

COUNTY BOARD OF COMMISSIONERS
CHARLEVOIX, MICHIGAN 49720

Wednesday, July 8, 2026
9:30 a.m.
13513 Division Street
Charlevoix, MI 49720

Virtual Link: <https://youtube.com/live/9lj09mqBlno?feature=share>

AGENDA

9:30 a.m. Meeting called to order and Pledge of Allegiance to the Flag of the United States of America
Approval of Agenda (Before approving the agenda, items can be removed from the consent agenda)

Public Comment on any Agenda items listed on current agenda (limited to 3 minutes)

Approval of Consent Agenda

CONSENT AGENDA

Approval of June 11, 2026 Committee of the Whole Minutes.....	Pages 3-5
Approval of June 17, 2026 Minutes.....	Pages 6-8
Approval of June 24, 2026 Minutes.....	Pages 9-12
Approval of July 1, 2026 Minutes.....	Pages 13
County Expenditures.....	Pages 14-15
Fiscal Officer's Budget Update.....	Pages 16-27
Charlevoix County Commission on Aging.....	Pages 28-31
Charlevoix County Road Commission.....	Pages 32
Grandvue.....	Pages 33-35
CCE-911.....	Pages 36-38
North Country Community Mental Health.....	Pages 39-44
Health Department of Northwest Michigan.....	Pages 45-46

SCHEDULED APPEARANCES: (Limited to 15 minutes)

Six Mile Lake Special Assessment District

County Insurance

- Jennifer Petterson – Advantage Benefits Group..... Pages 47-50
- Dale Boehm – Boehm Agency..... Pages 51-55
- Chris Glass – Gallagher

UNFINISHED BUSINESS:

River Caddis Update (Jess)

NEW BUSINESS

Fair Board Liaison Appointment

Permanent County Administrator Search Next Steps..... Pages 56-108

Public Safety Revenue Sharing..... Pages 109-112

RESOLUTIONS:

Remonumentation Contracts.....	Pages 113-137
FY2027 SCAO Grant Application.....	Pages 138-151

Public Comment (limited to three (3) minutes)

ADMINISTRATOR’S COMMENTS:

SHERIFF’S COMMENTS:

COMMISSIONER COMMENTS/COMMITTEE REPORTS:

Board Members

Adjourn to the call of the Chair



1 CHARLEVOIX COUNTY BOARD OF COMMISSIONERS
2 CHARLEVOIX, MICHIGAN 49720
3 COMMITTEE OF THE WHOLE JUNE 11, 2026
4

5 The Committee of the Whole was called to order by Chairman Hankins at 10:00 a.m.
6 Present were Commissioners Robert Jess, Chris Christensen, Tim Kenney, Joshua
7 Chamberlain, Scott Hankins, and Annemarie Conway, 6.

8
9 Oration of the Pledge of Allegiance to the Flag of the United States of America.
10

11 Becki King, Fiscal Officer, provided the Board with a PowerPoint and packet outlining
12 initial budget requests and project planning, as it relates to each department. She
13 requested all department heads submit a draft budget by June 1, 2026.
14

15 Estimated Tax Revenue Collection:

- 16 • Tax rates and estimated collection for each millage were provided
- 17 • Request to roll back the Veterans Millage levy to 0.05 mills due to a substantial fund
18 balance.

19
20 Cost Allocation Plan:

- 21 • Utilized by COA, Transit, Ferry, V.A. & Parks
- 22 • Required to have to qualify for State and Federal Grants
- 23 • Required to update annually
- 24 • Include a copy in next packet

25
26 Future Planning:

- 27 • Renovation Fund can be utilized to set money aside for future building projects
28

29 Beaver Island Tower Project:

- 30 • \$1 Million has been set aside from the current balance of the 9-1-1 Fund
- 31 • Recommendation to transfer \$774,000 from the General Fund to the 9-1-1 Fund
32 so all expenditures for the Beaver Island Tower project can be tracked in one
33 fund.
- 34 • Can take care of the downpayment in this current budget year.
- 35 • Recommendation to transfer \$600,000 from the Delinquent Tax Revolving Fund
36 in FY 2027 to cover the remaining cost of the project. If contributions are
37 received from the other two counties, those funds could be returned to the
38 Delinquent Tax Revolving Fund.

1 Recycling Fund:

- 2 • Current millage collection will cover costs for regular recycling contract.
- 3 • Asking the BOC to allocate funds from the general fund to help support 1
- 4 hazardous household waste event in FY2027
- 5 • The Materials Management Plan and costs associated with the plan come from
- 6 the Administration's budget. Consider moving those expenses over to recycling
- 7 to better reflect the true cost of the program.

8
9 Park related Funds:

- 10 • Separate the general operations of the parks and the trails.
- 11 • Move to every other year allocation to the townships/cities for the Parks Millage
- 12 utilizing the funds for maintenance and upkeep costs.
- 13 • Request to retain Parks Millage funds in FY 2027 to assist with the cost of a new
- 14 roof for Whiting Hall.

15
16 COA Proposed Changes:

- 17 • Increased food costs
- 18 • Boyne Senior Center air conditioning and furnace replacement
- 19 • Asking for an increase from \$3.00 to \$5.00 from seniors per meal.
- 20 • Planning to increase fees for home health care services and the in-home foot
- 21 care program.

22
23 Other:

- 24 • Child Care Fund Funding reimburses 80% of approved expenses. The general
- 25 fund is required to offset.
- 26 • Crime Victims Grant approved for \$48,000.
- 27 • Opioid settlement received \$80,000 over the last fiscal year expect about the
- 28 same in FY2027. King recommends utilizing the funds for programs we already
- 29 have in place.

30
31 Chairman Hankins left the meeting at 10:45 a.m. and returned at 10:48 a.m.

- 32 • MIDC grant was recommended to be approved.
- 33 • Transit/Ironton Ferry budgets submitted in April.

34
35 General Fund:

- 36 • Removed operating transfers requests. Letters are out they have until mid-July
- 37 to submit their requests.
- 38 • A request to include laptops for the Board in the BOC budget.

- 1 • Inquiry as to whether the implementation of new computer programs in the
- 2 Register of Deeds, Equalization, and Treasurer's Office will be reflected in
- 3 employee costs and operational efficiencies.
- 4 • Sheriff Deputies and Correction Officers to receive a 5% salary increase as
- 5 outlined in their contract.
- 6 • No plans for any major improvements to the Shirley Roloff Building.
- 7 • Beaver Island Lighthouse up to the BOC for the future plan.

8

9 King took questions from the Board.

10

11 Unfinished Business:

12 None

13

14 New Business:

15 None

16

17 Public Comment:

18 None

19

20 Announcements:

21 None

22

23 Commissioner's Comments:

24 None

25

26 The meeting was adjourned to the call of the Chair at 11:18 a.m.

27

28 SCOTT HANKINS, CHAIRMAN

JULIA A. DROST, COUNTY CLERK

CHARLEVOIX COUNTY BOARD OF COMMISSIONERS

June 17, 2026

The Chairman called the meeting to order at 9:02 a.m. Present were Commissioners Robert Jess, Chris Christensen, Tim Kenney, Scott Hankins, and Annemarie Conway, 5. Excused: Joshua Chamberlain

Oration of the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF AGENDA

Moved by Commissioner Conway and seconded by Commissioner Kenney to approve the agenda, as amended, removing the Building Safety Service Contract and the closed session for an employee evaluation and adding a closed session to review a legal document provided by civil counsel. Motion carried. Roll Call Vote: 5.0.

PUBLIC COMMENT

None.

APPROVAL OF CONSENT AGENDA

None.

SCHEDULED APPEARANCES

Moved to new business.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Internal Government Committee reviewed and acted on routine paperwork.

A request for a merit increase for a Parks employee was presented. The request was to increase the employee to the three-year pay rate. The request was not granted, as although this is the employee's third season working for Parks, the employee worked only a limited number of hours during the previous season.

A request for a merit increase for the Senior Program Facilitator from the Commission on Aging was presented. The employee is assuming additional responsibilities, and the Commission on Aging Director indicated that the increase could be included in the FY 2027 budget for potential implementation in January 2027. Moved by Commissioner Jess and seconded by Commissioner Conway to approve inclusion of the proposed increase in the FY 2027 budget. Motion carried. Roll Call Vote: 5.0.

A request to change the Boyne City Senior Center Cook position from part-time to full-time was presented. The request is to include the position change in the FY 2027 budget for

implementation in January 2027. Moved by Commissioner Conway and seconded by Commissioner Kenney to approve inclusion of the proposed position change in the FY 2027 budget. Roll Call Vote: 5.0.

A request to add a position to District Court from June 2027 through December 2027 was presented. The District Court Administrator plans to retire in December 2027, and the Court would like to hire an employee to train alongside the current administrator in preparation for that transition. The Court requested permission to include the position in its FY 2027 budget. Moved by Commissioner Jess and seconded by Commissioner Christensen to approve inclusion of the proposed position in the FY 2027 budget. Roll Call Vote: 5.0.

Moved by Chairman Hankins and seconded by Commissioner Jess to approve the Returning to Employment Policy as presented. Voice Vote: 5.0.

Emily Selph, Equalization Director, presented a request to change a GIS Technician position from part-time to full-time in the FY 2027 budget. The current Commercial/Industrial Appraiser is planning to retire in the summer of 2027. This change would allow the current GIS Technician time to begin training and complete assessing certification courses in preparation for assuming commercial appraisal responsibilities. Moved by Commissioner Jess and seconded by Commissioner Conway to approve inclusion of the proposed position change in the FY 2027 budget. Roll Call Vote: 5.0.

Moved by Commissioner Conway and seconded by Commissioner Christensen to direct the Clerk to draft resolutions for the AAA 2027 AIP and the AAA 2027-2029 MYP for consideration at the next full Board meeting. Voice Vote: 5.0.

Amber Athey, Friend of the Court Director, presented an amendment to the existing MGT contract. The amendment would allow the department to transition from paper time sheets to an electronic timekeeping platform. The additional cost associated with the amendment is \$1,084. The State will reimburse 66% of the cost, resulting in a net County cost of \$478, which is available within the department's budget. Moved by Commissioner Conway and seconded by Chairman Hankins to approve the MGT contract amendment as presented. Roll Call Vote: 5.0.

.RESOLUTIONS

None.

UNSCHEDULED PUBLIC COMMENT

None.

ADMINISTRATOR'S COMMENTS

Kevin Shepard, County Administrator, was not present.

SHERIFF'S COMMENTS

Chuck Vondra, Sheriff, was not present.

COMMISSIONER COMMENTS/COMMITTEE REPORTS

The Commissioners gave their committee reports.

Moved by Chairman Hankins and seconded by Commissioner Christensen to go into closed session pursuant to MCL 15.268 Section 8(h) to consider material exempt from discussion or disclosure by state or federal statute at 9:37 a.m. Motion carried. Roll Call Vote: 5.0.

Chairman Hankins went back into open session at 10:05: a.m.

Moved by Commissioner Hankins and seconded by Commissioner Christensen to ratify the legal agreement that was entered into yesterday. Motion carried. Roll Call Vote: 5.0.

The meeting was adjourned to the call of the Chair at 10:06 a.m.

SCOTT HANKINS, CHAIRMAN

JULIA A. DROST, COUNTY CLERK

CHARLEVOIX COUNTY BOARD OF COMMISSIONERS

June 24, 2026

The Chairman called the meeting to order at 6:00 p.m. Present were Commissioners Robert Jess, Chris Christensen, Tim Kenney, Joshua Chamberlain, Scott Hankins, and Annemarie Conway, 6.

