



Lake County Board of Commissioner's Meeting
Regular Meeting
Wednesday, August 26, 2026 at 10:00 a.m.

1. Prayer and Pledge of Allegiance
2. Call to order: *Chairman Lodholtz*
3. Roll Call: *County Clerk or Designee*
4. Approval of Agenda
5. Approval of Minutes from Wednesday August 12, 2026 Regular and Closed Session Board of Commissioner's Meeting.
6. Public Comment:
Members of the Public may address the Board on any item. Comments are limited to a maximum of two (2) minutes per person
7. Committee and Agency Reports and Presentations:
 - l. Presentations:
- II. Motions:
 - a. Motion Sheet: Semi Monthly Accounts Payables in the amount of \$111,299.38
 - b. Motion Sheet: Amended 2026 Public Guardian Contract
 - c. Motion Sheet: West Central Michigan County Association Quarterly Meeting
 - d. Motion Sheet: FY2027 Budget Time Line
 - e. Motion Sheet: Materials Management Plan Five-County Legal Agreement
 - f. Motion Sheet: EGLE - Authorization for Courthouse Access
 - g. Motion Sheet: FY2027 Secondary Road Patrol Grant Agreement
8. Correspondence:
9. Old Business:
10. New Business:
 - a. Parks Committee Resignation - Kenneth Ross: Term Ending January 1, 2027
 - b. Parks Committee appointment - Janet Taylor: Term Ending January 1, 2027
11. Administrator's Report:
12. Public Comment:
Members of the Public may address the Board on any item. Comments are limited to a maximum of two (2) minutes per person
13. Miscellaneous: Commissioners Personal Privilege
14. Closed Session:
 - a. Motion Sheet: Closed session under MCL 15.268 section 8c re: CBA Negotiations Strategy
15. Adjournment

LAKE COUNTY BOARD OF COMMISSIONERS

800 Tenth Street
Baldwin, MI 49304
Finance Meeting-**proposed**
Wednesday August 12, 2026 at 9:30 AM

Co-Chairman Sanders called the meeting to order at 9:30 AM

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

Commissioner Welford made a motion to accept the agenda dated, August 12, 2026,
Commissioner Sanders seconded. All in favor- Motion carried.

Commissioner Fuller made a motion to accept the Finance Minutes dated July 22, 2026;
Commissioner Welford seconded. All in favor - Motion carried.

Motions:

Commissioner Raymond made a motion to the Board of Commissioners the approval semi-monthly detail analysis dated August 12, 2026 totaling \$251,749.98. Commissioner Welford seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners to approve the FY 2027 Child and Parent Legal Representation (CPLR) Grant Application and Agreement in the amount of \$7,325.00 for Lake County Juvenile Court and authorize the Court Administrator to submit on behalf of the County. Commissioner Russell seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners the FY 2026-2027 County Child Care Budget Summary for In Home Care and the Basic Grant Applications and Agreements between the Lake County and the Michigan Department of Health and Human Services (MDHHS) and authorize the Board Chairman to sign any and all necessary documents. Commissioner Seroczynski seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners authorize the County Administrator, to make an additional payment to the County's MERS Defined Benefit Retirement Plan, Surplus Division in the amount of \$1,000,000, \$500,000 to be declared a surplus in the 516 fund and transferred to the Employee Benefit Fund (666) via the General Fund (101) and \$250,000 to come from General Fund balance (692) and transferred to the Employee Benefit Fund (666); \$250,000 to come from the Fund balance Employee Benefits (666). Money to be paid out of the Employer Retiree DB Extra line, 666-271.05-718.00 and to authorize any transfers and budget amendments as needed. Commissioner Fuller seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners to approve of the agreement with Midwest Strategy Group of Michigan, LLC. (MWSG); Approve of the Accounty Structure and Related needed Budget Amendments; and authorize the County Administrator to sign any and all necessary documents. Commissioner Fuller seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners to approve the Grant Agreement between Michigan Department of Labor and Economic Opportunity and authorize Lake County Administrator to sign any and all necessary documents and to make any necessary budget amendments. Commissioner Fuller seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners to authorize the Overtime for Intake Staff with the cost not to exceed \$12,744.00 and end date to correspond with implementation of the Circuit Court JIS Migration, "go live". Commissioner Welford seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners to approve Material Management Planning Program Grant Agreement Amendment and authorize the County Administrator to sign any and all necessary documents. Commissioner Sanders seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners to approve the FY2027 County Veteran Service Fund Grant Application in the amount of \$55,154 and authorize the Board Chairman to sign any and all necessary documents. Commissioner Welford seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners to authorize the County Administrator to refurbish and program county law enforcement mobile radios to bring them into compliance with the new encryption requirements in an estimated amount of \$27,000; funds to come from FY2024 Secure Rural Schools Title III funds (\$52,601.13 total), and authorize the County Administrator to compete the necessary budgets and transfers, money to be paid out of the 207-301.00-980.001 Radio Equipment. Commissioner Welford seconded. All in favor

Unfinished Business: None

Public Comment:

Miscellaneous:

Adjournment: Chairman Lodholtz - Adjourned @ 10:13 AM

Tiffany Landis, Chief Deputy for Lake County Clerk

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4a

Motion: 4a

ORIGINATOR: Tobi Lake, Administrator		☐ BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT:		REQUEST DATE:	
Administration		REQUESTER SIGNATURE:	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL, IMPACT, POSSIBLE ALTERNATIVES):			
101 GENERAL FUND 207 SHERIFF ROAD PATROL FUND 208 PARKS AND RECREATION 211 JAIL T.R.V. PROJECT 215 FRIEND OF THE COURT 249 BUILDING INSPECTION DEPT 251 EMERGENCY 911 PROGRAM 260 INDIGENT DEFENSE FUND 269 LAW LIBRARY 272 CRIME VICTIMS REIMB 292 CHILD CARE-PROBATE 293 SOLDIERS RELIEF FUND 505 AMBULANCE 569 DHS BUILDING 666 EMPLOYEE BENEFIT FUND \$32,628.34 \$19,993.64 \$255.17 \$60.57 \$79.74 \$6,625.74 \$3,522.21 \$12,171.46 \$151.49 \$275.00 \$513.09 \$1,080.00 \$102.00 \$218.74 \$33,622.19 TOTAL FOR ALL FUNDS \$111,299.38			
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 August 26, 2026 totaling \$111,299.38.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 08/26/2026		FINANCE MEETINGS APPROVAL: ☐ YES ☐ NO ☐ OTHER	
		COMMISSION DATE: 08/26/2026	

BREAKDOWN OF APPROVAL REPORT BY FUND:				
DATE	August 26, 2027			
745				
101	GENERAL FUND			\$32,628.34
207	SHERIFF ROAD PATROL FUND			\$19,993.64
208	PARKS AND RECREATION			\$255.17
211	JAIL T.R.V PROJECT			\$60.57
215	FRIEND OF THE COURT			\$79.74
249	BUILDING INSPECTION DEPT			\$6,625.74
251	EMERGENCY 911 PROGRAM			\$3,522.21
260	INDIGENT DEFENSE FUND			\$12,171.46
269	LAW LIBRARY			\$151.49
272	CRIME VICTIMS REIMB			\$275.00
292	CHILD CARE-PROBATE			\$513.09
293	SOLDIERS' RELIEF FUND			\$1,080.00
505	AMBULANCE			\$102.00
569	D.H.S. BUILDING			\$218.74
666	EMPLOYEE BENEFIT FUND			\$33,622.19
	TOTAL			\$111,299.38

