LAKE COUNTY
MICHIGAN

Lake County- FINANCE- Meeting
Wednesday, November 25, 2026 at 9:30 a.m.

1. Call to order: *Chairman Lodholtz*

2. Approval of Agenda

3. Approval of Finance Minutes from Tuesday, November 10, 2026 meeting

4. Financials, Additions, and Presentations:

    a. Motion Sheet: Semi Monthly Accounts Payables in the amount of $132,565.21
    b. Motion Sheet: Medical Examiner Appointment: Term ending December 31, 2030
    c. Motion Sheet: Mid-Michigan Medical Examiner's Group Agreement
    d. Motion Sheet: Lake Shore Regional Entity Agreement
    e. Motion Sheet: Rightside Design Group Agreement
    f. Motion Sheet: Trial Court Administrator Temporary Wages Adjustment
    g. Motion Sheet: Employee purchase of additional MERS service credit

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
800 Tenth Street
Baldwin, MI 49304
Finance Meeting-**proposed**
Wednesday November 10, 2026 at 9:30 AM

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

Present: Commissioners: Dawn Fuller, Mike Seroczynski, Kristine Raymond, Jamie Russell, Bob Sanders, Howard Lodholtz

Absent: Clyde Welford

Commissioner Fuller made a motion to accept the agenda dated, November 10, 2026, Commissioner Sanders seconded. All in favor- Motion carried.

Commissioner Russell made a motion to accept the Finance Minutes dated October 28, 2026; Commissioner Raymond seconded. *All in favor - Motion carried.*

Motions:
Commissioner Raymond made a motion to the Board of Commissioners the approval semi-monthly detail analysis dated November 10, 2026 totaling $159,529.37. Commissioner Fuller seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners the approval of the 2027 Survey and Remonumentation Grant Application and subsequent Agreement with the State of Michigan, Office of Land Survey, in the amount of $41,435 and authorize the County Administrator, as Grant Administrator to sign any and all necessary documents. Commissioner Sanders seconded. All in favor

Commissioner Raymond made a motion to the Board of Commissioners the approve of the FY 2027 Off-Road Vehicle (ORV) Law Enforcement Program Grant Amendment in the amount of $20,000.00; and authorize Sergeant Robert Meyers to sign any and all necessary documents and Administration to make any necessary budget amendments. Commissioner Sanders seconded. All in favor

Unfinished Business: None

Public Comment:

Miscellaneous:

Adjournment: Chairman Lodholtz - Adjourned @ 10:01 AM

_____
Tiffany Landis, Chief Deputy for Lake County Clerk

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):

101	GENERAL FUND	29,273.45
207	SHERIFF ROAD PATROL FUND	7,271.88
208	PARKS AND RECREATION	376.37
211	JAIL T.R.V. PROJECT	142.27
215	FRIEND OF THE COURT	8,755.95
216	COUNCIL ON AGING	19,977.28
249	BUILDING INSPECTION DEPARTM	5,801.30
251	EMERGENCY 911 PROGRAM	1,875.69
260	INDIGENT DEFENSE FUND	56,079.75
261	E911 SERVICE FUND-WIRELESS	299
292	CHILD CARE - PROBATE	865.82
293	SOLDIERS' RELIEF FUND	120
505	AMBULANCE	102
569	D.H.S. BUILDING	1,549.41
636	INFORMATION SERVICES	75.04
	TOTAL	$132,565.21

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 November 25, 2026 $132,565.21.

ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:

AGENDA DATE:	FINANCE MEETINGS APPROVAL:	COMMISSION DATE
11/25/2026	___YES ____NO ____OTHER	**11/25/2026**

INVOICE GL DISTRIBUTION REPORT FOR LAKE COUNTY
POST DATES 11/27/2026 - 11/27/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund 101 GENERAL FUND						
Dept 101.00 COMMISSIONERS						
101-101.00-901.000	PUBLISHING - PLACE HOLDE	MICHIGAN MEDIA GROUP	11/27/2026 PLACEHOLDER	11/18/2026		48.60
			Total For Dept 101.00 COMMISSIONERS			48.60
Dept 172.00 ADMINISTRATION						
101-172.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	LARGE WALL CALENDARS	1FDL-XP11-CRML		44.95
101-172.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	24X36 WALL CALENDAR - TOBI	1DCP-MRXC-1XMF		13.15
101-172.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	2 MONITORS	1MGN-66H1-3VV9		159.94
101-172.00-955.000	MISCELLANEOUS	BRENNAN LOWRY	REIMBUSEMENT FOR CERTIFIED LETTER	11/12/2026		19.82
			Total For Dept 172.00 ADMINISTRATION			237.86
Dept 253.00 TREASURER						
101-253.00-849.005	CELLULAR PHONES	KELLIE ALLEN	NOVEMBER 2026 CELL PHONE REIMBURSE	11/13/2026		50.00
			Total For Dept 253.00 TREASURER			50.00
Dept 257.00 EQUALIZATION						
101-257.00-727.000	OFFICE SUPPLIES - LIQUID	STAPLES	VARIES	7012133472		50.74
101-257.00-863.000	TRAINING EXPENSES - CARM	MICHIGAN DEPT OF TREA	MCAT CERTIFICATION - CARMEN STEHOU	11/13/2026		150.00
			Total For Dept 257.00 EQUALIZATION			200.74
Dept 262.00 ELECTIONS						
101-262.00-707.000	PER DIEMS	COLLEEN CARRINGTON-AT	NOVEMBER 2026 ELECTION CANVASSER	11/04/2026		60.00
101-262.00-707.000	PER DIEMS - 11/04/2026	ELISABETH STANKEY	NOVEMBER 2026 CANVASSERS	11/18/2026		120.00
101-262.00-707.000	PER DIEMS - 11/04/2026	EUGENE R. HUNT	NOVEMBER 2026 ELECTION CANVASSER	11/04/2026 & 11		120.00
101-262.00-707.000	PER DIEMS - 11/04/2026	MARTIN J WALKER	NOVMEBER 2026 CANVASSER	11/04/2026Q		120.00
101-262.00-860.000	TRAVEL - MILEAGE	TIFFANY LANDIS	MILEAGE REIMBURSEMENT 11/3/2026	11/17/2026		64.10
			Total For Dept 262.00 ELECTIONS			484.10
Dept 265.00 BUILDING & GROUNDS						
101-265.00-736.000	CLEANING SUPPLIES	IMPERIAL BAG & PAPER	HAND SOAP, TOWELS, TOILET PAPER	43871785		393.54
101-265.00-736.000	CLEANING SUPPLIES	IMPERIAL BAG & PAPER	KITCHEN TOWEL	44010666		74.78
101-265.00-744.000	BUILDING MAINTENANCE - B	ABILITA	NOVEMBER 2026	261118		192.00
101-265.00-744.000	BUILDING MAINTENANCE	BALDWIN ACE HARDWARE	RUST STOP	K23172		6.83
101-265.00-744.000	BUILDING MAINTENANCE	BALDWIN ACE HARDWARE	STA-BIL FUEL	K23297		8.99
101-265.00-744.000	BUILDING MAINTENANCE - I	STAPLES	VARIES	7012133472		2,259.00
101-265.00-744.003	GENERATOR MAINTENANCE	MICHIGAN CRITICAL POW	WORK ORDER 23667	I17319		1,399.00
101-265.00-850.000	BASIC PHONE SERVICE - BU	ABILITA	NOVEMBER 2026	261118		78.00
101-265.00-850.000	BASIC PHONE SERVICE	PENINSULA FIBER NETWO	11/01/2026 TO 11/30/2026 SERVICE	50058424		50.75
101-265.00-920.000	UTILITIES COURTHOUSE 910	DTE ENERGY	10/02/2026 TO 11/03/2026 SERVICES	VARIES		1,165.39
			Total For Dept 265.00 BUILDING & GROUNDS			5,628.28
Dept 265.01 BLDG&GRNDS - EEOC						
101-265.01-744.000	BUILDING MAINTENANCE	BALDWIN ACE HARDWARE	WALL PLATE, SWITCH BOX - ORIGINAL	K22803		32.51
			Total For Dept 265.01 BLDG&GRNDS - EEOC			32.51
Dept 265.05 BUILDING & GROUNDS-DIST.HEALTH						
101-265.05-921.000	UTILITIES /GAS/ELEC/WATE	DTE ENERGY	10/02/2026 TO 11/03/2026 SERVICES	VARIES		107.54
			Total For Dept 265.05 BUILDING & GROUNDS-DIST.HE			107.54
Dept 272.01 BONDS						
101-272.01-810.000	BONDS	GREENSTONE INSURANCE	12/01/2026 TO 03/31/2027 PREMIUM	GICSTB0565		2,884.00
			Total For Dept 272.01 BONDS			2,884.00
Dept 281.00 TRIAL COURT						
101-281.00-708.001	COURT APPOINTED ATTY'S/A	RAVI R GURUMURTHY	09/14/2026 TO 11/08/2026 - CARTER	718		2,137.50