Oration of the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF AGENDA

Moved by Commissioner Chamberlain and seconded by Commissioner Conway to approve the agenda, as presented. Motion carried. Roll Call Vote: 6.0.

PUBLIC COMMENT

None.

Moved by Commissioner Chamberlain and seconded by Commissioner Jess to approve the June 10, 2026, closed session minutes as presented. Motion carried. Voice Vote: 6.0.

Moved by Commissioner Conway and seconded by Commissioner Jess to approve the June 17, 2026, closed session minutes as presented. Motion carried. Voice Vote: 6.0.

APPROVAL OF CONSENT AGENDA

Moved by Commissioner Jess and seconded by Commissioner Hankins to approve the consent agenda as presented: Approval of June 10, 2026 minutes, Treasurer's Investment Report, Charlevoix County Veterans Affairs, Charlevoix County Road Commission, Grandvue, and the monthly resolution for the Grandvue Operating Transfer. Motion carried. Roll Call Vote: 6.0.

RESOLUTION - GRANDVUE OPERATING TRANSFER (#26-053)

SCHEDULED APPEARANCES

Brian Babbitt, North Country Community Mental Health presented the FY2025 Annual Report and took questions from the Board.

Patrick Machin, of Machin Engineering, presented the additional bidding assistance services for the Wheelway Boardwalk as outlined in the Authorization for Additional Services. Moved by Commissioner Jess and seconded by Commissioner Hankins to approve the contract from Machin Engineering in an amount not to exceed \$8,000.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A Committee of the Whole was scheduled for Wednesday, July 8, 2026 at 11:00 a.m. to discuss the FY2027 Budget.

Moved by Commissioner Jess and seconded by Commissioner Chamberlain to approve the appointment of Sunny Sherk as the Student Representative to the Parks Advisory Committee for a regular 1-year term. Motion carried. Voice Vote: 6.0.

Becki King, Fiscal Officer, presented an updated Budget Process Policy. Moved by Commissioner Conway and seconded by Commissioner Kenney to approve this policy as presented Voice Vote: 6.0.

Becki King, Fiscal Officer, presented an updated Capital Asset Management Policy. Moved by Commissioner Kenney and seconded by Commissioner Conway to approve this policy as presented Voice Vote: 6.0.

Becki King, Fiscal Officer, presented an updated Financial System Access Policy. Moved by Commissioner Chamberlain and seconded by Commissioner Kenney to approve this policy as presented Voice Vote: 6.0.

Becki King, Fiscal Officer, presented a Fund Balance Policy. Moved by Commissioner Conway and seconded by Commissioner Hankins to approve this policy as presented Voice Vote: 6.0.

Becki King, Fiscal Officer, presented the Grant Onboarding Process Policy for review. Following discussion, King will make revisions to the policy and bring it back to the Board for approval.

Sherry Marek, Human Resources Manager, presented a list of potential interview questions to the Board for the upcoming Interim County Administrator interviews. Board members were asked to select their top six questions by Monday. Each candidate will be asked the same questions, and each interview will last 30 minutes.

Jennifer Rashleigh-Houser, Victim Advocate, gave an overview of the Crime Victim's Grant, including the expenses it covers, and answered questions from the Board.

RESOLUTIONS

RESOLUTION – CRIME VICTIM'S RIGHTS GRANT (#26-054)

Moved by Commissioner Conway and seconded by Commissioner Jess that the above listed resolution be adopted.

WHEREAS, the Prosecuting Attorney has received their 2027 grant allocation for Crime Victim's Rights; and

WHEREAS, this is a grant renewal with the Michigan Department of Human Services in the amount of \$47,257.00 in Victim Rights General Grant Funding and \$1,331 in Direct Victim Needs for a total of \$48,588.00; and

NOW THEREFORE BE IT RESOLVED, that the Charlevoix County Board of Commissioners accepts the above outlined request for the 2027 Crime Victim's Rights grant application and authorizes the Chairman to sign any necessary documents. Motion carried. Roll Call Vote: 6.0.

RESOLUTION – AREA AGENCY ON AGING OF NORTHWEST MICHIGAN ANNUAL IMPLEMENTATION PLAN (#26-055)

Moved by Commissioner Chamberlain and seconded by Commissioner Jess that the above listed resolution be adopted.

WHEREAS the Area Agency on Aging approved the local county match for Charlevoix County for FY 2027 at \$6,324.00 as part of its Annual Implementation Plan update to Fiscal Year 2027; and

BE IT RESOLVED, that the Charlevoix County Board of Commissioners have reviewed the Annual Implementation Plan update to Fiscal Year 2027 of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the aging population in region 10.

BE IT FURTHER RESOLVED, that the Charlevoix County Board of Commissioners approve the Annual Implementation Plan update to Fiscal Year 2027 of the Area Agency on Aging of Northwest Michigan and agrees to pay the requested local county match in the amount of \$6,324.00. Motion carried. Roll Call Vote: 6.0.

**RESOLUTION – AREA AGENCY ON AGING OF NORTHWEST
MICHIGAN 2027-2029 MULTI-YEAR PLAN (#26-056)**

Moved by Commissioner Jess and seconded by Commissioner Chamberlain that the above listed resolution be adopted.

At the June 24, 2026, meeting of the Charlevoix County Board of Commissioners, the Board of Commissioners gave consent to the following action:

BE IT RESOLVED that the Charlevoix County Board of Commissioners have reviewed the Fiscal Year 2027-2029 Multi Year Plan of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the aging population in Region 10.

BE IT FURTHER RESOLVED that the Charlevoix County Board of Commissioners approves the Fiscal Year 2027-2029 Multi Year Plan of the Area Agency on Aging of Northwest Michigan. Motion carried. Roll Call Vote: 6.0.

**RESOLUTION – SUPPORT FOR PHASES 4/5 OF THE BOYNE CITY-
CHARLEVOIX TRAIL PROJECT (#26-057)**

Moved by Commissioner Jess and seconded by Commissioner Hankins that the above listed resolution be adopted.

WHEREAS, the Charlevoix County Trail Team (CCTT) has worked diligently to advance planning, engineering, fundraising, and grant opportunities for the completion of Phases 4/5 of the Boyne City–Charlevoix Trail; and

WHEREAS, the Board of Commissioners wishes to support the completion of engineering and design activities necessary to advance the project toward construction funding opportunities; and

WHEREAS, the Board of Commissioners acknowledges and appreciates the efforts of the CCTT to secure private and grant funding in an effort to make this project a no-cost project to Charlevoix County taxpayers; and

WHEREAS, certain grant opportunities, including Michigan Department of Transportation-Transportation Alternatives Program (MDOT TAP) grants and the DNR Trust Fund grant, require a governmental entity to serve as the applicant and grant recipient;

NOW, THEREFORE, BE IT RESOLVED, that the Charlevoix County Board of Commissioners hereby expresses its support for the completion of Phase 1 engineering and design work associated with Phases 4/5 of the Boyne City–Charlevoix Trail Project.

BE IT FURTHER RESOLVED, that the Board of Commissioners supports the continued fundraising efforts necessary to complete Phase 2 engineering and design activities and

authorizes a fundraising period of two (2) years from the date of adoption of this Resolution, which may be renewed by action of the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Charlevoix County Board of Commissioners commits to serving as the governmental applicant for future DNR Trust Fund grants and partnering with grant-eligible agencies to apply for future MDOT Transportation Alternatives Program (TAP) grants associated with Phases 4/5 of the Boyne City–Charlevoix Trail Project, provided all grant applications are subject to review and approval by the County prior to submission

BE IT FURTHER RESOLVED, that the Charlevoix County Trail Team shall be responsible for preparing and coordinating grant applications and fundraising efforts related to the project, while Charlevoix County shall serve as the required governmental applicant and pass-through entity for grant funds when necessary.

BE IT FURTHER RESOLVED, that nothing in this Resolution shall be construed as obligating Charlevoix County to provide County General Fund revenues, local match funding, or financial support for the project. The County's role shall be limited to serving as the grant applicant and pass-through entity for grant administration purposes, unless otherwise approved by separate action of the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Board of Commissioners formally expresses its appreciation to the Charlevoix County Trail Team for its dedication, volunteer efforts, fundraising initiatives, and commitment to advancing the Boyne City–Charlevoix Trail Project while minimizing financial impact to Charlevoix County taxpayers. Motion carried. Roll Call Vote: 6.0.

UNSCHEDULED PUBLIC COMMENT

Steve Van Dam, Bay Township, thanked the Board for passing the trail resolution. He reported that more than 400 people attended the trail fundraiser, and approximately \$21,000 was raised.

Shawn Hunt and Fred Hunt both commented on Six Mile Lake.

ADMINISTRATOR'S COMMENTS

Not present.

SHERIFF'S COMMENTS

Chuck Vondra, Sheriff, had no comment.

COMMISSIONER COMMENTS/COMMITTEE REPORTS

The Commissioners gave their committee reports.

The meeting was adjourned to the call of the Chair at 7:22 p.m.

SCOTT HANKINS, CHAIRMAN

JULIA A. DROST, COUNTY CLERK

CHARLEVOIX COUNTY BOARD OF COMMISSIONERS

July 1, 2026

The Chairman called the meeting to order at 10:03 a.m. Present were Commissioners Robert Jess, Chris Christensen, Tim Kenney, Scott Hankins, and Annemarie Conway, 5. Excused: Joshua Chamberlain

Oration of the Pledge of Allegiance to the Flag of the United States of America.

Kevin Schlickau, Building Official, introduced himself, provided an overview of his background, and answered questions from the Board as part of the interview process.

Chuck Vondra, Sheriff introduced himself, provided an overview of his background, and answered questions from the Board as part of the interview process.

The Chairman called for a short recess at 10:42 a.m.

The Chairman went back into open session at 10:57 a.m.

Emily Selph, Equalization Director introduced herself, provided an overview of her background, and answered questions from the Board as part of the interview process.

Joe Kroll, Transit Director, introduced himself, provided an overview of his background, and answered questions from the Board as part of the interview process.

The Chairman called for a brief recess at 11:23 a.m. while the interview scores were tallied.

The Chairman went back into open session at 11:32 a.m.

The Board discussed the qualifications of the candidates for the interim County Administrator position. Board members noted that they were impressed with each applicant.

Moved by Commissioner Hankins and seconded by Commissioner Conway to appoint Sheriff Vondra to the interim role of County Administrator effective Monday, July 6, 2026, going forward until a permanent county administrator has been hired or he chooses to separate, with a 15% increase in pay annualized. Motion carried. Roll Call Vote: 5.0.

The meeting was adjourned to the call of the Chair at 11:54 a.m.

SCOTT HANKINS, CHAIRMAN

JULIA A. DROST, COUNTY CLERK

JULY 8, 2026

APPROVE COUNTY EXPENDITURES

RESOLUTION

WHEREAS, the Charlevoix County Audit Committee reviewed the June invoices on the 10th and 24th of June; and

WHEREAS, the total expenditure for the month of June is \$1,154,556.42; and

WHEREAS, the Audit Committee recommends that the above invoices be approved for payment by the entire Board;

NOW THEREFORE BE IT RESOLVED, that the Charlevoix County Board of Commissioners accepts the above recommendation and approves the June expenditures in the amount of \$1,154,556.42.