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101.00 COMMISSIONERS							
101-101.00-727.000	OFFICE SUPPLIES	ANGELA ALDRIDGE	REIMBURSEMENT - MIRACLE WHIP & MUS	08/18/2026	08/27/26	11.80	130650
101-101.00-727.000	OFFICE SUPPLIES	ANGELA ALDRIDGE	REIMBURSEMENT FOR DONUTS - UNION M	08/20/2026	08/27/26	14.99	130651
101-101.00-955.000	MISCELLANEOUS	ALL BEANS COFFEE CO.	COFFEE, CREAMER, SUGAR	44720	08/27/26	93.00	130648
Dept 257.00 EQUALIZATION							
101-257.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	FILE ORGANIZER, BOOKCASE	1XQG-7D9L-1R6P	08/27/26	119.79	
101-257.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	INK CARTRIDGE,	1HHP-XQ9W-3GF4	08/27/26	168.97	130649
101-257.00-727.000	OFFICE SUPPLIES - PENS, STAPLES	STAPLES	VARIES	7010914207	08/27/26	99.18	130649
101-257.00-727.000	OFFICE SUPPLIES - HIGH STAPLES	STAPLES	LAMINATING, SEAL, ENVELOPES, PAPER	VARIES - 701099	08/27/26	113.22	130705
						4.54	130705
Dept 262.00 ELECTIONS							
101-262.00-900.000	PRINTING	ELECTION SOURCE	Total For Dept 257.00 EQUALIZATION			385.91	
			EARLY VOTING SET UP AND EMS CHARGE	26-3800	08/27/26	2,430.00	130670
Dept 265.00 BUILDING & GROUNDS							
101-265.00-736.000	CLEANING SUPPLIES - COUR	KSS ENTERPRISES	Total For Dept 262.00 ELECTIONS			2,430.00	
101-265.00-736.000	CLEANING SUPPLIES - BOWL	STAPLES	TOILET PAPER	1790673&72, 179	08/27/26	134.51	130685
101-265.00-744.000	BUILDING MAINTENANCE	ABILITA	VARIES	7010914207	08/27/26	94.98	130705
101-265.00-744.000	BUILDING MAINTENANCE	BAIDWIN ACE HARDWARE	AUGUST 2026	260817	08/27/26	192.00	130646
101-265.00-849.005	CELLULAR PHONES	JERRY PONTZ	CEMENT PVC	K21974	08/27/26	5.39	130654
101-265.00-849.005	CELLULAR PHONES	ROB CECCON	AUGUST 2026 PHONE	AUGUST 2026	08/27/26	50.00	130679
101-265.00-849.005	CELLULAR PHONES	SAM KANE	CELL PHONE - MONTHLY REIMBURSEMENT	AUGUST 2026	08/27/26	50.00	130699
101-265.00-850.000	BASIC PHONE SERVICE	ABILITA	MONTHLY CELL PHONE REIMB - AUG 202	AUGUST 2026	08/27/26	50.00	130702
101-265.00-850.000	BASIC PHONE SERVICE	PENINSULA FIBER NETWO	AUGUST 2026	260817	08/27/26	78.00	130646
101-265.00-920.000	UTILITIES COURTHOUSE 910	DTE ENERGY	08/01/2026 TO 08/31/2026	50054649	08/27/26	50.75	130698
			VARIES	08/26/2026	08/27/26	414.02	130669
Dept 265.05 BUILDING & GROUNDS-DIST. HEALTH							
101-265.05-736.000	CLEANING SUPPLIE - HEALT	KSS ENTERPRISES	Total For Dept 265.00 BUILDING & GROUNDS			1,119.65	
101-265.05-921.000	ACCT #100011624689 DIST	CONSUMERS ENERGY	TOILET PAPER	1790673&72, 179	08/27/26	123.76	130685
101-265.05-921.000	UTILITIES /GAS/ELEC/WATE	DTE ENERGY	SERVICE 07/17/2026 TO 08/16/2026	08/20/2026	08/27/26	1,288.00	130662
			VARIES	08/26/2026	08/27/26	65.07	130669
Dept 266.00 LEGAL & CONTRACTUAL SERVICES							
101-266.00-801.000	LEGAL FEES - COUNTY FEE	DAWDA MANN, MUICAHY &	Total For Dept 265.05 BUILDING & GROUNDS-DIST.HE			1,476.83	
101-266.00-801.001	LEGAL FEES DEDICATED PUR	DAMDA MANN, MUICAHY &	SERVICES THROUGH 07/31/2026	651254	08/27/26	558.00	130667
101-266.00-802.021	CONSULTING FEES	MIDWEST STRATEGY GROU	SERVICES TP 07/31/2026	651255	08/27/26	2,754.00	130667
			PROFESSIONAL SERVICES RENDERED	21374	08/27/26	800.00	130690
Dept 281.00 TRIAL COURT							
101-281.00-708.001	COURT APPOINTED ATTY'S/A	JOSHUA ELDENBRADY-AMR	Total For Dept 266.00 LEGAL & CONTRACTUAL SERVIC			4,112.00	
101-281.00-708.004	ATTY.FEES/NON CONTRACTUA	MKG LEGAL	CASE 25-6101	04/20/2026-04/2	08/27/26	310.20	130680
101-281.00-708.004	ATTY.FEES/NON CONTRACTUA	O'CONNOR & BENNETT LA	NATHANIAL TJAPKIS 23-15778FY - DOC	4286	08/27/26	29.00	130691
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	26-13983-MI - NON ATTORNY CONTRACT	08/11/2026	08/27/26	90.00	130696
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	ENVELOPES, POST ITS, CORRECTION TA	1P36-WGHC-6JWG	08/27/26	104.27	130649
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	SCOTCH TAPE, FOLDER LABELS	196W-DPL4-KDIW	08/27/26	45.52	130649
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	PRO PC WEBCAM FULL VIDEO	1RHQ-NV93-VHFF	08/27/26	179.97	130649
101-281.00-727.000	OFFICE SUPPLIES	BROOKS SECURITY	TRE BUTTONS & LABOR	125314	08/27/26	245.00	130658
101-281.00-805.000	CONTRACTUAL SERVICES	UNITED PARCEL SERVICE	08/12/2026 INVOICE - TRIAL COURT	000F40R61316	08/27/26	30.00	130710
		APPLIED INNOVATION	BASE CONTRACT 08/14/2026 TO 09/13/	3248124	08/27/26	185.61	130652
Dept 296.00 PROSECUTING ATTORNEY			Total For Dept 281.00 TRIAL COURT			1,219.57	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 296.00 PROSECUTING ATTORNEY	CONTRACT SERVICES,	LARRY J. BURDICK	06/13/2026 TO 08/10/2026	AUGUST 2026	08/27/26	798.50	130686
101-296.00-802.000	CELLULAR PHONES	THOMAS E EVANS	AUGUST 2026 REIMBURSEMENT	08/14/2026	08/27/26	50.00	130707
101-296.00-849.005	EQUIPMENT MAINT AGREEMENT	XEROX CORPORATION	BASE RATE 08/12/2026 TO 09/11/2026	IN6628234	08/27/26	180.50	130712
101-296.00-932.000	EQUIPMENT MAINT AGREEMENT	XEROX CORPORATION	CONTRACT	INV6578424	08/27/26	180.50	130712
101-296.00-932.000	OTHER LAW BOOKS	THOMSON REUTERS-WEST	AUGUST 2026 SUBSCRIPTION	853918290	08/27/26	699.00	130708
101-296.00-982.001	OTHER LAW BOOKS	THOMSON REUTERS-WEST	ONLINE SOFTWARE SUBSCRIPTION	853791741	08/27/26	699.00	130708
101-296.00-982.001	OTHER LAW BOOKS	THOMSON REUTERS-WEST					
			Total For Dept 296.00 PROSECUTING ATTORNEY			2,607.50	
Dept 305.00 ADMINISTRATION/SHERIFF DEPT.	INVESTIGATION SUPPLIES	NEW ENGLAND TRAUMA SE	BIOHARZARD BOX - EVIDENCE BOX	SI-8029	08/27/26	65.00	130694
101-305.00-747.000	BASIC PHONE SERVICE	ABILLITA	AUGUST 2026	260817	08/27/26	18.00	130646
101-305.00-850.000	BASIC PHONE SERVICE	PENINSULA FIBER NETWO	08/01/2026 TO 08/31/2026	50054649	08/27/26	30.45	130698
101-305.00-850.000	BASIC PHONE SERVICE						
			Total For Dept 305.00 ADMINISTRATION/SHERIFF DEP			113.45	
Dept 351.00 JAIL BUILDING & GROUNDS	MEALS	CANTEEN SERVICES INC	SERVICES FOR WEEK 07/12/2026 TO 07	160401	08/27/26	3,582.08	130660
101-351.00-735.001	E-CIGS SUPPLIES	CUSTOM TECHNOLOGIES L	E-CIG - 750 CT	J778-032	08/27/26	2,841.21	130666
101-351.00-802.013	MEDICAL SERVICES - CONTR	ADVANCED CORRECTIONAL	SEPTEMBER 2026 SERVICES - CONTRACT	RINV-010742	08/27/26	6,618.94	130647
101-351.00-825.000	DOCTORS & MEDICINE - OVE	ADVANCED CORRECTIONAL	POOL RECONCILIATION OVERAGES TO CO	RINV-010681	08/27/26	2,392.52	130647
101-351.00-865.000	GASOLINE	WEX BANK	FUEL	114409273	08/27/26	43.58	130711
			Total For Dept 351.00 JAIL BUILDING & GROUNDS			15,478.33	
Dept 430.00 ANIMAL CONTROL	BUILDING MAINTENANCE	MENARDS BIG RAPIDS	GALV ROOFING NAIL & HEAVY DUTY CON	22892	08/27/26	25.51	130688
101-430.00-744.000	ACO DONATIONS	AMAZON CAPITOL SERVIC	STEEL BUCKET - 16 & STEEL BUCKET -	1D9G-JN1T-MNLT	08/27/26	559.80	130649
101-430.00-744.002	ACO DONATIONS	MENARDS BIG RAPIDS	PRO-GRIP HEX DRIVE STITCH SCREWS	22839	08/27/26	53.97	130688
101-430.00-744.002	ACO DONATIONS	MENARDS BIG RAPIDS	1X4, PRO RIB, TRIM, J TRIM	22478	08/27/26	855.90	130688
101-430.00-802.070	SPAY/NEUTER EXPENSE	COUNTRY VETERINARY SE	EXAM & CASTRATION FELINE, RABIES	423010	08/27/26	85.00	130664
101-430.00-808.000	VETERINARY SERVICES	BALDWIN ACE HARDWARE	FLEE TICK & KILLER	K22017	08/27/26	52.71	130654
101-430.00-808.000	VETERINARY SERVICES	COUNTRY VETERINARY SE	PARASITE SCREENING, BOOSTER	423389	08/27/26	83.21	130664
101-430.00-808.000	VETERINARY SERVICES	COUNTRY VETERINARY SE	EXAM & CASTRATION FELINE, RABIES	423010	08/27/26	100.00	130664
101-430.00-850.004	INTERNET ACCESS CHARGES	ABILLITA	AUGUST 2026	260817	08/27/26	36.00	130646
101-430.00-863.000	TRAINING EXPENSES	KIRITLAND COMMUNITY CO	LESS LETHAL IMPACT MUNITIONS INSTR	13847	08/27/26	200.00	130684
101-430.00-926.000	UTILITIES ANIMAL CONTROL	GREAT LAKES ENERGY CO	07/08/2026 TO 08/08/2026 SERVICES	08/17/2026	08/27/26	339.21	130676
			Total For Dept 430.00 ANIMAL CONTROL			2,391.31	
Dept 648.00 MEDICAL EXAMINER	AUTOPSIES - WILSON, JAME	CRAWFORD COUNTY	CT SCAN FACILITY FEE; WILSON, JAME	07/09/2026	08/27/26	700.00	130665
101-648.00-815.000	AUTOPSIES - INV# 1318674	NMS LABS	LABS ON WILSON, JAMES	1318674	08/27/26	260.00	130695
101-648.00-815.000			Total For Dept 648.00 MEDICAL EXAMINER			960.00	
Dept 701.00 PLANNING COMMISSION	PER DIEMS	KATHY VAN DONKELAAR	08/17/2026 MEETING	08/17/2026	08/27/26	60.00	130683
101-701.00-707.000			Total For Dept 701.00 PLANNING COMMISSION			60.00	
Dept 901.00 CAPITAL OUTLAY	OFFICE FURNITURE - CHAIR	STAPLES	LAMINATING, SEAL, ENVELOPES, PAPER VARIES - 701099	08/27/26	08/27/26	154.00	130705
101-901.00-980.002			Total For Dept 901.00 CAPITAL OUTLAY			154.00	
Fund 207 SHERIFF ROAD PATROL FUND			Total For Fund 101 GENERAL FUND			32,628.34	
Dept 301.00 ROAD PATROL	PHYSICALS	CADILLAC OCCUPATIONAL	ANDREW SANFORD - PHYSICAL & SCREEN	00253171-00	08/27/26	173.00	130659
207-301.00-722.000							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 211 JAIL T.R.V. PROJECT						
Dept 362.00 T.R.V. FACILITY						
			Total For Dept 362.00 T.R.V. FACILITY			60.57
			Total For Fund 211 JAIL T.R.V. PROJECT			60.57
Fund 215 FRIEND OF THE COURT						
Dept 289.00 FRIEND OF THE COURT						
215-289.00-849.000	TELEPHONE - LONG DISTANC	ABILITA	AUGUST 2026	260817	08/27/26	12.00
215-289.00-849.000	TELEPHONE - LONG DISTANC	PENINSULA FIBER NETWO	08/01/2026 TO 08/31/2026	50054649	08/27/26	20.30
215-289.00-932.000	EQUIPMENT MAINT AGREEMEN	APPLIED INNOVATION	08/08/2026 TO 09/07/2026 SERVICE C	3240323	08/27/26	47.44
			Total For Dept 289.00 FRIEND OF THE COURT			79.74
			Total For Fund 215 FRIEND OF THE COURT			79.74
Fund 249 BUILDING INSPECTION DEPARTMENT						
Dept 371.00 BUILDING DEPARTMENT						
249-371.00-727.000	OFFICE SUPPLIES	STAPLES	LAMINATING, SEAL, ENVELOPES, PAPER	VARIES - 701099	08/27/26	83.44
249-371.00-802.041	CONTR.SERVICES/ELEC. INSP	BRIAN KANOUSE	ELECTRIC INSPECTIONS 0 08/03/2026	08/19/2026	08/27/26	2,450.00
249-371.00-802.050	CONTR.SERVICES/PLUMBING	THOMAS A COSENZA	PLUMBING INSPECTIONS 08/04/2026 TO	08/19/2026	08/27/26	700.00
249-371.00-802.050	CONTR.SERVICES/PLUMBING	TOM STORY	08/11/2026 TO 08/20/2026 PLUMBING	08/20/2026	08/27/26	700.00
249-371.00-802.054	CONTR.SERVICES/MECHANICA	THOMAS A COSENZA	MECHANICAL INSPECTIONS 08/04/2026	08/19/2026	08/27/26	1,190.00
249-371.00-802.054	CONTR.SERVICES/MECHANICA	TOM STORY	07/28/2026 TO 08/20/2026 MECHANICA	08/20/2026	08/27/26	1,470.00
249-371.00-850.000	BASIC PHONE SERVICE	ABILITA	AUGUST 2026	260817	08/27/26	12.00
249-371.00-850.000	BASIC PHONE SERVICE	PENINSULA FIBER NETWO	08/01/2026 TO 08/31/2026	50054649	08/27/26	20.30
			Total For Dept 371.00 BUILDING DEPARTMENT			6,625.74
			Total For Fund 249 BUILDING INSPECTION DEPARTMENT			6,625.74
Fund 251 EMERGENCY 911 PROGRAM						
Dept 325.00 EMERGENCY 911 PROGRAM						
251-325.00-744.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	WATER DISPENSER REPLACEMENT PARTS	16R4-VPBW-OXL6	08/27/26	11.39
251-325.00-849.000	WOLF LAKE TOWER EXPENSES	GREAT LAKES ENERGY CO	07/08/2026 TO 08/08/2026	08/12/2026	08/27/26	200.72
251-325.00-849.000	TELEPHONE - LONG DISTANC	ABILITA	AUGUST 2026	260817	08/27/26	96.00
251-325.00-849.000	TELEPHONE - LONG DISTANC	PENINSULA FIBER NETWO	08/01/2026 TO 08/31/2026	50054649	08/27/26	40.60
251-325.00-850.004	INTERNET ACCESS CHARGES	PENINSULA FIBER NETWO	08/01/2026 TO 08/31/2026	50054649	08/27/26	850.00
251-325.00-932.000	EQUIPMENT MAINT AGREEMEN	FEIS&VANDENBRINK	2026,2027,2028 MAPING EDITING DOWN	78958	08/27/26	723.50
251-325.00-932.002	ANNUAL MAINT. FEE/SOFTWA	PACE SYSTEMS INC	08/14/2026-08/13/2027 - SOFTWARE A	IN0078393	08/27/26	1,600.00
			Total For Dept 325.00 EMERGENCY 911 PROGRAM			3,522.21
			Total For Fund 251 EMERGENCY 911 PROGRAM			3,522.21
Fund 260 INDIGENT DEFENSE FUND						
Dept 299.00 INDIGENT DEFENSE						
260-299.00-821.001	EXPERT WITNESS SERVICES	SHANTEL RODRIGUEZ	EXPERT FEE - HOTELS/CAR RENTAL	08/10/2026	08/27/26	531.53
260-299.00-821.001	EXPERT WITNESS SERVICES	SHANTEL RODRIGUEZ	ROBERT HOLMES	08/10/2026	08/27/26	11,639.93
			Total For Dept 299.00 INDIGENT DEFENSE			12,171.46
			Total For Fund 260 INDIGENT DEFENSE FUND			12,171.46
Fund 269 LAW LIBRARY						
Dept 292.00 LAW LIBRARY						
269-292.00-728.000	LAW BOOKS	THOMSON REUTERS-WEST	ONLINE SOFTWARE SUBSCRIPT	853948430	08/27/26	151.49
			Total For Dept 292.00 LAW LIBRARY			151.49
			Total For Fund 269 LAW LIBRARY			151.49

