General vehicle safety inspections

Fleet Service Expectations

- Priority service scheduling for patrol vehicles when possible
- Preventative maintenance coordination to reduce mechanical failures
- Clear communication regarding repair costs and timelines
- Routine maintenance turnaround of approximately 24–48 hours when feasible
- Professional documentation of all repairs performed
- A maintenance schedule and inspection form should be provided for each vehicle

Benchmark Dates

Item	Date
RFP Issued	03/30/2026
Proposal Due Date	05/01/2026
Vendor Review	05/04/2026 -05/11/2026
Decision Date	06/01/2026
Contract Start Date	TBD

Contractor Specifications

- ASE certified mechanics



- Vendors must demonstrate previous experience with fleet management and maintenance services.
- Ability to service pursuit-rated vehicles
- Proof of Valid business licensing
- Proof of liability insurance

Additional Information and Specifications

Multiple Vendor Clause

The Lake County Sheriff's Office reserves the right to award contracts to multiple vendors if it is determined to be in the best interest of the County.

Parts Procurement Clause

The Sheriff's Office reserves the right to purchase vehicle parts directly from suppliers if the department determines parts can be obtained at a lower cost. Vendors must be willing to install department-supplied parts when requested.

Industry Labor Time Clause

Labor hours billed for repairs may be compared to recognized industry repair guides such as Mitchell, AllData, or Motor. Labor hours significantly exceeding industry repair standards may be subject to review.

Repair Authorization Limits

Repairs exceeding \$300 may require authorization prior to work being performed. Repairs exceeding \$1,000 require approval from the Sheriff's Office.

Penalty Clause and Payment Schedule

Invoices must include:

- Vehicle unit number
- Itemized labor hours
- Itemized parts list
- Total repair cost

Unauthorized repairs or excessive labor charges may result in invoice adjustments or denial of payment. The Sheriff's Office reserves the right to terminate the agreement for failure to comply with contractual requirements.

Fleet Preventative Maintenance Schedule

This preventative maintenance schedule is intended to ensure fleet reliability, reduce major mechanical failures, and extend the service life of patrol and support vehicles.



Service Interval	Maintenance Task	Notes
Monthly	Vehicle inspection, fluid level check, tire condition, brake visual inspection	Quick inspection to identify issues early
5,000–7,000 miles	Oil change (full synthetic) and multi-point inspection	Primary preventative maintenance interval
10,000–15,000 miles	Tire rotation and brake inspection	Helps extend tire life
20,000 miles	Engine air filter replacement and cabin air filter replacement	Environmental conditions may shorten interval
30,000 miles	Cooling system inspection and fluid check	Inspect hoses and belts
60,000 miles	Transmission service and differential inspection	Recommended for pursuit vehicles
Annually	Full fleet inspection including suspension, steering, brakes, electrical system.	Comprehensive inspection for patrol vehicles

The Sheriff's Office currently follows a fleet replacement schedule of approximately two vehicles per year to gradually modernize the fleet while maintaining fiscal responsibility.

Department vehicles will be evaluated for auction at approximately 75,000 miles. This mileage threshold is intended to maximize resale value while the vehicles still maintain market demand. Proceeds from vehicle auctions will be applied toward the purchase of replacement vehicles as part of the department's ongoing fleet replacement program.

Fleet Composition:

Vehicle	Quantity
Ford Interceptor Utility	17
Ford F-150	8
Ford Transit Van	1
Dodge Durango Pursuit	2



**Lake County Sheriff's Office
Fleet Vehicle Maintenance RFP
Proposal Submission Form**

This form must be completed and submitted with the vendor's proposal package. The information provided below certifies that the vendor agrees to the terms and conditions outlined in the Request for Proposal (RFP).

Vendor Information

Vendor Name *Freedom Auto Repair*
Business Address *8210 S. M37 Baldwin, MI 49304*
Primary Contact Name *Josh Graham*
Phone Number *231-872-5416 (cell) 231-745-6119 (shop)*
Email Address *freedomautorepair2018@gmail.com*

Proposal Certification

By signing below, the vendor acknowledges that they have reviewed all requirements outlined in this Request for Proposal and agree to comply with all terms, conditions, service expectations, and pricing structures contained herein.

Authorized Representative Name *Josh Graham*

Signature *Joshua Graham*

Date *4/1/26*



Fleet Maintenance RFP – Vendor Pricing Worksheet

All vendors responding to the Fleet Maintenance RFP must complete this pricing worksheet. This standardized format allows the Sheriff's Office to compare vendor proposals consistently.

Vendor Information

Vendor Name *Freedom Auto Repair*
Business Address *8210 S. M37 Baldwin MI 49304*
Primary Contact *Josh Graham*
Phone / Email *231-872-5416 (cell) 231-745-6119 (shop)*

Labor Rates

Service	Rate (\$/Hour)
Standard Mechanical Labor	<i>*90.00 / Labor Hour</i>
Diagnostic Labor	<i>*90.00 / Labor Hour</i>
Electrical Diagnostics	<i>2 hour minimum at *90.00 / Labor Hour</i>
Emergency / Priority Repair Labor	<i>*90.00 / Labor Hour</i>

Preventative Maintenance Pricing

Service	Price (\$)
Oil Change (Full Synthetic)	<i>\$93.95 5qt. 10.99 per additional qt.</i>
Oil Change + Multi-Point Inspection	<i>Monthly inspection is *90.00</i>
Tire Rotation	<i>\$40.00</i>
Brake Inspection	<i>Included in Multi point inspection</i>
Battery Test / Electrical Check	<i>Included in Multi point inspection</i>

Parts Pricing

Parts Category	Markup (%)
OEM Parts	<i>Average 2 markup is 35% for</i>
Aftermarket Parts	<i>all parts.</i>
Fluids / Shop Materials	



Alignment / Specialty Services

Service	Price (\$)
Wheel Alignment	Tire adjust \$79.99 Front end \$99.99 4 wheel \$109.99
Brake Job (Labor Only)	\$ 90.00 / Labor Hour - Approx Advange \$ 225.00
Cooling System Service	Drain & Refill - Advange \$180.00
Transmission Service	Varies between \$225.00 to \$350.00

Service Capabilities

Do you provide vehicle pickup and delivery? ☒ Yes / ☐ No Fee \$12.75 pickup - Drop off per vehicle.

Can you provide priority service for patrol vehicles? ☒ Yes / ☐ No - This is current standard

Estimated routine maintenance turnaround time 24 - 48 hours - This is current standard

Estimated major repair turnaround time 1 - 4 weeks

Vendor Certification

I certify that the pricing and information provided in this worksheet are accurate and represent the vendor's proposed pricing for services provided to the Lake County Sheriff's Office.

Authorized Signature

Joshua [Signature]

Date

4/1/26

- * All pricing subject to increase Annually.
- * 3 year Labor rate lock with Contractual Agreement for all Listed and unlisted Vehicles. * Excludes vehicles under factory warranty.
- * All Invoices to be paid within 30 days from Completion. Any unpaid invoice not paid within 30 days may incur a late Fee.