Chairman of the Board

Clerk to the Board of Commissioners

Finance Report – June 2026

FY26 Budget highlights:

Revenue – Revenue is on target for what was anticipated with the budget. We will be discussing the new Public Safety Revenue Sharing program at the next Board meeting.

State Funding – The emergency housing projects fund has come to its year end. We are finishing up a project and then I will be able to report how much funding will need to be returned to the State. We are also wrapping up the CHILL grant funding on home repair projects.

Expenses – As we wrap up the 3rd quarter our expenses are trending a bit high. Reminders of department heads to curb nonessential spending will go out mid-July.

Internal Control & Efficiency Assessment update:

Recommended policy updates: working on a few modifications to the grant policy after the discussion last meeting. I'm also reviewing the procurement policy update to be ready for recommendation in August.

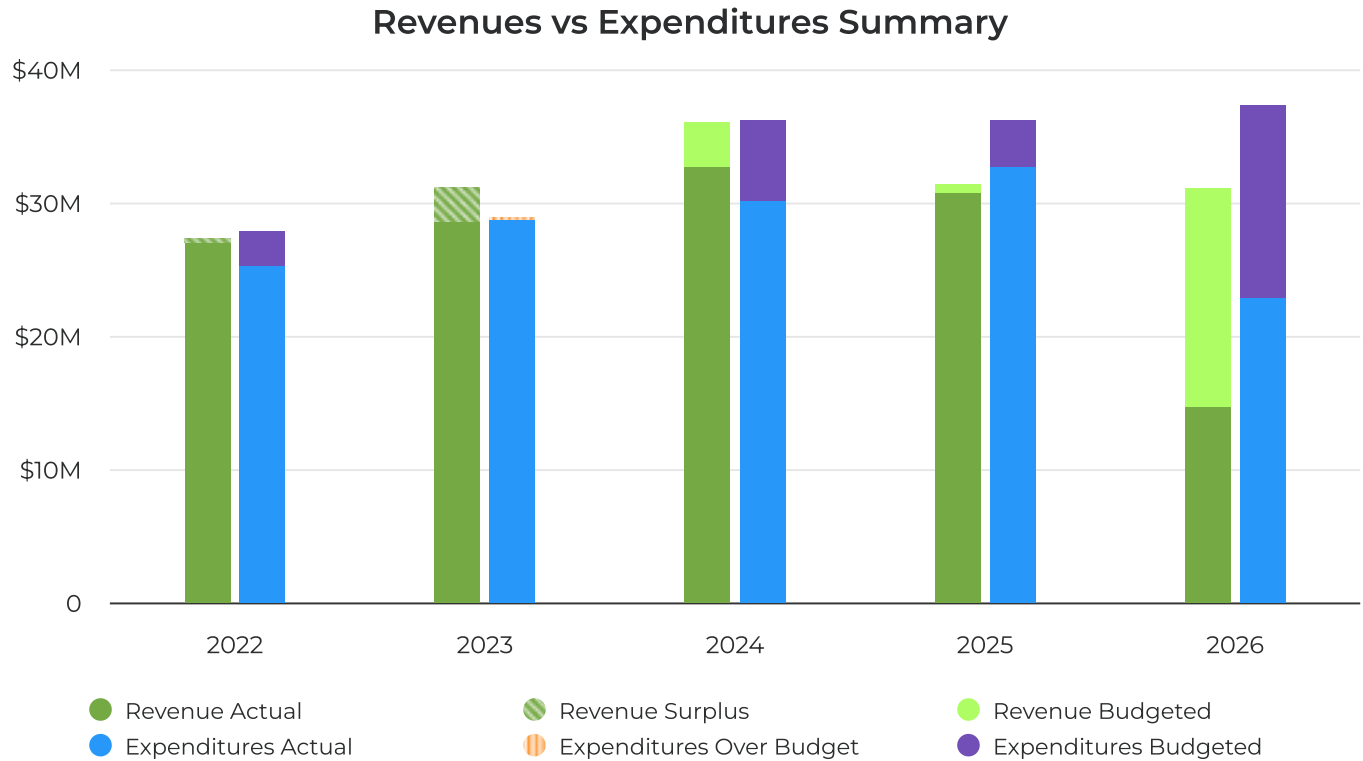
FY27 Budget Preparation:

County budget: The next Committee of the Whole meeting is scheduled for July 8th at 11am. We will focus on the MERS and Cost of living increases.

State/Federal Funding: MIDC was fully approved; Treatment Court grant submitted

Appropriation requests: Requests are coming in. They were given the deadline of July 15th to return their detailed request. The plan will be to review these requests during the August Committee of the Whole budget meeting.

Revenue and Expense Summary for all funds

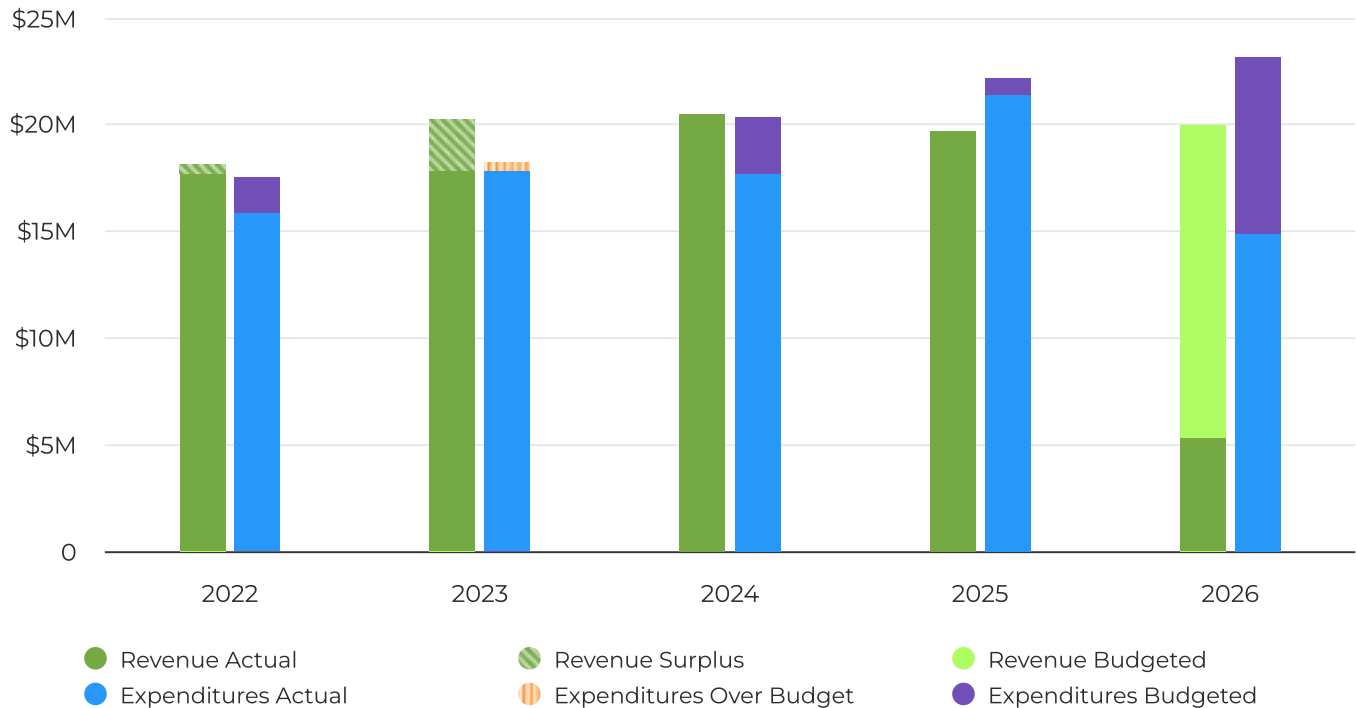


Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$24,970,076	\$24,970,076	100%
Revenues			
Service Fees	\$5,393,635	\$5,011,037	93%
Tax Collection	\$18,537,260	\$4,623,707	25%
Grants	\$5,962,903	\$3,928,275	66%
State Revenue Sharing	\$1,286,000	\$1,019,757	79%
Total Revenues	\$31,179,798	\$14,582,775	47%
Expenditures			
Operations	\$15,551,810	\$8,676,407	56%
Wages	\$12,016,554	\$7,750,203	64%
Benefits	\$9,727,481	\$6,426,600	66%
Total Expenditures	\$37,295,845	\$22,853,210	61%
Total Revenues Less Expenditures	-\$6,116,047	-\$8,270,435	135%
Ending Fund Balance	\$18,854,029	\$16,699,642	89%

General Fund

Revenues vs Expenditures Summary



Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$12,970,793	\$12,970,793	100%
Revenues			
Service Fees	\$3,323,850	\$3,180,190	96%
Tax Collection	\$14,320,608	\$490,991	3%
Grants	\$1,151,800	\$781,645	68%
State Revenue Sharing	\$1,175,000	\$857,424	73%
Total Revenues	\$19,971,258	\$5,310,249	27%
Expenditures			
Operations	\$7,081,669	\$4,362,031	62%
Wages	\$8,529,596	\$5,561,475	65%
Benefits	\$7,573,445	\$4,933,431	65%
Total Expenditures	\$23,184,709	\$14,856,937	64%
Total Revenues Less Expenditures	-\$3,213,451	-\$9,546,687	297%
Ending Fund Balance	\$9,757,341	\$3,424,105	35%