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 272 CRIME VICTIMS REIMB							
Dept 230.00 VICTIMS RIGHTS COORDINATOR	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	CVRA LETTERHEAD	INV22706	08/27/26	275.00	130677
272-230.00-727.000			Total For Dept 230.00 VICTIMS RIGHTS COORDINATOR			275.00	
			Total For Fund 272 CRIME VICTIMS REIMB			275.00	
Fund 292 CHILD CARE - PROBATE							
Dept 664.00 IN HOME CARE-PROBATION	OFFICE SUPPLIES	APPLIED INNOVATION	08/02/2026 TO 09/01/2026 SERVICES	3236425	08/27/26	52.90	130652
292-664.00-727.000			IHC SRVC 08/04/2026 TO 08/13/2026	12603	08/27/26	211.00	130656
292-664.00-812.003	IN HOME CARE SERVICES	BERADINE MILLER	07/23/2026 TO 07/23/2026 IHC SRVC	12602	08/27/26	90.00	130701
292-664.00-812.003	IN HOME CARE SERVICES	RONDA GILMORE	08/08/2026 IHC SERVICES	12600	08/27/26	36.67	130704
292-664.00-812.003	IN HOME CARE SERVICES	SHAWN WARE	08/14/2026 HOLDOVER TRAVEL	12599	08/27/26	50.00	130713
292-664.00-861.002	HOLDOVER TRAVEL EXPENSES	YATES DIAL-A-RIDE	Total For Dept 664.00 IN HOME CARE-PROBATION			440.57	
Dept 665.00 BASIC GRANT			08/02/2026 TO 09/01/2026 SERVICES	3236425	08/27/26	72.52	130652
292-665.00-727.000	OFFICE SUPPLIES	APPLIED INNOVATION	Total For Dept 665.00 BASIC GRANT			72.52	
			Total For Fund 292 CHILD CARE - PROBATE			513.09	
Fund 293 SOLDIERS' RELIEF FUND							
Dept 689.00 VETERANS RELIEF							
293-689.00-707.000	PER DIEMS	GARY COLEMAN	08/20/2026 MEETING	08/20/2026	08/27/26	60.00	130674
293-689.00-707.000	PER DIEMS	JAY BARNHART	08/20/2026 MEETING	08/20/2026	08/27/26	60.00	130678
293-689.00-707.000	PER DIEMS	MAHDI A. TATE	08/20/2026 MEETING	08/20/2026	08/27/26	60.00	130687
293-689.00-843.000	VETERANS BURIALS	CHARLENE DEBLOCK	COUNTY DEATH BENEFIT FOR MICHAEL D	08/20/2026	08/27/26	300.00	130661
293-689.00-843.000	VETERANS BURIALS	KAREN FICKIES	COUNTY DEATH BENEFIT FOR JACK FICK	08/20/2026	08/27/26	300.00	130682
293-689.00-843.000	VETERANS BURIALS	YONG BURNS	COUNTY DEATH BENEFIT FOR JEFFERY B	08/20/2026	08/27/26	300.00	130714
			Total For Dept 689.00 VETERANS RELIEF			1,080.00	
			Total For Fund 293 SOLDIERS' RELIEF FUND			1,080.00	
Fund 505 AMBULANCE							
Dept 651.00 AMBULANCE							
505-651.00-744.000	BUILDING MAINTENANCE	ABILITA	AUGUST 2026	260817	08/27/26	102.00	130646
			Total For Dept 651.00 AMBULANCE			102.00	
			Total For Fund 505 AMBULANCE			102.00	
Fund 569 D.H.S. BUILDING							
Dept 903.00 SOCIAL SERVICES BLDG.MAINT.							
569-903.00-736.000	CLEANING SUPPLIES - #179	KSS ENTERPRISES	TOILET PAPER	1790673&72, 179	08/27/26	123.76	130685
569-903.00-736.000	CLEANING SUPPLIES - BWOL	STAPLES	VARIES	7010914207	08/27/26	94.98	130705
			Total For Dept 903.00 SOCIAL SERVICES BLDG.MAINT			218.74	
			Total For Fund 569 D.H.S. BUILDING			218.74	
Fund 666 EMPLOYEE BENEFIT FUND							
Dept 271.05 INSURANCE							
666-271.05-807.000	WORK COMP PREMIUM	MICHIGAN COUNTIES WOR	2026 4TH QUARTER INVOICE	04-2026-741	08/27/26	33,622.19	130689
			Total For Dept 271.05 INSURANCE			33,622.19	
			Total For Fund 666 EMPLOYEE BENEFIT FUND			33,622.19	

INVOICE GL DISTRIBUTION REPORT FOR LAKE COUNTY
POST DATES 08/27/2026 - 08/27/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
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Fund Totals:

Fund 101 GENERAL FUND	32,628.34
Fund 207 SHERIFF ROAD PATROL FUND	19,993.64
Fund 208 PARKS AND RECREATION	255.17
Fund 211 JAIL T.R.V. PROJECT	60.57
Fund 215 FRIEND OF THE COURT	79.74
Fund 249 BUILDING INSPECTION DEPARIM	6,625.74
Fund 251 EMERGENCY 911 PROGRAM	3,522.21
Fund 260 INDIGENT DEFENSE FUND	12,171.46
Fund 269 LAW LIBRARY	151.49
Fund 272 CRIME VICTIMS REIMB	275.00
Fund 292 CHILD CARE - PROBATE	513.09
Fund 293 SOLDIERS' RELIEF FUND	1,080.00
Fund 505 AMBULANCE	102.00
Fund 569 D.H.S. BUILDING	218.74
Fund 666 EMPLOYEE BENEFIT FUND	33,622.19

Total For All Funds:

111,299.38

101-101.00-727.000	OFFICE SUPPLIES	26.79
101-101.00-955.000	MISCELLANEOUS	93.00
101-257.00-727.000	OFFICE SUPPLIES	385.91
101-262.00-900.000	PRINTING	2,430.00
101-265.00-736.000	CLEANING SUPPLIES - COURTHOUSE # 179	229.49
101-265.00-744.000	BUILDING MAINTENANCE	197.39
101-265.00-849.005	CELLULAR PHONES	150.00
101-265.00-850.000	BASIC PHONE SERVICE	128.75
101-265.00-920.000	UTILITIES COURTHOUSE 910021599147	414.02
101-265.05-736.000	CLEANING SUPPLIE - HEALTH DEPT # 179	123.76
101-265.05-921.000	ACCT #100011624689 DIST HLTH	1,353.07
101-266.00-801.000	LEGAL FEES - COUNTY FEE ONLY	558.00
101-266.00-801.001	LEGAL FEES DEDICATED PURPOSE	2,754.00
101-266.00-802.021	CONSULTING FEES	800.00
101-281.00-708.001	COURT APPOINTED ATTY'S/APPEALS/CONFL	310.20
101-281.00-708.004	ATTY.FEES/NON CONTRACTUAL	119.00
101-281.00-727.000	OFFICE SUPPLIES	604.76
101-281.00-805.000	CONTRACTUAL SERVICES	185.61
101-296.00-802.000	CONTRACT SERVICES,	798.50
101-296.00-849.005	CELLULAR PHONES	50.00
101-296.00-932.000	EQUIPMENT MAINT AGREEMENT	361.00
101-296.00-982.001	OTHER LAW BOOKS	1,398.00
101-305.00-747.000	INVESTIGATION SUPPLIES	65.00
101-305.00-850.000	BASIC PHONE SERVICE	48.45
101-351.00-735.001	MEALS	3,582.08
101-351.00-738.001	E-CIGS SUPPLIES	2,841.21
101-351.00-802.013	MEDICAL SERVICES - CONTRACT	6,618.94
101-351.00-825.000	DOCTORS & MEDICINE - OVERAGES	2,392.52
101-351.00-865.000	GASOLINE	43.58
101-430.00-744.000	BUILDING MAINTENANCE	25.51
101-430.00-744.002	ACO DONATIONS	1,469.67
101-430.00-802.070	SPRAY/NEUTER EXPENSE	85.00
101-430.00-808.000	VETERINARY SERVICES	235.92
101-430.00-850.004	INTERNET ACCESS CHARGES	36.00
101-430.00-863.000	TRAINING EXPENSES	200.00
101-430.00-926.000	UTILITIES ANIMAL CONTROL OFFIC	339.21
101-648.00-815.000	AUTOPSIES - WILSON, JAMES	960.00
101-701.00-707.000	PER DIEMS	60.00
101-901.00-980.002	OFFICE FURNITURE - CHAIR	154.00

--- TOTALS BY GL DISTRIBUTION ---

INVOICE GL DISTRIBUTION REPORT FOR LAKE COUNTY
POST DATES 08/27/2026 - 08/27/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
		207-301.00-722.000	PHYSICALS			1,409.00
		207-301.00-727.000	OFFICE SUPPLIES			297.99
		207-301.00-740.000	COMPUTER SOFT WARE			3,440.00
		207-301.00-849.005	CELLULAR PHONES			47.03
		207-301.00-850.000	BASIC PHONE SERVICE			58.60
		207-301.00-850.005	MOBILE DATA ACCESS			36.00
		207-301.00-865.000	GASOLINE			105.36
		207-301.00-933.000	VEHICLE REPAIRS - OIL CHANGE & INSPE			3,153.03
		207-301.00-977.003	UNIFORMS			150.00
		207-301.00-980.001	RADIO EQUIPMENT - SHIPPING SUPPLIES			55.37
		207-331.00-931.000	EQUIPMENT MAINTENANCE - MARINE			316.26
		207-901.00-983.002	OTHER EQUIPMENT			10,925.00
		208-751.00-707.000	PER DIEMS			180.00
		208-751.00-922.000	UTILITIES / MISC - COURTHOUSE			75.17
		211-362.00-929.004	UTILITIES 91002161350			60.57
		215-289.00-849.000	TELEPHONE - LONG DISTANCE			32.30
		215-289.00-932.000	EQUIPMENT MAINT AGREEMENT			47.44
		249-371.00-727.000	OFFICE SUPPLIES			83.44
		249-371.00-802.041	CONTR.SERVICES/ELEC. INSPECTOR			2,450.00
		249-371.00-802.050	CONTR.SERVICES/PLUMBING INSPEC			1,400.00
		249-371.00-802.054	CONTR.SERVICES/MECHANICAL INSP			2,660.00
		249-371.00-850.000	BASIC PHONE SERVICE			32.30
		251-325.00-727.000	OFFICE SUPPLIES			11.39
		251-325.00-744.005	WOLF LAKE TOWER EXPENSES - MONTHLY			200.72
		251-325.00-849.000	TELEPHONE - LONG DISTANCE			136.60
		251-325.00-850.004	INTERNET ACCESS CHARGES			850.00
		251-325.00-932.000	EQUIPMENT MAINT AGREEMENT			723.50
		251-325.00-932.002	ANNUAL MAINT. FEE/SOFTWARE			1,600.00
		260-299.00-821.001	EXPERT WITNESS SERVICES			12,171.46
		269-292.00-728.000	LAW BOOKS			151.49
		272-230.00-727.000	OFFICE SUPPLIES			275.00
		292-664.00-727.000	OFFICE SUPPLIES			52.90
		292-664.00-812.003	IN HOME CARE SERVICES			337.67
		292-664.00-861.002	HOLDOVER TRAVEL EXPENSES			50.00
		292-665.00-727.000	OFFICE SUPPLIES			72.52
		293-689.00-707.000	PER DIEMS			180.00
		293-689.00-843.000	VETERANS BURIALS			900.00
		505-651.00-744.000	BUILDING MAINTENANCE			102.00
		569-903.00-736.000	CLEANING SUPPLIES - #1790673			218.74
		666-271.05-807.000	WORK COMP PREMIUM			33,622.19

Request for consideration – Board of Commissioners – County of Lake



LAKE COUNTY
MICHIGAN

Agenda Item No: 4b

Motion: 4b

ORIGINATOR: Tobi Lake, Administrator		REQUESTING DEPARTMENT: Administration	
BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED ☐		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 the agreement with Tree of Life Guardian Services, Inc. to amend contract for name change of the 2026 Public Guardian Contract Agreement which was formerly known as Guardian and Fiduciary Services of Midwest MI, effective August 13, 2026.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
FINANCE MEETINGS APPROVAL:			
AGENDA DATE:		COMMISSION DATE:	

AMENDED CONTRACT FOR NAME CHANGE

LAKE COUNTY – PUBLIC GUARDIAN CONTRACT
JANUARY 1, 2026 - DECEMBER 31, 2026

THIS AGREEMENT is made and entered into between the Lake County Probate Court (hereinafter referred to as the "Court"), acting through the Chief Judge (hereinafter referred to as the "Chief Judge"), and Tree of Life Guardian Services, Inc. – formally known as Guardian and Fiduciary Services of Midwest MI, (hereinafter referred to as "Contractor")

In consideration of the mutual promises hereinafter contained, the parties hereto promise and agree as follows:

Appointments: The Contractor agrees to accept at their discretion any and all appointments as Guardian and/or Conservator made by the Lake County Probate Court to the Contractor, and to perform the duties of Guardian and/or Conservator to the best of his/her abilities. Notifications of new appointments shall be made by email to heatherward@myyahoo.com within 48 hours of the appointment.

1. **Record Keeping:** The Contractor agrees to maintain records in accordance with acceptable bookkeeping practices and agrees to open any and all files for audit, inquiry, or statistical purposes at the request of the Lake County Probate Court, Lake County Administration, or Chief Judge. If any of the aforementioned documentation is not presented in a timely fashion, or as required by law, the agreement may be severed.

2. **Review of Services:** A review meeting of the services provided may be conducted at any time at the discretion of the presiding Probate Judge. Additional information may be requested for presentation to the Judge as part of the review process at the Judge's discretion.

3. **Banking:** The Contractor agrees that a separate checking account must be maintained for each ward.

4. **Services Rendered:** The Contractor shall present a monthly report detailing the monies collected and reimbursement made to the Court. The Contractor shall, in addition to any other reporting described herein, present a monthly report detailing the types of administrative services obtained, whether they were for public services (Medicaid, Medicare, Social Security, etc.) and/or for self-pay wards and the amount

a. **Amount of Pay:** The Contractor shall receive annual payment of \$11,437.68 to be dispersed at a monthly rate of \$953.14 per month and shall run from September 1, 2026, to December 31, 2026.

b. **Medicaid Cases:** For any ward who qualifies for Medicaid reimbursement, the Contractor may collect from the ward, if available, the monthly Medicaid-approved personal-needs allocation for guardianship services.

- c. **Non-Medicaid Cases:** Non-Medicaid cases will be self-paid to the Contractor as available.
5. **Guardian of the Person:** The Guardian of the person shall have, depending upon the scope of authority granted by the Probate Court, the following duties and obligations to the ward:
- To see that the ward is appropriately housed. To that end, the guardian shall appear with and act on behalf of any ward with regard to any eviction proceedings. If the guardian is an attorney he/she shall represent said ward.
 - To ensure that provision is made for the care, comfort and maintenance of the ward including transportation, or the arrangement of transportation, for the comfort and maintenance of the ward.
 - To make reasonable efforts to secure any medical, psychological, and/or social services needs for each ward. Any appropriate training, educational, social and/or vocational opportunities which will maximize the ward's potential for self-reliance and independence shall be explored and secured whenever possible.
 - To file with the Court an annual report on the condition of the ward in compliance with the Estates and Protected Individuals Code (EPIC).
 - To carry out all other powers and duties required by Michigan law.
 - The Guardian shall consider the ward's age, functional level, and personality traits when choosing a particular placement in an attempt to balance the ward's safety on the one hand, and his/her contentment on the other.
6. **Guardian of the Estate (Conservator):** The Guardian of the estate (Conservator) shall have the duty to manage each ward's property to the extent required by his/her letters of authority and in accordance with the Michigan Prudent Investor Rule MCL 700.1502. Where authorized by the Court, this responsibility entails the obligation to:
- Act as a fiduciary in compliance with EPIC.
 - Carry out all other duties and obligations outlined in the letter of authority.
 - Perform all other duties required by EPIC and Michigan law.
 - Balance the necessity of selling assets with the possibilities the ward may return to his/her home.
 - Prior to any sale of real estate or property, a petition shall be filed with the Court as per statute and a reasonable effort will be made to notify heirs of the ward.

7. **Duties, Generally:** Upon appointment, the Contractor shall engage in the following steps:
- If not in regular contact with the ward or beneficiary, the Contractor shall meet with the ward or beneficiary as soon after the appointment as is feasible, but no later than four weeks thereafter.
 - Communicate to the ward or beneficiary the role of the Contractor as Guardian and/or Conservator.
 - Outline the rights retained by the ward or beneficiary.
 - Assess the physical and social situation of the ward or beneficiary by reviewing the educational, vocational, medical, and recreational needs of the ward. The assessment should also include a review of the ward's personal likes and preferences, living conditions, support systems, and the ward's overall lifestyle.
 - Attempt to gather any missing necessary information regarding the ward or beneficiary.
 - Maintain an individual client case record which shall include record of all contact, service plan, progress notes, all reports and correspondence, and all records and reports required by the Probate Court.
 - Conference with service providers/caregivers if the ward lives in a facility.
 - Examination of any charts or notes kept regarding the ward.
 - Assessment of the appropriateness of maintaining the ward in the current living situation considering social, psychological, educational, vocational, health, and personal care needs.
 - Assessment of ward's physical appearance and psychological and emotional state.
 - Assessment of the repair, cleanliness, and safety of home or apartment.
 - Assessment of the adequacy and condition of the ward's personal possessions if the ward resides in a facility (e.g. clothing, furniture, TV, etc.).
8. **Meaningful Contact:** Contractor shall attempt to have meaningful contact with each ward no less than once a month and shall have face-to-face contact with the wards at least once quarterly as required by statute.
9. **Death of Ward or Beneficiary:** Upon the death of a ward or beneficiary, Contractor shall:
- Notify the Probate Court by submitting a certified copy of the deceased ward's death certificate within fourteen (14) days of the date of death.