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 281.00 TRIAL COURT							
101-281.00-708.004	ATTY.FEES/NON CONTRACTUA	DAWN M GOODWIN	D FOX	OCTOBER 2026		112.00	
101-281.00-708.004	ATTY.FEES/NON CONTRACTUA	MKG LEGAL	OCTOBER 2026 - PEVANS	4600		2,107.50	
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	FEBREEZE, HANGING FOLDERS, TISSUE,	1RFJ-6Q9L-494P		58.50	
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	2027 CHART STICKERS	1RM9-GJWC-7H3R		65.46	
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	AVERY LABELS	1DNJ-LKM4-4KCM		30.89	
101-281.00-727.000	OFFICE SUPPLIES	AMAZON CAPITOL SERVIC	SELF INKING STAMP	1TDP-F1HG-471R		11.45	
101-281.00-727.000	OFFICE SUPPLIES	UNITED PARCEL SERVICE	11/07/2026	0000F40R61456		30.00	
101-281.00-805.000	CONTRACTUAL SERVICES	APPLIED INNOVATION	11/14/2026 TO 12/13/2026 & 10/14/2	3339589		168.13	
			Total For Dept 281.00 TRIAL COURT			4,721.43	
Dept 296.00 PROSECUTING ATTORNEY							
101-296.00-803.000	DUES & SUBSCRIPTION	JACKPINE BUSINESS CEN	BUSINESS CARDS & LETTERHEAD	INV24571		329.00	
101-296.00-849.005	CELLULAR PHONES	THOMAS E EVANS	OCTOBER 2026 CELL REIMBURSEMENT	11/10/2026		50.00	
101-296.00-849.005	CELLULAR PHONES	THOMAS E EVANS	NOVEMBER 2026 CELL REIMBURSEMENT	11/10/2026		50.00	
101-296.00-932.000	EQUIPMENT MAINT AGREEMEN	XEROX CORPORATION	11/12/2026 TO 12/11/2026 BASE RATE	INV6762354		10.51	
101-296.00-982.001	OTHER LAW BOOKS	THOMSON REUTERS-WEST	NOVEMBER 2026	854292020		699.00	
			Total For Dept 296.00 PROSECUTING ATTORNEY			1,138.51	
Dept 305.00 ADMINISTRATION/SHERIFF DEPT.							
101-305.00-747.000	INVESTIGATION SUPPLIES	AMAZON CAPITOL SERVIC	WEBCAM WITH MICROPHONE	1M16-3NP1-DDKD		139.98	
101-305.00-747.000	INVESTIGATION SUPPLIES	AMAZON CAPITOL SERVIC	REPLACEMENT BATTERY FOR GARMIN	1PDR-73TF-33LH		31.17	
101-305.00-747.000	INVESTIGATION SUPPLIES	NEW ENGLAND TRAUMA SE	EVIDENCE BOX PICK UP BOX 10/28/202	SI-9370-R1		65.00	
101-305.00-747.000	INVESTIGATION SUPPLIES	VICTOR VANDERTOL	RONIN 4D BATTERY CHARGING HUB	11/17/2026		338.14	
101-305.00-850.000	BASIC PHONE SERVICE - SH	ABILITA	NOVEMBER 2026	261118		18.00	
101-305.00-850.000	BASIC PHONE SERVICE	PENINSULA FIBER NETWO	11/01/2026 TO 11/30/2026 SERVICE	50058424		30.45	
101-305.00-863.000	TRAINING EXPENSES	MICHIGAN ASSOC OF CHI	SWORN LE PERSONNEL	300013950		125.00	
			Total For Dept 305.00 ADMINISTRATION/SHERIFF DEP			747.74	
Dept 351.00 JAIL BUILDING & GROUNDS							
101-351.00-735.001	MEALS	CANTEEN SERVICES INC	WEEK OF 09/26/2026 - 10/02/2026	162977		3,522.91	
101-351.00-735.001	MEALS	CANTEEN SERVICES INC	WEEK OF 10/10/2026 TO 10/16/2026	163454		3,788.79	
101-351.00-735.001	MEALS	CANTEEN SERVICES INC	WEEK OF 10/03/2026 TO 10/09/2026	163216		3,452.53	
101-351.00-865.000	GASOLINE	WEX BANK	11/06/2027 TO 11/27/2026	116390785		253.78	
101-351.00-931.000	EQUIPMENT MAINTENANCE	BROOKS SECURITY	11/02/2026 SERVICE CALL	125986		150.00	
			Total For Dept 351.00 JAIL BUILDING & GROUNDS			11,168.01	
Dept 430.00 ANIMAL CONTROL							
101-430.00-744.002	ACO DONATIONS	BALDWIN ACE HARDWARE	FLEA/TICK KILLER & 20V DIRLL/IMPCT	26118		179.00	
101-430.00-808.000	VETERINARY SERVICES58.64	BALDWIN ACE HARDWARE	FLEA/TICK KILLER & 20V DIRLL/IMPCT	26118		58.64	
101-430.00-808.000	VETERINARY SERVICES	COUNTRY VETERINARY SE	BLOOD BORNE PARISITE SCREENING & R	427285		74.07	
101-430.00-850.004	INTERNET ACCESS CHARGES	ABILITA	NOVEMBER 2026	261118		36.00	
101-430.00-926.000	UTILITIES ANIMAL CONTROL	FISCHER LP GAS-BALDWI	08/19/2026 & 11/16/2026 TANK FILLS	LAKEC3		785.82	
101-430.00-926.000	UTILITIES ANIMAL CONTROL	GREAT LAKES ENERGY CO	10/08/2026 TI 11/07/2026	VARIES		161.80	
101-430.00-933.000	VEHICLE REPAIRS	DT'S COUNTY LINE SERV	2021 FD F-150	143107		205.80	
101-430.00-955.000	MISCELLANEOUS - BC UNCOA	STAPLES	VARIES	7012133472		23.00	
			Total For Dept 430.00 ANIMAL CONTROL			1,524.13	
Dept 670.00 FAMILY INDEPENDENCE AGENCY							
101-670.00-707.000	PER DIEMS	BETTY DERMYER	10/21/2026 MDHHS MEETING	10/21/2026		60.00	
101-670.00-707.000	PER DIEMS	GWEN WARREN	10/21/2026 MDHHS MEETING	11/13/2026		60.00	
101-670.00-707.000	PER DIEMS	KAEL MEYER	10/21/2026 MDHHS MEETING	11/13/2026		60.00	
			Total For Dept 670.00 FAMILY INDEPENDENCE AGENCY			180.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 701.00 PLANNING COMMISSION							
101-701.00-707.000	PER DIEMS	JOYCE BEACH	11/16/2026 PLANNING MEETING	11/16/2026		60.00	
101-701.00-707.000	PER DIEMS	SARAH NYP	11/16/2026 PLANNING COMMISSION MEE	11/16/2026		60.00	
			Total For Dept 701.00 PLANNING COMMISSION			120.00	
			Total For Fund 101 GENERAL FUND			29,273.45	
Fund 207 SHERIFF ROAD PATROL FUND							
Dept 301.00 ROAD PATROL							
207-301.00-724.000	BLOOD DRAWS	COREWELL HEALTH CLIEN	BLOOD DRAW - DETAIL PAGE MISSING F	116608		25.00	
207-301.00-724.000	BLOOD DRAWS	COREWELL HEALTH CLIEN	HC BLOOD DRAW	108071		50.00	
207-301.00-727.000	OFFICE SUPPLIES	APPLIED INNOVATION	11/04/2026 TO 12/03/2026 & 10/04/2	3331497		195.27	
207-301.00-727.000	OFFICE SUPPLIES - BIC PE	STAPLES	VARIES	7012061667		38.93	
207-301.00-727.003	TRAINING MATERIALS	CMP DISTRIBUTORS INC	SIMUNITION RED & SIMUNITION BLUE -	027833		3,698.00	
207-301.00-849.005	CELLULAR PHONES	AT&T MOBILITY	10/07/2026 TO 11/06/2026	287295288752X11		47.06	
207-301.00-850.000	BASIC PHONE SERVICE - SH	ABILITA	NOVEMBER 2026	261118		18.00	
207-301.00-850.000	BASIC PHONE SERVICE	PENINSULA FIBER NETWO	11/01/2026 TO 11/30/2026 SERVICE	50058424		40.60	
207-301.00-850.005	MOBILE DATA ACCESS - SHE	ABILITA	NOVEMBER 2026	261118		36.00	
207-301.00-860.000	TRAVEL - LUNCH/DINNER	KENNETH KING	10/20/2026 MEAL REIMBURSEMENT - EM	11/09/2026		19.02	
207-301.00-860.000	TRAVEL	KYLE HICKMANN	10/27/2026 LUNCH REIMBURSEMENT - E	11/13/2026		14.75	
207-301.00-863.000	TRAINING EXPENSES	LAW ENFORCEMENT RISK	ONLINE TRAINING - PROPERTY AND EVI	263866		150.00	
207-301.00-865.000	GASOLINE	WEX BANK	11/06/2027 TO 11/27/2026	116390785		225.43	
207-301.00-933.000	VEHICLE REPAIRS	BALDWIN PARTS PLUS	WIPER BLADES - 2022 FD EXPLORER	7-273661		25.58	
207-301.00-933.000	VEHICLE REPAIRS - OIL CH	DT'S COUNTY LINE SERV	2026 DURANGO 1C4SDJFTXTC269727	143100		1,462.04	
207-301.00-933.000	VEHICLE REPAIRS	DT'S COUNTY LINE SERV	2020 FD POLICE INTERCEPTOR 1FM5K8A	143182		56.92	
207-301.00-933.000	VEHICLE REPAIRS	DT'S COUNTY LINE SERV	2025 FD F-150 1FTFW1P87SKD00152	143169		60.63	
207-301.00-933.000	VEHICLE REPAIRS	DT'S COUNTY LINE SERV	2020 FD POLICE INTERCEPTOR 1FM5K8A	143142		123.58	
207-301.00-933.000	VEHICLE REPAIRS - OIL CH	DT'S COUNTY LINE SERV	2025 FORD F-150 1FTFW1P86SKD00532	143197		60.63	
207-301.00-977.001	POLICE EQUIPMENT	NEW ENGLAND TRAUMA SE	BLOOD IN CRUISER	SI-9377		345.00	
207-301.00-977.003	UNIFORMS	DAVIS & STANTON	UNIFORM POLICE BARS	157521		33.50	
207-301.00-977.003	UNIFORMS	ON DUTY GEAR, LLC	JOHNSON - 2 TACK PANT, ASHKER - 2	41652		545.94	
			Total For Dept 301.00 ROAD PATROL			7,271.88	
			Total For Fund 207 SHERIFF ROAD PATROL FUND			7,271.88	
Fund 208 PARKS AND RECREATION							
Dept 751.00 PARKS & RECREATION							
208-751.00-707.000	PER DIEMS	GARY TRUXTON	11/09/2026 PARK & REC MEETING	11/09/2026		60.00	
208-751.00-707.000	PER DIEMS	JANET TAYLOR	11/09/2026 PARKS & REC MEETIGN	11/09/2026		60.00	
208-751.00-707.000	PER DIEMS	JOSHUA ROSE	10/09/2026 PARKS & REC MEETING	10/09/2026		60.00	
208-751.00-707.000	PER DIEMS	KATHY VAN DONKELAAR	11/09/2026 PARKS & REC MEETING	11/09/2026		60.00	
208-751.00-707.000	PER DIEMS	KATHY VAN DONKELAAR	11/16/2026 PLANNING COMMISSION MEE	11/16/2026		60.00	
208-751.00-922.000	UTILITIES / MISC - COURT	GREAT LAKES ENERGY CO	10/08/2026 TI 11/07/2026	VARIES		76.37	
			Total For Dept 751.00 PARKS & RECREATION			376.37	
			Total For Fund 208 PARKS AND RECREATION			376.37	
Fund 211 JAIL T.R.V. PROJECT							
Dept 362.00 T.R.V. FACILITY							
211-362.00-744.000	BUILDING MAINTENANCE	BALDWIN ACE HARDWARE	COUPLING, PIPE, SLIP COUPLING	K23375		87.27	
211-362.00-929.004	UTILITIES 91002161350	DTE ENERGY	10/02/2026 TO 11/03/2026 SERVICES	VARIES		55.00	
			Total For Dept 362.00 T.R.V. FACILITY			142.27	
			Total For Fund 211 JAIL T.R.V. PROJECT			142.27	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund 215 FRIEND OF THE COURT							
Dept 289.00 FRIEND OF THE COURT							
215-289.00-802.000	CONTRACT SERVICES	MGT IMPACT SOLUTIONS,	2025 COST ALLOCATION	70261		8,500.00	
215-289.00-849.000	TELEPHONE - LONG DISTANC	ABILITA	NOVEMBER 2026	261118		12.00	
215-289.00-849.000	TELEPHONE - LONG DISTANC	PENINSULA FIBER NETWO	11/01/2026 TO 11/30/2026 SERVICE	50058424		20.30	
215-289.00-860.000	TRAVEL - MEALS	ELIZABETH GOLDBERG	MEALS 11/12/2026 TO 11/13/2026 AND	11/13/2026		176.21	
215-289.00-932.000	EQUIPMENT MAINT AGREEMEN	APPLIED INNOVATION	11/08/2026 TO 12/07/2026 BASE RATE	3332332		47.44	
			Total For Dept 289.00 FRIEND OF THE COURT			8,755.95	
			Total For Fund 215 FRIEND OF THE COURT			8,755.95	
Fund 216 COUNCIL ON AGING							
Dept 672.00 COUNCIL ON AGING							
216-672.00-802.102	TRANSPORTATION SERVICES	YATES DIAL-A-RIDE	3RD QUARTER 2026 JULY, AUG, SEPT	11/11/2026		10,031.31	
216-672.00-802.102	TRANSPORTATION SERVICES	YATES DIAL-A-RIDE	4TH QUARTER 2026 OCT, NOV, DEC	11/11/2026		9,945.97	
			Total For Dept 672.00 COUNCIL ON AGING			19,977.28	
			Total For Fund 216 COUNCIL ON AGING			19,977.28	
Fund 249 BUILDING INSPECTION DEPARTMENT							
Dept 000.00							
249-000.00-620.000	BUILD PMTS.CHG FOR SVCS	LENORA BROWN	REFUND OF MECHANICAL PERMIT #PM202	11/09/2026		105.00	
			Total For Dept 000.00			105.00	
Dept 371.00 BUILDING DEPARTMENT							
249-371.00-727.000	OFFICE SUPPLIES - PENCIL	STAPLES	VARIES	7012133472		70.20	
249-371.00-802.041	CONTR.SERVICES/ELEC.INSP	BRIAN KANOUSE	1109/2026 TI 11/18/2026 ELECTRICAL	11/18/2026		1,820.00	
249-371.00-802.050	CONTR.SERVICES/PLUMBING	TOM STORY	11/05/2026 TO 11/19/2026 PLUMBING	11/19/2026		1,470.00	
249-371.00-802.054	CONTR.SERVICES/MECHANICA	TOM STORY	11/05/2026 TO 11/19/2026 MECHANICA	11/19/2026		2,240.00	
249-371.00-850.000	BASIC PHONE SERVICE - BU	ABILITA	NOVEMBER 2026	261118		12.00	
249-371.00-850.000	BASIC PHONE SERVICE	PENINSULA FIBER NETWO	11/01/2026 TO 11/30/2026 SERVICE	50058424		20.30	
249-371.00-863.000	TRAINING EXPENSES - MILE	TOM STORY	CODE TRAINING - HALF OF MILEAGE	11/17/2026		63.80	
			Total For Dept 371.00 BUILDING DEPARTMENT			5,696.30	
			Total For Fund 249 BUILDING INSPECTION DEPARTMEN			5,801.30	
Fund 251 EMERGENCY 911 PROGRAM							
Dept 325.00 EMERGENCY 911 PROGRAM							
251-325.00-744.005	WOLF LAKE TOWER EXPENSES	FERRELLGAS	YEARLY EQUIPMENT RENTAL 10/01/2026	2026		12.00	
251-325.00-744.005	WOLF LAKE TOWER EXPENSES	GREAT LAKES ENERGY CO	10/08/2026 TO 11/08/2026	11/11/2026		153.59	
251-325.00-849.000	TELEPHONE - LONG DISTANC	ABILITA	NOVEMBER 2026	261118		96.00	
251-325.00-849.000	TELEPHONE - LONG DISTANC	PENINSULA FIBER NETWO	11/01/2026 TO 11/30/2026 SERVICE	50058424		40.60	
251-325.00-850.004	INTERNET ACCESS CHARGES	PENINSULA FIBER NETWO	11/01/2026 TO 11/30/2026 SERVICE	50058424		850.00	
251-325.00-932.000	EQUIPMENT MAINT AGREEMEN	FLEIS&VANDENBRINK	10/04/2026 TO 10/31/2026 SERVICES	80090		723.50	
			Total For Dept 325.00 EMERGENCY 911 PROGRAM			1,875.69	
			Total For Fund 251 EMERGENCY 911 PROGRAM			1,875.69	
Fund 260 INDIGENT DEFENSE FUND							
Dept 299.00 INDIGENT DEFENSE							
260-299.00-708.002	ATTY FEES/LIFE OFFENSE F	APPLEWOOD LAW WINS, P	OCTOBER 2026 - C LILLIE	11/05/2026		462.00	
260-299.00-708.002	ATTY FEES/LIFE OFFENSE F	SMULDERS LAW OFFICE	OCTOBER 2026 - KOORNDYK	11/13/2026		8,215.75	
260-299.00-708.003	ATTY FEES/MISDEMEANOR -	SMULDERS LAW OFFICE	OCTOBER 2026 - HERRING	11/18/2026		12,576.25	
260-299.00-708.003	ATTY FEES/MISDEMEANOR -	SMULDERS LAW OFFICE	OCTOBER 2026 - KOORNDYK	11/13/2026		7,859.25	
260-299.00-708.006	ATTORNEYS HRLY ARRAIGNME	SMULDERS LAW OFFICE	OCTOBER 2026 - KOORNDYK	11/13/2026		1,687.50	
260-299.00-708.007	ATTY FEES/FELONY - FY 26	SMULDERS LAW OFFICE	OCTOBER 2026 - HERRING	11/18/2026		15,545.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund 260 INDIGENT DEFENSE FUND						
Dept 299.00 INDIGENT DEFENSE						
260-299.00-708.007	ATTY FEES/FELONY - FY26	SMULDERS LAW OFFICE	OCTOBER 2026 - KOORNDYK	11/13/2026		9,734.00
			Total For Dept 299.00 INDIGENT DEFENSE			56,079.75
			Total For Fund 260 INDIGENT DEFENSE FUND			56,079.75
Fund 261 E911 SERVICE FUND-WIRELESS						
Dept 346.00 E911 SERVICE FUND - WIRELESS						
261-346.00-863.005	TRAINING/DISPATCHERS	NENA	TELECOMM COMPENCIES TRAINING ONLIN	200061690		299.00
			Total For Dept 346.00 E911 SERVICE FUND - WIRELE			299.00
			Total For Fund 261 E911 SERVICE FUND-WIRELESS			299.00
Fund 292 CHILD CARE - PROBATE						
Dept 664.00 IN HOME CARE-PROBATION						
292-664.00-727.000	OFFICE SUPPLIES	APPLIED INNOVATION	11/02/2026 TO 12/01/2026 & 10/02/2	3326841		220.57
292-664.00-812.003	IN HOME CARE SERVICES	3RD MILLENIUM CLASSRO	IHC SERVICE 10/31/2026 - A FEENEY	12646		150.00
292-664.00-812.003	IN HOME CARE SERVICES	BERNADINE MILLER	11/01/206 TO 11/15/2026	12644		217.00
292-664.00-812.003	IN HOME CARE SERVICES	REDWOOD TOXICOLOGY LA	IHC SERVICES 10/01/2026 TO 10/21/2	12643		42.00
292-664.00-812.003	IN HOME CARE SERVICES	SHAWN WARE	IHC SERVICE 11/07/2026	4		200.00
292-664.00-861.002	HOLDOVER TRAVEL EXPENSES	KATENA ABRAHAM	11/12/2026 HOLDOVER TRAVEL	12645		36.25
			Total For Dept 664.00 IN HOME CARE-PROBATION			865.82
			Total For Fund 292 CHILD CARE - PROBATE			865.82
Fund 293 SOLDIERS' RELIEF FUND						
Dept 689.00 VETERANS RELIEF						
293-689.00-707.000	PER DIEMS	GARY COLEMAN	11/10/2026 VETERANS MEETING	11/10/2026		60.00
293-689.00-707.000	PER DIEMS	JAMES MARCINIAK	11/10/2026 VA MEETING	11/10/2026		60.00
			Total For Dept 689.00 VETERANS RELIEF			120.00
			Total For Fund 293 SOLDIERS' RELIEF FUND			120.00
Fund 505 AMBULANCE						
Dept 651.00 AMBULANCE						
505-651.00-744.000	BUILDING MAINTENANCE - A	ABILITA	NOVEMBER 2026	261118		102.00
			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	IMPERIAL BAG & PAPER	TOILET PAPER	43871784		250.19
569-903.00-736.000	CLEANING SUPPLIES - CWP	STAPLES	VARIES	7012061667		95.22
569-903.00-744.000	BUILDING MAINTENANCE	HURST MECHANICAL	11/03/2026 SERVICE CALL	12514809		800.00
569-903.00-744.000	BUILDING MAINTENANCE	VANDERVEST ELECTRIC M	NEW LEESON 1/2HP	20813		404.00
			Total For Dept 903.00 SOCIAL SERVICES BLDG.MAINT			1,549.41
			Total For Fund 569 D.H.S. BUILDING			1,549.41
Fund 636 INFORMATION SERVICES						
Dept 228.00 DATA PROCESSING						
636-228.00-931.000	EQUIPMENT MAINTENANCE	AMAZON CAPITOL SERVIC	POWER SUPPLY DELL	1KW7-CNJ7-PVY7		75.04
			Total For Dept 228.00 DATA PROCESSING			75.04

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund 636 INFORMATION SERVICES						
			Total For Fund 636 INFORMATION SERVICES			75.04