Additional Terms and Conditions

In providing clear expectations moving forward, this contract is not simply about fixing vehicles when they break. It is about building a structured, professional maintenance program that supports operations, controls cost and ensures reliability of patrol vehicles.

All proposals submitted shall be considered binding for a period of ninety (90) days from the date of submission. This ensures consistency in pricing and prevents changes during the evaluation process.

Contract Term

The contract term will be three (3) years. Performance will be evaluated annually. If adjustments need to be made based on performance, cost, or operational need, the County reserves the right to amend the agreement during the contract period.

Service Expectations

Vendors must take note that all vehicles operate in a 24/7 public safety environment. Downtime directly impacts operations. Expectations are as follows:

- Priority service for patrol vehicles whenever possible
- Routine maintenance turnaround within 24-48 hours when feasible
- Clear communication before performing repairs exceeding authorization thresholds
- Accurate and transparent billing with itemized labor and parts
- Professional documentation of all work performed

Submission Requirements

To ensure consistency and fairness in evaluation, vendors must submit a complete proposal package. At a minimum, submissions must include the following:

- Completed Vendor Pricing Worksheet
- Proposal Submission Form
- Prior fleet service experience
- Copies of all contractor specifications
- Proof of liability insurance and required coverage
- Any additional documentation requested within this RFP

Failure to provide all required submission documents may result in disqualification.

Additional Provisions

The County reserves the right to extend services under this contract to other departments when it is determined to be in the best interest of Lake County.

The County also reserves the right to purchase parts directly when cost savings can be achieved. Vendors must be willing to install department-supplied parts.



Labor hours may be reviewed against industry standards such as Mitchell, AllData, or Motor. Significant deviations may be subject to review and adjustment.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/02/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Wenger Agency, Inc. 830 Michigan Ave PO Box 669 Baldwin MI 49304		CONTACT NAME: Jessica Crawford PHONE (A/C, No, Ext): (231) 745-4688 FAX (A/C, No): (231) 745-4981 E-MAIL ADDRESS: jessica@thewengeragency.com	
INSURED Freedom Auto Repair LLC 8210 S M37 BALDWIN MI 49304		INSURER(S) AFFORDING COVERAGE INSURER A: FREMONT INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 13994	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	N	N	CPP 0105981 04	01/26/2026	01/26/2027	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC							GENERAL AGGREGATE \$ 2,000,000
OTHER:							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE						BODILY INJURY (Per person) \$
	☐ DED ☐ RETENTION \$						BODILY INJURY (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PROPERTY DAMAGE (Per accident) \$
	Y/N ☐ N/A						PER STATUTE ☐ OTH-ER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Lake County Sheriff Department 1153 Michigan Ave Baldwin MI 49304	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jessica Crawford</i>
---	--

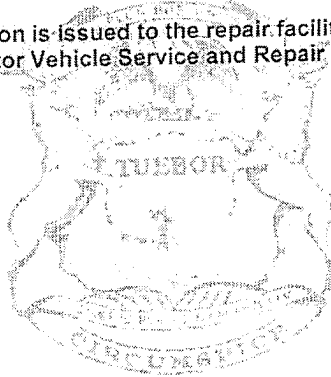
© 1988-2015 ACORD CORPORATION. All rights reserved.

MOTOR VEHICLE REPAIR FACILITY REGISTRATION

DISPLAY IN A CONSPICUOUS PLACE

This motor vehicle repair facility registration is issued to the repair facility named below by the Secretary of State under the authority in Section 9 of the Motor Vehicle Service and Repair Act (MCL 257.1309).

FREEDOM AUTO REPAIR LLC
8210 S M 37
BALDWIN MI 49304-8904



REGISTRATION NUMBER: F169044
EXPIRATION DATE: 08/27/2026

WMCMHS -
Jill Miller

920 Diana Street
Ludington MI 49431

Fax: 231-845-7095

Provider contracts@wmcmhs.
org

MOTOR VEHICLE MECHANIC CERTIFICATE
DISPLAY IN A CONSPICUOUS PLACE

CERTIFICATE NUMBER	EXPIRATION DATE	PRINTED
M281434	02/17/2027	02/12/2026
NAME CHASE WILLIAM HYZER		

Master Auto Mechanic

REPAIR SPECIALTY

AUTO Engine Repair
AUTO Automatic Transmission
AUTO Manual Trans and Axles
AUTO Front End and Steering
AUTO Brakes and Braking Systems
AUTO Electrical Systems
AUTO Heating and Air Conditioning
AUTO Engine Tune-Up/Performance
Pre-1973 Vehicles

RECERT YEAR

2030
2029
2028

This motor vehicle mechanic certificate is issued to the mechanic named above by the Secretary of State under the authority in Section 9 of the Motor Vehicle Service and Repair Act (MCL 257.1309) in the categories listed.

FREEDOM AUTO REPAIR

MULTI-POINT VEHICLE INSPECTION

Name: _____ Year/Model: _____ Date: _____

Repair Order #: _____ VIN (last 8 digits): _____ Odometer: _____ Tag#: _____ License#: _____

Checked and OK

May Require Attention Soon

Requires Immediate Attention

WIPER BLADES

RF
LF
Rear (if applicable)
Windshield condition
Cracks _____ Chips _____

CHECK BATTERY

Battery health
Battery cables and connection

CHECK TIRES AND TREAD DEPTH

Rotation needed ☐ Alignment needed ☐ Balance needed ☐
Rotation performed ☐ Alignment performed ☐ Balance performed ☐

8/32 or Greater 8/32 or Greater 8/32 or Greater 8/32 or Greater
7/32 7/32 7/32 7/32
6/32 6/32 6/32 6/32
5/32 5/32 5/32 5/32
4/32 4/32 4/32 4/32
3/32 or Less 3/32 or Less 3/32 or Less 3/32 or Less

LF LR RF RR

(Check body condition)
(Check lamps)

Lowest Tread Depth: ____/32

LF Wear Pattern RF
LR Damage RR

PSI@: ____ set to: ____ PSI PSI@: ____ set to: ____ PSI PSI@: ____ set to: ____ PSI PSI@: ____ set to: ____ PSI

CHANGE ENGINE OIL & FILTER N/A

CHECK BRAKES/MEASURE FRONT AND REAR LININGS

CHECK FLUID LEVELS

OK	FILLED	REQUIRES ATTENTION
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

Engine oil
Brake fluid reservoir
Transmission (if equipped w/dipstick)
Coolant recovery reservoir
Power steering
Windshield washer

7 mm greater
6 mm
5 mm
4 mm
3 mm/less
2 mm/less
1 mm/less

Actual
Actual

LF RF LR RR

Lowest Front Lining _____ Lowest Rear Lining _____

ADDITIONAL CHECKS (Inspect for visible leaks and visual condition)