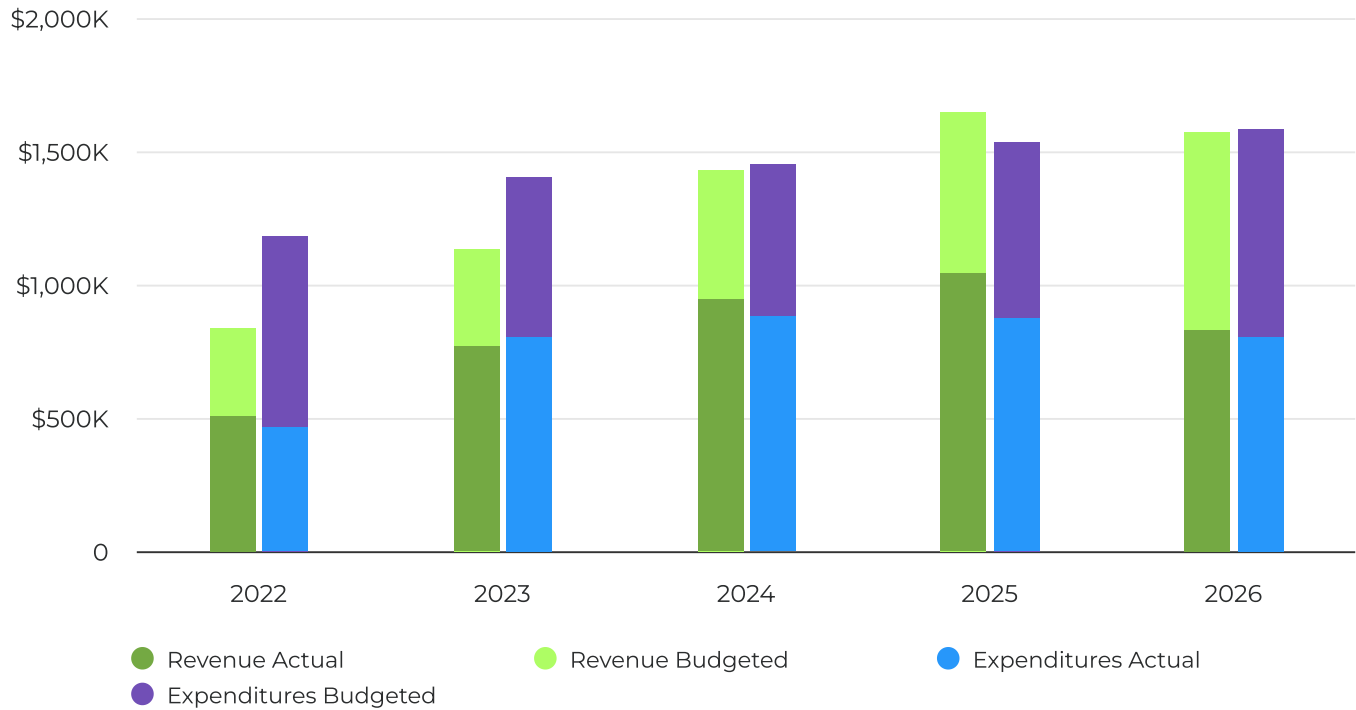
Expenditures by Department

Expenditures by Department

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Board Of Commissioners	\$403,963	\$247,507	61%
Legislative Committees	\$5,000	\$1,634	33%
Administration	\$577,350	\$333,957	58%
Finance	\$413,931	\$328,779	79%
Operating Transfers	\$3,017,474	\$1,921,969	64%
County Clerk	\$845,573	\$556,934	66%
GIS/IT	\$414,352	\$288,744	70%
Data Processing	\$300,500	\$236,692	79%
General Expenses	\$108,000	\$65,969	61%
County Treasurer	\$437,177	\$283,721	65%
Equalization/Assessing	\$705,340	\$467,513	66%
Elections	\$101,750	\$31,205	31%
Building & Grounds	\$965,207	\$636,325	66%
Contingency	\$15,000	\$335	2%
Insurance & Bonds	\$807,466	\$730,295	90%
Circuit Court	\$656,646	\$432,774	66%
District Court	\$810,168	\$599,549	74%
Friend Of The Court	\$1,048,768	\$687,789	66%
Probate Court	\$1,079,100	\$673,845	62%
Circuit Court Probation	\$2,500	\$773	31%
Prosecuting Attorney	\$1,006,097	\$644,644	64%
Jury Board	\$6,400	\$5,254	82%
Sheriff	\$3,936,735	\$2,491,467	63%
Marine	\$114,259	\$10,465	9%
Secondary Road Patrol	\$84,456	\$105,271	125%
Jail	\$2,761,296	\$1,694,172	61%
Dept Of Building Safety	\$1,001,753	\$604,798	60%
Emergency Services	\$190,055	\$146,246	77%
Animal Control	\$108,910	\$5,742	5%
Drain Commissioner	\$6,122	\$3,449	56%
Contagious Disease	\$100	-	-
Medical Examiner	\$73,289	\$36,305	50%
Planning	\$228,606	\$112,745	49%
Register Of Deeds	\$433,865	\$285,567	66%
County Fleet	\$54,000	\$28,314	52%
County Building North	\$385,500	\$147,415	38%
Beaver Island Lighthouse	\$55,000	\$3,963	7%
Beaver Island Center	\$23,000	\$4,810	21%
Total Expenditures	\$23,184,709	\$14,856,937	64%

Child Care Fund

Revenues vs Expenditures Summary

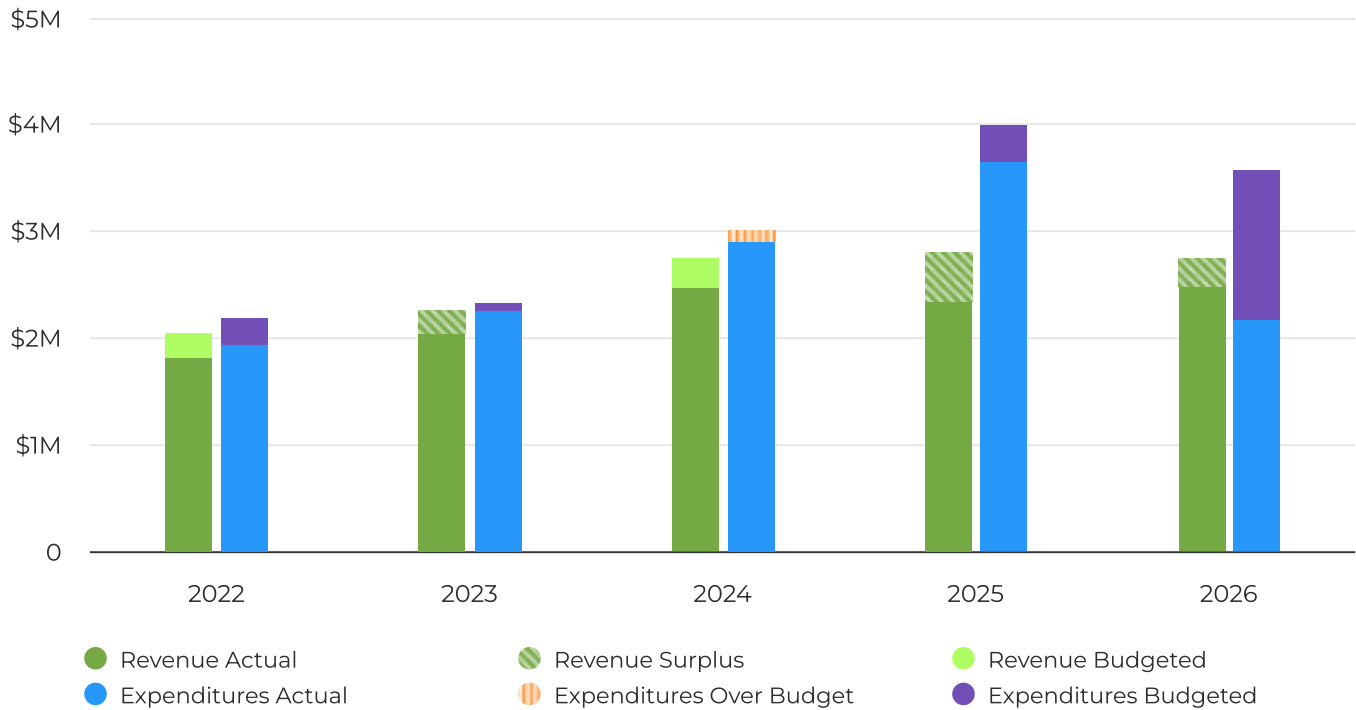


Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$229,188	\$229,188	100%
Revenues			
Service Fees	\$305,700	\$280,301	92%
Grants	\$1,264,332	\$553,121	44%
Total Revenues	\$1,570,032	\$833,422	53%
Expenditures			
Operations	\$1,016,462	\$393,041	39%
Wages	\$313,061	\$226,805	72%
Benefits	\$258,213	\$184,657	72%
Total Expenditures	\$1,587,736	\$804,503	51%
Total Revenues Less Expenditures	-\$17,704	\$28,919	-163%
Ending Fund Balance	\$211,484	\$258,106	122%

Commission on Aging

Revenues vs Expenditures Summary



Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$2,360,056	\$2,360,056	100%
Revenues			
Service Fees	\$87,100	\$374,087	429%
Tax Collection	\$2,012,185	\$1,967,813	98%
Grants	\$300,100	\$321,126	107%
State Revenue Sharing	\$83,000	\$90,248	109%
Total Revenues	\$2,482,385	\$2,753,273	111%
Expenditures			
Operations	\$2,001,900	\$1,077,497	54%
Wages	\$968,124	\$673,735	70%
Benefits	\$607,816	\$414,081	68%
Total Expenditures	\$3,577,841	\$2,165,313	61%
Total Revenues Less Expenditures	-\$1,095,456	\$587,960	-54%
Ending Fund Balance	\$1,264,600	\$2,948,016	233%

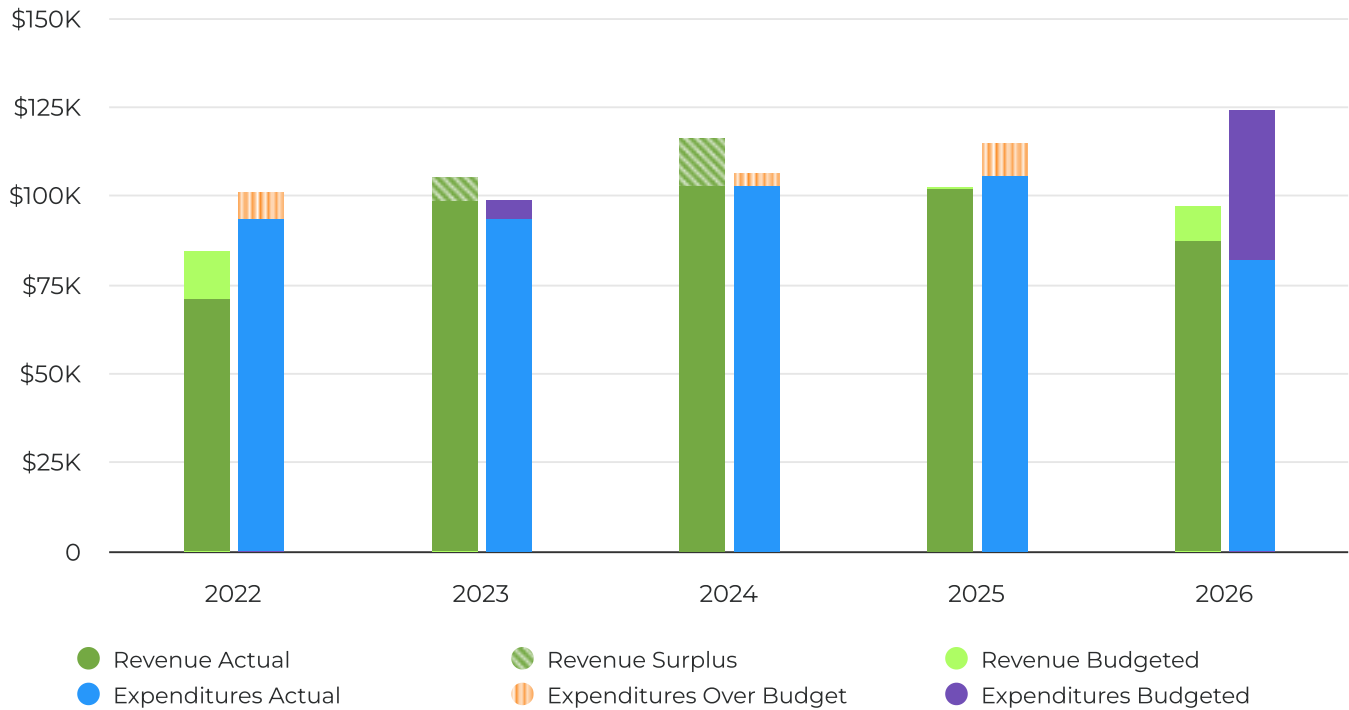
Expenditures by Department within the COA

Expenditures by Department

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Operating Account	\$934,880	\$881,014	94%
Charlevoix Senior Center	\$1,406,303	\$401,037	29%
Boyne Area Senior Center	\$407,376	\$290,301	71%
East Jordan Center	\$331,258	\$257,829	78%
Beaver Island Senior Center	\$64,363	\$63,046	98%
Health Care Services	\$433,662	\$272,086	63%
Total Expenditures	\$3,577,841	\$2,165,313	61%