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
		Fund Totals:				
			Fund 101 GENERAL FUND			29,273.45
			Fund 207 SHERIFF ROAD PATROL FUND			7,271.88
			Fund 208 PARKS AND RECREATION			376.37
			Fund 211 JAIL T.R.V. PROJECT			142.27
			Fund 215 FRIEND OF THE COURT			8,755.95
			Fund 216 COUNCIL ON AGING			19,977.28
			Fund 249 BUILDING INSPECTION DEPARTM			5,801.30
			Fund 251 EMERGENCY 911 PROGRAM			1,875.69
			Fund 260 INDIGENT DEFENSE FUND			56,079.75
			Fund 261 E911 SERVICE FUND-WIRELESS			299.00
			Fund 292 CHILD CARE - PROBATE			865.82
			Fund 293 SOLDIERS' RELIEF FUND			120.00
			Fund 505 AMBULANCE			102.00
			Fund 569 D.H.S. BUILDING			1,549.41
			Fund 636 INFORMATION SERVICES			75.04
			Total For All Funds:			132,565.21
--- TOTALS BY GL DISTRIBUTION ---						
		101-101.00-901.000	PUBLISHING - PLACE HOLDER 11/27/2026			48.60
		101-172.00-727.000	OFFICE SUPPLIES			218.04
		101-172.00-955.000	MISCELLANEOUS			19.82
		101-253.00-849.005	CELLULAR PHONES			50.00
		101-257.00-727.000	OFFICE SUPPLIES - LIQUID ACCENT, POS			50.74
		101-257.00-863.000	TRAINING EXPENSES - CARMEN STEHOUWER			150.00
		101-262.00-707.000	PER DIEMS			420.00
		101-262.00-860.000	TRAVEL - MILEAGE			64.10
		101-265.00-736.000	CLEANING SUPPLIES			468.32
		101-265.00-744.000	BUILDING MAINTENANCE - BULIDING & GR			2,466.82
		101-265.00-744.003	GENERATOR MAINTENANCE			1,399.00
		101-265.00-850.000	BASIC PHONE SERVICE - BUILDING & GRO			128.75
		101-265.00-920.000	UTILITIES COURTHOUSE 910021599147			1,165.39
		101-265.01-744.000	BUILDING MAINTENANCE			32.51
		101-265.05-921.000	UTILITIES /GAS/ELEC/WATER 9100217817			107.54
		101-272.01-810.000	BONDS			2,884.00
		101-281.00-708.001	COURT APPOINTED ATTY'S/APPEALS/CONFL			2,137.50
		101-281.00-708.004	ATTY.FEES/NON CONTRACTUAL			2,219.50
		101-281.00-727.000	OFFICE SUPPLIES			196.30
		101-281.00-805.000	CONTRACTUAL SERVICES			168.13
		101-296.00-803.000	DUES & SUBSCRIPTION			329.00
		101-296.00-849.005	CELLULAR PHONES			100.00
		101-296.00-932.000	EQUIPMENT MAINT AGREEMENT			10.51
		101-296.00-982.001	OTHER LAW BOOKS			699.00
		101-305.00-747.000	INVESTIGATION SUPPLIES			574.29
		101-305.00-850.000	BASIC PHONE SERVICE - SHERIFF - ADMI			48.45
		101-305.00-863.000	TRAINING EXPENSES			125.00
		101-351.00-735.001	MEALS			10,764.23
		101-351.00-865.000	GASOLINE			253.78
		101-351.00-931.000	EQUIPMENT MAINTENANCE			150.00
		101-430.00-744.002	ACO DONATIONS			179.00
		101-430.00-808.000	VETERINARY SERVICES58.64			132.71
		101-430.00-850.004	INTERNET ACCESS CHARGES - ANIMAL CON			36.00
		101-430.00-926.000	UTILITIES ANIMAL CONTROL OFFIC			947.62
		101-430.00-933.000	VEHICLE REPAIRS			205.80
		101-430.00-955.000	MISCELLANEOUS - BC UNCOATED WHT			23.00
		101-670.00-707.000	PER DIEMS			180.00
		101-701.00-707.000	PER DIEMS			120.00
		207-301.00-724.000	BLOOD DRAWS			75.00

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
		207-301.00-727.000	OFFICE SUPPLIES			234.20	
		207-301.00-727.003	TRAINING MATERIALS			3,698.00	
		207-301.00-849.005	CELLULAR PHONES			47.06	
		207-301.00-850.000	BASIC PHONE SERVICE - SHERIFF - ROAD			58.60	
		207-301.00-850.005	MOBILE DATA ACCESS - SHERIFF - ROAD			36.00	
		207-301.00-860.000	TRAVEL - LUNCH/DINNER			33.77	
		207-301.00-863.000	TRAINING EXPENSES			150.00	
		207-301.00-865.000	GASOLINE			225.43	
		207-301.00-933.000	VEHICLE REPAIRS			1,789.38	
		207-301.00-977.001	POLICE EQUIPMENT			345.00	
		207-301.00-977.003	UNIFORMS			579.44	
		208-751.00-707.000	PER DIEMS			300.00	
		208-751.00-922.000	UTILITIES / MISC - COURT HOUSE			76.37	
		211-362.00-744.000	BUILDING MAINTENANCE			87.27	
		211-362.00-929.004	UTILITIES	91002161350		55.00	
		215-289.00-802.000	CONTRACT SERVICES			8,500.00	
		215-289.00-849.000	TELEPHONE - LONG DISTANCE - FOC			32.30	
		215-289.00-860.000	TRAVEL - MEALS			176.21	
		215-289.00-932.000	EQUIPMENT MAINT AGREEMENT			47.44	
		216-672.00-802.102	TRANSPORTATION SERVICES			19,977.28	
		249-000.00-620.000	BUILD PMTS.CHG FOR SVCS - COLE BRING			105.00	
		249-371.00-727.000	OFFICE SUPPLIES - PENCIL SHARP, PAPE			70.20	
		249-371.00-802.041	CONTR.SERVICES/ELEC.INSPECTOR			1,820.00	
		249-371.00-802.050	CONTR.SERVICES/PLUMBING INSPEC			1,470.00	
		249-371.00-802.054	CONTR.SERVICES/MECHANICAL INSP			2,240.00	
		249-371.00-850.000	BASIC PHONE SERVICE - BULDING DEPT			32.30	
		249-371.00-863.000	TRAINING EXPENSES - MILEAGE			63.80	
		251-325.00-744.005	WOLF LAKE TOWER EXPENSES			165.59	
		251-325.00-849.000	TELEPHONE - LONG DISTANCE - 911			136.60	
		251-325.00-850.004	INTERNET ACCESS CHARGES - 911 X2			850.00	
		251-325.00-932.000	EQUIPMENT MAINT AGREEMENT			723.50	
		260-299.00-708.002	ATTY FEES/LIFE OFFENSE FELONY			8,677.75	
		260-299.00-708.003	ATTY FEES/MISDEMEANOR - FY 27			20,435.50	
		260-299.00-708.006	ATTORNEYS HRLY ARRAIGNMENT - 10/06/2			1,687.50	
		260-299.00-708.007	ATTY FEES/FELONY - FY 26			25,279.00	
		261-346.00-863.005	TRAINING/DISPATCHERS			299.00	
		292-664.00-727.000	OFFICE SUPPLIES			220.57	
		292-664.00-812.003	IN HOME CARE SERVICES			609.00	
		292-664.00-861.002	HOLDOVER TRAVEL EXPENSES			36.25	
		293-689.00-707.000	PER DIEMS			120.00	
		505-651.00-744.000	BUILDING MAINTENANCE - AMBULANCE			102.00	
		569-903.00-736.000	CLEANING SUPPLIES			345.41	
		569-903.00-744.000	BUILDING MAINTENANCE			1,204.00	
		636-228.00-931.000	EQUIPMENT MAINTENANCE			75.04	

Request for consideration – Board of Commissioners – County of Lake

LAKE COUNTY
MICHIGAN

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 appointment of Paul A. Wagner, D.O. as the County's Medical Examiner, term ending 12/31/2030.

ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:

AGENDA DATE:	FINANCE MEETINGS APPROVAL:	COMMISSION DATE:
11/25/2026	____YES ____NO ____OTHER	**12/25/2026**

COUNTY MEDICAL EXAMINERS

Act 181 of 1953

AN ACT relative to investigations in certain instances of the causes of death within this state due to violence, negligence or other act or omission of a criminal nature or to protect public health; to provide for the taking of statements from injured persons under certain circumstances; to abolish the office of coroner and to create the office of county medical examiner in certain counties; to prescribe the powers and duties of county medical examiners; to prescribe penalties for violations of the provisions of this act; and to prescribe a referendum thereon.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

The People of the State of Michigan enact:

52.201 Coroner; abolition of office; county medical examiner; appointment; terms; vacancies; civil service; qualifications; agreement among counties.

Sec. 1.

(1) The board of commissioners of each county of this state shall by resolution abolish the office of coroner and appoint a county medical examiner to hold office for a period of 4 years. If the office of county medical examiner becomes vacant before the expiration of the term of office, the board of commissioners may appoint a successor to complete the term of office. In counties with a civil service system, the appointment and tenure of the medical examiner shall be made in accordance with the provisions of that civil service system.

(2) County medical examiners shall be physicians licensed to practice within this state or, if the county does not have an accredited hospital, licensed in another state that borders the county.

(3) Two or more counties, by resolution of the respective boards of commissioners, may enter into an agreement to employ the same person to act as medical examiner for all of the counties.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1959, Act 49, Eff. Mar. 19, 1960 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 2002, Act 22, Imd. Eff. Mar. 4, 2002 ;-- Am. 2006, Act 3, Imd. Eff. Feb. 3, 2006

52.201a Deputy county medical examiner and medical examiner investigators; appointment; qualifications; approval; duties of investigator.

Sec. 1a.

(1) The county board of commissioners may appoint as a deputy county medical examiner any person meeting the qualifications as required by this section and approved by the county medical examiner. Deputy county medical examiners shall be physicians licensed to practice within this state.

(2) The county medical examiner may appoint medical examiner investigators to assist the county medical examiner in carrying out the duties required by this act. The county medical examiner shall determine the qualifications of the medical examiner investigators, taking into

consideration the person's education, training, or experience, and shall be solely responsible for determining the duties assigned to the medical examiner investigator.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 1980, Act 401, Imd. Eff. Jan. 8, 1981

52.201b Repealed. 2002, Act 22, Imd. Eff. Mar. 4, 2002.

Compiler's Notes: The repealed section pertained to residency requirements for deputy county medical examiners.

52.201c County medical examiner; powers and duties; establishment of elderly and vulnerable adult death review team.

Sec. 1c.

(1) The county medical examiner is in charge of the office of the county medical examiner and may promulgate rules relative to the conduct of that office. The county medical examiner may delegate any functions of that office to a duly appointed deputy county medical examiner if the deputy county medical examiner is a licensed physician. If the deputy county medical examiner is not a licensed physician, his or her functions are limited as provided by law.

(2) The county medical examiner may establish an elderly and vulnerable adult death review team. The county medical examiner may develop protocols to be used by the elderly and vulnerable adult death review team in conducting a review of the matter. If established, the county medical examiner or deputy county medical examiner, physicians and other health care professionals specializing in geriatric medicine, physicians and other health care professionals employed by long-term care facilities, members of relevant state and local law enforcement agencies, the county prosecutor's office, and members representing the department of human services who are involved with issues regarding adult protective services, adult foster care homes, and homes for the aged shall be allowed to participate on the elderly and vulnerable adult death review team. The elderly and vulnerable adult death review team may allow participation by others as designated by the team, including, but not limited to, members representing the long-term care ombudsman program, community mental health, and the department of licensing and regulatory affairs who are involved with the licensing and regulation of long-term care facilities.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 2012, Act 171, Imd. Eff. June 19, 2012

52.201d Deputy county medical examiners; appointment in counties under civil service.

Sec. 1d.

In counties having a civil service system the county medical examiner shall appoint the deputy medical examiners.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.201e County medical examiner and deputies; compensation and expenses.

Sec. 1e.

The compensation of the county medical examiners and deputy county medical examiners shall be such as is appropriated by the county board of supervisors. The county medical

examiner and deputy county medical examiners shall receive, in addition to compensation, their actual and necessary traveling and other expenses, within the appropriation made therefor by the county board of supervisors.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.201f County medical examiner and deputies; removal.

Sec. 1f.

The county board of supervisors shall remove from office any county medical examiner or upon request of the county medical examiner any deputy county medical examiner, after hearing, who fails to discharge properly the duties of his office. In counties having a civil service system, the removal of the county medical examiner shall be made in accordance with the provisions of the civil service system.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.202 Investigation by county medical examiner as to cause and manner of death; prisoners; medical records, papers, or documents; exemption from disclosure; definitions.

Sec. 2.

(1) A county medical examiner or deputy county medical examiner shall investigate the cause and manner of death of an individual under each of the following circumstances:

(a) The individual dies by violence.

(b) The individual's death is unexpected.

(c) The individual dies without medical attendance by a physician within the 1 year immediately preceding the time of death, or the individual dies while under home hospice care without medical attendance by a physician or a registered nurse within the 48 hours immediately preceding the time of death, unless the attending physician or a physician acting as the authorized representative of the attending physician, if any, is able to determine accurately the cause of death.

(d) The individual dies as the result of an abortion, whether self-induced or otherwise.

(2) If a prisoner in a county or city jail dies while imprisoned, the county medical examiner or deputy county medical examiner, upon being notified of the death of the prisoner, shall examine the body of the deceased prisoner.

(3) In conducting an investigation under subsection (1) or (2), a county medical examiner or deputy county medical examiner may request the circuit court to issue a subpoena to produce medical records, books, papers, documents, or other items related to the death being investigated. The circuit court may punish a failure to obey a subpoena issued under this section as contempt of court.

(4) Medical records, books, papers, documents, or other items that a county medical examiner or deputy county medical examiner obtains in conducting an investigation under this act, whether in response to a subpoena or otherwise, are exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(5) As used in this act:

(a) "Home hospice care" means a program of planned and continuous hospice care provided by a hospice or a hospice residence that consists of a coordinated set of services rendered to an

individual at the individual's home on a continuous basis for a disease or condition with a terminal prognosis.

(b) "Physician" means an individual licensed as a physician under part 170 or part 175 of the public health code, 1978 PA 368, MCL 333.17001 to 333.17097 and 333.17501 to 333.17556.

(c) "Registered nurse" means an individual licensed as a registered professional nurse under part 172 of the public health code, 1978 PA 368, MCL 333.17201 to 333.17242.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 2001, Act 26, Imd. Eff. June 22, 2001 ;-- Am. 2004, Act 153, Imd. Eff. June 15, 2004 ;-- Am. 2012, Act 171, Imd. Eff. June 19, 2012 ;-- Am. 2026, Act 4, Imd. Eff. Mar. 17, 2026

52.203 Notice to county medical examiner by physician or individual with knowledge of certain deaths; knowledge that 2 or more individuals involved were same age, sex, height, weight, hair color, eye color, and race; notice not required; review by elderly and vulnerable adult death review team; disclosure.

Sec. 3.

(1) Except as otherwise provided in this section, a physician, an individual in charge of any hospital or institution, or any other individual who has first knowledge of any of the following shall immediately notify the county medical examiner or deputy county medical examiner of that fact:

(a) An individual who died suddenly, unexpectedly, accidentally, violently, or as the result of any suspicious circumstances.

(b) An individual who died without medical attendance within the 48 hours immediately preceding the time of death unless the attending physician or a physician acting as the authorized representative of the attending physician, if any, is able to determine accurately the cause of death.

(c) An individual who died as the result of what is commonly known as an abortion, whether self-induced or otherwise.

(2) If the physician, individual in charge of any hospital or institution, or other individual who has first knowledge of the death of an individual as described under subsection (1) has knowledge that there were 2 or more individuals involved in the same incident who were approximately the same age, sex, height, weight, hair color, eye color, and race, then he or she shall make the county medical examiner or deputy county medical examiner aware of that fact and whether or not any of those individuals survived that incident when notifying the county medical examiner or deputy county medical examiner of the death as required under subsection (1). If any of those individuals survived, the county medical examiner or deputy county medical examiner must also be informed which hospital or institution those individuals were taken to and the hospital or institution must also be made aware that the incident involved 2 or more individuals with similar attributes.

(3) If a physician, an individual in charge of any hospital or institution, or other individual with knowledge of the death of an individual as described under subsection (1) has knowledge that the death has already been reported to the county medical examiner or deputy county medical examiner under subsection (1), the physician, individual in charge of any hospital or institution, or other individual is not required to notify the county medical examiner or deputy county medical examiner of the death under subsection (1).