Brake system (also including lines, hoses and parking brake)

Additional Recommended Services	
Fuel system (also including gas cap seating)	
Engine, transmission, drive axle, transfer case	1)
Engine cooling system: leak/other	2)
Shocks and struts - also check operation	3)
Belts: engine, power steering and/or V-drive	Service Consultant
Hoses: engine, power steering and HVAC	Technician: _____ No.: _____
Engine air filter	
Passenger Compartment Air Filter	
Steering components and steering linkage	Restraint system component check
CV drive axle boots or driveshafts and U-joints	Chassis components lubrication
Exhaust system components	Drive Axle (leak/other)



Request for Proposal (RFP)

OT's County Line

Subject: Request for Proposal – Fleet Vehicle Maintenance Services

Dear Vendor,

The Lake County Sheriff's Office is requesting proposals from qualified vendors to provide fleet vehicle preventative maintenance, diagnostics, and repair services for our department vehicles. Our fleet operates in a 24-hour public safety environment, and maintaining reliable patrol vehicles is critical to our mission.

This Request for Proposal (RFP) is intended to establish a structured fleet maintenance program that promotes transparency in pricing, competitive labor rates, and a preventative maintenance approach that supports long-term fleet reliability.

Included in this RFP package you will find the following documents:

- Fleet Maintenance Request for Proposal
- Vendor Pricing Worksheet
- Vendor Evaluation Scoring Criteria
- Vendor Briefing Sheet

Interested vendors should review the attached materials carefully and submit proposals in accordance with the guidelines outlined in the RFP document.

The Lake County Sheriff's Office reserves the right to award contracts to multiple vendors if doing so is determined to be in the best interest of the County.

If you have questions regarding this RFP, please contact me directly using the information below.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Johnson", with a long horizontal flourish extending to the right.

Chief Deputy Lino G. Johnson

Phone: 231-745-2712

Email: ljohnson@co.lake.mi.us



Fleet Vehicle Maintenance and Repair Services

Department and Contact Information

Lake County Sheriff's Office

1153 Michigan Ave.

Baldwin, MI 49304

Phone: 231-745-2712

Fax: 231-745-9008

Project Manager: Chief Deputy Lino G. Johnson

Email: ljohnson@co.lake.mi.us

Project Scope and Requested Services

The Lake County Sheriff's Office is soliciting proposals from qualified vendors to provide preventative maintenance, diagnostics, and repair services for the department's fleet vehicles. The purpose of this RFP is to establish predictable pricing, increase transparency in repair costs, and ensure the Sheriff's Office maintains reliable patrol vehicles necessary for public safety operations.

Over the past year the Sheriff's Office has evaluated how fleet maintenance services are provided. As vehicles continue to age and operational demands increase, the department seeks to implement a structured preventative maintenance program supported by qualified service vendors.

Mission Statement

The mission of the Lake County Sheriff's Office fleet maintenance program is to maintain safe, reliable, and operational patrol vehicles while exercising responsible stewardship of county resources.

Project Specifications

Fleet Composition:

Vehicle	Quantity
Ford Interceptor Utility	17
Ford F-150	8
Ford Transit Van	1



Dodge Durango Pursuit

2

The Sheriff's Office currently follows a fleet replacement schedule of approximately two vehicles per year in order to gradually modernize the fleet while maintaining fiscal responsibility.

Fleet vehicles operate under demanding conditions including 24-hour patrol operations, high idle time, frequent stop-and-go driving, and severe winter weather conditions common to northern Michigan.

Service Requirements

- Preventative maintenance services including oil changes, tire rotations, brake inspections, and fluid checks. A maintenance schedule and inspection form should be provided for each vehicle.
- Mechanical repair services including brake systems, suspension, cooling systems, and engine components
- Electrical system diagnostics
- General vehicle safety inspections

Fleet Service Expectations

- Priority service scheduling for patrol vehicles when possible
- Preventative maintenance coordination to reduce mechanical failures
- Clear communication regarding repair costs and timelines
- Routine maintenance turnaround of approximately 24–48 hours when feasible
- Professional documentation of all repairs performed
- A maintenance schedule and inspection form should be provided for each vehicle

Benchmark Dates

Item	Date
RFP Issued	<i>03/30/2026</i>
Proposal Due Date	<i>05/01/2026</i>
Vendor Review	<i>05/04/2026 -05/11/2026</i>
Decision Date	<i>06/01/2026</i>
Contract Start Date	TBD

Contractor Specifications

- ASE certified mechanics



- ✓ • Vendors should demonstrate previous experience with fleet management and maintenance services.
- ✓ • Ability to service pursuit-rated vehicles
- ✓ • Proof of Valid business licensing
- ✓ • Proof of liability insurance

Additional Information and Specifications

Multiple Vendor Clause

The Lake County Sheriff's Office reserves the right to award contracts to multiple vendors if it is determined to be in the best interest of the County.

Parts Procurement Clause

The Sheriff's Office reserves the right to purchase vehicle parts directly from suppliers if the department determines parts can be obtained at a lower cost. Vendors must be willing to install department-supplied parts when requested.

Industry Labor Time Clause

Labor hours billed for repairs may be compared to recognized industry repair guides such as Mitchell, AllData, or Motor. Labor hours significantly exceeding industry repair standards may be subject to review.

Repair Authorization Limits

Repairs exceeding \$300 may require authorization prior to work being performed. Repairs exceeding \$1,000 require approval from the Sheriff's Office.

Penalty Clause and Payment Schedule

Invoices must include:

- Vehicle unit number
- Itemized labor hours
- Itemized parts list
- Total repair cost

Unauthorized repairs or excessive labor charges may result in invoice adjustments or denial of payment. The Sheriff's Office reserves the right to terminate the agreement for failure to comply with contractual requirements.

Fleet Preventative Maintenance Schedule

This preventative maintenance schedule is intended to ensure fleet reliability, reduce major mechanical failures, and extend the service life of patrol and support vehicles.



Service Interval	Maintenance Task	Notes
Monthly	Vehicle inspection, fluid level check, tire condition, brake visual inspection	Quick inspection to identify issues early
5,000–7,000 miles	Oil change (full synthetic) and multi-point inspection	Primary preventative maintenance interval
10,000–15,000 miles	Tire rotation and brake inspection	Helps extend tire life
20,000 miles	Engine air filter replacement and cabin air filter replacement	Environmental conditions may shorten interval
30,000 miles	Cooling system inspection and fluid check	Inspect hoses and belts
60,000 miles	Transmission service and differential inspection	Recommended for pursuit vehicles
Annually	Full fleet inspection including suspension, steering, brakes, electrical system.	Comprehensive inspection for patrol vehicles

The Sheriff's Office currently follows a fleet replacement schedule of approximately two vehicles per year to gradually modernize the fleet while maintaining fiscal responsibility.