Crime Victims Rights Fund

Revenues vs Expenditures Summary

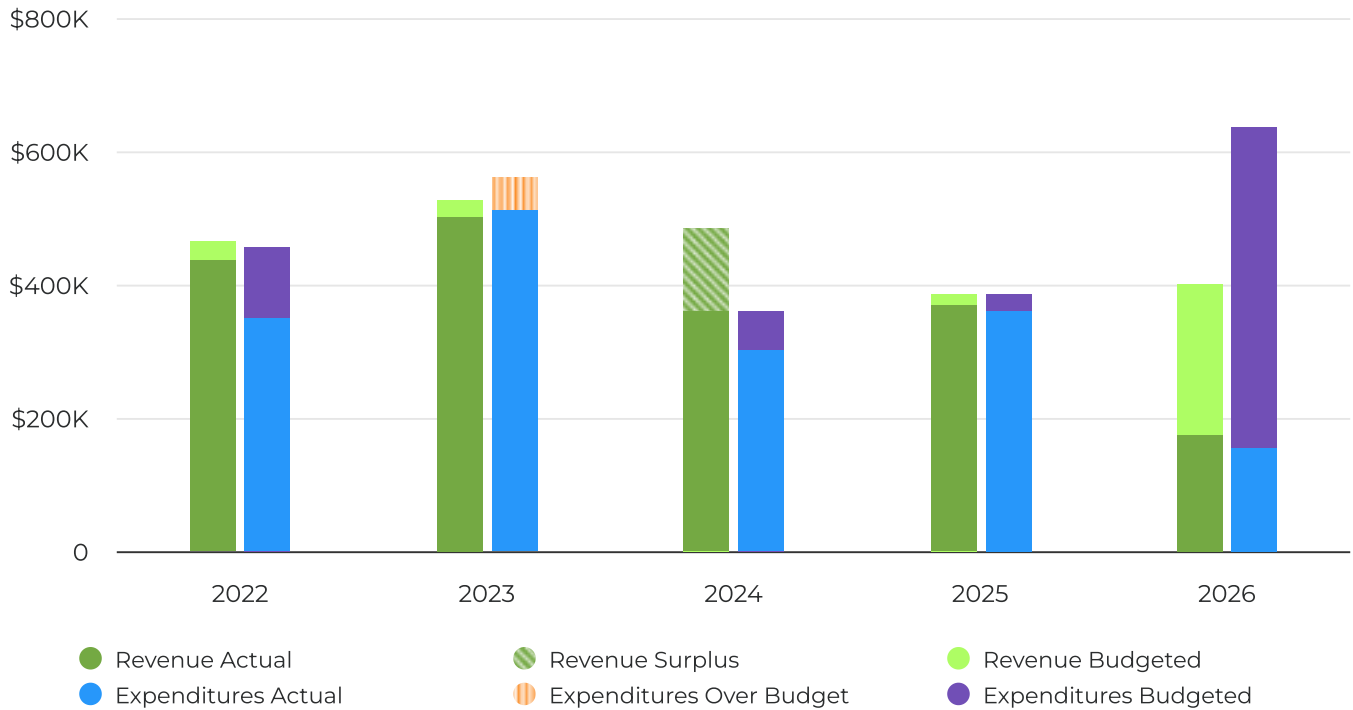


Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$35,209	\$35,209	100%
Revenues			
Service Fees	\$97,258	\$87,335	90%
Total Revenues	\$97,258	\$87,335	90%
Expenditures			
Operations	\$5,531	\$1,741	31%
Wages	\$56,441	\$37,559	67%
Benefits	\$61,890	\$42,306	68%
Total Expenditures	\$123,862	\$81,606	66%
Total Revenues Less Expenditures	-\$26,604	\$5,729	-22%
Ending Fund Balance	\$8,606	\$40,938	476%

Transportation Authority

Revenues vs Expenditures Summary

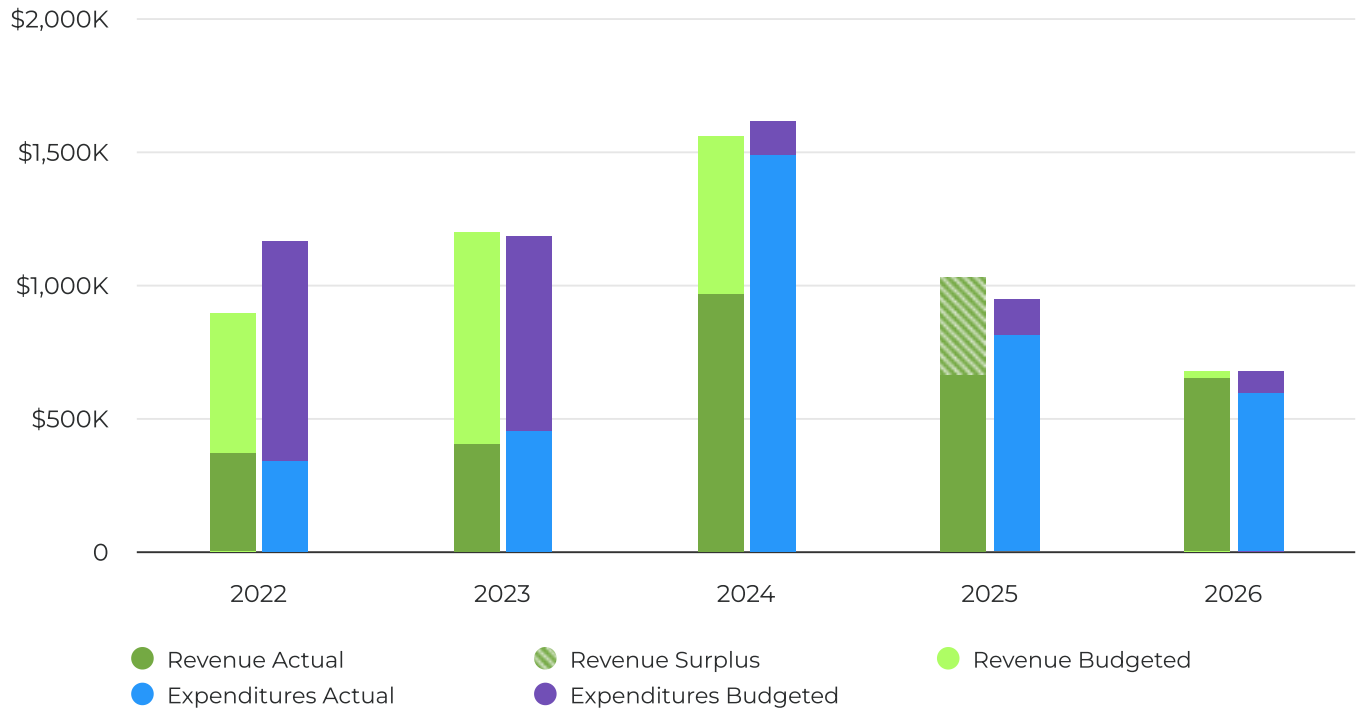


Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$678,243	\$678,243	100%
Revenues			
Service Fees	\$199,266	\$44,391	22%
Grants	\$199,552	\$129,176	65%
Total Revenues	\$398,818	\$173,567	44%
Expenditures			
Operations	\$199,336	\$64,930	33%
Wages	\$407,449	\$81,233	20%
Benefits	\$30,041	\$7,550	25%
Total Expenditures	\$636,826	\$153,713	24%
Total Revenues Less Expenditures	-\$238,008	\$19,854	-8%
Ending Fund Balance	\$440,235	\$698,097	159%

Parks Department

Revenues vs Expenditures Summary

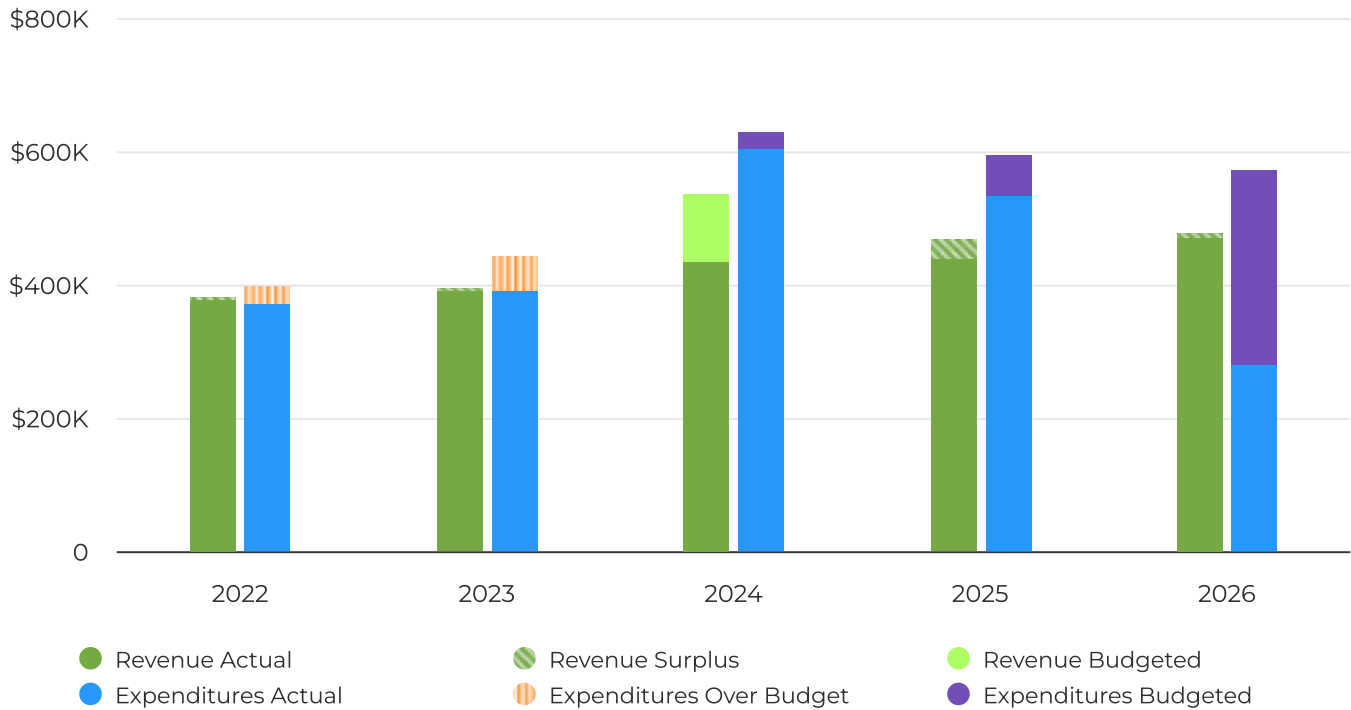


Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$454,720	\$454,720	100%
Revenues			
Service Fees	\$318,700	\$284,876	89%
Tax Collection	\$356,396	\$346,503	97%
State Revenue Sharing	-	\$15,377	-
Total Revenues	\$675,096	\$646,755	96%
Expenditures			
Operations	\$358,100	\$400,341	112%
Wages	\$206,354	\$115,973	56%
Benefits	\$110,323	\$76,935	70%
Total Expenditures	\$674,778	\$593,249	88%
Total Revenues Less Expenditures	\$318	\$53,506	16,820%
Ending Fund Balance	\$455,038	\$508,226	112%