(4) If an elderly and vulnerable adult death review team is established under section 1c, a county medical examiner or deputy county medical examiner who receives notice of a death of an elderly or vulnerable adult who died unexpectedly or under suspicious circumstances may refer the case to the elderly and vulnerable adult death review team. Upon receipt of a referral under this subsection, the elderly and vulnerable adult death review team shall conduct a review of this matter. Information obtained under this subsection by an elderly and vulnerable adult death review team established under section 1c is confidential and may be disclosed by the elderly and vulnerable adult death review team only to the county medical examiner, the county prosecutor's office, local law enforcement, or another elder death review team, as appropriate. The information obtained under this subsection by an elderly and vulnerable adult death review team established under section 1c is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 2006, Act 569, Imd. Eff. Jan. 3, 2007 ;-- Am. 2012, Act 171, Imd. Eff. June 19, 2012 ;-- Am. 2026, Act 4, Imd. Eff. Mar. 17, 2026

52.204 Violent, unexpected or medically unattended deaths; removal of body, notice; violation of section, penalty.

Sec. 4.

It shall be unlawful for any funeral director, embalmer or other person to remove the body from the place where death occurred, or to prepare the body for burial or shipment, when such funeral director, embalmer or other person knows or upon reasonable investigation should know that death may have occurred in a manner as indicated in section 3, without first notifying the county medical examiner or his deputy and receiving permission to remove, prepare for burial or ship such body. Any person who violates the provisions of this section is guilty of a misdemeanor and may be imprisoned not exceeding 1 year, or fined not exceeding $500.00, or both.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.205 Notice of body; manner of death; removal of body to morgue; investigation; designation and duties of medical examiner investigator; list of investigators and qualifications; autopsy; ascertaining identity of decedent and notifying next of kin; impossible identification or knowledge that 2 individuals share same attributes; records; disposition of body; retention of portion of body.

Sec. 5.

(1) If a county medical examiner has notice that the body of an individual who may have died in a manner described in section 3 has been found within the county medical examiner's county, the county medical examiner shall take charge of the body. If after examining the body and investigating the cause and manner of the death the county medical examiner considers a further examination necessary, he or she may cause the body to be removed to the public morgue. If the investigation is solely for the reason that the decedent had no medical attendance during the 48 hours immediately preceding the hour of death, and if the decedent had chosen not to have medical attendance because of his or her bona fide held religious

convictions, removal is not required unless there is evidence of other conditions described in section 3. If there is no public morgue, the body may be removed to a private morgue designated by the county medical examiner.

(2) The county medical examiner may designate a medical examiner investigator appointed under section 1a(2) to take charge of the body, make pertinent inquiry, note the circumstances surrounding the death, and, if considered necessary, cause the body to be transported to the morgue for examination by the county medical examiner. The county medical examiner shall maintain a list of medical examiner investigators appointed under section 1a(2) and their qualifications and shall file the list with the local law enforcement agencies. A medical examiner investigator appointed under section 1a(2) shall not be an agent or employee of a person or funeral establishment licensed under article 18 of the occupational code, 1980 PA 299, MCL 339.1801 to 339.1812, receive, directly or indirectly, remuneration in connection with the disposition of the body, or make funeral or burial arrangements without approval of the next of kin, if known, or the individual responsible for the funeral expenses.

(3) The county medical examiner may perform or direct to be performed an autopsy and shall carefully reduce or cause to be reduced to writing each fact and circumstance tending to show the condition of the body and the cause and manner of death, and shall include in that writing the name and address of each individual present at the autopsy. The individual performing the autopsy shall subscribe the writing described in this subsection.

(4) Except as otherwise provided in this subsection, the county medical examiner shall ascertain the identity of the decedent and immediately and as compassionately as possible notify the next of kin of the decedent's death and the location of the body. The notification described in this subsection is not required if a person from the state police, a county sheriff department, a township police department, or a municipal police department states to the county medical examiner that the notification has already occurred.

(5) If visual identification of a decedent is impossible as a result of burns, decomposition, or other disfiguring injuries or if the county medical examiner is aware that the death is the result of an accident that involved 2 or more individuals who were approximately the same age, sex, height, weight, hair color, eye color, and race, then the county medical examiner shall verify the identity of the decedent through fingerprints, dental records, DNA, or other definitive identification procedures and, if the accident resulted in the survival of any individuals with the same attributes, shall notify the respective hospital or institution of his or her findings. The county medical examiner may conduct an autopsy under subsection (3) if he or she determines that an autopsy reasonably appears to be required pursuant to law. After the county medical examiner, a deputy, a person from the state police, a county sheriff department, a township police department, or a municipal police department has made diligent effort to locate and notify the next of kin, the county medical examiner may order and conduct the autopsy with or without the consent of the next of kin of the decedent. The county medical examiner or a deputy shall keep a written record of the efforts to locate and notify the next of kin for a period of 1 year from the date of the autopsy.

(6) Except as otherwise provided in this subsection, the county medical examiner shall promptly deliver or return the body or any portion of the body to relatives or representatives of the decedent after an examination or autopsy is performed under this section. If there are no relatives or representatives of the decedent known to the county medical examiner, he or she may cause the body to be buried pursuant to law. A county medical examiner may retain any portion of the body that he or she considers necessary to establish the cause of death, the conditions contributing to death, or the manner of death, or as evidence of any crime. Except as otherwise provided in this subsection, if a portion of the body retained is an entire organ or

limb of the decedent, the county medical examiner shall attempt to verbally or in writing notify the relatives or representatives of the decedent of that retention and offer an opportunity for the relative or representative to request the return of that organ or limb. If notification is verbally made under this subsection, the county medical examiner shall follow up with written notification. The county medical examiner or a deputy shall keep a written record of the efforts to notify the relatives or representatives of the decedent under this subsection for a period of 1 year from the date of the notification or attempt to notify. This subsection does not apply to anatomical gifts made under part 101 of the public health code, 1978 PA 368, MCL 333.10101 to 333.10123. Upon determination that retention of the portions of the body is no longer necessary under this subsection, the county medical examiner shall do all of the following, as applicable:

(a) If requested in writing under this subsection, promptly deliver or return the retained organ or limb to the relatives or representatives of the decedent.

(b) Dispose of any remaining retained body portions in the manner prescribed for medical waste under part 138 of the public health code, 1978 PA 368, MCL 333.13801 to 333.13831.

(7) A county medical examiner or any person acting under the authority of the county medical examiner who performs the medical examiner duties for the retention of body parts, as added by the amendatory act that added this subsection, shall not be liable in a civil action as a result of an act or omission by the person arising out of and in the course of the person's good faith performance of those medical examiner duties unless that person's act or omission was the result of that person's negligence.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 1972, Act 200, Imd. Eff. June 30, 1972 ;-- Am. 1980, Act 401, Imd. Eff. Jan. 8, 1981 ;-- Am. 2006, Act 569, Imd. Eff. Jan. 3, 2007 ;-- Am. 2010, Act 108, Imd. Eff. July 1, 2010

52.205a Sudden death, cause unknown, of child under age of 2 years; report; request for autopsy; notice of results; costs; rules.

Sec. 5a.

(1) When a child under the age of 2 years dies within this state under circumstances of sudden death, cause unknown, or found dead, cause unknown, that death shall be immediately reported to the county medical examiner or deputy county medical examiner of the county where the body is located. The county medical examiner or deputy county medical examiner shall inform the parents or legal guardians of the child that they may request an autopsy to be performed on the child. The state shall cover the costs of an autopsy requested under this section. The county medical examiner or the deputy county medical examiner shall arrange the autopsy requested under this section and shall promptly notify the parents or legal guardians of the results of that autopsy. The county medical examiner or the deputy county medical examiner shall report the costs of the autopsy performed under this section to the director of the department of community health. If the director determines the claim to be reasonable and proper, he or she shall reimburse the person for the costs incurred under this section out of funds appropriated for this purpose by the legislature. Nothing in this section shall be construed to interfere with the duties and responsibilities of the county medical examiner or deputy county medical examiner as provided in this act.

(2) The department of community health shall promulgate rules and regulations under this act to promote consistency and accuracy among county medical examiners and deputy county medical examiners in determining the cause of death under this section. The department may adopt, by reference in its rules, all or any part of the "State of Michigan Protocols to

Determine Cause and Manner of Sudden and Unexplained Child Deaths" published by the Michigan child death review program.

History: Add. 1974, Act 350, Imd. Eff. Dec. 21, 1974 ;-- Am. 2004, Act 179, Imd. Eff. July 1, 2004

52.206 Private morgue; compensation.

Sec. 6.

If the body of a deceased person has been removed to a private morgue for examination upon the order of the medical examiner, the keeper of such morgue shall be allowed compensation for his services as the county medical examiner deems reasonable. Compensation is to be paid out of the county treasury on the order of the examiner. Any expense incurred under the provisions of this act shall be within the appropriations made therefor by the county board of supervisors.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.207 Violent, unexpected or medically unattended deaths; investigation by county medical examiner; inquest.

Sec. 7.

Upon the written order of the prosecuting attorney or the attorney general or upon the filing of a petition signed by 6 electors of a county, the county medical examiner or deputy shall conduct an investigation, as provided in section 5, of the circumstances surrounding any death believed to have occurred in the county. Upon determination of the prosecuting attorney or upon the determination of the examiner an inquest shall be held by a district court judge or a municipal court judge.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1959, Act 222, Eff. Mar. 19, 1960 ;-- Am. 1968, Act 274, Eff. Nov. 15, 1968 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.208 Violent, unexpected or medically unattended deaths; personalty found on deceased's person, possession, inventory, disposition, use as evidence.

Sec. 8.

In all cases arising under the provisions of this act, in the absence of next of kin of the deceased person, the senior police officer being concerned with the matter, and in the absence of police, the county medical examiner or his deputy, shall take possession of all property of value found upon the person of the deceased, make an exact inventory report thereof and shall deliver the property, unless required as evidence, to the person entitled to the custody or possession of the body. If the personal property of value is not claimed by the person entitled to the custody or possession of the body of the decedent within 60 days, the property shall be turned over to an administrator or other personal representatives of the decedent's estate to be disposed of according to law; or, if required as evidence, the property within 60 days after the termination of any proceeding or appeal period therefrom permitted by law shall be turned over to the person entitled to the custody or possession of the body, or to an administrator or other personal representative of the decedent's estate. Nothing in this section shall affect the powers and duties of a public administrator.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.209 Body determined suitable for donation; agreement; release of information; conduct of examination within certain time period; section to be known as "Kyle Ray Horning's law."

Sec. 9.

(1) If a county medical examiner or his or her designee receives notification from a person other than a representative of a hospital of a death that requires an investigation by the county medical examiner's office pursuant to this act, the county medical examiner or his or her designee shall take charge of the body. If, upon viewing the body and personally inquiring into the cause and manner of the death, the county medical examiner or his or her designee determines that the body, subject to part 101 of the public health code, 1978 PA 368, MCL 333.10101 to 333.10123, and according to criteria established by Michigan's federally designated organ procurement organization, may be suitable for donation or for the donation of body parts, the county medical examiner or his or her designee shall, in a timely manner as prescribed under subsection (2), contact Michigan's federally designated organ procurement organization or its successor organization as defined in section 10102 of the public health code, 1978 PA 368, MCL 333.10102. If contacted by the federally designated organ procurement organization or other procurement organization, or both, the county medical examiner shall enter into an agreement with the federally designated organ procurement organization and other procurement organization that coordinates the recovery and allocation of anatomical donations in that county. The agreement shall outline the procedures and protocols of each party to assure that transplantable organs, tissues, and eyes are obtained from potential donors and shall meet the requirements of part 101 of the public health code, 1978 PA 368, MCL 333.10101 to 333.10123. The agreement shall provide that if any extraordinary medical examinations are necessary prior to the removal of organs, tissues, or eyes, the procurement organization shall cover those costs. The county medical examiner or his or her designee may release any information to the federally designated organ procurement organization or other procurement organization that is necessary to identify potential organ, tissue, or eye donors and seek consent for such donations in accordance with part 101 of the public health code, 1978 PA 368, MCL 333.10101 to 333.10123. A county medical examiner or his or her designee shall not discuss the option of organ donation with any individual with the authority to make a gift under part 101 of the public health code, 1978 PA 368, MCL 333.10101 to 333.10123.

(2) If an investigation of the cause and manner of death, regardless of whether the death occurred in a hospital or not, is required under this act and the county medical examiner or his or her designee has notice that the individual is a donor or that a gift of all or a part of that individual's body has been made pursuant to part 101 of the public health code, 1978 PA 368, MCL 333.10101 to 333.10123, the county medical examiner or his or her designee shall conduct the examination of the dead body within a time period that permits organs, tissues, and eyes to remain viable for transplant. If the county medical examiner or his or her designee is unable to conduct the investigation within that period of time, a health professional or technician who is authorized to remove an anatomical gift from a donor under part 101 of the public health code, 1978 PA 368, MCL 333.10101 to 333.10123, may remove the donated tissues or organs, or both, in order to preserve the viability of the donated tissues or organs for transplant upon notifying the county medical examiner or his or her designee. If the county medical examiner or his or her designee determines that an organ may be related to the cause

of death, the county medical examiner or his or her designee may do 1 or more of the following:

(a) Request to be present during the removal of the donated organs.

(b) Request a biopsy of the donated organs.

(3) This section shall be known and may be cited as "Kyle Ray Horning's law".

History: Add. 2005, Act 176, Imd. Eff. Oct. 19, 2005 ;-- Am. 2008, Act 38, Imd. Eff. Mar. 17, 2008
Compiler's Notes: Former MCL 52.509, which pertained to penalty for failure by medical examiner to deliver personal property of deceased person, was repealed by Act 92 of 1969, Imd. Eff. July 24, 1969.

52.210 Removal of body to crematory; permit from county medical examiner; violation of section, penalty.

Sec. 10.

No funeral director, embalmer or any other person shall remove the body of any deceased person to a crematory or remove for the purpose of cremation such dead body from the county in which death occurred without the signed permit of the medical examiner for such county or his deputy. Any person who violates the provisions of this section is guilty of a misdemeanor and shall be imprisoned not more than 1 year, or fined not more than $500.00, or both.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.211 County medical examiner; records.

Sec. 11.

Medical examiners shall keep a record of all views of bodies found dead, together with their view and autopsy reports.

History: 1953, Act 181, Eff. Jan. 1, 1954

52.212 County medical examiner and deputies; testimony, expenses.

Sec. 12.

Any and all medical examiners or their deputies may be required to testify in behalf of the state in any matter arising as the result of any investigation required under this act, and shall testify in behalf of the state and shall receive such actual and necessary expenses as the court shall allow.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.213 Coroner; transfer of powers and duties to county medical examiner, abolition of office; transfer of proceedings and records.

Sec. 13.

In counties having a medical examiner under the provisions of this act, the powers and duties vested by law in the office of coroner are hereby transferred to and vested in the county medical examiners and their deputies. In such counties immediately upon the taking effect of this act, the office of coroner shall be abolished, and whenever reference thereto is made in any law of this state, reference shall be deemed to be intended to be made to the medical examiners created by this act, insofar as consistent with the provisions of this act. Any hearing

or other proceeding pending before any coroner shall not be abated but shall be deemed to be transferred to the medical examiner of the proper county and shall be conducted and determined by such examiner in accordance with the provisions of law.

All records, files and other papers belonging to any coroner in any such county shall be turned over to the county medical examiner of the proper county and shall be continued as a part of the records and files of said county medical examiner.

History: 1953, Act 181, Eff. Jan. 1, 1954

52.213a Coroner; transfer of powers and duties to county medical examiner, abolition of office; transfer of proceedings.

Sec. 13a.

The powers and duties vested by law in the office of coroner are transferred to and vested in the county medical examiners and their deputies as provided herein. The office of coroner, as provided for in sections 86 and 87 of chapter 14 of the revised statutes of 1846, as amended, being sections 52.86 and 52.87 of the Compiled Laws of 1948, shall be abolished, and whenever reference thereto is made in any law of this state, reference shall be deemed to be intended to be made to the medical examiners created by this act, insofar as consistent with the provisions of this act. Any hearing or other proceeding pending before any coroner shall not be abated but shall be deemed to be transferred to the medical examiner of the proper county and shall be conducted and determined by such examiner in accordance with the provisions of law.