- b. Notify any agency providing benefits to the ward or beneficiary including, but not limited to, the Social Security Administrator, Veteran's Affairs, and the Department of Health and Human Services.

- c. Conduct a thorough search making a good faith effort to contact the deceased ward's living family members and inform them of the decedent's passing following the necessary levels of priority outlined in MCL 700.3206.

- d. Make arrangements with a funeral home if no family or friends are available to make such arrangements as specified in MCL 700.3206(7).

- e. Apply for burial funds, if necessary.

- f. Turn the ward or beneficiary's assets over to the individual designated by the Probate Court to receive such assets. If, after 42 days, no personal representative or petition for such is pending the Contractor shall follow MCL 700.5426 with regard to the distribution of the decedent ward's assets.

- g. Submit a final accounting and/or final report of the ward's estate to the Probate Court within 56 days.

10. **Independent Contractor:** The Contractor shall be an independent contractor and nothing in this Agreement or in the relationship between the Court and Contractor shall be construed to interpret the relationship as employer-employee.

11. **Modification:** The provisions herein constitute the complete and entire expression of the parties' understanding and no other oral or written provisions or promises exist. This Agreement can only be modified in a writing signed by both parties hereto.

12. **Termination:** This Agreement may be terminated at will by either party at any time with thirty (30) days written notice to the other party. The termination shall not be effective until written notice is received by the other party or mailed to the other party at they/them last known address. Upon termination, Contractor shall submit a final accounting of each ward's estate to the Probate Court within 56 days.

13. **Insurance:** The Contractor shall maintain a current policy of malpractice or similar insurance as a primary policy and provide such information to the Chief Judge as requested. The Contractor shall also provide any additional paperwork per Lake County Administration's policies and/or procedures regarding contractors.

14. **Availability of Funds:** This Agreement is based upon availability of funds and contingent upon an annual budget appropriation.

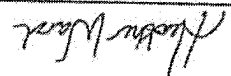
15. **Supplies and Software:** Any supplies, software, or other materials necessary for the Contractor to deliver services as specified in this Agreement shall be at the cost of the Contractor.

16. Contractor Contact: All correspondence with the Contractor will be sent to:

PO Box 151
Birely, MI 49309
heatherward@myyahoo.com
(231) 450-2051

IN WITNESS WHEREOF, the parties have executed this Agreement.

By: 
Hon. David M. Clancy
Chief Judge & Probate Judge for Lake County
Date: 8/13/2016

By: 
Heather Ward - Tree of Life Guardian Services, Inc.
Contractor
Date: 8-13-2016

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4c

Motion: 4c

ORIGINATOR: Tobi Lake, Administrator		REQUESTING DEPARTMENT: Administration	
BUDGETED — NON-BUDGETED — PARTIALLY BUDGETED		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 select the Rhinestone Event Center as the location for the County to host the West Central Michigan County Alliance Quarterly Meeting and dinner on October 26, 2026; and authorize the County Administrator to make any other necessary arrangements.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 08/26/2026		FINANCE MEETINGS APPROVAL: YES _____ NO _____ OTHER _____	
COMMISSION DATE: 08/26/2026			

WEST CENTRAL MICHIGAN COUNTY ALLIANCE DINNER 10/26/2026

	Rhinstone	AMVETS	Idlewild Cultural Center	Marquette Golf Course	Dunrovin	Rockwell
Rent	\$1,500.00	\$500.00	\$600.00			
Deposit	0	\$100.00	0	NOT INTERESTED	NO	NOT
Bar	Included	Pre-Buy Tokens	We must set up and supply	A LOT GOING ON	RESPONSE	AVAILABLE
Food	Included	Outside Caterer Required	Outside Caterer Required			
Extras	Table, Chairs, Speaker System Included	Tables and Chairs Speaker included	Table chairs, Podium, Speaker included			
TOTAL	\$1,500.00	\$600.00	\$600.00			
Contact	Matt Berrup 231-729-3900	Lola 231-745-2550 One attendee must be member	Mary Trucks 231-757-3785	Chris Balulis 231-898-2450	Emily 231-745-4642 Left Message NO RESPONSE	Chris 231-797-4555
NOTES						

Request for consideration - Board of Commissioners - County of Lake



Motion: 4d

Agenda Item No: 4d

Originator: Tobi Lake, Administrator		Requesting Department: Administration	
BUDGETED ☐ NON-BUDGETED ☐ PARTIALLY BUDGETED ☐		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 FY2027 Annual Budget Timeline.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 08/26/2026			
FINANCE MEETINGS APPROVAL: YES ☐ NO ☐ OTHER		COMMISSION DATE: 08/26/2026	

**Timeline for FY 2027 Annual Budget
Lake County**

August 31-October 16 (7 weeks)	Preliminary numbers from payroll for all budgets, wages, benefits/Confirm numbers Enter budget numbers. Develop prelim budgets (Tobi and Staff)
October 16	Deadline Friday 16th Budgets distributed to Departments from Administration (Tobi and Staff)
October 23	Deadline Friday 23rd (1 week) Budgets back from Departments to Administration (Department Heads)
October 26-November 6 (2 weeks)	Administrator meets with Departments and finalizes budget (Tobi)
November 9	Monday Finalize Proposed Budget to Board of Commissioners (Tobi)
November 10	Tuesday (Meeting moved from Wed 11th to Tuesday the 10th due to Veterans Day) Finance and Full Board Meeting Board of Commissioners to meet with Department Heads to discuss budgets Schedule to be determined (Talea)(Angela)
November 18	Wednesday (If Needed)***** Board of Commissioners Workshop to meet with Department Heads to discuss budgets Schedule to be determined (Talea)(Angela)
November 23	Monday Deadline "Notice of Public Hearing" ad submitted to The Lake County Star (Angela)(Brennan)
November 25	Wednesday Finance and Full Board Meeting Board of Commissioners to meet with Department Heads to discuss budgets Schedule to be determined (Talea)(Angela)

Timeline for FY 2027 Annual Budget
Lake County

November 27 Friday

"Notice of Public Hearing" Check to make sure notice appears in paper, must be printed at least (6) six days prior to hearing. Size of Font dictated by statute.

(Angela) Brennan

Proposed budget to Clerk's Office and posted online

(Lobi) (Michael)

December 2

Wednesday (If Needed)*****

Board of Commissioners Workshop to meet with Department Heads to discuss budgets
Schedule to be determined

(Talea) (Angela)

December 9

Wednesday

Finance and Full Board Meeting/Public Hearing

Approval of FY 2027 budget

Approval of FY 2027 Appropriations Resolution

(Lobi)

Approved budget posted on Web Site

(Michael)

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4e

Motion: 4e

AGENDA DATE: 08/26/2026		FINANCE MEETINGS APPROVAL: YES _____ NO _____ OTHER _____		COMMISSION DATE: 08/26/2026	
ADMINISTRATOR RECOMMENDATIONS:					
ATTORNEY ANALYSIS:					
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES):					
Motion to recommend to the Board of Commissioners the approval of Five County MMP Engagement Agreement and authorize the County Administrator to sign any and all necessary documents.					
SUMMARY OF REQUEST					
ORIGINATOR:		REQUESTING DEPARTMENT:		Administration	
Tobi Lake, Administrator		REQUEST DATE:		REQUESTER SIGNATURE:	
BUDGETED _____ NON-BUDGETED _____ PARTIALLY BUDGETED _____					

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH P.C. ATTORNEYS

Lansing | Southfield | Grand Rapids | Detroit | Holland

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313 S. Washington Square
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Detroit, MI 48226

Southfield
2841 Northwestern Highway – Suite 500
Southfield, MI 48034

Holland
151 Central Avenue – Suite 260
Holland, MI 49423

Grand Rapids
1700 E. Beltline NE – Suite 200
Grand Rapids, MI 49525

Scott A. Cherniack
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Lynwood P. VandenBosch
Lawrence Korolewicz
James B. Doezema
Anne M. Seurynek
Michael D. Homier
Scott H. Hogan
Benjamin J. Price
Michael R. Blum
Jonathan J. David
Andrew C. Vredenburg
Julie J. Freshman
Todd W. Hoppe
Jennifer B. Van Regenmortel
Thomas R. TerMaat
Frederick D. Dille

David R. Russell
Joel C. Farrar
Laura J. Genovitch
Karl W. Butcher, Jr.
Mindi M. Johnson
Ray H. Littleton, II
Anna K. Gibson
Nicholas M. Oertel
Alicia W. Birch
Adam A. Fady
Ryan E. Lamb
Clifford L. Hammond
Matthew S. Fedor
Stephanie Gismonti
Leslie A. Abdo
Julie L. Hamlet
Michael C. Zahrt
Mark T. Koerner
Warren H. Krueger, III

Taylor A. Cast
Thomas K. Dillon
Robert A. Hamor
Jacquelyn A. Dupler
Dora A. Brantley
James F. Anderton, V
Kelly Reed Lucas
Paula K. Mianis
Michael G. Oliva
Jeffrey S. Theuer
Jeffrey G. Schultz
Amanda J. Demovshak
Brandon M. H. Schumacher
Bryan Cernak
Kevin J. Koragen
Allison M. Collins
Alaina M. Nelson
Gabrielle C. Lawrence
Steven J. Tjapkes
Erica E. L. Huddas
Jennifer L. Monastir

Mikhail Murshak
Courtney G. Agusa
Benjamin M. Williams
Rachael Kuilema Klein
Michael R. Kluck
Kelly Reed Lucas
Paula K. Mianis
Michael G. Oliva
Jeffrey S. Theuer
Jeffrey G. Schultz
Amanda S. Maninkowski
Thomas W. Hnyck
Xavier E. Prather
Joseph J. Giacalone
Nicholas J. Stock, II
Keith T. Brown
Mallory E. Reader
Dina D. Kashat

Lindsey M. Mead
Destiny R. Hughes
Samantha D. Shepard
McKenna S. Rivers
Melanie A. Assad
Marthaw C. Murray
Patrick E. Quinn
Charles R. Sarchet
Rachel A. Connor
Olivia K. Reid
Allison N. Shudark
Badi Yono, Jr.
Lisa V. Gallagher
Allison M. Morris
Laura A. Kane