Recycling

Revenues vs Expenditures Summary

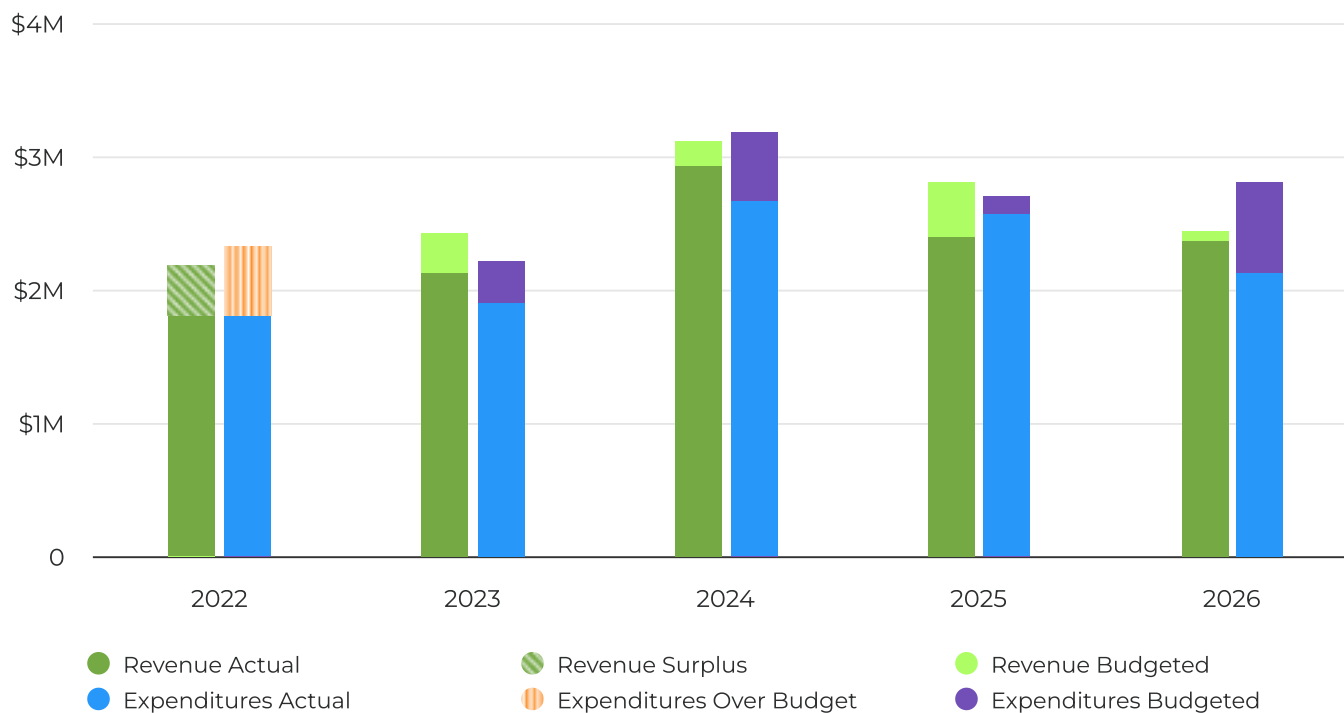


Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$1,838	\$1,838	100%
Revenues			
Service Fees	\$5,000	\$4,791	96%
Tax Collection	\$464,243	\$453,956	98%
Grants	-	-\$2,400	-
State Revenue Sharing	-	\$20,826	-
Total Revenues	\$469,243	\$477,174	102%
Expenditures			
Operations	\$541,962	\$272,627	50%
Wages	\$30,000	\$4,308	14%
Benefits	-	\$3,145	-
Total Expenditures	\$571,962	\$280,079	49%
Total Revenues Less Expenditures	-\$102,719	\$197,095	-192%
Ending Fund Balance	-\$100,881	\$198,933	-197%

Transit

Revenues vs Expenditures Summary

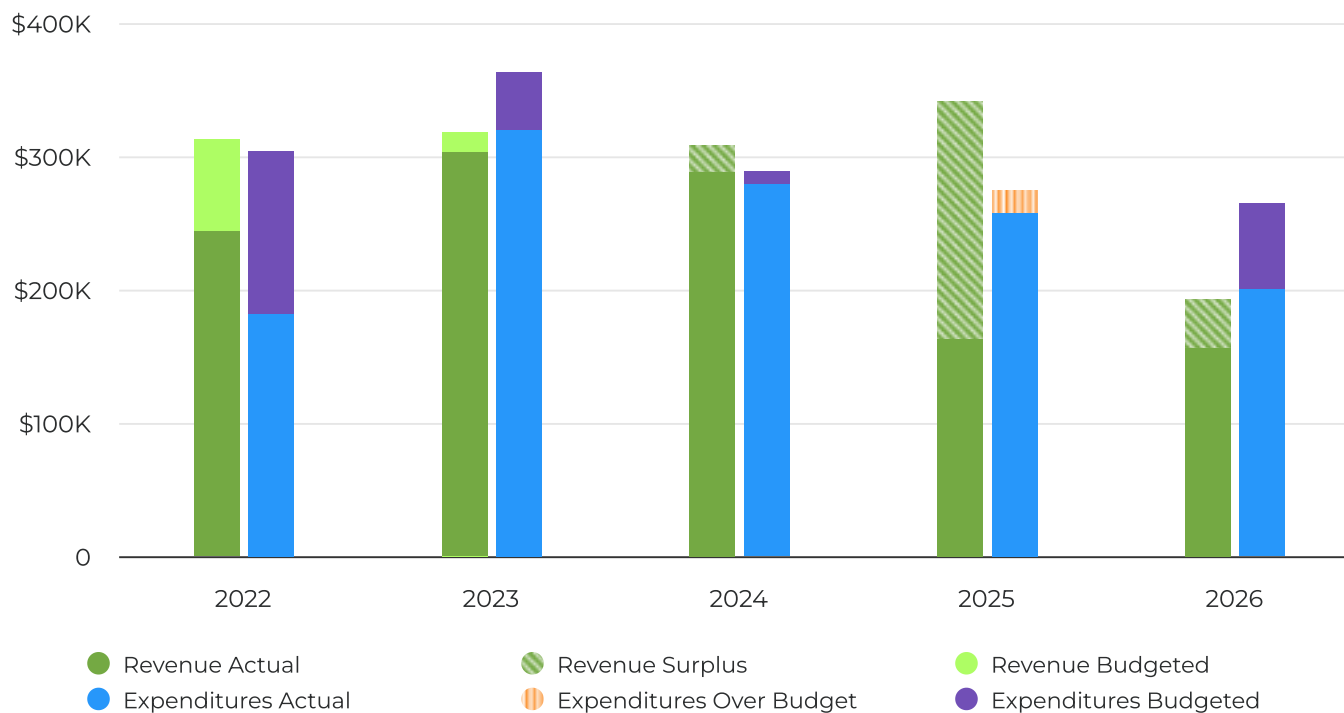


Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$3,487,697	\$3,487,697	100%
Revenues			
Service Fees	\$446,360	\$238,361	53%
Tax Collection	\$761,183	\$744,435	98%
Grants	\$1,199,947	\$1,358,182	113%
State Revenue Sharing	\$28,000	\$25,635	92%
Total Revenues	\$2,435,490	\$2,366,612	97%
Expenditures			
Operations	\$819,310	\$797,278	97%
Wages	\$1,168,578	\$758,480	65%
Benefits	\$819,339	\$564,652	69%
Total Expenditures	\$2,807,226	\$2,120,410	76%
Total Revenues Less Expenditures	-\$371,737	\$246,202	-66%
Ending Fund Balance	\$3,115,960	\$3,733,899	120%

Veterans Affairs

Revenues vs Expenditures Summary



Comprehensive Fund Summary

Category	FY 2026 Budgeted	FY 2026 Actual	% used
Beginning Fund Balance	\$728,883	\$728,883	100%
Revenues			
Service Fees	-	\$29,493	-
Tax Collection	\$156,945	\$153,774	98%
State Revenue Sharing	-	\$10,248	-
Total Revenues	\$156,945	\$193,515	123%
Expenditures			
Operations	\$45,750	\$65,797	144%
Wages	\$117,523	\$79,008	67%
Benefits	\$101,054	\$55,055	54%
Total Expenditures	\$264,327	\$199,860	76%
Total Revenues Less Expenditures	-\$107,382	-\$6,345	6%
Ending Fund Balance	\$621,501	\$722,537	116%

Senior Hi-Lites

Charlevoix County Commission on Aging Newsletter
Funding for Charlevoix County Commission on Aging is provided
by: Charlevoix County Senior Millage; Michigan Aging & Adult
Services Agency; Area Agency on Aging of Northwest MI

WE ARE SENIORS, WE ARE 2 MILLION STRONG & OUR
NUMBERS ARE GROWING, WE ADVOCATE AND WE VOTE!



*“America is a tune. It must be sung together.”
~ Gerald Stanley Lee*

Director's CORNER

The Heat of Summer can cause many problems

Did you know that people 60 years and older are more prone to heat stresses (heat-stroke & heat exhaustion) than younger people?

There can be many reasons why, but two of the most common are that they are more likely to have chronic medical conditions that change the body's normal heat response and they are more likely to take medications the impair the body's ability to regulate its temperature.

Heat Stroke is when the-body become unable to control its temperature. The body temperature rises rapidly, and the body loses its ability to seat and is unable to cool down.

Heat exhaustion is a mild-erform of heat-related illness that can occur after several days of being exposed to high temperatures along with inadequate of unbalanced replacement of fluids.

The signs and symptoms of heat stroke are: An extremely high body temperature (above 103 degrees F); red, hot and dry skin with no sweating; rapid, strong pulse; throbbing headache; dizziness; and nausea.

Heat exhaustion can also be a sign or symptom of on coming heat stroke. The signs and symptoms for heat exhaustion are: Heavy sweating; paleness; muscle cramps; tiredness; weakness; dizziness; headache; nausea or vomiting; fainting; breathing fast and shallow; fast and weak pulse and the skin may be cool and moist.

Using fans during very high tempratures can also exas-erbate the heat stress problems as they just move hot air around and do not offer any cooling relief.

Protect yourself by drinking cool, nonalcoholic beverages; rest; take cool showers or baths; seek an air-conditioned environment; wear lightweight clothing; remain indoors inthe heat of the day



and do not engage in strenuous activities.

If your doctor limits the amount of fluid you drink, ask them how much you should drink when it is hot.

Protect others by checking at risk adults a couple of times a day and watch them for signs of heat stress; encourage fluid intake and take them to air-conditioned locations.

Our Senior Centers are-open and air conditioned. These centers are also considered Cooling Centers for the community when they are open. Unfortunately not pets are allowed.

Being self aware is your greatest guarentee of getting help when you need it before it excalates to something more serious.

Your pets also can suffer from heat stresses and they do not show it in a way that is easy to identify.

Signs your pet is in heat stress

Respiratory Changes: Excessive panting, open-mouth breathing, tongue protrusion, or a rapidly elevated breathing rate.

Physical & Secretary Signs: Heavy drooling, slobbering, foaming at the mouth, or profuse sweating (in species that can sweat, like horses).

Behavioral Shifts: Lethargy, restlessness, weakness, or a dazed expression.