Department vehicles will be evaluated for auction at approximately 75,000 miles. This mileage threshold is intended to maximize resale value while the vehicles still maintain market demand. Proceeds from vehicle auctions will be applied toward the purchase of replacement vehicles as part of the department's ongoing fleet replacement program.

Fleet Composition:

Vehicle	Quantity
Ford Interceptor Utility	17
Ford F-150	8
Ford Transit Van	1
Dodge Durango Pursuit	2



**Lake County Sheriff's Office
Fleet Vehicle Maintenance RFP
Proposal Submission Form**

This form must be completed and submitted with the vendor's proposal package. The information provided below certifies that the vendor agrees to the terms and conditions outlined in the Request for Proposal (RFP).

Vendor Information

Vendor Name DTS County Line Service, LLC
Business Address 23680 us hwy 10. Reed City MI 49677
Primary Contact Name Chris Ems
Phone Number 231-832-5498
Email Address Chris.dtgoup@gmail.com

Proposal Certification

By signing below, the vendor acknowledges that they have reviewed all requirements outlined in this Request for Proposal and agree to comply with all terms, conditions, service expectations, and pricing structures contained herein.

Authorized Representative Name Chris Ems

Signature 

Date 3/27/26



Fleet Maintenance RFP – Vendor Pricing Worksheet

All vendors responding to the Fleet Maintenance RFP must complete this pricing worksheet. This standardized format allows the Sheriff's Office to compare vendor proposals consistently.

Vendor Information

Vendor Name *DT's County Line Service, LLC*
Business Address *23680 US Hwy 10, Reed City MI 49677*
Primary Contact *Chris EMS*
Phone / Email *231-832-5498* *Chris.dtgroup@gmail.com*

Labor Rates

Service	Rate (\$/Hour)
Standard Mechanical Labor	<i>\$100/hr</i>
Diagnostic Labor	<i>\$100/hr</i>
Electrical Diagnostics	<i>\$100/hr</i>
Emergency / Priority Repair Labor	<i>\$100/hr</i>

Preventative Maintenance Pricing

Service	Price (\$)
Oil Change (Full Synthetic)	<i>\$55-75 (based on vehicle/quantity)</i>
Oil Change + Multi-Point Inspection	<i>\$90-110 (based on vehicle/quantity)</i>
Tire Rotation	<i>\$20.00 (unless tires purchased @ shop, then FREE)</i>
Brake Inspection	<i>\$55.00 (full brake inspection, measure tires, push calipers back)</i>
Battery Test / Electrical Check	<i>\$50.00 - \$100.00 (based on depth of request) per hour</i>

Parts Pricing

Parts Category	Markup (%)
OEM Parts	<i>25%</i>
Aftermarket Parts	<i>25%</i>
Fluids / Shop Materials	<i>25%</i>

(shop markup is 35%. we will give 10% discount.)

* All invoices have \$2.00 Hazmat and \$ Shop Supplies *



Alignment / Specialty Services

Service	Price (\$)
Wheel Alignment	\$110.00
Brake Job (Labor Only)	\$100/hr
Cooling System Service	\$100/hr
Transmission Service	\$100/hr

(Average would be 2.5 tire pads / Rotors only)
All based on vehicle, cannot
Give exact labor guide without
your make, model, Vin?

Service Capabilities

Do you provide vehicle pickup and delivery? ☒ Yes / ☐ No

Can you provide priority service for patrol vehicles? ☒ Yes / ☐ No

Estimated routine maintenance turnaround time • Scheduled - 2-4 hrs
• Same day call or Drop - 24 hrs or less.

Estimated major repair turnaround time

Vendor Certification

Based on parts availability - 24-48 hrs
(engine/trans additional)
replacement

I certify that the pricing and information provided in this worksheet are accurate and represent the vendor's proposed pricing for services provided to the Lake County Sheriff's Office.

Authorized Signature

Date

3/27/26



Additional Terms and Conditions

In providing clear expectations moving forward, this contract is not simply about fixing vehicles when they break. It is about building a structured, professional maintenance program that supports operations, controls cost and ensures reliability of patrol vehicles.

All proposals submitted shall be considered binding for a period of ninety (90) days from the date of submission. This ensures consistency in pricing and prevents changes during the evaluation process.

Contract Term

The contract term will be three (3) years. Performance will be evaluated annually. If adjustments need to be made based on performance, cost, or operational need, the County reserves the right to amend the agreement during the contract period.

Service Expectations

Vendors must take note that all vehicles operate in a 24/7 public safety environment. Downtime directly impacts operations. Expectations are as follows:

- Priority service for patrol vehicles whenever possible
- Routine maintenance turnaround within 24–48 hours when feasible
- Clear communication before performing repairs exceeding authorization thresholds
- Accurate and transparent billing with itemized labor and parts
- Professional documentation of all work performed

Submission Requirements

To ensure consistency and fairness in evaluation, vendors must submit a complete proposal package. At a minimum, submissions must include the following:

- Completed Vendor Pricing Worksheet
- Proposal Submission Form
- Prior fleet service experience
- Copies of all contractor specifications
- Proof of liability insurance and required coverage
- Any additional documentation requested within this RFP

Failure to provide all required submission documents may result in disqualification.

Additional Provisions

The County reserves the right to extend services under this contract to other departments when it is determined to be in the best interest of Lake County.

The County also reserves the right to purchase parts directly when cost savings can be achieved. Vendors must be willing to install department-supplied parts.



Labor hours may be reviewed against industry standards such as Mitchell, AllData, or Motor. Significant deviations may be subject to review and adjustment.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lighthouse, an Alera Group Company 56 Cesar E Chavez Ave SW Ste 300 Grand Rapids MI 49503		CONTACT NAME: Daniel Malone PHONE (A/C, No, Ext): (616) 656-1750 FAX (A/C, No): (616) 656-1777 E-MAIL ADDRESS: daniel.malone@aleragroup.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Michigan Millers Mutual Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 26-27 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			C0547458	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ AUTOS ONLY			V0513181	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☒ RETENTION \$ 10,000			L0303024	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	W0522120	01/01/2026	01/01/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If special provision apply, endorsements will be attached.

CERTIFICATE HOLDER For Informational Purposes	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

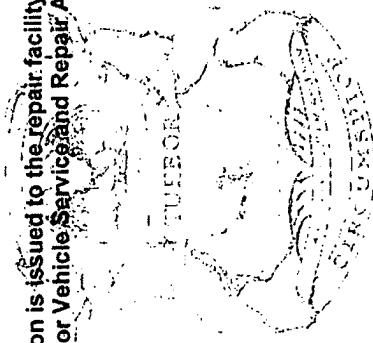
© 1988-2015 ACORD CORPORATION. All rights reserved.

MICHIGAN DEPARTMENT OF STATE

MOTOR VEHICLE REPAIR FACILITY REGISTRATION

DISPLAY IN A CONSPICUOUS PLACE

This motor vehicle repair facility registration is issued to the repair facility named below by the Secretary of State under the authority in Section 9 of the Motor Vehicle Service and Repair Act (MCL 257.1309).