History: Add. 1959, Act 225, Eff. Mar. 19, 1960 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.213b Coroner; transfer of records.

Sec. 13b.

All records, files and other papers belonging to any coroner in any such county shall be turned over to the county medical examiner of the proper county and shall be continued as a part of the records and files of the county medical examiner.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.213c County health officer; designation as county medical examiner.

Sec. 13c.

Any county having a county health officer appointed under the provisions of Act No. 306 of the Public Acts of 1927, as amended, being sections 327.201 to 327.208a of the Compiled Laws of 1948, may designate the county health officer as medical examiner.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.214, 52.215 Repealed. 1969, Act 92, Imd. Eff. July 24, 1969.

Compiler's Notes: The repealed sections fixed effective date and referendum for abolition of office of coroner and creation of office of medical examiner.

52.216 Coroners; completion of term after effective date of act.

Sec. 16.

In all counties a coroner upon the effective date of this amendatory act, the coroner may complete the term for which he was elected.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

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 (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL, IMPACT, POSSIBLE ALTERNATIVES):

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES):

Motion to recommend to the Board of Commissioners to approve of the agreement between Lake County and Paul A. Wagner, D.O. and Mid Michigan Medical Examiner Group LLC for 2027-2030 and authorize the Board Chair to sign any and all necessary documents.

ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:

AGENDA DATE:	FINANCE MEETINGS APPROVAL:	COMMISSION DATE
11/25/2026	___YES ____NO ____OTHER	**11/25/2026**

MEDICAL EXAMINER CONTRACT BETWEEN COUNTY OF LAKE AND MID MICHIGAN MEDICAL EXAMINER GROUP LLC

THIS AGREEMENT is made and entered into this ____ day of _____, 202_, by and between the COUNTY OF LAKE, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County"), and PAUL A. WAGNER, D.O. and MID MICHIGAN MEDICAL EXAMINER GROUP LLC ("MMMEG") (hereinafter referred to as the "Contractors").

WITNESSETH:

WHEREAS, the County requires Medical Examiner services; and

WHEREAS, upon approval of this Agreement and appointment by the LAKE County Board of Commissioners, Dr. Paul A. Wagner, D.O. shall serve as LAKE County Medical Examiner pursuant to 1953 P.A. 181, as amended, MCL 52.201 et seq. (the "County Medical Examiners Act"); and

WHEREAS, the Contractors represent that they are qualified to provide and coordinate Medical Examiner, death investigation, and related forensic services; and

WHEREAS, the County and the Contractors desire to set forth the terms and conditions of Dr. Paul A. Wagner's appointment and services to be provided by MMMEG in writing.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED, as follows:

FIRST: General Scope of Services. The Contractors, during the duration of this Agreement and pursuant to the County Medical Examiners Act, shall provide Medical Examiner services for the County, including:

1. Medical Examiner oversight, physician case review, death investigations, cause and manner determinations, death certificates, cremation permits, and records requests;
2. Coordination with law enforcement, prosecutors, funeral homes, healthcare institutions, organ procurement organizations, public health, families, MEIs, and case-related service providers, with one annual in-person management/reporting meeting and other routine coordination handled virtually when appropriate;
3. Administrative support, including electronic case tracking, quality assurance, reporting, budget and voucher review, SUIDI/SER/unclaimed decedent processing when applicable;
4. Arrangement or coordination of case-related services, including autopsy, toxicology, CT/radiology, transportation, storage, pathology, and specialty forensic services when appropriate; and
5. Scene response coordination using local MEIs when available and regional backup when needed, with a target response of ninety (90) minutes or less when scene response is required and conditions reasonably permit.

SECOND: Compensation. Contractors shall be compensated as set forth in Exhibits "A" and "B," with payment made to and accepted by Mid Michigan Medical Examiner Group LLC on Dr. Paul A. Wagner's behalf. The administrative fee shall be invoiced quarterly. Case-related expenses are separate from the administrative fee, reviewed by Contractors, and submitted to the County for payment processing. Case-related estimates are for budget purposes only, and unused case-related budget remains with the County. Invoices shall be paid within thirty (30) days of receipt unless disputed.

THIRD: Cremation Permits and Death Certificates. Death certificates and cremation permits shall be processed in a timely manner through EDRS or other accepted methods, consistent with applicable law and the fee structure in Exhibit "A."

FOURTH: Medical Examiner Investigators (MEIs). MEIs perform specialized field investigation services as independent contractors retained for the County Medical Examiner function and appointed for County Medical Examiners Act purposes. MEIs shall perform assigned field work in accordance with applicable law, County Medical Examiner protocols, ABMDI-aligned standards when applicable, and the standard of care

applicable to competent medicolegal death investigators; each MEI remains in control and responsible for the manner, means, accuracy, completeness, timeliness, and professional quality of that MEI's own field work. Contractors may establish reasonable qualifications, credential, train, schedule, coordinate, review, provide quality assurance, develop protocols, and provide Medical Examiner consultation regarding MEI work; those functions shall not make any MEI an employee, officer, or agent of MMMEG or Dr. Paul A. Wagner, D.O., for purposes of vicarious liability. MEIs shall be compensated at the rates and categories in Exhibit "B," which are approved by execution of this Agreement except where Exhibit "B" expressly requires separate County approval; MEI fees and mileage shall be submitted to Contractors for review and then submitted to the County for monthly payment processing. Mileage shall be paid at the IRS optional standard mileage rate when non-County vehicles are used unless another rate is approved in writing. Training and national testing support described in the RFP response shall be included in the administrative fee, and certification-based rates in Exhibit "B" apply when the MEI meets the stated criteria. Nothing in this section waives any statutory protection or governmental immunity available to an MEI.

FIFTH: Subcontractors. Case-related services may be coordinated by MMMEG for the County with selected providers. Contractors shall review support-service invoices and submit approved vouchers to the County for direct payment. Such providers shall supply insurance to the extent required and are not covered by Contractors' policy unless expressly stated in writing.

SIXTH: Maintenance of Records. Contractors shall maintain records verifying expenses and performance of services and shall maintain a record of deaths reported to the Medical Examiner's Office, whether or not jurisdiction is accepted.

SEVENTH: County's Retention of Records. The County shall retain the sole right to original case records. Contractors shall have access to records as needed to perform this Agreement, and electronic database access shall be turned over to the County when this Agreement ends, subject to applicable law, confidentiality, system requirements, and transition procedures.

EIGHTH: Use of Facilities. The County will allow reasonable use of County facilities for meetings, trainings, or Medical Examiner supply storage when needed and reasonably available.

NINTH: Independent Contractor Status. Contractors, administrative personnel, and non-LAKE County employee MEIs shall be independent contractors and not County employees, and shall not be entitled to County fringe benefits. Independent contractors are responsible for their own applicable taxes.

TENTH: License Requirements. Dr. Paul A. Wagner, D.O. shall maintain required licenses and authorizations to practice medicine. Failure to maintain required licensure shall result in termination unless otherwise permitted by law and cured through lawful appointment of a qualified replacement approved by the County.

ELEVENTH: Liability Insurance Required of Contractors. Contractors shall maintain liability insurance with limits of not less than One Million Dollars ($1,000,000.00) and shall provide proof of coverage annually. Any performance bond requirement is requested to be waived due to the professional services nature of this Agreement; if required, such bond shall be priced separately.

TWELFTH: Liability and Indemnification. The County shall be responsible for liability caused by County policy or procedural direction, or by the acts or omissions of the County, its officers, or employees, without waiver of immunity.

Contractors shall be responsible only to the extent a loss, claim, cost, judgment, or liability results from that Contractor's own negligent act or omission. Contractors shall not be responsible for the independent acts or omissions of any MEI, transportation provider, forensic pathology provider, toxicology provider, CT/radiology provider, storage provider, or other case-related service provider, except to the extent caused by Contractors' own negligent selection, training, direct instruction, or approval of the specific act or omission at issue.

Joint liability shall be allocated according to each party's proportionate responsibility. No party waives any statutory or common-law immunity.

When performing statutory functions under appointment or designation pursuant to the County Medical Examiners Act, Dr. Paul A. Wagner, D.O., any Deputy County Medical Examiner, MEI, or necessary support person does not waive or forfeit any governmental, statutory, common-law, qualified-immunity, or other defense available by law. MMMEG likewise does not waive any immunity, derivative immunity, or defense that may be available, but shall not be deemed vicariously liable for any person or provider who is not its employee or agent.

THIRTEENTH: Confidential Information. Contractors shall keep non-public County information confidential and may disclose such information only as needed to perform this Agreement or as required by law.

FOURTEENTH: Compliance with the Law. Contractors shall comply with applicable federal, state, and local laws, ordinances, rules, and regulations while performing under this Agreement.

FIFTEENTH: Nondiscrimination. The parties shall comply with applicable federal, state, and local nondiscrimination laws. Breach of this section shall be a material breach of this Agreement.

SIXTEENTH: Iran Linked Business Certification. Contractors certify that they are not an "Iran Linked Business" within the meaning of Michigan Public Act 517 of 2012 and shall not become one during the term of this Agreement.

SEVENTEENTH: Force Majeure. Neither party shall be liable for delay or failure of performance caused by circumstances beyond its reasonable control, provided the non-performing party uses commercially reasonable efforts to overcome the same.

EIGHTEENTH: Remedies. The rights and remedies of each party are cumulative and not exclusive.

NINETEENTH: Waivers. No failure or delay in exercising any right shall operate as a waiver of that right.

TWENTIETH: Amendment of the Agreement. Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

TWENTY-FIRST: Disregarding Titles. Section titles are for convenience only and shall not control interpretation of this Agreement.

TWENTY-SECOND: Completeness of the Agreement. This Agreement and Exhibits "A" and "B" contain the parties' complete agreement. No other agreement shall bind the parties unless incorporated by written amendment signed by both parties.

TWENTY-THIRD: Agreement Term. This Agreement shall become effective on January 1, 2027, and shall continue through December 31, 2030, unless terminated earlier or extended by written mutual agreement.

TWENTY-FOURTH: Termination.

1. Termination Without Cause. Either party may terminate this Agreement without cause upon sixty (60) days prior written notice, subject to the County Medical Examiners Act.
2. Termination for Cause. The County may terminate this Agreement for material breach by written notice stating the reason(s). Where cure is reasonably possible and not inconsistent with public safety, statutory requirements, or County operational needs, the County shall provide a reasonable cure period.
3. Delivery of Work Product and Final Payment. Upon termination, Contractors shall deliver County-owned materials within fourteen (14) days and submit a final invoice. The County may offset proven damages arising from an uncured material breach, subject to applicable law.

TWENTY-FIFTH: Governing Law. This Agreement shall be governed by the laws of the State of Michigan.

TWENTY-SIXTH: Invalid Provisions. If any provision is held invalid, the remainder of the Agreement shall remain in effect unless the invalidity results in illegality or unenforceability of the Agreement.

TWENTY-SEVENTH: Notices. Notices shall be effective if hand-delivered or sent by first class mail or other trackable delivery method to the following addresses, unless changed by written notice:

CONTRACTORS:

Mid Michigan Medical Examiner Group LLC
Dr. Paul A. Wagner, D.O.
2141 Plett Road
Cadillac, MI 49601

COUNTY:

LAKE County Board of Commissioners

TWENTY-EIGHTH: Certification. The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the parties have fully executed this Agreement on the day and year first above written.

COUNTY OF LAKE:

_____

Chairperson, LAKE County Board of Commissioners

Date: _____

CONTRACTORS:

_____

Paul A. Wagner, D.O.

Date: _____

_____

Mid Michigan Medical Examiner Group LLC

By: Lisa Kaspriak, Managing Member and President

Date: _____

EXHIBIT A

PAYMENT SCHEDULE

The Administrative Overhead annual fee beginning January 1, 2027 for 4 years (2027, 2028, 2029, 2030) with an annual increase of 3%.

Administrative Overhead - Medical Examiner Full Services: **$ 31,952**

(Chief Medical Examiner Physician -Database Cloud Records- Phone -Prof.Memberships-Uniforms-Supplies-Training- Administrative Staffing - Case Administration-Reporting-Death Certificate Processing-Records Requests). Overhead will be billed quarterly.

Cremation Permit Revenue Paid to the County:

Cremation permit fees shall be entered into a separate Income Line Item.

EXHIBIT B

MEI PAYMENT SCHEDULE

Investigators to perform their service as private contractors of the county regulated through Dr. Wagner and our office as allowed by the Michigan Medical Examiner Statute (MCL52.202). Standard Mileage is paid at the IRS standard business mileage rate for approved non-county vehicle use.

Cases 1-5= $135 Natural/$155 Non-Natural, Cases 6+ = $176 Natural/$205 Non-Natural,
Nationally Certified Investigators with 165 hrs of experience and nationally tested knowledge base $215 Natural/ $232 Non-Natural.

Holiday cases: 2x the regular case rate for Memorial Day, Labor Day, Thanksgiving Day, Easter Sunday, Independence Day (July 4), Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day; mileage paid at the regular rate.

Occasional extenuating circumstance stipend additional as approved by county at $125/per case.

Second investigator: Full applicable case rate for each separately assigned investigator when specifically authorized.

Trainers train MEI's on avg of 2 cases or as needed. Homicides will additionally be investigated by Nationally Registered/Certified Death Scene Investigator.

Court / OFR / CDR services: Authorized MEI attendance and separately authorized preparation at $60/hour, with a two-hour minimum for required in-person court appearances. Separately compensable physician professional services at $300/hour, consistent with applicable law and applicable court orders.

Request for consideration – Board of Commissioners – County of Lake

LAKE COUNTY
MICHIGAN

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 (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL, IMPACT, POSSIBLE ALTERNATIVES):

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES):

Motion to recommend to the Board of Commissioners to authorize the County Administrator to execute the Agreement with the Lakeshore Regional Entity (LRE) and to sign any and all necessary documents.

ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:

AGENDA DATE:	FINANCE MEETINGS APPROVAL:	COMMISSION DATE
11/25/2026	___YES ____NO ____OTHER	**11/25/2026**

INTERGOVERNMENTAL CONTRACT

This Contract (this "Contract") is made as of this 1st day of January, 2027~~5~~, by and among Lakeshore Regional Entity ("LRE"), Allegan County, Kent County, Lake County, Mason County, Muskegon County, Oceana County and Ottawa County (individually referred to as the "County," and collectively referred to as the "Counties").

RECITALS

LRE is a community mental health regional entity formed under the Mental Health Code, MCL 330.1204b, that serves as a prepaid inpatient health plan ("PIHP") under 42 CFR Part 438.

The Counties are located in a region designated by the Michigan Department of Health and Human Services ("MDHHS") as Region 3 under MDHHS's restructuring of PIHPs in Michigan.

Under 2012 PA 500 and 2012 PA 501, the coordination of the provision of substance use disorder services will be transferred, no later than October 1, 2014, from existing coordinating agencies to community mental health entities designated by MDHHS to represent a region of community mental health authorities, community mental health organizations, community mental health services programs or county community mental health agencies, as defined under MCL 300.1100a(22).

LRE is the MDHHS-designated community mental health entity to coordinate the provision of substance use disorder services in Region 3.

LRE, as a MDHHS-designated community mental health entity, is required, under MCL 330.1287(5) to establish a substance use disorder oversight policy board (Oversight Policy Board) through a contractual agreement, under appropriate law, between LRE and each of the Counties in Region 3.

LRE and the Counties are authorized to enter into contracts under 1951 PA 35, Intergovernmental Contracts Between Municipal Corporations, MCL 124.1 et seq.

LRE and the Counties desire to enter into this Contract, under 1951 PA 35, to establish an Oversight Policy Board.