Resource Seeking:

Crowding around water troughs, seeking shade, or bunching tightly together.

Consumption Changes: Increased water intake paired with a significant loss of appetite (reduced feed intake).

Severe/Advanced Symptoms: Lack of coordination, trembling, vomiting, diarrhea, or complete collapse.

We are here for you, just reach out and get to know all we have to offer.

COA Information

COA Office
13513 Division Ave.,
Charlevoix, MI 49720
231-237-0103
Toll Free: 866-428-5185
Fax: 231-237-0105
Office open M-F 7:30am-4:30pm

Main Office Staff:
Amy Wieland, Executive Director
Sheri Shepard, Assistant Director
Theresa Graham, Office Manager
Sally Nye, Database Coordinator
Paul Tate, Food Service Manager
Tara Palmer Pop, Senior Program Facilitator

Health Care Services:
Tracey Rupinski, RN, Director of Health Care Services
Kimberly Langerman, Health Care Services Coordinator
Arlene Wilson, CNA
Kim Crandell, Homemaker
Rhonda Whiteford, Homemaker

COA Advisory Committee
Wanda Carr - Chair; James Clark, Cathy Kessler, Vice Chair, Open, Janet Kalbfell; Board Liaison Josh Chamberlain

Many wonderful Volunteers in all aspects of our services!

Visit our Website: www.charlevoixcounty.org/Commission_on_Aging or our Facebook page **“Charlevoix County Commission on Aging”**

We are changing what aging looks like and feels like in Charlevoix County!

Beaver Island COA Office:
Open M-F Hours change daily - Please see the Calendar
Dawn George, BI County Building & COA Site Coordinator
26466 Donegal Bay Road
Beaver Island, MI 49782
231-448-2124

Boyne Area Senior Center:
Open M-F 8a-4p
Krista Goldsmith, Site Coordinator
Diane, Sydney, ?, Food Service & HD Meals
411 E. Division, PO Box 964
Boyne City, MI 49712
231-582-6682

Charlevoix Senior Center:
Open M-F 8a-4p
Vikki Pearsall, Northside Building and COA Site Coordinator, Zack, Mary, Beth & Cathy Food Service & HD Meals
13513 Division Street
Charlevoix, MI 49720
231-547-3844

East Jordan Senior Center:
Open M-F 9a-2p
Brenda Skop, Site Coordinator
Kelly, Star, Paul H, Food

Area happenings

For more information:

Beaver Island Chamber
(231) 448-2022
Main Street
Beaver Island, MI 49782
beaverislandcommunitycenter.org

Boyne Area Chamber
(231) 582-6222
115 S. Lake St., Suite A,
Boyne City, MI 49712
boynechamber.com

Charlevoix Chamber
(231) 547-2101
109 Mason Street
Charlevoix, MI 49720
charlevoix.org

East Jordan Chamber
(231) 536-7351
100 Main Street, Suite B
East Jordan, MI 49727
ejchamber.org

JULY 2026 NOTABLE DATES

- 1 Ice Cream Flavors Day
- 2 I Forgot Day
- 3 Stay Out of the Sun Day
- 4 Independence Day
- 5 Bikini Day
- 6 Fried Chicken Day
- 7 Strawberry Sundae Day
- 8 Video Games Day
- 9 Sugar Cookie Day
- 10 Pina Colada Day
- 11 Slurpee Day
- 12 Etch A Sketch Day
- 13 Fool's Paradise Day
- 14 Mac and Cheese Day
- 15 Be a Dork Day
- 16 Cherry Day
- 17 Tattoo Day
- 18 Woody Wagon Day
- 19 Ice Cream Day
- 20 Ugly Truck Day
- 21 Junk Food Day
- 22 Hammock Day
- 23 Refreshment Day
- 24 Tell an Old Joke Day
- 25 Water Gun Fight Day
- 26 All or Nothing Day
- 27 Walk on Stilts Day
- 28 Waterpark Day
- 29 Lasagna Day
- 30 Share a Hug Day
- 31 Get Gnarly Day

For more detailed information on things going on at our Senior Centers:
Please call and speak with the Site Coordinator directly or call the COA Office.



Boyne Area Activity Calendar

BOYNE AREA SENIOR CENTER ACTIVITIES FOR JULY 2026-KRISTA @ (231)582-6682				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
THE BASC IS OPEN FULL-TIME 8am-4pm M, T, TH, F & WED 11am-7pm with activities all day long! Exercise Room is also open on these days & times	FOOT CLINIC DATES: THURSDAY 7/2/26 FRIDAY 7/10/26 TUESDAY 7/21/26 THURSDAY 7/30/26	1. WEDNESDAY NIGHT DINNER: INDEPENDENCE DAY CELEBRATION, MEAL SERVED 4:30pm-5:30pm , 4pm LIVE MUSIC BY \$ IN A JUKEBOX	2. 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 12:30pm BINGO , 1pm MUSICIAN'S JAM CIRCLE	3. ALL COA CENTERS ARE CLOSED
6. 10am MINDFUL MEDITATION , 10:30am BEACHBALL KICKER EXERCISE CLASS , 10:45am ROLL-OUT CLASS , 12:30pm CARD BINGO , 1:30pm MIX IT UP EXERCISE HOUR	7. 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 11:15am DROP N' SHOP, 12:30pm CARD BINGO , 1:30pm POPCORN & A MOVIE "THAT THING YOU DO" IN HONOR OF NATIONAL DAY OF ROCK & ROLL	8. WEDNESDAY NIGHT DINNER: MON CHERI NIGHT (CHERRY THEME), MEAL SERVED 4:30pm- 5:30pm , 4pm LIVE MUSIC BY GAEYLE GERRIE-BOSS OF THE BOYNE ARTS CENTER	9. 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 11:30am SOURDOUGH POP- UP SHOP W/CRAFTED BY ALLYSA, 12:30pm BINGO , 1pm FOOTLOOSE & VITAMIN D THERAPY CLASS	10. 10am MINDFUL MEDITATION , 10am- 3pm MOBILE SECRETARY OF STATE 10:30am BEACHBALL KICKER EXERCISE CLASS , 10:45am ROLL-OUT CLASS , 11:30am LIVE MUSIC BY VINTAGE, 12:30pm BINGO , 1pm CHRONIC DISEASE AWARENESS DAY PRESENTATION
13. 10am MINDFUL MEDITATION , 10:30am BEACHBALL KICKER EXERCISE CLASS , 10:45am ROLL-OUT CLASS , 11:30am LIVE MUSIC BY PAUL FERRIS, 12:30pm CARD BINGO , 1:30pm MIX IT UP EXERCISE HOUR	14. 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 12:30pm CARD BINGO , 1:30pm POPCORN & A MOVIE "TWISTER"	15. WEDNESDAY NIGHT DINNER: THE GREAT PIE SWAP NIGHT, MEAL SERVED 4:30pm-5:30pm , 4pm LIVE MUSIC BY LUCKY STARS	16. 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 11:45am SPECIAL TREAT FOR PEANUT BUTTER & CHOCOLATE DAY, 12:30pm BINGO , 1pm MYSTERY BINGO	17. 10am MINDFUL MEDITATION , 10am-12pm TECH SUPPORT W/NICK, 10:30am BEACHBALL KICKER EXERCISE CLASS , 10:45am ROLL-OUT CLASS , 11am LIVE MUSIC BY OJ ADKINS, 1pm WATER & SOUND THERAPY PRESENTATION
20. 10am MINDFUL MEDITATION , 10:30am BEACHBALL KICKER EXERCISE CLASS , 10:45am ROLL-OUT CLASS , 12:30pm CARD BINGO , 1:30pm MIX IT UP EXERCISE HOUR	21. 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 11:30am BLOOD PRESSURE CLINIC , 11:15am DROP N'SHOP, 12:30pm CARD BINGO , 1:30pm POPCORN & A MOVIE "FLY ME TO THE MOON" IN HONOR OF SPACE EXPLORATION DAY	22. WEDNESDAY NIGHT DINNER: SPAGHETTI WESTERN NIGHT, MEAL SERVED 4:30pm-5:30pm , 4pm LIVE MUSIC BY MICHIGAN SANDS	23. 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 11:30am SOURDOUGH POP- UP SHOP W/CRAFTED BY ALLYSA, 12:30pm BINGO , 1pm FOOTLOOSE & VITAMIN D THERAPY CLASS	24. 10am MINDFUL MEDITATION , 10:30am BEACHBALL KICKER EXERCISE CLASS , 10:45am ROLL-OUT CLASS , 11:30am LIVE MUSIC BY VINTAGE, 12:30pm BINGO , 1pm HOLISTIC THERAPY DAY PRESENTATION
27. 10am MINDFUL MEDITATION , 10:30am BEACHBALL KICKER EXERCISE CLASS , 10:45am ROLL-OUT CLASS , 12:30pm CARD BINGO , 1:30pm MIX IT UP EXERCISE HOUR	28. 9:30am VETERAN'S SOCIAL , 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 11am BLOOD PRESSURE CLINIC , 12:30pm CARD BINGO , 1:30pm POPCORN & A MOVIE "WE BOUGHT A ZOO" IN HONOR OF WORLD NATURE CONSERVATION DAY	29. WEDNESDAY NIGHT DINNER: OLD HOLLYWOOD GLAMOUR NIGHT, MEAL SERVED 4:30pm- 5:30pm , 4pm LIVE MUSIC BY OJ ADKINS	30. 10am MINDFUL MEDITATION , 10:30am COFFEE & VINYL ON THE PATIO , 12:30pm BINGO , 1pm FOOTLOOSE & VITAMIN D THERAPY CLASS	31. 10am MINDFUL MEDITATION , 10:30am BEACHBALL KICKER EXERCISE CLASS , 10:45am ROLL-OUT CLASS , 11:30am LIVE MUSIC BY MICHIGAN SANDS, 12:30pm BINGO , 1pm SUPERFOODS & YOU PRESENTATION FOR NATIONAL AVOCADO DAY