DTS COUNTY LINE SERVICE LLC
23680 US HIGHWAY 10
REED CITY MI 49677-8088

REGISTRATION NUMBER: F170267
EXPIRATION DATE: 09/27/2026

Current Fleets

- Townsend Tree Service
- Great Lakes Energy
- TC Energy
- Hydaker-Wheatlake
- Double Diamond
- Corewell Health
- Ferrellgas
- Amerigas
- Blarney Castle
- William Miller

Services Provided, but not Limited To

- Tires
- Preventative Maintenance
- Steering/Suspension Repair
- Brake Repair
- Engine Repair/Replacement
- Transmission Service/Replacement
- Electrical Diagnostic
- HVAC Service/Repairs

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4h

Motion: 4h

ORIGINATOR: Tobi Lake, Administrator		☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration		REQUEST DATE:	REQUESTER SIGNATURE:
SUMMARY OF REQUEST (New Business): This report was emailed out along with the packet			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners to approve the second quarter fiscal year 2026 budget amendments as presented in the Quarterly Budget Amendment Report.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 7/08/2026			COMMISSION DATE 7/08/2026

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4i

Motion: 4i

ORIGINATOR: Tobi Lake, Administrator		☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:	
SUMMARY OF REQUEST			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners to approve of Resolution #2026-08 to authorize annual cost in excess of \$10,000 for the infrastructure related to the Wolf Lake Level Project.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 7/08/2026	FINANCE MEETINGS APPROVAL: ☐ YES ☐ NO ☐ OTHER		COMMISSION DATE 7/08/2026

**WOLF LAKE LEVEL INFRASTRUCTURE AUTHORIZATION FOR ANNUAL
EXPENDITURES IN EXCESS OF \$10,000**

Request for consideration – Board of Commissioners – County of Lake



LAKE COUNTY
MICHIGAN

Agenda Item No: 4j

Motion: 4j

ORIGINATOR: Tobi Lake, Administrator		___ BUDGETED ___ NON-BUDGETED ___ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT: Administration	REQUEST DATE:	REQUESTER SIGNATURE:	
SUMMARY OF REQUEST			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES): Motion to recommend to the Board of Commissioners the approval of the FY 2027 Crime Victim's rights Grant Application in the amount of \$50,622.00 and authorize the Prosecuting Attorney to sign and submit on behalf of the County.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 7/08/2026	FINANCE MEETINGS APPROVAL: ___ YES ___ NO ___ OTHER		COMMISSION DATE 7/08/2026



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

DATE: June 5, 2026
TO: Michigan Prosecutors Offices
FROM: Gail Krieger, State Division Administrator
RE: FY27 Allocation Letter
CC: Megan Mezel, Grant Manager

The Victim Rights Unit of the Division of Victim Services (MDHHS) is pleased to share with the **Lake County Prosecutors Office** your new allocated amount of **\$50,622** for fiscal year 2027.

Please note the breakdown of funding categories below equaling your total allocation amount above:

- Victim Rights General Grant Funding: **\$49,175**
- Direct Victim Needs (Client Assistance-All Other): **\$1,447**

Your Victim Rights programs Direct Victim Needs amount is **\$1,447**. Victim Rights Programs are required to use this amount on direct victim needs as outlined in the attached revised DVN expenditures document. We strongly encourage the use of DVN funds for the victims in your county.

Please note that the allocated amounts may change and are dependent upon the final version of the State of Michigan Budget.

If you have any questions, comments, or concerns about your allocation please do not hesitate to contact Megan Mezel (MezelM@michigan.gov).

Yours in advocacy,

Victim Rights Prosecutor - 2027

Facesheet

FOR OFFICE USE ONLY:

Version # _____

APP # _____

1. Demographic Information

- a. Demographic Information Name Lake County of Prosecutors Office
- b. Organizational Unit Lake County Prosecutors Office
- c. Address 800 10th Street
- d. Address 2 Suite 220
- e. City Baldwin State MI Zip 49304-7968
- f. Federal ID Number 38-6004864 Reference No. 044028512 Unique Entity Id. RM6FL3FX54
K3
- g. Agency's fiscal year (beginning month and day) October-27
- h. Agency Type
- ☐ Private, Non-Profit ☒ Public
1. Select the appropriate radio button to indicate the agency method of accounting.
- ☒ Accrual
- ☐ Cash
- ☐ Modified Accrual

2. Program / Service Information

- a. Program / Service Information Name Victim Rights Prosecutor - 2027
- b. Is implementing agency same as Demographic Information ☒ Yes ☐ No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2026 End Date Sep-30-2027
- e. Amount of Funds Allocated \$50,622.00 Project Cost \$50,622.00

FOR OFFICE USE ONLY: Version # _____

APP # _____

3. Certification / Contacts Information

a. Project Director

Name Kim O'Neil
Title Advocate
Mailing Address 800 Tenth Street
City Baldwin State MI Zip 49304
Telephone (231) 745-6037 Fax (231) 745-6224
E-mail Address oneilk@co.lake.mi.us

b. Financial Officer

Name Tobi Lake
Title Administrator
Mailing Address 800 tenth St
City Baldwin State MI Zip 49304
Telephone (231) 745-6231 Fax
E-mail Address tlake@co.lake.mi.us

c. Financial Officer

Name Angela Aldridge
Title Financial Officer
Mailing Address 800 Tenth St
City Baldwin State MI Zip 49304
Telephone (231) 745-6231 - 3110 Fax
E-mail Address aaldridge@co.lake.mi.us

d. Project Director

Name Erica Tate
Title Office Manager
Mailing Address 800 10th St Suite 220
City Baldwin State MI Zip 49304
Telephone (231) 745-2775 - 3144 Fax
E-mail Address etate@co.lake.mi.us

e. Authorized Official

Name Thomas Evans
Title Prosecuting Attorney
Mailing Address 800 10th Street
City Baldwin State MI Zip 49304
Telephone (231) 745-2775 Fax
E-mail Address tevans@co.lake.mi.us

Certifications

FOR OFFICE USE ONLY:

Version # _____

APP # _____

4. Assurances and Certifications

A. SPECIAL CERTIFICATIONS

- a. ☒ By checking this box, the individual or officer certifies that the individual or officer is authorized to approve this grant application for submission to the Department of Health and Human Services on behalf of the responsible governing board, official or Grantee.
- b. ☒ By checking this box, the individual or officer certifies that the individual or officer is authorized to sign the agreement on behalf of the responsible governing board, official or Grantee.