Email: MHomier@fosterswift.com

August 18, 2026

Email

Mark Eisenbarth
County Administrator
Muskegon County
1903 Marquette Avenue, Suite A111
Muskegon, MI 49422

Tracy Byard
County Administrator
Oceana County
100 S. State Street, Suite M-1
Hart, MI 49420

Tobi Lake
County Administrator
Lake County
800 Tenth Street, Suite 100
Baldwin, MI 49304

Christopher Wren
County Administrator
Newaygo County
1087 Newell St.
P.O. Box 885
White Cloud, MI 49349

Kaitlyn Szczypka
County Administrator
Mason County
304 E. Ludington Ave.
Ludington, MI 49431

Dear Sir or Madam:

Re: Five County Materials Management Plan with West Michigan Shoreline Regional Development
Commission as the Designated Planning Agency

fosterswift.com

Mark Eisenbarth
Tracy Byard
Tobi Lake
Christopher Wren
Kaitlyn Szczypka
August 18, 2026
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We are pleased that Muskegon County, Oceana County, Lake County, Newaygo County, and Mason County (collectively, the "Counties" and individually a "County") wish to engage Foster Swift ("Firm") in connection with the development, implementation, and administration of a five-county materials management plan utilizing the West Michigan Shoreline Regional Development Commission ("WMSRDC") as the Designated Planning Agency ("DPA"). The Counties acknowledge that WMSRDC, acting through its designated representative, Erin Kuhn, will serve as the Counties' primary coordinator for the Materials Management Plan process and may act as the Counties' authorized representative for purposes described in this engagement letter. This engagement letter will serve as an agreement about the nature and scope of our relationship with each County.

The scope of our engagement is to represent the Counties jointly in connection with the development, implementation, and administration of the five-county Materials Management Plan. As part of that representation, the Firm may provide legal advice, guidance, and related services to WMSRDC and Erin Kuhn in her capacity as the Counties' Designated Planning Agency representative. Any such advice or services shall be rendered on behalf of and for the benefit of the Counties in connection with the Materials Management Plan. Our services will be billed on the basis of hourly rates for the time incurred and divided equally among the Counties unless the Counties direct otherwise in writing. The hourly rate for services provided under this engagement shall be \$350 per hour.

Our responsibility is, of course, to represent the Counties in a manner that is consistent with customary professional practices and requirements. In turn, we will need each of the Counties' full and timely cooperation. This will likely include providing us with various materials relating to the matters for which the Counties are utilizing our services. The Counties further designate each County Administrator and Erin Kuhn, acting solely in her official capacity as the Counties' representative through the Designated Planning Agency, as authorized representatives who may request legal services, provide instructions, and direct work within the scope of this engagement. The Firm may rely on instructions received from any such authorized representative unless directed otherwise by the Counties in writing.

The Counties authorize Erin Kuhn, acting in her capacity as representative of the Designated Planning Agency, to request services and incur fees and expenses under this engagement up to an aggregate amount of \$25,000. Once fees and expenses attributable to work requested by the Designated Planning Agency reach that amount, the Firm shall obtain authorization from a majority of the County Administrators, or another representative designated by the Counties, before undertaking additional work that would cause the aggregate amount to be exceeded. The Counties may modify this authorization limit by written notice to the Firm.

Mark Eisenbarth
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Tobi Lake
Christopher Wren
Kaitlyn Szczypka
August 18, 2026
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The Firm will pursue these legal matters conscientiously and without delay, but with regard to the Firm's workload and the nature of the legal system. The Firm will keep the Counties reasonably informed about the status of this matter and welcomes requests for information.

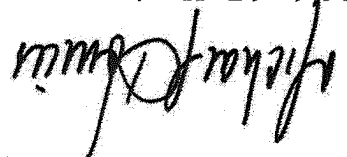
The Counties are free to terminate our services at any time by written notice to us to that effect. We may also terminate our services by written notice to the Counties to that effect, if the Counties unreasonably fail to cooperate with us, if our monthly statements are not paid in a timely manner, or if we determine that our continued representation of the Counties would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical.

If the Counties terminate our representation, the Firm will return to them any original materials in the Firm's files that belong to them. The Firm will dispose of its files (including the Firm's work product) related to these matters as it sees fit.

Should you have any questions, please do not hesitate to call us. If the Counties agree with the above, please execute this engagement letter at the bottom on behalf of your County and indicate the email address where invoices should be sent. We look forward to serving the Counties in these matters.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Michael D. Homier

Mark Eisenbarth
Tracy Byard
Tobi Lake
Christopher Wren
Kaitlyn Szczypka
August 18, 2026
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AGREED:

Mark Eisenbarth
Muskegon County

Email Address for Invoices to County:

Tracy Byard
Oceana County

Email Address for Invoices to County:

Tobi Lake
Lake County

Email Address for Invoices to County:

Christopher Wren
Newaygo County

Email Address for Invoices to County:

Mark Eisenbarth
Tracy Byard
Tobi Lake
Christopher Wren
Kaitlyn Szczypka
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Kaitlyn Szczypka
Mason County

Email Address for Invoices to County:

Mark Eisenbarth
Tracy Byard
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Christopher Wren
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Additional Terms of Engagement

Who we represent: Foster, Swift, Collins & Smith, PC (the "Firm" or "we") represents only Muskegon County, Oceana County, Lake County, Newaygo County, and Mason County in connection with the matters identified in this engagement letter. The Firm does not represent any elected official, employee, administrator, officer, consultant, contractor, or other individual solely because of that person's relationship to a County or the Materials Management Plan process. The Counties have designated WMSRDC, acting through Erin Kuhn in her official capacity as the Designated Planning Agency representative, as an authorized point of contact for purposes of requesting legal services, receiving legal advice, coordinating communications, and directing work within the scope of this engagement. This designation does not create a separate attorney-client relationship between the Firm and Erin Kuhn individually, nor does it make Erin Kuhn personally responsible for payment of fees or expenses. All legal services rendered pursuant to this engagement are provided on behalf of, and for the benefit of, the Counties.

Joint Representation and Confidentiality: The Counties acknowledge and agree that the Firm's representation under this engagement is a joint representation of all participating Counties with respect to the development, implementation, and administration of the Five-County Materials Management Plan. Accordingly, information, documents, communications, and legal advice received by the Firm from any County, County Administrator, the Designated Planning Agency, or Erin Kuhn acting in her official capacity may be shared among the Counties and their designated representatives to the extent the Firm determines such disclosure is reasonably necessary or appropriate to carry out this engagement.

The Counties agree that no information provided by one County within the scope of this joint representation shall be considered confidential as against any other County participating in the joint representation. The Counties further agree that attorney-client communications and attorney work product generated during this engagement are intended for the common benefit of all participating Counties.

In the event a dispute, claim, litigation, administrative proceeding, or other controversy arises between or among any of the Counties relating to the subject matter of this engagement, the Firm may withdraw from representing all Counties unless otherwise permitted by applicable rules of professional conduct and agreed to in writing by all affected parties. The Counties further acknowledge that communications and information shared during the course of this joint representation may not be asserted as privileged

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Christopher Wren
Kaitlyn Szczypka
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by one participating County against another participating County in any subsequent dispute arising out of the matters that are the subject of this engagement.

The Counties acknowledge that WMSRDC and Erin Kuhn, acting solely in their capacities as the Designated Planning Agency and its representative, respectively, are part of the common-interest and joint-representation structure established by this engagement and may receive communications and legal advice generated for the benefit of the Counties without waiving any applicable attorney-client privilege.

What we require of you: You agree to fully, accurately and truthfully provide to us all facts and documents that may be relevant to your matter(s), to inform us of developments relating to such matters, to cooperate fully with us, and to do so in a timely manner. We will rely on the accuracy of the information you provide, and your complete and timely response, when we perform our services. You also agree to promptly inform us of any change in ownership, entity structure or employment status, so that we may again assess any possible conflict of interest.

No Guaranteed Result: If we express our opinions or beliefs concerning your matter or various courses of action and the results that we anticipate, any such statement made by any attorney or employee of the Firm is only an expression of opinion, based on information available to us at the time, and must not be construed by you as a promise or guarantee of any particular result. You agree that we have made no promises or guarantees regarding the outcome of your matter.

What you can expect of us: We will work on your behalf conscientiously and without delay, but with regard for our workload and the nature of the legal system. We will keep you reasonably informed about the status of your matter and welcome your inquiries. We will represent you in a manner that is consistent with customary professional practices and requirements for handling your matter. We will be guided by our professional responsibilities. Based on the information that you have provided we believe that our representation of you complies with the Michigan Rules of Professional Conduct. However, developments in your matter or other changes may give rise to conflicts of interest. If we determine that a conflict of interest exists, we will take appropriate steps to remedy the conflict which may include withdrawal from pending litigation.

Retainer: Any retainer we have required, prior to beginning our work or requested and agreed to at any time during our relationship, will be deposited in our Trust Account. Absent any provision to the contrary in the attached engagement letter, we will draw from your retainer to pay fees and costs as they are incurred, and our monthly invoice will reflect payments made in that manner, and if the balance remaining in our Trust Account is insufficient to cover any invoice, you have agreed to pay the balance

Mark Eisenbath
Tracy Byard
Tobi Lake
Christopher Wren
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due on the invoice, pay the amount needed to replenish the retainer, and to pay our monthly invoices while we hold the retainer for payment of what we expect to be our last invoice for your matter. At the conclusion of our engagement, after payment of all fees and costs that are due to the Firm, we will return to you any remaining retainer.

Payments, Charges and Liens: If not otherwise stated in the attached engagement letter, payment is due within thirty (30) days of the date of our invoice. If an invoice is not timely paid, a late charge may be added to any portion not paid within thirty (30) days. The late charge will be computed at the rate of .58% per month (7% annual) starting thirty (30) days after the date of the invoice. All payments by way of recovery, award, judgment, or settlement to you from third parties shall be made jointly payable to you and the Firm. If you obtain a money judgment, award or settlement, you agree that we will have a lien on the proceeds to recover fees and costs due the Firm.

Agreement to Arbitrate: Any controversy or claim arising out of or relating to this engagement or breach thereof, to include but not be limited to malpractice claims regarding the legal services provided by the Firm or any of its attorneys, shall be determined by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and the laws of the State of Michigan. Claims shall be heard by a single arbitrator in Lansing, Michigan, and judgment on the arbitrator's award may be entered in any court having jurisdiction thereof.

Vendors: We engage third party vendors, to include but not be limited to providers of software, applications, cloud storage, and AI services, who will have access to and may store information that you have provided to us, documents that we have prepared for you, and communications with you or made by us on your behalf. You agree to such access, but state that you do not intend to waive any attorney-client privilege.