NOW, THEREFORE, in furtherance of the foregoing and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

ARTICLE I
PURPOSE

Section 1.1 PURPOSE. The purpose of this Contract is to set forth the terms and conditions for the establishment of an Oversight Policy Board pursuant to MCL 330.1287(5).

ARTICLE II
OVERSIGHT POLICY BOARD

Section 2.1 **FUNCTIONS AND RESPONSIBILITIES.** The Oversight Policy Board shall have the following functions and responsibilities:

2.1.1 Approval of any portion of LRE's budget that contains 1986 PA 2 (MCL 211.24e(11)), funds ("PA 2 Funds") for the treatment or prevention of substance use disorders. PA 2 Funds are to be used for substance use disorder treatment and prevention in the Counties from which the PA 2 Funds originated; the Oversight Policy Board will use the definition of these services from Public Act 500 of 2012, which may be amended by the Legislature without the need to amend this Contract:

2.1.1.1. Substance use disorder prevention services are "services that are intended to reduce the consequences of substance use disorders in communities by preventing or delaying the onset of substance abuse and that are intended to reduce the progression of substance use disorders in individuals. Substance use disorder prevention is an ordered set of steps that promotes individual, family, and community health, prevents mental and behavioral disorders, supports resilience and recovery, and reinforces treatment principles to prevent relapse" (PA 500 of 2012, Sec. 100d(12)).

2.1.1.2. Substance use disorder treatment and rehabilitation services are "identifiable recovery-oriented services including: (a) early intervention and crisis intervention counseling services for individuals who are current or former individuals with substance use disorder, (b) referral services for individuals with substance use disorder, their families, and the general public, and (c) planned treatment services, including chemotherapy, counseling, or rehabilitation for individuals physiologically or psychologically dependent upon or abusing alcohol or drugs" (PA 500 of 2012, Sec. 100d(13)).

2.1.1.3. Recovery is defined as "a highly individualized process of healing and transformation where the individual gains control over his or her life. Related services include recovery management, recovery support services, recovery houses or transitional living programs, and relapse prevention. Recovery involves the development of a new meaning, purpose, and growing beyond the impact of addiction or a diagnosis. Recovery may include the pursuit of spiritual, emotional, mental, or physical well-being (PA 500 of 2012, Sec. 100c(14)).

2.1.2 Advise and make recommendations regarding LRE's budgets for substance use disorder treatment or prevention using non PA 2 Funds;

2.1.3 Advise and make recommendations regarding contracts with substance use disorder treatment or prevention providers; and

2.1.4 Assist LRE in carrying out the following statutory duties of LRE under MCL 330.1274, which may be amended by the Legislature without the need to amend this Contract:

A. Developing comprehensive plans for substance use disorder treatment and rehabilitation services and substance use disorder prevention services consistent with guidelines established by the Department of Health and Human Services.

B. Reviewing and commenting to the Michigan Department of Licensing and Regulatory Affairs on applications for licenses submitted by local treatment, rehabilitation, and prevention organizations.

C. Providing technical assistance for local substance use disorder service programs.

D. Collecting and transferring data and financial information from local programs to the Michigan Department of Health and Human Services.

E. Submitting an annual budget request to the Department of Health and Human Services for use of state administered funds for its substance use disorder treatment and rehabilitation services and substance use disorder prevention services in accordance with guidelines established by the Department of Health and Human Services.

F. Making contracts necessary and incidental to the performance of the LRE's functions. The contracts may be made with public or private agencies, organizations, associations, and individuals to provide for substance use disorder treatment and rehabilitation services and substance use disorder prevention services.

G. Annually evaluating and assessing substance use disorder services in the LRE's region in accordance with guidelines established by the Department of Health and Human Services.

Section 2.2 APPOINTMENT/COMPOSITION.

2.2.1 Eligibility for Membership: All residents of Allegan, Kent, Lake, Mason, Muskegon, Oceana, and Ottawa Counties shall be eligible for membership on the Oversight Policy Board. Membership shall not include those holding incompatible public offices (MCL 15.182).

2.2.2 Oversight Policy Board Membership: The Oversight Policy Board members shall be appointed by the county commissions of the respective counties in the geographic boundaries of the LRE and in the following numbers:

Allegan County:	2 persons
Kent County:	7 persons
Lake County:	1 person
Mason County:	1 person
Muskegon County:	2 persons
Oceana County:	1 person
Ottawa County:	3 persons
TOTAL	**17 persons**

2.2.3 Composition: Oversight Policy Board members should reflect the cultural diversity of the LRE, and shall encourage membership applications from persons in recovery from substance use disorder members, as well as from other related constituencies such as education, health, and social services agencies; local foundations and advocacy organizations; public or private substance use disorder prevention, treatment or recovery support providers; members of the general public, including civic organizations and the business community.

Section 2.3 **TERM OF MEMBERSHIP**: The term of membership for a member of the Oversight Policy Board shall be three (3) years (note some counties do less than this), beginning in January and ending in December. Members may be appointed for staggered terms

Section 2.4 **VACANCIES.** A vacancy on the Oversight Policy Board shall be filled by the County that originally filled the vacated position.

Section 2.5 **RESIGNATION/REMOVAL.**

2.5.1 An Oversight Policy Board member who wishes to leave his or her appointment prior to the conclusion of his or her term must resign in writing to the Oversight Policy Board. Upon receipt of a notice of resignation, the LRE shall promptly notify the respective appointing body of the resignation.

2.5.2 Removal. The County that appointed an Oversight Policy Board member may remove its appointee at any time. The Oversight Policy Board is responsible for informing the relevant County of any lack of participation or attendance by the County's appointed Oversight Policy Board member and may recommend removal. A county's governing body may remove its member appointee for any or no reason.

ARTICLE III
OFFICERS

Section 3.1 **ETHICS AND CONFLICTS OF INTEREST.** The Oversight Policy Board shall adhere to all conflict of interest and ethics laws applicable to public officers and public servants, serving as members of the Oversight Policy Board.

Section 3.2 **COMPLIANCE WITH LAWS.** The Oversight Policy Board shall fully comply with all applicable laws, regulations and rules, including without limitation 1976 PA 267 (the "Open Meetings Act"), 1976 PA 422 (the "Freedom of Information Act"), 2012 PA 500, 2012 PA 501 and 1986 PA 2. Counties shall have access to records without charge.

Section 3.3 **BYLAWS**. The Oversight Policy Board shall adopt Bylaws which shall be consistent with the terms of this Contract and the responsibilities of LRE as set forth under MCL 330.1204b. The Oversight Policy Board may amend the Bylaws as provided in the Bylaws; provided that the amendments are consistent with the terms of this Contract and the responsibilities of LRE as set forth under MCL330.1204b.

ARTICLE IV
LRE

Section 4.1 **FUNDING.** LRE shall ensure that funding dedicated to substance use disorder services shall be retained for substance use disorder services and not diverted to fund services that are not for substance use disorders. MCL 330.1287(2).

Section 4.2 **STAFF MEMBERS**. Staff support services for the Oversight Policy Board shall be provided by or through the LRE.

ARTICLE V
TERM AND TERMINATION

TERM. ~~The Term of this~~ This Contract shall commence on January 1, ~~2025~~2027, and continue in perpetuity ~~until December 31, 2026, unless~~ such time as terminated ~~at an earlier date~~ as provided in Section 5.2 or ~~or~~should the Lakeshore Regional Entity ~~LRE loses~~lose its designation or authority to coordinate SUD services within the region.

Section 5.1 ~~.~~

TERMINATION. Any party may ~~terminate~~ withdraw its participation in the this ~~Contract Agreement~~Contract at any time for any or no reason by giving all other parties thirty (30) days written notice of the termination. Any notice of termination of this ~~Contract Agreement~~Contract shall not relieve either party of its obligations incurred prior to the effective date of such termination and shall not affect the remaining parties' participation in the ~~Agreement~~Contract~~.~~.

Section 5.2

ARTICLE VI
LIABILITY

Section 6.1 **LIABILITY/RESPONSIBILITY.** No party shall be responsible for the acts or omissions of the other party or the employees, agents or servants of any other party, whether acting separately or jointly with the implementation of this Contract. Each party shall have the sole nontransferable responsibility for its own acts or omissions under this Contract. The parties shall only be bound and obligated under this Contract as expressly agreed to by each party and no party may otherwise obligate any other party.

Any liability of a party hereto to third parties, or any loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out by that party in the performance of this ~~Agreement~~Contract, shall be the sole and non-transferable responsibility of

that party and not the responsibility of the other party, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act by that party, its Board members, officers, employees or representatives; provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to either party, its Board members, officers, employees or representatives, by statute or Court decisions.

ARTICLE VII
MISCELLANEOUS

Section 7.1 **AMENDMENTS.** This Contract shall not be modified or amended except by a written document signed by all parties hereto. Unless otherwise specified, amendments to this Contract will not affect the term set out in Section 5.1

Section 7.2 **ASSIGNMENT.** No party may assign its respective rights, duties or obligations under this Contract.

Section 7.3 **NOTICES.** All notices or other communications authorized or required under this Contract shall be given in writing, either by personal delivery or certified mail (return receipt requested) and shall be deemed to have been given on the date of personal delivery or the date of the return receipt of certified mail.

Section 7.4 **ENTIRE AGREEMENT.** This Contract shall embody the entire agreement and understanding between the parties hereto with respect to the subject matter hereof. There are no other agreements or understandings, oral or written, between the parties with respect to the subject matter hereof and this Contract supersedes all previous negotiations, commitments and writings with respect to the subject matter hereof.

Section 7.5 **GOVERNING LAW.** This Contract is made pursuant to, and shall be governed by, construed, enforced and interpreted in accordance with, the laws and decisions of the State of Michigan.

Section 7.6 **BENEFIT OF THE AGREEMENT.** The provisions of this Contract shall not inure to the benefit of, or be enforceable by, any person or entity other than the parties and any permitted successor or assign. No other person shall have the right to enforce any of the provisions contained in this Contract including, without limitation, any employees, contractors or their representatives.

Section 7.7 **ENFORCEABILITY AND SEVERABILITY.** In the event any provision of this Contract or portion thereof is found to be wholly or partially invalid, illegal or unenforceable in any judicial proceeding, such provision shall be deemed to be modified or restricted to the extent and in the manner necessary to render the same valid and enforceable, or shall be deemed excised from this Contract, as the case may require. This Contract shall be construed and enforced to the maximum extent permitted by law, as if such provision had been originally incorporated herein as so modified or restricted, or as if such provision had not been originally incorporated herein, as the case may be.

Section 7.8 **CONSTRUCTION.** The headings of the sections and paragraphs contained in this Contract are for convenience and reference purposes only and shall not be used in the construction or interpretation of this Contract.

Section 7.9 **COUNTERPARTS.** This Contract may be executed in one or more counterparts, each of which shall be considered an original, but together shall constitute one and the same agreement.

Section 7.10 **EXPENSES.** Except as is set forth herein or otherwise agreed upon by the parties, each party shall pay its own costs, fees and expenses of negotiating and consummating this Contract, the actions and agreements contemplated herein and all prior negotiations, including legal and other professional fees.

Section 7.11 **REMEDIES CUMULATIVE.** All rights, remedies and benefits provided to the parties hereunder shall be cumulative, and shall not be exclusive of any such rights, remedies and benefits or of any other rights, remedies and benefits provided by law. All such rights and remedies may be exercised singly or concurrently on one or more occasions.

Section 7.12 **BINDING EFFECT.** This Contract shall be binding upon the successors and permitted assigns of the parties.

Section 7.13 **NO WAIVER OF GOVERNMENTAL IMMUNITY.** The parties agree that no provision of this Contract is intended, nor shall it be construed, as a waiver by any party of any governmental immunity or exemption provided under the Mental Health Code or other applicable law.

Section 7.14 **SUCCESSOR LEGISLATIVE REQUIREMENTS.** Any successor legislative requirements applicable to the parties to this Contract, will be implemented without requiring amendments to this Contract.

ARTICLE VIII
CERTIFICATION OF AUTHORITY TO SIGN THIS CONTRACT

The persons signing this Contract on behalf of the parties hereto certify by said signatures that they are duly authorized to sign this Contract on behalf of said parties, and that this Contract has been authorized by said parties as provided in their governing body resolutions, meeting minutes or some other form of written verification of the same, copies of which shall be provided to LRE.

IN WITNESS WHEREOF, the parties hereto have entered into, executed and delivered this Contract as of the dates noted below.

LAKESHORE REGIONAL ENTITY

By: _____ Date: _____
Mary Marlatt-Dumas

Its: Chief Executive Officer

ALLEGAN COUNTY

By: _____ Date: _____
Robert Sarro

Its: County Administrator

KENT COUNTY

By: _____ Date: _____
Alan G. Vanderberg

Its: County Administrator

LAKE COUNTY

By: _____ Date: _____
Tobi Lake

Its: County Administrator

MASON COUNTY

By: _____ Date: _____
Kaitlyn Szczypka

Its: County Administrator

MUSKEGON COUNTY

By: _____ Date: _____
Mark Eisenbarth

Its: County Administrator

OCEANA COUNTY

By: _____ Date: _____
Tracy Byard

Its: County Administrator

OTTAWA COUNTY

By: _____ Date: _____
~~Gary Rosema, Interim County Administrator~~Patrick Waterman

Its: County Administrator

Request for consideration – Board of Commissioners – County of Lake

LAKE COUNTY
MICHIGAN

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

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES):

Motion to recommend to the Board of Commissioners the approval of a contract between Lake County and Rightside Design and authorize Lake County Administrator to sign any and all necessary documents and to make any necessary budget amendments.

ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:

AGENDA DATE:	FINANCE MEETINGS APPROVAL:	COMMISSION DATE:
11/25/2026	____YES ____NO ____OTHER	**11/25/2026**

Rightside Design Group | *creativity converged*
50 Greenbush Street, Suite 206
Manistee, MI 49660
231.510.4929 | rightsidedesignstudio.com

PROFESSIONAL SERVICES AGREEMENT

Prepared For:
Lake County

Prepared By:
Brandon Jensen, Owner/designer
50 Greenbush Street, Suite 206
PO Box 791
Manistee, MI. 49660

p: 231.510.4929
e: bjensen@rightsidedesignstudio.com
w: www.rightsidedesignstudio.com

Agreement Date: 12-1-26

Between: **Lake County** ***(herein noted as Client) and***
Rightside Design Group (herein noted as RSDG)

OVERVIEW OF SERVICES PROVIDED TO CLIENT |

DISCOVERY & STRATEGY

DEFINING THE BRAND

RSDG will work with Lake County Advisory Group members to conduct a survey of stakeholders and conduct a full audit of marketing assets, digital presence, and recreational assets that define Lake County as a unique destination. The result of this audit will substantiate the strengths and weaknesses of the County's current position, identify potential opportunities for brand repositioning, and determine prioritized marketing initiatives focused on meeting the expectations of Lake County stakeholders and the long-term goals of the organization.

- Digital, marketing, and recreational asset (based on RPI mapping) audit
- Stakeholder survey/interviews
- Target market identification
- Competitive positioning analysis
- Presentation of findings and stakeholder feedback session

DESIGNING THE BRAND

BRAND ASSETS + PRELIMINARY ASSET DEVELOPMENT

Our creative team infuses a collective knowledge of brand strategy across many industries to develop infrastructure, messaging, and visual assets to reach and impact to your audience. With every client we serve, our objective is to create a sustainable long-term brand solution and marketing strategy that targets qualified stakeholders, users, and the local community.

Throughout the design process, we provide progress meetings and working sessions to review findings, test ideas, and build consensus. Key deliverables such as brand positioning, creative concepts, visual identity, and supporting marketing material are presented for review and feedback before advancing to the next phase. This transparent approach keeps stakeholders informed, creates clear opportunities for input, and ensures that each creative decision is grounded in the goals established at the outset.

Once a new brand identity is established, working in collaboration with Lake County stakeholders, our team will assist in creating priority assets, provide a strategy for marketing implementation to gain alignment with new brand positioning, and design a launch campaign providing a purposeful introduction of the revitalized brand across identified target markets.