B. State of Michigan Information Technology Information Security Policy

- 1. By checking the following boxes, the Grantee acknowledges compliance with State of Michigan Information Technology Information Security Policy* and provides the following assurances:
 - a. ☒ The Grantee Project Director will be notified within 24 hours when its users are terminated or transferred or immediately if after an unfriendly separation.
 - b. ☒ The Grantee Project Director will annually review and certify user accounts to verify the user's access is still required and the user is assigned the appropriate permissions.
 - c. ☒ The Grantee Project Director will remove user's access within 48 hours of notification when users are terminated or transferred, or immediately if after an unfriendly separation.
 - d. ☒ After 120 days of inactivity, when the user attempts to log into their account they will receive a message stating their account has been deactivated, and the user will have to request the account be reinstated.

*Policy available at https://www.michigan.gov/documents/dmb/1340_193162_7.pdf

Narrative

FOR OFFICE USE ONLY:

Version # _____

APP # _____

5. Program Synopsis

Notification of victims' rights by phone & mail
Notification of all scheduled Court events to victims by mail and phone
Providing updates after a Court hearing by phone
Assistance throughout Court proceedings
Assistance in obtaining restitution and/or compensation
Provide information regarding other assisting agencies
Remain objective and supportive to all victims
Notification of probation/sentencing judgment to victims by mail, when necessary
Notification of release from jail/state prison to victims by phone and mail, when necessary
Notification of appeals to victims by phone and mail, when necessary

6. Program Target Area

Counties

Counties project will serve (check all that apply):

- | | | |
|--|---------------------------------------|--------------------------------------|
| ☐ Alcona | ☐ Alger | ☐ Allegan |
| ☐ Alpena | ☐ Antrim | ☐ Arenac |
| ☐ Baraga | ☐ Barry | ☐ Bay |
| ☐ Benzie | ☐ Berrien | ☐ Branch |
| ☐ Calhoun | ☐ Cass | ☐ Charlevoix |
| ☐ Cheboygan | ☐ Chippewa | ☐ Clare |
| ☐ Clinton | ☐ Crawford | ☐ Delta |
| ☐ Dickinson | ☐ Eaton | ☐ Emmet |
| ☐ Genesee | ☐ Gladwin | ☐ Gogebic |
| ☐ Grand Traverse | ☐ Gratiot | ☐ Hillsdale |
| ☐ Houghton | ☐ Huron | ☐ Ingham |
| ☐ Ionia | ☐ Iosco | ☐ Iron |
| ☐ Isabella | ☐ Jackson | ☐ Kalamazoo |
| ☐ Kalkaska | ☐ Kent | ☐ Keweenaw |
| ☒ Lake | ☐ Lapeer | ☐ Leelanau |
| ☐ Lenawee | ☐ Livingston | ☐ Luce |
| ☐ Mackinac | ☐ Macomb | ☐ Manistee |
| ☐ Marquette | ☐ Mason | ☐ Mecosta |
| ☐ Menominee | ☐ Midland | ☐ Missaukee |
| ☐ Monroe | ☐ Montcalm | ☐ Montmorency |
| ☐ Muskegon | ☐ Newaygo | ☐ Oakland |
| ☐ Oceana | ☐ Ogemaw | ☐ Ontonagon |
| ☐ Osceola | ☐ Oscoda | ☐ Otsego |
| ☐ Ottawa | ☐ Presque Isle | ☐ Roscommon |

- | | | |
|----------------------------------|--------------------------------------|-------------------------------------|
| ☐ Saginaw | ☐ St. Clair | ☐ St. Joseph |
| ☐ Sanilac | ☐ Schoolcraft | ☐ Shiawassee |
| ☐ Tuscola | ☐ Van Buren | ☐ Washtenaw |
| ☐ Wayne | ☐ Wexford | ☐ Out Wayne |

U.S. Congressional, State and House Districts

i. US Congressional Districts

- | | | |
|--|--|--|
| ☐ US Congress District 1 | ☒ US Congress District 2 | ☐ US Congress District 3 |
| ☐ US Congress District 4 | ☐ US Congress District 5 | ☐ US Congress District 6 |
| ☐ US Congress District 7 | ☐ US Congress District 8 | ☐ US Congress District 9 |
| ☐ US Congress District 10 | ☐ US Congress District 11 | ☐ US Congress District 12 |
| ☐ US Congress District 13 | ☐ US Congress District 14 | |

ii. State Senate Districts

- | | | |
|--|---|--|
| ☐ State Senate District 1 | ☐ State Senate District 2 | ☐ State Senate District 3 |
| ☐ State Senate District 4 | ☐ State Senate District 5 | ☐ State Senate District 6 |
| ☐ State Senate District 7 | ☐ State Senate District 8 | ☐ State Senate District 9 |
| ☐ State Senate District 10 | ☐ State Senate District 11 | ☐ State Senate District 12 |
| ☐ State Senate District 13 | ☐ State Senate District 14 | ☐ State Senate District 15 |
| ☐ State Senate District 16 | ☐ State Senate District 17 | ☐ State Senate District 18 |
| ☐ State Senate District 19 | ☐ State Senate District 20 | ☐ State Senate District 21 |
| ☐ State Senate District 22 | ☐ State Senate District 23 | ☐ State Senate District 24 |
| ☐ State Senate District 25 | ☐ State Senate District 26 | ☐ State Senate District 27 |
| ☐ State Senate District 28 | ☐ State Senate District 29 | ☐ State Senate District 30 |
| ☐ State Senate District 31 | ☐ State Senate District 32 | ☒ State Senate District 33 |
| ☒ State Senate District 34 | ☐ State Senate District 35 | ☐ State Senate District 36 |
| ☐ State Senate District 37 | ☐ State Senate District 38 | |

iii. State House Districts

- | | | |
|--|--|--|
| ☐ State House District 1 | ☐ State House District 2 | ☐ State House District 3 |
| ☐ State House District 4 | ☐ State House District 5 | ☐ State House District 6 |
| ☐ State House District 7 | ☐ State House District 8 | ☐ State House District 9 |
| ☐ State House District 10 | ☐ State House District 11 | ☐ State House District 12 |
| ☐ State House District 13 | ☐ State House District 14 | ☐ State House District 15 |
| ☐ State House District 16 | ☐ State House District 17 | ☐ State House District 18 |
| ☐ State House District 19 | ☐ State House District 20 | ☐ State House District 21 |
| ☐ State House District 22 | ☐ State House District 23 | ☐ State House District 24 |
| ☐ State House District 25 | ☐ State House District 26 | ☐ State House District 27 |
| ☐ State House District 28 | ☐ State House District 29 | ☐ State House District 30 |
| ☐ State House District 31 | ☐ State House District 32 | ☐ State House District 33 |
| ☐ State House District 34 | ☐ State House District 35 | ☐ State House District 36 |
| ☐ State House District 37 | ☐ State House District 38 | ☐ State House District 39 |