Our Use of AI. We may make use of AI tools, which the Firm has vetted for purposes to include assessing how the vendor handles any information that we provide when using the tool and whether the tool produces accurate, verifiable results. We invite your inquiries regarding the tools that we use and our vetting process. If you object in writing to our use of AI tools, we will not use AI tools when providing services specific to your matter.

Your Use of AI. Many AI tools do not produce accurate, reliable information or results. Some results may appear impressive but are not accurate and, as a result, are highly misleading. This problem, commonly referred to as "hallucinations," has been particularly problematic in the legal industry. Additionally, if something that you provided to us or something that we prepared and shared with you is, without our prior advice and consent, uploaded by you into an AI tool or shared by you with a vendor of

Mark Eisenbarth
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Kaitlyn Szczypka
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AI services, you may be disclosing information that we would advise you to keep confidential. Accordingly, you agree that you will not upload or otherwise submit for AI review or share with any vendor of AI services any information, communication or document pertinent to your matter or any writing that we prepared.

Electronic Communications: We will use email and other forms of electronic communication, which may include text messages, unless you notify us in writing not to use a specified means of communication. Unless you request and we agree, in writing, to encrypt our communications, documents sent to you by electronic means may not be encrypted. We will use reasonable, generally acceptable protocols when communicating with you and will expend reasonable efforts to exclude virus or other defects that might affect our IT system and our communications. We do not accept liability for any loss or damage resulting from the use of commercial software, the internet, or the receipt or use of electronic communications containing a virus or other defect.

Consultations: We represent many clients in a wide variety of matters, and during our representation of you we may consult with the Firm's General Counsel regarding ethical issues. Additionally, we may consult with persons outside the Firm who have expertise pertinent to your matter. While we strive to conduct those consultations in a manner that will be protected by the attorney-client privilege, some courts in some circumstances have ruled that such consultations may not be privileged. If we determine that it is appropriate to conduct such a consultation: you agree that we may do so, and in the process share information regarding our representation of you; but state that you do not intend to waive any attorney-client privilege.

Corporate Transparency Act Reporting:

Disclaimer. Unless specifically requested and agreed in writing, we will not advise you regarding your obligation to submit or report information or update information already provided to any federal or state agency under the Corporate Transparency Act (31 U.S.C. § 5336) or comparable state law ("CTA Report"); assist you in preparing any CTA Report; directly file any CTA report on your behalf; or monitor any changes of circumstances (e.g., change in beneficial ownership, change of address) that may require you to submit or update a CTA Report.

Right to Withdraw. Notwithstanding the previous paragraph, if we agree to assist you in preparing a CTA Report, you agree: (i) to fully cooperate in gathering and providing all information necessary for a CTA Report; and (ii) that we may withdraw from representing you under this agreement if you fail to timely provide all necessary information.

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Christopher Wren
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Vendors. We partner with third party vendor(s) who, at your direction and expense, can store information necessary to prepare a report and submit a report on your behalf.

Necessary Information. If a CTA Report requires information about an attorney or staff member of our Firm, we will cooperate in providing you the information necessary for that CTA Report.

Circular 230 Notices: Federal legislation imposes reporting requirements and penalties, which the IRS has implemented by amending Circular 230 and setting forth various rules about written tax advice. As a result, we may include a Circular 230 statement on written communications to you about reliance on the advice that you receive.

Relationship Term/Other Representation: We hope that this letter begins a mutually rewarding relationship. However, you are free to terminate our services at any time by written notice to us to that effect. We may also terminate our services to you, by written notice to you to that effect, if you unreasonably fail to cooperate with us, if you fail to pay our invoices in a timely manner, or if we determine that our continued representation of you would violate the rules that govern our profession or would otherwise be inappropriate.

When we complete the scope of our work, our attorney-client relationship will end, regardless of the date you are billed or pay for our services. Any provision of non-professional services (ie. file storage), and any newsletter, email, or other publication that we may send to you addressing legal topics, do not revive an attorney-client relationship. We will return to you any original materials in our files that belong to you and will dispose of our file related to your matter in accord with our policy regarding file destruction.

We are of the opinion that we have no obligation to represent you in related matters and no duty to accept future engagements. Unless we have agreed to do so in writing, we have not undertaken any responsibility to represent you or render advice in any matter not addressed in the attached engagement letter. If we agree to represent you in future matters, the terms stated above and in the attached letter will govern any services that we provide absent written agreement to different terms.

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:		REQUEST DATE:	
Administration		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 grant the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE) access to the Courthouse Property for investigation and assessment of the confirmed Underground Storage Tank Release and authorize the County Administrator to sign any and all necessary documents.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE:		FINANCE MEETINGS APPROVAL:	
08/26/2026		YES — NO — OTHER	
COMMISSION DATE		08/26/2026	



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
REMEDIATION AND REDEVELOPMENT DIVISION

EGL
PHILLIP D. ROOS
DIRECTOR

June 25, 2026

VIA EMAIL

Lake County Office
800 Tenth Street
Baldwin, Michigan 49304

Dear Whom It May Concern:

SUBJECT: Request for Voluntary Access for Investigation
Confirmed Underground Storage Tank Release at:
Lake County Sheriff Department, 1153 Michigan Avenue, Baldwin, Lake County
Facility Identification Number: 00014770

As part of its duties to further the protection of human health and environmental resources, the Department of Environment, Great Lakes, and Energy (EGLE), Remediation and Redevelopment Division (RRD), performs investigative activities at properties impacted by a release from underground storage tanks (UST) under Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. EGLE previously identified a confirmed release from a leaking UST at the Lake County Sheriff Department Site on January 14, 1994. Information available to the RRD indicates that corrective actions sufficient to address this release were not performed and that the current environmental conditions at the property referenced above and, described in the enclosed Consent to Enter Private Property Form (Property) are unknown.

You have received this letter because the RRD is seeking to conduct a limited soil and groundwater investigation on your Property using state funds in association with the confirmed release at the Site, which you either own or own adjacent property that may be impacted by the release. This work is needed to gain an understanding of the risks posed by any contamination that resulted from the UST release and whether additional work is warranted to abate identified risks. In order to accomplish this work on your Property, Will Weiss, Project Manager, of the RRD will be happy to discuss the work with you. The work will be performed by EGLE contractors and will consist of soil and groundwater sampling using temporary methods. Their onsite work, once initiated, is expected to be completed within seven (7) days. The locations of sampling points will be finalized through your consent after written proof of access is secured. The samples collected will be analyzed for contaminants typically associated with gasoline. When our field work is completed, we will make every reasonable effort to restore your Property to its original condition. **This EGLE field work will be conducted at no cost to you.**

Please note that if the results of EGLE investigation do not identify contaminant levels at the Property above the unrestricted residential criteria, no additional corrective actions will be undertaken by EGLE at this time. However, if results indicate a need for further corrective actions, these obligations will remain for any party liable for the UST release.

Please grant the requested access to EGLE by signing and returning the enclosed Consent to Enter Private Property form within fifteen (15) calendar days of receipt of this letter. You may take a photo/scan of the signed document and return it via email or text utilizing the information in the signature below.

EGLE appreciates your assistance in this matter. If you have any questions about this letter, please contact me.

Sincerely,



Will Weiss, Project Manager
Cadillac District Office
Remediation and Redevelopment Division
Department of Environment, Great Lakes, and Energy
WeissW1@Michigan.gov
231-429-1592

Enclosure
cc: Brian Flickinger, EGLE
Sienna Cartwright, EGLE
Heidi Pixley, EGLE

CONSENT TO ENTER PRIVATE PROPERTY

Parcel Identification Number: 41-003-028-51
 Address: 800 Tenth Street, Baldwin, Lake County
 Location Identification Number: 00014770

Print Name

Title

Business Name (if applicable)

Street Address

City

State

Zip Code

Telephone Number

Email address

I, owner of (or representative authorized by the owner to grant access to) the property described in Attachment A ("Property"), having been informed of the request by the Department of Environment, Great Lakes, and Energy (EGLE) to conduct corrective actions on the Property, hereby voluntarily permit and authorize EGLE, its employees, contractors, or authorized representatives to have entry; and, as necessary, to re-enter the Property and to undertake corrective actions, including, but not limited to:

- Install soil borings;
- Take soil samples;
- Collect groundwater samples;
- Survey and measure static water levels, and/or
- Conduct other field assessment activities.

This access may also be necessary to take photographs and/or videotape the Property.

I understand that EGLE has the authority pursuant to Section 21326 of Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), to enter public or private property at all reasonable times for purposes that include, but are not limited to, inspecting an underground storage tank system (UST); obtaining samples of any substance from an UST; conducting, monitoring or testing, or taking samples of soils, air, surface water, or groundwater; and taking corrective action.

I agree that the duration of this entry authorization shall be of such reasonable length to enable EGLE, its employees, contractors, or authorized representatives to satisfactorily complete the activities described herein. The duration of field work to perform these corrective actions is expected to be less than one week once initiated. EGLE staff will notify me at least two days prior to the initiation of field work. A copy of any sample analysis results, photographs, or videotapes taken as part of these activities will be provided to me upon request.

If I choose to revoke this entry authorization, I agree that I will provide a revocation of entry in writing to the address below at least thirty (30) days prior to the effective date of the revocation of entry authorization.

Brian Flickinger, District Supervisor
Cadillac District Office
Remediation and Redevelopment Division
P.O. Box 30426
Lansing, Michigan 48909-7926

I agree that the duration of this entry authorization shall continue until either I revoke it, or the activities described above are completed. I also agree that as long as this entry authorization remains in force, I will not interfere with, interrupt, change, or otherwise disturb any systems or equipment installed or utilized by EGLE, its employees, contractors, or authorized representatives.

Upon completion of the corrective actions performed under this Consent to Enter, EGLE will undertake reasonable efforts to restore to the conditions that existed prior to initiation of corrective actions, any property, vegetation, and structures damaged by EGLE. I understand that EGLE contractors are required through their contract with the State of Michigan to carry certain insurance coverages with respect to their activities.

This voluntary written permission is granted to the Department of Environment, Great Lakes, and Energy by:

Signature of Property Owner or Authorized Representative Date

Attachment A

Legal Description of the Property:

COMMENCING WHERE N/LN OF 10TH ST CROSSES C/LN MICH AVE TH E 210', N
PARALLEL WITH C/LN OF MICH AVE TO N/LN SEC 3, W 420', S PARALLEL W C/LN
MICH AVE TO N/LN 10TH ST, E 210' TO POB THE ABOVE PROPERTY IS AKA LOTS
1 TO 10 INC BLK 49 AND LOTS 11 TO 20 INC BLK 50 VILLAGE OF BALDWIN. SEC 3
T17N R13W. 3.03 A M/L

9-37913

RECEIVED
JUN 14 2016
BY: [Signature]

Lake County Administration
Attn: Tobl Lake
800 10th St
Baldwin, MI 49304

BILL TO

DATE	6/7/2016
INVOICE #	05312536

Invoice

Just like last of them

P.O. NO. 35050		TERMS Net 30 Days		JOB # 6351		JOB NAME Sheriff's Dept	
----------------	--	-------------------	--	------------	--	-------------------------	--

QTY	DESCRIPTION	RATE	AMOUNT
1	Rededation system O&M, Sample collection, S&H	85.00	85.00
1	Lab analysis	109.25	109.25

PAID CHECK NO. 103180 AMOUNT 194.25 DATE 6-23-16		Doc Q L D
--	--	-------------------------

A HANDLING FEE OF 2% PER MONTH WILL BE ADDED TO ALL PAST DUE ACCOUNTS.