Design new brand livery/palette

- Visual ID/logo
- Tagline/brand messaging
- Brand standards guide
- Website visual integration strategy
- Design asset development
- Digital and print material ad samples
- Signage/interpretive markers/kiosk design samples and material selection options (inc. QR code linking to website) with development strategy for multi-phase implementation (budget and build-out)
- Promotional items
- Mapping & Wayfinding

(Note, If the project expands beyond the anticipated scope due to extensive revisions, additional concepts, changes in direction, increased meetings or consultation, or other unforeseen requirements, additional fees may apply. RSDG will communicate with the client if the scope or level of effort begins to exceed the original expectations and, when appropriate, obtain approval before proceeding with substantial additional work.)

WEBSITE DEVELOPMENT

TOURISM WEBSITE

RSDG, in collaboration with Envigor, will create a compelling destination website that showcases the county's recreational assets, outdoor experiences, and events. The visitor-focused site will reflect the county's brand and marketing strategy while providing the flexibility to grow and evolve with the destination.

- Website development w/ event solution - Custom branded mobile-optimized website design utilizing Wordpress CMS and including SEO best practices, analytics, 2 training sessions, and 30-day post-launch support period. A custom theme and Wordpress site will allow for the greatest expansion and flexibility by the client.

- Website content development – RSDG to develop website content aligned with branding and marketing strategy
- Website hosting - Includes website hosting service, 1 domain name, SSL certificate, built in security measures, and regularly scheduled website back-ups. *note: budget allocation provided for multi-year hosting, but service level and support will be arranged through a separate hosting contract upon website completion outlining service set after build.

MARKETING CAMPAIGN STRATEGY

OPTIMIZED STRATEGY FOR LONG TERM SUCCESS

RSDG will work closely with Client's stakeholders to implement a first-year marketing program. Regularly scheduled meetings will take place to update stakeholders, discuss future programs, net ideas, etc. The RSDG team will be a strategic partner in the successful implementation of the Lake County brand launch and destination marketing throughout the first year, which may include some of the following marketing modalities:

- Development of marketing strategy & promotional calendar
- Creation of advertising artwork and promotional messaging
- Creation of assets/messaging for existing digital assets/campaigns
- Website aligned content
- Digital media advertising
  - Administration of digital campaigns
  - Account creation
  - Campaign implementation
  - Budget management
  - Monthly reporting
- Media employed may include (based upon budget available and strategic priorities):
  - Social media
  - Google marketing
  - Search marketing
  - Remarketing
  - YouTube advertising
  - OTT streaming
  - E-newsletters
- Outdoor advertising
- Print media templates
- Rack cards
- Print advertising
- Influencer/partner marketing

The final media and tools deployed in the marketing strategy will be determined during the discovery/strategy phase and build out of the brand ID. As we communicate with stakeholders and gain feedback, priority marketing efforts will come into focus.

TIMELINE + APPPROACH

PROJECT MANAGEMENT & STAKEHOLDER UPDATES

As the project progresses, RSDG will provide the stakeholder group with milestone updates at intervals determined at the project kickoff meeting. This will allow those who are connected to the project to monitor progress as well as provide input at critical milestones to maintain the projects overall timeline, budget and scope. Stakeholders will be emailed a project update with .pdf attachment outlining progress with visuals and timeline updates.

ANTICIPATED PROJECT TIMELINE

The following is a preliminary project timeline based on the details known to date and based on prior projects of similar scope/deliverable requirements.

Project Area	*Project Element*	*Date Range*
Discovery & Strategy	Project Kickoff	Early December
	Marketing/Rec Asset. Audit	December-Early January
	Stakeholder Surveys	December (Jan if required for data)
	Data Analysis/Prelim Strategic Discussion	Late January/Early February
	Stakeholder Pres. of Findings/Prelim Positioning	Early March
Designing the Brand	Visual ID concepts/Brand preliminary review	Late April/Early May
	Visual ID revisions/updates	Late May
	Full Presentation of Preliminary Brand Assets	June
	Kiosk/Website Samples/Asset Samples	July-August
	Finalizing Brand Book/Kit	Late August
Website Development	Preliminary Design Development/Concepting Layout	Late May
	Review/Prelim Design Review	Late June/Early July
	Content Build/Design Refinement	July-August
	Soft Launch/Testing	Early September
	Go Live	End September
Marketing Campaign	Preliminary Strategy Overview/Discussions	June/July
	Schedule/Budgeting/Funding	August
	Layout of Proposed Strategy/Promotional Calendar	September
	Launch Campaign	October/November

Changes to anticipated timeline:

With any multi-tiered marketing/brand program, adjustments to the timeline may be required depending on stakeholder engagement, feedback and finalized scope of services. Through our stakeholder updates, we will continue to provide progress and milestone tracking, so the schedule is clearly communicated with all parties.

BUDGET

Project Area	*Project Element*	*Cost Range*
Discovery & Strategy	Key Stakeholder Meeting(s) & Stakeholder Survey, Team Research/Development/Concepting	$8,000
Designing the Brand	Visual ID development & Brand Asset Standards Kit, Interpretive Kiosk Design/Development Standards Mapped Assets	$32,000
Brand Asset Build	Kiosk Fabrication (#TBD based upon design) /Delivery for Installation by client (Assumes potential allocation for panels/frame fab units) Printed mapped assets - production and distribution across targeted region(s).	$25,000
Website Development	Prelim Design/Concepting/Content/Build/Launch	$20,000
Marketing Campaign Strategy	Development of Marketing Strategy, Design/Dev. of assets for 12-month promotion (Nov 27 - Oct 28)	$40,000
Website Hosting/Maintenance	Yearly Support Estimates: Hosting = $600/year Maintenance Package $500/year	$5,000 (establishment & first 3 years)
	Total Anticipated Project Cost – not to exceed	**$130,000**

**Budget Note: Subject to modification/changes as deemed necessary by committee during discovery/milestone review periods. Budget will maintain a not to exceed value as shown above.*

HIGHLIGHTS

Strategy focuses on assets being developed and deployed directly as part of this initial budget. This allows the potential for physical artifacts to be placed within the destinations region to engage both visitors and locals alike with the new brand message. The marketing campaign strategy and deployment of marketing for the first year will be consolidated into shorter campaign intervals which will run in approximately 3-5 week flights 3-4 times over the course of the calendar year. The final strategic deployment of the campaign will be contingent upon the work done during discovery and by defining the goals of the group.

TERMS |

CONTENT RESPONSIBILITY |

NEW CONTENT SUBMISSIONS: If the Client provides any content and/or design elements (ie: artwork, images, copy, stock photography, user generated images, contributor images, etc.) to RSDG for the purposes of design development and posting to the website or hosting platform in anyway, the Client agrees to obtain all necessary use and rights permissions to use said elements and agrees to retain all legal responsibility for the use of the submitted elements. If the Client submits elements to RSDG, the Client agrees, to the fullest extent permitted by law, to release RSDG, its officers, directors, employees, and sub-consultants from all claims and causes of action arising from such uses and shall indemnify and hold them harmless from all costs and expenses, including the cost of defense, related to claims and causes of action to the extent such costs and expenses arise from the Client's submission and RSDG

use of elements. This also applies to any existing content and/or design elements posted to the website/hosting platform.

CONTENT CREATION: RSDG provides the service of content development for websites, marketing campaigns, print materials, and more. This content is based upon learned information regarding Client's organization/business through interview, review of existing assets, and market research. All content presented requires internal stakeholder review for accuracy. RSDG is not responsible for the presentation of incorrect information, nor information that is outdated. Client retains responsibility for regular review of developed assets and reporting of content that requires attention.

EXISTING CONTENT: In the case of all existing content, regardless of the source, (ie: artwork, images, copy, stock photography, user generated images, contributor images, etc.), it is the Clients responsibility to obtain and maintain record of all necessary use and rights permissions to continue the use of said existing content and agrees to retain all legal responsibility for use. The Client agrees, to the fullest extent permitted by law, to release RSDG, its officers, directors, employees, and sub-consultants from all claims and causes of action arising from such uses and shall indemnify and hold them harmless from all costs and expenses, including the cost of defense, related to claims and causes of action to the extent such costs and expenses arise from any and all existing Client content.

OWNERSHIP OF ARTWORK |

All materials produced for your organization/business are available for unrestricted use in the contracted/final delivered state. All other uses, modifications, and extractions are prohibited. All rights not transferred remain the property of RSDG. No original working/art files will be made available unless otherwise agreed upon in the contract. When stock photography is used for Client work, with the license secured by RSDG, the Client agrees to adhere to the terms and conditions of the source agreements (including but not limited to: Getty Images/iStock, the Noun Project, etc.) Clients may not transfer, extract or modify any stock art, elements and/or original working/art files placed in final artwork files by RSDG.

COMPLIANCE |

As your marketing/website hosting company, we are equipped to assist you in making any required updates for compliance and accessibility as they are required within your industry. RSDG is not a compliance or accessibility specialist and requires written direction from the Client regarding the regulatory laws as they pertain to your organization. RSDG, and its assigned assume no responsibility for the understanding or interpretation of compliance regulations specific to your industry/website/assets and make no claim that your website complies in any way, including but not limited to; ADA website accessibility compliance, privacy policy compliance, security or personal data use/handling compliance, cookie and website tracking compliance, terms of use compliance, etc. At some juncture, it may become necessary to identify a firm that specializes in compliance to meet your industry requirements. When required, we can assist with the identification of such resources.

THIRD PARTY VENDOR ACKNOWLEDGEMENT |

As deemed necessary by the scope of a project, RSDG may or may not subcontract the performance of the project scope in whole or in part. In execution of this agreement, Client permits RSDG to act on their behalf to engage 3rd party services for achieving the performance of the project scope.

PRODUCTION |

The procurement, coordination, brokering, production, and delivery of printed materials and other reproduced goods managed by RSDG shall be deemed services performed under this Agreement. Fees for such services may include media, production, printing, fabrication, shipping, handling, administrative, management, and procurement charges, which may vary by project and are not subject to a fixed percentage or rate. Production will be quoted and provided to the client for approval prior to work being performed.

If Client elects to procure, broker, or coordinate print or production services independently of RSDG, RSDG reserves the right to charge additional processing, setup, file preparation, project management, or consulting fees as applicable. In such cases, RSDG shall not be responsible or liable for vendor pricing, production schedules, delivery delays, print variations, color accuracy, material substitutions, workmanship, or the quality of finished goods provided by third-party vendors.

TIMING |

Designer will prioritize performance of the defined services as may be necessary or as identified in the Proposal and/or as required in by the Project Request Form and will undertake its efforts conducted in good faith and in accordance with commonly accepted commercial practices to perform the services within the time(s) identified in the Proposal. Client agrees to review deliverables within the time identified for such reviews and to promptly either, (i) approve the deliverables in writing or (ii) provide written comments and/or corrections sufficient to identify the Client's concerns, objections or corrections to RSDG. RSDG shall be entitled to request written clarification of any concern, objection or correction.

Client acknowledges and agrees that RSDG's ability to meet any and all schedules is entirely dependent upon Client's prompt performance of its obligations to provide materials and written approvals and/or instructions pursuant to the Proposal and that any delays in Client's performance or changes in the services or deliverables requested by Client may delay delivery of the Deliverables. Any such delay caused by Client shall not constitute a breach of any term, condition or RSDG's obligations under this Agreement.

WARRANTY |

RSDG warrants that it will perform contracted work with reasonable care and skill and the services and materials provided by RSDG to client through this agreement will not infringe or violate any rights of any third party. Except as set forth in this contract, RSDG does not make any warranties, express, implied or statutory, including but not limited to the implied warranties of business continuity or fitness for a particular purpose, with respect to the provided goods and services.

RSDG DOES NOT REPRESENT OR WARRANT THAT SUCH DELIVERABLES WILL CREATE ANY ADDITIONAL PROFITS, SALES, EXPOSURE, BRAND RECOGNITION, OR THE LIKE. THE DESIGNER HAS NO RESPONSIBILITY TO THE CLIENT IF THE DELIVERABLES DO NOT LEAD TO THE CLIENT'S DESIRED RESULT(S).

The Client represents and warrants that the Client has the rights to use any proprietary information, including, but not limited to trade secrets, trademarks, logos, copyrights, images, data, figures, content, and the like that it may provide to RSDG to be included in the contracted service(s). If the Client does not have these rights, the Client will reimburse RSDG for any associated damages RSDG may experience or will take responsibility for such damages so that RSDG does not experience any damages.

As deemed necessary by the scope of a project, RSDG may or may not subcontract the performance of the project scope in whole or in part. In execution of this agreement, Client permits RSDG to act on their behalf to engage 3rd party services for achieving the performance of the project scope.

UNDER NO CIRCUMSTANCES SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY INVOVLED IN THE PERFORMANCE OF THIS CONTRACT FOR ANY DAMAGES RESULTING FROM ANY PART OF THIS AGREEMENT, SUCH AS, BUT NOT LIMITED TO, LOSS OF REVENUE OR ANTICIPATED PROFITS, LOSS OF DATA, LOSS OF USE, LOST BUSINESS, OR COSTS OF DELAY. NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT AND/OR CONSEQUENTIAL DAMAGES.

RSDG assumes no responsibilities or obligations whatever, other than the responsibilities and obligations expressly set forth in this agreement.

ACCEPTANCE OF TERMS |

The signature of both parties shall evidence acceptance of these terms, and all associated content contained in this agreement shall be in effect from the date of signing for twelve (12) months. Upon expiration of the Term, the Agreement will be automatically extended on a month-to-month basis unless either party terminates the Agreement upon at least thirty (30) days written notice.

_____ **Date:** _____

_ Lake County

_____ _____

Tobi G. Lake, County Administrator

Rightside Design Group, LLC **Date:**

Brandon Jensen 11-19-26

Brandon Jensen, Owner

LAKE COUNTY ECONOMIC DEVELOPMENT ALLIANCE

Powered by The Right Place

November 19, 2026

MISSION

The Economic Alliance shall create a unified vision promoting the unique Lake County resources including historical, natural and cultural amenities that enhance the capacity of the local economy.

BOARD OF DIRECTORS

Blair Evans, President
Morton's Motel

Matt Bearup, Past President
Best Bear Lodge

Deb Smith-Olson, V.P.
Lake-Osceola State Bank

Tobi Lake, Treasurer
Lake County Administration

Shelly Keene, Secretary
MI Works-West Central

Jodi Nichols, Executive Director
The Right Place

Kellie Allen
Lake County Treasurer

Harold Nichols
Village of Baldwin

Josh Rose
Twin Creek HVAC

Jamie Russell
Lake County Commissioner

Patrick Tiedt
Consumers Energy

Re: Tourism Brand Marketing Contracted Services Recommendation

Dear Lake County Board of Commissioners:

Lake County Economic Development Alliance (LCEDA) greatly appreciates the opportunity to support Lake County in its development of a first-ever tourism brand and marketing assets and is excited to offer a recommendation for marketing services.

As you are aware, an RFP was developed and issued with an October 1 due date. Thirty-three proposals were received from around the country. LCEDA staff reviewed all proposals and provided copies you for your own review. Five firms were then selected for interviews based on scoring well on the following criteria:

- Relevant Experience with comparable communities and projects
- Quality and creativity of design portfolio
- Proposed approach, methodology, and process
- Pricing and value relative to scope
- Team qualifications and project management approach

Interviews were conducted by myself, along with Meredith Gremel (retired marketing executive and Pure Markette Manager) and Kelly Rider (Newaygo County Chamber of Commerce Director and Tourism Council President). Two firms were selected as finalists and were asked for additional support documentation. Firms were asked for more work product and statistics on marketing success and references were checked.

After much consideration, the advisory group unanimously recommends the team of Rightside Design Group (Manistee) and Envigor (Shelby) for professional tourism brand marketing services.

This team has significant regional destination experience, including in Silver Lake, Manistee, Ludington, Newaygo and Cadillac. References said they were very accessible, understand and accommodate small budgets and staffs and do excellent work. Additionally, Envigor answered search optimization and AI questions well. Additionally, proposed costs were less and included more services than other finalist.