- | | | |
|--|--|---|
| ☐ State House District 40 | ☐ State House District 41 | ☐ State House District 42 |
| ☐ State House District 43 | ☐ State House District 44 | ☐ State House District 45 |
| ☐ State House District 46 | ☐ State House District 47 | ☐ State House District 48 |
| ☐ State House District 49 | ☐ State House District 50 | ☐ State House District 51 |
| ☐ State House District 52 | ☐ State House District 53 | ☐ State House District 54 |
| ☐ State House District 55 | ☐ State House District 56 | ☐ State House District 57 |
| ☐ State House District 58 | ☐ State House District 59 | ☐ State House District 60 |
| ☐ State House District 61 | ☐ State House District 62 | ☐ State House District 63 |
| ☐ State House District 64 | ☐ State House District 65 | ☐ State House District 66 |
| ☐ State House District 67 | ☐ State House District 68 | ☐ State House District 69 |
| ☐ State House District 70 | ☐ State House District 71 | ☐ State House District 72 |
| ☐ State House District 73 | ☐ State House District 74 | ☐ State House District 75 |
| ☐ State House District 76 | ☐ State House District 77 | ☐ State House District 78 |
| ☐ State House District 79 | ☐ State House District 80 | ☐ State House District 81 |
| ☐ State House District 82 | ☐ State House District 83 | ☐ State House District 84 |
| ☐ State House District 85 | ☐ State House District 86 | ☐ State House District 87 |
| ☐ State House District 88 | ☐ State House District 89 | ☐ State House District 90 |
| ☐ State House District 91 | ☐ State House District 92 | ☐ State House District 93 |
| ☐ State House District 94 | ☐ State House District 95 | ☐ State House District 96 |
| ☐ State House District 97 | ☐ State House District 98 | ☐ State House District 99 |
| ☒ State House District 100 | ☒ State House District 101 | ☐ State House District 102 |
| ☐ State House District 103 | ☐ State House District 104 | ☐ State House District 105 |
| ☐ State House District 106 | ☐ State House District 107 | ☐ State House District 108 |
| ☐ State House District 109 | ☐ State House District 110 | |

7. Mission Statement

Our mission is to ensure that all victims of crime in Lake County, receive accurate and complete information regarding their rights by providing assistance in filling out forms. In preparing for Court proceedings by explaining the process, victims' rights, and the role of the Court and Court officers. Keeping all victims informed of case activities and Court events as they are happening. Assist all victims in obtaining proper restitution and compensation. Assist victims that qualify for any direct victim funds. And provide any judgment of probation/sentencing/no contact orders and release from jail or state prison documentation to all victims when applicable.

8. Project Resources

Provide a general description of staff needed to implement Victims Rights in your county. Identify the most critical activities that you perform when providing victim rights.

Lake County currently has one (1) full-time advocate that is .667% CVRA funded through our State Victims' Right Contract. The CVRA provides personal, emotional, and psychological support for all victims. Each victim is provided with victims' packet, which include a statement letter for completion by the victim, brochures for signing up with MI-VINE, Rights of a Victim Crime, Misdemeanor & Felony cases, and MDHHS pertaining to the crime the victim was involved in. Schedule appointments with victim to discuss emotional stability, court procedures, expectations and provide overall moral support. Provide victims with all information regarding Court notices and outcomes. When applicable, assist with victims' restitution and/or compensation. Where needed, assist victims and other community

services and referrals.

If you utilize the services of volunteers in the provision of Victim Rights, please explain how this is accomplished.

N/A

9. Michigan Victim Information and Notification Everyday (MI-VINE)

Does your agency participate in MI-VINE?

☒ Yes ☐ No

Provide the number of victims registered to use MI-VINE in your county for court events during the past calendar year. 242

To obtain statistics for number of Victims Registered with MI-VINE visit the website <https://www.vinewatch.com/vinewatch/>

Please describe your programs efforts to utilize MI-VINE.

A Michigan VINE service pamphlet, MDHHS service brochure along with initial letter are sent out to all victims and. When needed, assisting the victim to get registered on MI Vine link to receive notification.

10. Community Coordination

1. Community Coordination Activity 1 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Lake County Family Violence Prevention Task Force
Communities Overcoming Violent Encounters (COVE)
National Domestic Violence Awareness onth
Sexual Assault Awareness Month
National Crime Victims' Rights Week
Children's Trust Fund

2. Community Coordination Activity 2 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Communities Overcoming Violent Counters
National Domestic Violence Awareness MOnth
Sexual Assault Awareness MOnth
For each providing a table setup iwth brochures and pamphlets informing victims and possible victims who they can contract for help or for those who may not relaize they are a victim who to contact
For Sexual Assault Awareness Month on April 25 we wore denim.
For National Domestic Violence Awareness Month 2026, we wear purple on Tuesdays and along with the table setup, we will have ribbons, brfacelets, landyards, chapsticks, pens avaiable to the public to show their support to ending Domestic Violence.

We look forward to promoting additional awareness months and/or days. For instance, National Wellness Month (August), International Day for the Elimination of Violence Against Women (November 25). Eventually, recognizing something every month.

3. Community Coordination Activity 3 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Children's Trust Fund
Safety Day to promote victim assistance
*The prosecutor will help by cooking for event and CVRA provided children booklets "Kids Go To Court" along with

pamphlets about well-known judges, the judicial system, and activity pages.

Evergreen Child Advocacy Center

*Monthly meetings are held to discuss current status of CSC victims, what action is being provided to the victims, and along with what preparations will need to be taken prior to Court hearings.

Pure Market (flea market/more)

*Provide informational booths to discuss what CVRA provides to victims, along with brochures/pamphlets, and keepsakes.

Work Plan

FOR OFFICE USE ONLY:

Version # _____

APP # _____

11. Work Plan

Objective :	Victim Advocate will provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Acts of 1985 (CVRA)
Activity :	Generate and send initial victims' rights information as required by Michigan's CVRA for felony cases pursuant to MCL 780.756.
Responsible Staff :	Kim O'Neil
Date Range :	10/01/2026 - 09/30/2027
Expected Outcome :	100% of victims will receive information under this section within 7 days of defendant's arraignment
Measurement :	Case tracking system, PbK.

Budget Detail for Victim Rights Prosecutor - 2027
 Agency: Lake County of Prosecutors Office
 Application: Victim Rights Prosecutor - 2027

7/2/2026

Budget

FOR OFFICE USE ONLY:						
----------------------	--	--	--	--	--	--

Budget Detail for Victim Rights Prosecutor - 2027
 Agency: Lake County of Prosecutors Office
 Application: Victim Rights Prosecutor - 2027

7/2/2026

Line Item	Qty	Rate	Units	UOM	Total	Amount
8	Grantee Rent Costs					
9	Space Costs					
10	Capital Expenditures - Equipment & Other					
11	Client Assistance - Rent					
12	Client Assistance - All Other					
	Other	0.0000	0.0000	0.000	1,447.00	1,447.00
	Notes : Direct Victim Needs					
13	Other Expense					
Total Program Expenses						50,622.00
TOTAL DIRECT EXPENSES						50,622.00
INDIRECT EXPENSES						
Indirect Costs						
1	Indirect Costs					
2	Cost Allocation Plan					
Total Indirect Costs						0.00
TOTAL INDIRECT EXPENSES						0.00
TOTAL EXPENDITURES						50,622.00