PLEASE REMIT TO:

Total	\$194.25
-------	----------

Lora Jones

From: Dave Dagen
Sent: Thursday, June 16, 2016 9:27 AM
To: Lora Jones
Subject: FW: [QUAR] RE: [QUAR]
Importance: Low

Explanation for ASI Bill apparently we are not done paying them at this point. Not sure where they got P.O. # from, this should be paid just like the rest of them.

From: Dave Warner [mailto:davewarner@asienvironmental.com]
Sent: Thursday, June 16, 2016 8:07 AM
To: Dave Dagen
Subject: [QUAR] RE: [QUAR]
Importance: Low

Dave -

The invoice is for the air sample collected and lab analysis done to confirm there are no significant gas vapors from the remaining contamination. I will contact the DEQ and discuss with them about removing the trailer. I didn't say when the restrictive covenant was done that was it. I said that the RC was a big step towards being done, instead of having to clean the site to the most difficult criteria. My apologies for the misunderstanding. A Closure Report is required to ultimately complete the corrective action process. There are some elements to be included in the Closure Report that have to be addressed. The Report that was recently submitted was a Supplemental Report to update the DEQ on the status of the site. I will notify you after I speak with the DEQ about the site status.

/Dave

From: Dave Dagen [mailto:ddagen@CO.LAKE.MI.US]
Sent: Wednesday, June 15, 2016 11:51 AM
To: Dave Warner
Subject:

Good Morning Dave

Received an invoice #05312536 Need to know what it is for and also P.O # they have is wrong. In addition, board of commissioners wants to know when the trailer will be removed and when will we stop paying. They believe and thought when the restricted covenant was done that was it.

Chief Deputy David Dagen
Lake County Sheriff Department

"DISCLAIMER: This email and any attached documents may contain confidential information, belonging to the sender that is legally privileged. This information is intended only for the use of the individual or entity named above. The authorized recipient of this information is prohibited from disclosing this information to any other party and is required to destroy the information after its initial need has been fulfilled."

Request for consideration – Board of Commissioners – County of Lake



Agenda Item No: 4g

Motion: 4g

ORIGINATOR: Tobi Lake, Administrator		BUDGETED _____ NON-BUDGETED _____ PARTIALLY BUDGETED _____	
REQUESTING DEPARTMENT:		REQUEST DATE:	
REQUESTER SIGNATURE:		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 2027-SRP-43, Secondary Road Patrol Agreement in the amount of \$75,214 and authorize the Board Chair, County Administrator, and Sheriff to execute their portions of the agreement.			
ADMINISTRATOR RECOMMENDATIONS:		ATTORNEY ANALYSIS:	
AGENDA DATE: 8/26/2026		FINANCE MEETINGS APPROVAL: YES _____ NO _____ OTHER _____	
COMMISSION DATE: 8/26/2026		COMMISSION DATE: 8/26/2026	

Secondary Road Patrol Agreement

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
- **NOTE:** Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- Completion of this page is required for application submission.

Secondary Road Patrol Agreement

Funding Period — October 1, 2026 - September 30, 2027

State Allocation

\$75,214.00
Maintenance of Effort (MOE) Requirement

4.00 FTEs

Program Requirements

General Requirements:

Funds are allocated each fiscal year beginning October 1. The subrecipient is not permitted to begin grant activity or receive reimbursement for said activity without an official award letter. Activity start dates cannot begin prior to October 1 of the fiscal year. **Costs cannot exceed the approved award.**

All correspondence to the Office of Highway Safety Planning (OHSP) shall be sent to the SRP coordinator at msp-srp@michigan.gov. The subject line shall include the project number. (Example: 2026-SRP-01.)

The annual application and subsequent requests for reimbursement will be submitted in the OHSP online grant management system, (MGX).

Each grant is required to have at a minimum three separate individuals responsible for project management in MGX: an authorizing official, the Sheriff is the project director, and a financial officer. A change in Sheriff, agency contacts, financial officer, authorizing official, address, email, or telephone/cell phone numbers requires written notification to the OHSP. The project director (the Sheriff) is responsible for making these changes in MGX.

The application will include the county's share of the amount annually appropriated for secondary road patrol and traffic accident prevention in the same percentage that the county received, or was eligible to receive, of the total amount allocated to all counties pursuant to section 12 of Act No. 51 of the Public Acts of 1951, as amended, being section 247.662 of the Michigan Compiled Laws, less the amounts distributed for snow removal and engineers, during the period of July 1, 1976, through June 30, 1977.

Program Requirements:

How funds can be spent:

- Employing additional personnel
- Purchasing additional equipment
- Enforcing laws in state and county parks
- Providing selective motor vehicle inspection programs

- Providing traffic safety information and education programs that are in addition to those provided before the effective date of P.A. 416, October 1, 1978

Eligible Expenses:

Eligible expenses include:

- Salaries and fringe benefits for time that deputies spend on secondary road patrol assignments.
- Mileage reimbursement OR Actual automotive costs.
NOTE: If using a mileage rate that includes an allowance for depreciation of the vehicle, including the IRS rate, the county may not also request reimbursement for a vehicle.
- Equipment expenses
- Supplies and Operating expenses
- Operating costs supported by county cost allocation methodology.

Ineligible Expenses:

Ineligible expenses include:

- Salaries and fringe benefits for time that deputies did not spend on secondary roads.
- Any costs related to non-secondary road patrol activity.
- Indirect costs.

Quarterly Reimbursement Requests:

Reimbursement requests must be made using the OHSP MGX system. The county agrees to submit reimbursement requests quarterly. A general ledger report produced by the county's official accounting system must be submitted with each Quarterly Financial Report. All personnel costs, automotive expenses, equipment, and operating costs must be listed and provided with the general ledger. The ledger **must** reconcile to reported costs.

Quarterly SRP Statistical Reporting Requirements:

The county agrees to submit the Quarterly SRP Statistical Report with the Quarterly Financial Report using the MGX system. The county will complete the quarterly statistical report in MGX. Final reimbursement requests and statistical reports are due October 20.

Quarterly reports are due:

1. January 20
2. April 20
3. July 20
4. October 20

Method of Payment:

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. Reimbursement may be delayed should the county fail to provide all required reports and other documentation or is not

in compliance with P.A. 416 and this agreement. Unallowable costs will not be reimbursed.

Record Keeping Requirements:

The county must maintain accounting records, following generally accepted accounting procedures, to receive reimbursement for expenditures under this agreement. Documentation supporting all expenditures shall be maintained for at least three years after the expiration of the fiscal year covered by this agreement. The Sheriff agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified. All revenue and expenditures shall be recorded in a fund or account separate from the provider's other funds or accounts.

Personnel Costs. Amounts expended under this agreement for P.A. 416-Funded Road Patrol Deputies shall be based upon recorded payroll, documented and approved in accordance with the policies and practices of the Sheriff. Logs and dailies must be provided upon request.

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2. All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Automotive expenses can be reported based either on the actual costs incurred for vehicles, gasoline, insurance, and other vehicle costs, or on actual miles driven times a mileage rate. If the county chooses to use a mileage rate, they may either use the most recently published IRS business rate, in which case no further calculation is required, or calculate the mileage rate based on the county's actual costs. Supporting documentation for the county's calculated rate must be kept on file for review during monitoring.

Monitoring and Audit:

The OHSP, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Sheriff which are related to this agreement, for purpose of monitoring and audit. The county shall comply with the requests of the OHSP for information on reports related to the manpower, expenditures, and services of the county. A monitoring is a review of a county's records to determine compliance with P.A. 416 of 1978. The county should expect to be monitored at least once every four years.

Counties are selected for monitoring based on the length of time since the previous monitoring, whether problems were identified in a previous monitoring, or by random selection. OHSP uses two types of monitoring techniques: desk monitoring and on-site monitoring. Desk monitoring is most commonly performed, in conjunction with email questions, and TEAMS meetings when necessary.

For a desk monitoring, the county will receive a letter advising the county has been selected for monitoring, the quarter being monitored, the documents to be provided to OHSP, and the date to respond to the notice.

During the monitoring, up to three areas are reviewed for the period selected for monitoring.

- Compliance with statutory maintenance of effort (MOE) requirements
 - The OHSP will review duty rosters and schedules to determine whether maintenance of effort requirements was met.
 - Financial documentation
 - General ledger, payroll records, time sheets, mileage records, receipts, etc. are reviewed to determine whether the amounts requested for reimbursement on the quarterly financial report were accurate.
 - During the financial review, OHSP will verify the county is accounting for its SRP expenses in a separate account.
 - Compliance with statutory requirements of allowable program activities
 - Review of daily logs, and/or maps to verify patrols and time were charged appropriately to the SRP account.
- If OHSP determines that an on-site monitoring is necessary, OHSP will schedule a date with the Sheriff's Office not less than two weeks in advance. OHSP will provide a list of documentation to be compiled to review during the visit, and

the agenda of monitoring tasks.

Close Out of Monitoring Activity:

OHSP will issue a monitoring results letter within 30-60 days to the Sheriff.

Records must be retained for three years after the end of the state's fiscal year, which runs from October 1 through September 30.

Non-Compliance

If a county is found to be non-compliant with MOE or other statutory requirements, OHSP will notify the Sheriff in writing and will ask for a written corrective action plan to be submitted. OHSP will respond back in writing to advise whether the plan is acceptable. OHSP will schedule an in-person or virtual meeting to confirm the plan was implemented and effectively corrected.

If it is determined that reimbursements were received by the county for any non-SRP related cost or MOE was not met, the OHSP Director will determine if the county is required to return the funds received.

If the county fails to comply with the terms and conditions of the agreement, the OHSP may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the county.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current agreement.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

Termination

An agreement entered into shall be void if the county reduces its expenditures or level of road patrol below that which the county was expending or providing immediately before October 1, 1978, unless the county is required to reduce general services because of economic conditions, and is not merely reducing law enforcement services.

If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the Sheriff in writing and afford the Sheriff with an opportunity to demonstrate compliance. If compliance cannot be established, OHSP shall notify the Sheriff in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.

Signature Agreement

Instructions

- Select the checkbox below to provide an electronic signature for the grant agreement.
- An electronic signature from each of the specified roles is required before application submission.

Agency Project Director - Sheriff
 * [] Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Authorized Official - County Chairperson
 * [] Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Financial Officer
 * [] Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.