We look forward to strengthening county tourism together! Thank you!

Sincerely,

Josh Nichols

Lake County Economic Development Alliance

800 Tenth Street Suite 130, Baldwin, MI 49304 | T 231-742-3328 | E nicholsj@rightplace.org | www.rightplace.org/lake

Request for consideration – Finance Committee – County of Lake

LAKE COUNTY
MICHIGAN

Agenda Item No: 4f **Motion 4f**

ORIGINATOR:		
Tobi Lake	__BUDGETED __ NON-BUDGETED __ PARTIALLY BUDGETED	
REQUESTING DEPARTMENT:	REQUEST DATE:	REQUESTER SIGNATURE:
Trial Court		

SUMMARY OF REQUEST

Commissioner Sanders and Commissioner Lodholtz were in agreeance to let this request bypass the Personnel Committee.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES):

Motion to recommend to the Board of Commissioners to authorize the wage of the Trial Court Administrator position be temporarily increased from a Grade 9 Step 5 exempt, to a Grade 11 Step 5 exempt, to work on the JMS Migration project for District Court. The increase shall be effective 1/01/2027, with an end date upon completion of the work, but not later than June 30, 2027.

ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:

AGENDA DATE:	FINANCE MEETINGS APPROVAL:	COMMISSION DATE
11/25/2026	____YES ____NO ____OTHER	**11/25/2026**

Michigan Supreme Court
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
517-373-0130 | MSC-Info@courts.mi.gov

Thomas P. Boyd
State Court Administrator

MEMORANDUM

DATE: January 6, 2026

TO: Honorable David M. Glancy, Chief Judge
Ms. Bobbi Keefer, Trial Court Administrator

FROM: Thomas P. Boyd, State Court Administrator

SUBJECT: CMS Expansion – Migration Financial Assistance

Thank you for choosing JIS as your CMS provider.

When responding to the initial information requirements from JIS, courts have reported increased staffing needs. The State Court Administrative Office (SCAO) has listened and heard your concerns. In an effort to alleviate some of the stress on court staff and internal resources, we have allocated funding for this initial information gathering step of migration.

With these additional funds, courts are able to request reimbursement for overtime or temporary staffing to timely respond to the information requests and other migration/implementation related work. The cap for each local court/jurisdiction utilizing this assistance is $100,000. If there are extenuating circumstances for your court, you can submit a request for consideration of an exception for additional funds. Any requests for exception should include a description of the need and use of the additional funds and be submitted to your SCAO regional administrator.

The SCAO has developed a process to facilitate the submission of invoices, supporting documentation, approvals, and reimbursements for CMS Expansion - Migration Financial Assistance, outlined below.

CMS Expansion – Migration Financial Assistance

- All invoices must contain a description of the work and the costs requested for overtime or temporary staffing. The required invoice template is attached as Appendix A.
- Invoices must be sent monthly to CMS-MFA@courts.mi.gov.
- In addition to the invoice, courts must also provide SCAO with supporting documentation

including an itemization log of actual hours worked. The itemization log template is attached as Appendix B. Reimbursement will be provided based on the number of actual hours worked on the engagement within the assigned cap for each trial court.

- A confirmation email will be sent by SCAO to the court indicating approval of the reimbursement, or notifying the court of any items that were not approved as reimbursable expenses for this project.
- Once approved, the SCAO Finance Division will process the invoice and remit payment to the court within (30) days.
- If not already registered, the court is required to register to receive payments by EFT at SIGMA Vendor Self Service (VSS) (http://www.Michigan.gov/SIGMAVSS). Registration instructions are attached as Appendix C.
- This funding may be utilized for expenditures incurred for overtime and/or temporary workers required to meet the challenges presented by CMS migration and implementation. Reimbursement may be sought for overtime and/or temporary workers incurred from the date you sign the MOU and receive the JIS information request. Reimbursement requests may not exceed and will not be reimbursed in excess of the cap provided for each trial court unless an exception is requested and approved.

Outlook

Lake County JIS Migration Reimbursement

From Cody Gross <GrossC@courts.mi.gov>
Date Mon 2/9/2026 10:09 AM
To P43DMG <P43DMG@co.lake.mi.us>; Bobbi Keefer <bobbikeefer@CO.LAKE.MI.US>
Cc Linda Beachnau <BeachnauL@courts.mi.gov>; Christopher Abraham <AbrahamC@courts.mi.gov>

Warning: Unusual sender <grossc@courts.mi.gov>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good morning,

Migration to the State Court Administrative Office's (SCAO) Judicial Information Services (JIS) case management system (CMS) is done through a partnership between JIS and each trial court. This partnership requires additional work on the part of each trial court. This work is over and above the normal operation of the trial court. To support this migration, SCAO offers financial support to cover increased costs caused by this additional work. This migration of Lake County Trial Courts will require additional work by Bobbi Keefer and staff. We understand Bobbi (Court Administrator) is willing to work extra hours to facilitate the migration of Lake County Trial Courts to the JIS CMS and that Lake County intends to temporarily adjust her salary to compensate CA Keefer for this extra work. SCAO will reimburse the cost of that adjustment as provided for in the CMS Expansion-Migration Financial Assistance program (CMS-MFA). Please follow the directions in the CMS-MFA memo for reimbursement.

Let us know if you have questions.

Best Regards,
Cody Gross
CIO Judicial Information Services

Brennan Lowry

From: Bobbi Keefer
Sent: Wednesday, November 18, 2026 11:10 AM
To: Brennan Lowry
Subject: Fw: Migration Financial Assistance
Attachments: D78-2 Lake District MFA Memo.docx; Appendix A - CMS-MFA INVOICE.docx; Appendix B - CMS-MFA ITEMIZATION LOG.docx; Appendix C - Vendor Registration Guide.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Brennan,

This is the email that lays out the reimbursement for both Circuit and District. Is this what you need or is there something else?

Bobbi Keefer, MBA, CCM
Trial Court Administrator
Lake County Trial Court
800 Tenth St. Ste. 300
Baldwin, MI 49304
231.745.4614
bobbikeefer@co.lake.mi.us

From: Linda Beachnau <BeachnauL@courts.mi.gov>
Sent: Tuesday, January 6, 2026 1:20 PM
To: Bobbi Keefer <bobbikeefer@CO.LAKE.MI.US>
Cc: Mary Jo Barba <BarbaM@courts.mi.gov>
Subject: Migration Financial Assistance

External sender <beachnaul@courts.mi.gov>
Make sure you trust this sender before taking any actions.

Bobbi,

Please find attached the information related to Migration Financial Assistance, which covers reimbursement for overtime, additional hours for part time staff, or hiring of temporary staff to assist with migration related tasks, or to complete the work of the court so that other staff are freed up to work on migration tasks. These funds can also be used to reimburse IT staff for tasks directly related to the migration.

You will have available $100,000 for the Circuit Court, and $100,000 for the District Court migrations

Please let us know if you have any questions.

Linda Beachnau, Implementation Manager

Judicial Information Services
Michigan Supreme Court
beachnaul@courts.mi.gov
517.373.9256

This message has been prepared on computer equipment and resources owned by the Michigan Supreme Court. It is subject to the terms and conditions of the Court's Computer Acceptable Use Policy.

GL Number	Description	2027 RECOMMENDED
101-281.00-702.010	TRIAL COURT ADMINISTRATOR	93,752.00
101-281.00-704.000	SALARIES & WAGES - OVERTIME	0.00
101-281.00-706.000	INSURANCE WAIVER SUPPLEMENT	0.00
101-281.00-706.001	LONGEVITY	450.00
101-281.00-715.000	EMPLOYERS FICA/SOC.SEC	7,207.00
101-281.00-716.000	HOSPITALIZATION	16,000.00
101-281.00-717.000	LIFE INSURANCE	142.00
101-281.00-717.001	SICK & ACCIDENT INS	1,155.00
101-281.00-717.002	DENTAL INSURANCE	580.00
101-281.00-717.004	VISION INSURANCE	134.00
101-281.00-718.000	RETIREMENT	18,841.00
101-281.00-719.000	UNEMPLOYMENT	566.00
101-281.00-721.000	WORKMENS COMP	434.00
101-281.00-723.000	RET HEALTH OPEB	1,560.00
Total Appropriations:		140,821.00

GL Number	Description	2027 RECOMMENDED
101-281.00-702.010	TRIAL COURT ADMINISTRATOR	109,307.00
101-281.00-704.000	SALARIES & WAGES - OVERTIME	0.00
101-281.00-706.000	INSURANCE WAIVER SUPPLEMENT	0.00
101-281.00-706.001	LONGEVITY	450.00
101-281.00-715.000	EMPLOYERS FICA/SOC.SEC	8,397.00
101-281.00-716.000	HOSPITALIZATION	16,000.00
101-281.00-717.000	LIFE INSURANCE	142.00
101-281.00-717.001	SICK & ACCIDENT INS	1,346.00
101-281.00-717.002	DENTAL INSURANCE	580.00
101-281.00-717.004	VISION INSURANCE	134.00
101-281.00-718.000	RETIREMENT	21,952.00
101-281.00-719.000	UNEMPLOYMENT	659.00
101-281.00-721.000	WORKMENS COMP	434.00
101-281.00-723.000	RET HEALTH OPEB	1,560.00
Total Appropriations:		160,961.00

Difference in Wages	15,555.00
Difference in Benefits	4,585.00
Total Difference	20,140.00

SALARIED EXEMPT		New Hire		6 Months		1 Year		2 Years		3 Years
Grade	Hours	Minimum Step 1		Step 2		Midpoint Step 3		Step 4		Maximum Step 5
6	Hourly	30.79		31.95		33.10		34.35		35.41
	37.5 hrs	60,271.43		62,542.13		64,793.25		67,240.13		69,315.08
	40.0 hrs	64,289.52		66,711.60		69,112.80		71,722.80		73,936.08
7	Hourly	31.76		33.02		34.38		36.43		38.47
	37.5 hrs	62,170.20		64,636.65		67,298.85		71,311.73		75,305.03
	40.0 hrs	66,314.88		68,945.76		71,785.44		76,065.84		80,325.36
8	Hourly	32.73		34.92		37.13		39.37		41.55
	37.5 hrs	64,068.98		68,355.90		72,681.98		77,066.78		81,334.13
	40.0 hrs	68,340.24		72,912.96		77,527.44		82,204.56		86,756.40
9	Hourly	35.35		37.73		40.12		42.48		44.90
	37.5 hrs	69,197.63		73,856.48		78,534.90		83,154.60		87,891.75
	40.0 hrs	73,810.80		78,780.24		83,770.56		88,698.24		93,751.20
10	Hourly	38.18		40.75		43.33		45.87		48.48
	37.5 hrs	74,737.35		79,768.13		84,818.48		89,790.53		94,899.60
	40.0 hrs	79,719.84		85,086.00		90,473.04		95,776.56		101,226.24
11	Hourly	41.24		44.01		46.79		49.55		52.35
	37.5 hrs	80,727.30		86,149.58		91,591.43		96,994.13		102,475.13
	40.0 hrs	86,109.12		91,892.88		97,697.52		103,460.40		109,306.80

261 work days 2026

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 approval of the Resolution for an employee to purchase additional service credit at their cost with MERS and authorize the Chairman of the Board to sign any and all documents.

ADMINISTRATOR RECOMMENDATIONS:	ATTORNEY ANALYSIS:

AGENDA DATE: **11/25/2026**	FINANCE MEETINGS APPROVAL: ____YES ____NO ____OTHER	COMMISSION DATE **11/25/2026**

Application for Additional Service Credit Purchase

Section 1: Service Credit Purchase Cost Estimate

With the approval of the employer and the local governing body, participants can purchase additional service credit to help meet an early retirement eligibility provision or to increase their pension benefit. Unlike MERS-to-MERS or Act 88 time, purchased service credit generally cannot be used to reach vesting.

This estimate is only valid for two months after October 1, 2026, the effective date of this calculation.

The cost to purchase service credit for each individual is based on many factors. Below is the information that MERS used to prepare this estimate. Please review the following information for accuracy. If any is incorrect, this estimate may not be correct.

Participant Information

[redacted]
Date of Birth: 2/12/1977
Age: 49 years, 7 months
FAC as of calculation date: $63,718.84

Employer Information

Lake Co
4301 / 02

Benefit Multiplier

2.25% Multiplier (Capped at 80% of FAC)
Benefit F50 (With 25 Years of Service)
Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years
Benefit FAC-5 (5 Year Final Average Compensation)
10 Year Vesting
Defined Benefit Normal Retirement Age - 60

Service Credit

Earned service credit as of calculation date:	22 years, 8 months
Vesting Only Service:	
Other Governmental Service used for Eligibility (MERS or Act 88):	
Type of Credited Service to be Purchased:	Generic
Amount of additional service requested:	1 year, 11 months

Benefit Impact

	Earliest Eligibility Retirement Date	Retirement Age	Projected FAC	X	Service Credit	X	Benefit Multiplier	=	Annual Benefit
Before Proposed Purchase	2/1/2029	51 years 11 months	$68,268.66		25 years 0 months		2.25%		$38,401.08
After Proposed Purchase	3/1/2027	50 years 0 months	$64,508.47		25 years 0 months		2.25%		$36,285.96

Amount Due for this Service Credit Purchase if Paid on or before December 1, 2026: $38,068.00

The total cost is due in full at the time of purchase and may be paid by either the participant or employer. You may be eligible to transfer assets from other accounts to make a payment for the purchase, such as: 457 Deferred Compensation Plans; 401 plans; 403(b) plans; and some IRAs (traditional and SIMPLE). To initiate this transfer complete the form *Certification of Qualified Fund Rollover to MERS* (form number F-38). Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.



Section 2: Calculation Assumptions

1. Projected Earliest Eligible Retirement Date

This date is calculated using the participant's date of birth, the amount of service credit reported by the employer, and other service credit that we have on record (such as MERS-to-MERS or Act 88 time). If any of this data is incomplete or inaccurate this can affect the cost estimate. If the participant chooses to retire on a different date, it may increase/decrease the actual cost.

2. Projected Final Average Compensation (FAC)

Future increases in the FAC are assumed to be a 3.00% annual increase. This calculation is dependent on the wages reported by the employer to MERS. If the actual increases end up being different than the assumption, it may increase/decrease the actual cost.

3. Projected Service Credit

It is assumed the participant will continue to work until the earliest date for unreduced retirement benefits unless a specific termination date is shown. Any deviation from the earliest eligibility date may increase/decrease the actual cost.

4. Benefit Multiplier

The current benefit plan provisions are used to calculate the cost of purchasing service credit. If the participant transfers into a different division and is eligible for a benefit plan with different provisions, then the cost may differ from the initial calculation. Likewise costs may differ if the municipality adopts different benefits in the future for any participant that has purchased service credit. These changes will be reflected in the actuarial valuation required to adopt any benefit increase.

5. Investment Assumption

The current investment return assumption for service credit purchase is 5.79%.

6. Mortality Rate

Assumptions are made on the life expectancies of the participant and their surviving spouse, using tables generated by actuarial professionals.

Section 3: Certification and Authorization

PARTICIPANT CERTIFICATION

I certify the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify the service has not and will not be recognized for the purposes of obtaining or increasing a pension under another defined benefit retirement plan.

_____ _____

Participant Signature Date

GOVERNING BODY RESOLUTION

By Resolution of its Governing Body, at its meeting on_____, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above to make a service credit purchase from MERS as described above. The employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board and the information provided by the employer and participant, including the termination date, which information the employer represents to MERS as accurate. Any difference between the assumptions and actuarial experience, including termination date, will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable and solely responsible for any difference between estimated and actual costs. The employer agrees to hold MERS harmless for any increased unfunded liability or other liability, damages or costs resulting from the purchase of this service credit.

_____ _____

Signature of Authorized Official Date

_____

Title

MERS Use Only

Payment Received:	Participant Payment:
Service Credit:	ER Payment:
Signed:	