Budget Summary for Victim Rights Prosecutor - 2027
 Agency: Lake County of Prosecutors Office
 Application: Victim Rights Prosecutor - 2027

7/2/2026

Category	Total	Amount	Narrative
DIRECT EXPENSES			
Program Expenses			
1 Salary & Wages	28,614.00	28,614.00	
2 Fringe Benefits	19,959.00	19,959.00	
3 Employee Travel and Training	300.00	300.00	
4 Supplies & Materials	302.00	302.00	
5 Subawards – Subrecipient Services	0.00	0.00	
6 Contractual - Professional Services	0.00	0.00	
7 Communications	0.00	0.00	
8 Grantee Rent Costs	0.00	0.00	
9 Space Costs	0.00	0.00	
10 Capital Expenditures - Equipment & Other	0.00	0.00	
11 Client Assistance - Rent	0.00	0.00	
12 Client Assistance - All Other	1,447.00	1,447.00	
13 Other Expense	0.00	0.00	
Total Program Expenses	50,622.00	50,622.00	
TOTAL DIRECT EXPENSES	50,622.00	50,622.00	
INDIRECT EXPENSES			
Indirect Costs			
1 Indirect Costs	0.00	0.00	
2 Cost Allocation Plan	0.00	0.00	

Budget Summary for Victim Rights Prosecutor - 2027
 Agency: Lake County of Prosecutors Office
 Application: Victim Rights Prosecutor - 2027

7/2/2026

Category	Total	Amount	Narrative
Total Indirect Costs	0.00	0.00	
TOTAL INDIRECT EXPENSES	0.00	0.00	
TOTAL EXPENDITURES	50,622.00	50,622.00	

Source of Funds

Category	Total	Amount	Cash	Inkind	Narrative
1 Source of Funds					
MDHHS State Agreement	50,622.00	50,622.00	0.00	0.00	
Fees and Collections - 1st and 2nd Party	0.00	0.00	0.00	0.00	
Fees and Collections - 3rd Party	0.00	0.00	0.00	0.00	
Local	0.00	0.00	0.00	0.00	
Non-MDHHS State Agreements	0.00	0.00	0.00	0.00	
Federal	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	
In-Kind	0.00	0.00	0.00	0.00	
Federal Cost Based Reimbursement	0.00	0.00	0.00	0.00	
Total Source of Funds	50,622.00	50,622.00	0.00	0.00	
Totals	50,622.00	50,622.00	0.00	0.00	

Miscellaneous

FOR OFFICE USE ONLY:

Version # _____

APP # _____

15. Supporting documentation, if required

Attachment Title	Attachment
Job Description	262_Victim Rights Advocate 8-22-25.pdf

List Of Attachments for Victim Rights Prosecutor - 2027
Agency: Lake County of Prosecutors Office
Application: Victim Rights Prosecutor - 2027

7/2/2026

Attachments Index

FOR OFFICE USE ONLY:	Version # _____	APP # _____
----------------------	-----------------	-------------

#	Section	Title	File Name
1	Miscellaneous	262_Victim Rights Advocate 8-22-25.pdf	59194_0_262_Victim Rights Advocate 8-22-25.pdf

**Lake County
Baldwin, Michigan**

JOB DESCRIPTION

JOB TITLE: Crime Victim Rights Advocate **FLSA STATUS** Nonexempt
REPORTS TO: Prosecuting Attorney
DEPARTMENT: Office of Prosecuting Attorney

GENERAL SUMMARY:

Monitors case progression, and notifies victims and witnesses of case activities and Court events. Assists victims in obtaining property releases. Provides information and referrals to victims concerning compensation and available services. Assists victims in preparing for Court proceedings. Maintains required records and logs of victim contacts and services provided. Demonstration of multi-task mindset. Assists Child Support inquiries and execution of documents.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Reviews case files and monitors case progression. Notifies victims and witnesses of dates, times and locations of hearings, sentencings, and final dispositions.
2. Assists victims in completing required forms, and conducts necessary follow ups, to secure property releases.
3. Provides appropriate information and referrals concerning victim's compensation.
4. Refers victims to community resources including counseling, social services, medical services, and so forth, as needed. Provides referral information from Michigan Department of Corrections concerning victim services when relevant.
5. Assists victims in preparing for Court proceedings by explaining process, their role, and the role of various Court officers. Directs victims to appropriate areas to wait before being called to testify. May assist victims in preparing statements to the Court at time of sentencing.
6. Types correspondence and summary reports of victim rights activities, and maintains related files. Maintains required records and logs of victim contacts and services.
7. Performs all other duties and assignments as requested that are job related or necessary to execute and serve the needs of crime victims, and support achievement of established goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Communications skills and ability to read and write in order to proof, draft and edit correspondence.
2. Ability to type correspondence and forms, and complete data entry accurately and efficiently.
3. Knowledge of criminal justice and legal assistance in order to provide competent services and support to victims.

Job Description: Crime Victim Rights Advocate

4. High level interpersonal skills necessary to be especially perceptive and tactful, provide information and support to victims and witnesses in often trying and difficult situations, and to work cooperatively with variety of agencies and Court offices in obtaining information and services for victims.
5. Analytical abilities necessary to review and monitor case progression, proof and edit materials, maintain records and files, and organize and prioritize work assigned.
6. Ability to maintain confidentiality of information and materials which may be highly sensitive.
7. Must show ability to interact with the public in a fast paced, dynamic work place.
8. Knowledge of the ACT and JCT programs.

EMPLOYMENT QUALIFICATIONS:

The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria. The employer reserves the right to substitute education and experience requirements.

Education: High School Diploma or GED required, with up to one year's training, in high school or beyond, in correspondence, data entry, and office systems.

Experience: Minimum one year's related experience as a volunteer or working in an office related to prosecution or disposition of criminal offenses.

PHYSICAL REQUIREMENTS:

1. Ability to communicate with others in order to gather and exchange information.
2. Ability to respond to telephone inquiries.
3. Ability to continually proofread, check and verify data from printed form and computer monitor display.
4. Ability to use a keyboard and video display terminal to enter, retrieve, and/or audit information and data on a continual basis.
5. Ability to execute office cleaning duties.
6. Ability to exchange water canister as well as offer staff and visitors water

REPORTING RELATIONSHIPS:

1. Reports to the Executive Director.
2. Has no responsibility for leading or supervising the work of others.

WORKING CONDITIONS:

Job Description: Crime Victim Rights Advocate

1. Works in a normal office or courtroom environment where there are relatively few discomforts due to dust, dirt, noise and the like.
2. Must be able to handle exposure to unpleasant working conditions and situations.

APPROVALS:

Name	Supervisor	Date
------	------------	------

Name	County Administrator	Date
------	----------------------	------

Name	Personnel Committee Chairman	Date
------	------------------------------	------

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.