East Jordan Activity Calendar

East Jordan Senior Center Activities for July 2026-Brenda @ (231)536-7831

Monday	Tuesday	Wednesday	Thursday	Friday
Wednesday Night Dinners are now served from 4:30p-5:30p.	Foot Clinic Dates: Wednesday 7/8/26 Thursday 7/18/26 Tuesday 7/28/26	1. 4:30p Wednesday Night Dinner - Independence Day , 4:30p Barry Loper , 5:30p Card Bingo	2. 8a-10a Walking , 9a \$\$\$ Hair Cuts , 10:30a Cardio Drumming , 12:15 Texas Hold'em	3. All COA Centers are CLOSED.
6. 8a-10a Walking , 9:30a Coffee Hour , 10a Sewing Repairs , 10:45a Exercise w/Lisa , 12:15p Texas Hold-em, 12:30p Open Pool Game	7. 8a-10a Walking , 8:30a-10a Open Pickleball , 9:30a Coffee Hour , 10a Knit & Crochet , 11a Blood Pressure Clinic , 12:30 Euchre	8. 4:30p Wednesday Night Dinner - Mon Cheri , 4:30p 2 Beats , 5:30p Card Bingo	9. 8a-10a Walking , 10a Board Meeting , 10a Chamber Chat w/ Mary , 10:30a Cardio Drumming , 12:15 Texas Hold'em	10. 8a-10a Walking , 11:30a Live Music by 2 Beats , 12:30p Card Bingo , Mexican Poker after Cards, 50/50 Drawing
13. 8a-10a Walking , 9:30a Coffee Hour , 10a Sewing Repairs , 10:45a Exercise w/Lisa , 12:15p Texas Hold-em, 12:30p Open Pool Game	14. 8a-10a Walking , 8:30a-10a Open Pickleball , 9:30a Coffee Hour , 10a Veteran Social , 10a Knit & Crochet , 12:30 Euchre	15. 4:30p Wednesday Night Dinner - Great Pie Swap , 4:30p Tim & Lisa , 5:30p Card Bingo	16. 8a-10a Walking , 10:30a Cardio Drumming , 11a Human Trafficking Presentation , 12:15 Texas Hold'em	17. 8a-10a Walking , 11:30a Live Music by \$ in a Juke Box , 12:30p Card Bingo , Mexican Poker after Cards, 50/50 Drawing
20. 8a-10a Walking , 9:30a Coffee Hour , 10a Sewing Repairs , 10:45a Exercise w/Lisa , 12:15p Texas Hold-em, 12:30p Open Pool Game	21. 8a-10a Walking , 8:30a-10a Open Pickleball , 9:30a Coffee Hour , 10a Knit & Crochet , Mobile Secretary of State , 12:30 Euchre	22. 4:30p Wednesday Night Dinner - Spaghetti Western , 4:30p Charlie , 5:30p Card Bingo	23. 8a-10a Walking , 10:30a Cardio Drumming , 12:15 Texas Hold'em	24. 8a-10a Walking , 11:30a Live Music by Charlie , 12:30p Card Bingo , Mexican Poker after Cards, 50/50 Drawing
27. 8a-10a Walking , 9:30a Coffee Hour , 10a Sewing Repairs , 10:45a Exercise w/Lisa , 12:15p Texas Hold-em, 12:30p Open Pool Game	28. 8a-10a Walking , 8:30a-10a Open Pickleball , 9:30a Coffee Hour , Veteran Social , 10a Knit & Crochet , 12:30 Euchre	29. 4:30p Wednesday Night Dinner - Old Hollywood Galmor , 4:30p Charlie , 5:30p Card Bingo	30. 8a-10a Walking , 10:30a Cardio Drumming , 12:15 Texas Hold'em	31. 8a-10a Walking , Manna Food Truck , 11:30a Live Music , 12:30p Card Bingo , Mexican Poker after Cards, 50/50 Drawing

ALL Charlevoix County Senior Center Menus

Charlevoix County Senior Centers July Menu 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEKLY ALTERNATIVE: Roast Beef Wrap	Wednesday Night Dinners are BACK! We have more Summer fun planned on these days so stop by for the fun	01 Independence Day: ½ Slab BBQ Ribs, Mac & Cheese, Round Carrots, Cole Slaw, Side Salad, Strawberry Short Cake	02 Breakfast for Lunch: Biscuits & Sausage Gravy, Scrambled Eggs, Warm Appplesauce, OJ, Strawberry Yogurt	03 All Senior Centers and COA Offices are CLOSED.
06 Grilled Chicken Breast Cordon Blue, Slice Ham & Swiss, Tater Tots, Vegetable, Fruit. WEEKLY ALTERNATIVE: Corned Beef Sandwich	07 Baked Boneless Pork Chop w/ Sauerkraut, Garlic Mashed Potatotes, Vegetables, Fruit.	08 Mon Cheri Night: Beef Burgundy, Fresh Mushrooms & Onions, Garlic Buttered Noodles, Side Salad, Cheese Cake w/ Cherries.	09 BBQ Chicken Breast, Scalloped Potatoes, Vegetable, Fruit.	10 Sweet & Sour Chicken, Popcorn Chicken, Seasoned Rice, Mini Eggrolls, Oriental Vegetable, Fruit.
13 Sloppy Joes w/ Cheddar Cheese, Ranch Wedge Fries, Vegetable, Fruit WEEKLY ALTERNATIVE: Turkey, Bacon, Ranch Wrap	14 Chicken Supreme, Diced Potatoes w/ Green Onions, Vegetable, Fruit.	15 The Great Pie Swap: Swiss Steak, Beef gravy w/Tomatoes, Mashed Potatoes, Green Bean Almondine, Side Cesar Salad, Peach Cobbler	16 Spinich Salad w/ Sliced Chicken Breast, Freash Strawberries, Walnuts, Red Onion, Feta Cheese, Raspberry Vinegrette, Fruit.	17 COOKS CHOICE Potato, Vegetable, Fruit
20 Garlic Parmesan Chicken Wings, Cheesy Tater Tots, Vegetable, Fruit. WEEKLY ALTERNATIVE: Chef Salad	21 Sliced Ham w/ Pineapple, Au Gratin Potatoes, Vegetable, Fruit.	22 Spaghetti Western: Baked Cowboy Spaghetti, Ground Beef & Diced Bacon, Corn Bread, Stamed Broccoli, Side Salad, No Bake Cookies	23 Breaded Pork Fritter, Mashed Potatoes & Gravy, Vegetable, Fruit	24 Cheesy Chicken Broccoli Rice Casserole, Breadstick, Ice Cream w/ Hot Fudge
27 Hot Roast Beef & Cheddar on Onion Roll, Waffle Fries, Mayo Packet, Vegetable, Fruit. WEEKLY ALTERNATIVE: Chicken Salad Crossiant	28 Chicken Lasagna, Garlic Bread, Vegetable, Fruit	29 Old Hollywood Galmour: Swedish Meatballs, Mushroom Gravy, ½ Baked Potato, Brussle Sprouts, Sour Cream Cup, Side Salad, Pineapple Upside Down Cake	30 BChili Cheese Dog, Soft Bun, Ranch Wedge Fries, Mustard, Diced Onion, Vegetable, Fruit	31 Georgia-Other States Day Fried Chicken, Mashed Sweet Potatoes, Vegetable, Georgia Peach, Corn Bread

NOTES:

- ALL OUR MEALS ARE REVIEWED & APPROVED BY A REGISTERED DIETITIAN & CONTAIN 33.3% OF YOUR DAILY NUTRITIONAL REQUIREMENTS.
- ALL MEALS INCLUDE 1 MILK, 1 BREAD, 2 VEGGIES AND 1 FRUIT.
- ALL MEALS ARE SUBJECT TO CHANGE.

SPECIAL ANNOUNCEMENTS:

WEDNESDAY NIGHT DINNERS ARE BACK!!!!

ALL SENIOR CENTERS & COA OFFICES - CLOSED FRIDAY 7/3

Charlevoix Activity Calendar

Charlevoix Senior Center Activities for July 2026-Vikki @ (231)547-3844

Monday	Tuesday	Wednesday	Thursday	Friday
Foot Clinic Dates: Monday 7/6/26 Tuesday 7/14/26 Thursday 7/23/26	Wednesday Night Dinners begin 6/3/26. Dinner is served from 5p - 6p.	1. 8a Coffee Talk, Walkers, 10a Cardio Drumming, 12:30p Bridge, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Pickleball, 5p-6p Wed Dinner - Independence Day - DJ Kevin H.	2. 8a Coffee Talk, Walkers, 9:30a Tai Chi, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Pickleball, Matinee Discount at Charlevoix Cinema for Seniors	3. All COA Centers & Offices are CLOSED.
6. 8a Coffee Talk, Walkers, 8-9:45a Advanced Pickleball, 9:30a Fit & Balance w/ Becki, 10p Cardio Drumming, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles/Cards/ Euchre, 2p Beginners Pickleball	7. 8a Coffee Talk, Walkers, 10a Line Dancing, 10:45a Beach Ball Kicker Exercise, 11a-1p Bill M-Tech Tuesday, 12:30p Veteran’s Social, 12:45p Movie Day @ Center, 1p Cheerful Chatter & Coffee, 1p Games +, 2p Beginners Pickleball	8. 8a Coffee Talk, Walkers, 10a Cardio Drumming, 12:30p Bridge, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Pickleball, 4p - Senior Smiles, 5p-6p Wed Dinner - Mon Cheri	9. 8a Coffee Talk, Walkers, 9:30p Tai Chi, 11a Hand Massages w/ Ruth from Compassus, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Pickleball, Matinee Discount at Charlevoix Cinema for Seniors	10. 8a Coffee Talk, Walkers, 8a - 12p Open Exercise, 10a Crafts, 11a NoMich Sourdough Pop Up Shop, 12:30p Cardio Drumming, 12:30p Grief Support Group, 1p Cheerful Chatter & Coffee, 1p Games/Puzzles /Cards/Euchre, 2p Pickleball
13. 8a Coffee Talk, Walkers, 8-9:45a Advanced Pickleball, 9:30a Fit & Balance w/ Becki, 10p Cardio Drumming, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles/Cards/ Euchre, 2p Beginners Pickleball	14. 8a Coffee Talk, Walkers, 10a Line Dancing, 10:45a Beach Ball Kicker Exercise, 12:45p Movie Day @ Center, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Beginners Pickleball	15. 8a Coffee Talk, Walkers, 10a Cardio Drumming, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles/Cards /Euchre, 2p Pickleball, 4p Krazy Kakeaholic Pop Up Shop, 5p-6p Wed Dinner -Great Pie Swap - Music Ken D	16. 8a Coffee Talk, Walkers, 9:30a Tai Chi, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Pickleball, Matinee Discount at Charlevoix Cinema for Seniors	17. 8a Coffee Talk, Walkers, 8a - 12p Open Exercise, 10a Crafts, 12:30p Cardio Drumming, 12:30p Grief Support Group, 1p Cheerful Chatter & Coffee, 1p Games/Puzzles/Cards /Euchre, 2p Pickleball
20. 8a Coffee Talk, Walkers, 8-9:45a Advanced Pickleball, 9:30a Fit & Balance w/ Becki, 10p Cardio Drumming, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles/Cards/ Euchre, 2p Beginners Pickleball	21. 8a Coffee Talk, Walkers, 10a Line Dancing, 10:45a Beach Ball Kicker Exercise, 11a-1p Bill M-Tech Tuesday, 12:45p Movie Day @ Center, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games +, 2p Beginners Pickleball	22. 8a Coffee Talk, Walkers, 10a Cardio Drumming, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Pickleball, 5p-6p Wed Dinner -Spaghetti Western	23. 8a Coffee Talk, Walkers, 9:30a Tai Chi, 1p Cheerfull Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Pickleball, Matinee Discount at Charlevoix Cinema for Seniors	24. 8a Coffee Talk, Walkers, 8a - 12p Open Exercise, 10a Crafts, 12:30p Cardio Drumming, 12:30p Grief Support Group, 1p Cheerful Chatter & Coffee, 1p Games/Puzzles/ Cards/Euchre, 2p Pickleball
27. 8a Coffee Talk, Walkers, 8-9:45a Advanced Pickleball, 9:30a Fit & Balance w/ Becki, 10p Cardio Drumming, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles/Cards/ Euchre, 2p Beginners Pickleball	28. 8a Coffee Talk, Walkers, 10a Line Dancing, 10:45a Beach Ball Kicker Class, 12:45p Movie Day at the Center, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Beginners Pickleball	29. 8a Coffee Talk, Walkers, 10a Cardio Drumming, 12:30p Cardio Drumming, 1p Cheerful Chatter & Coffee, 1p Games /Puzzles/Cards /Euchre, 2p Pickleball, 5p-6p Wed Dinner -Old Hollywood Galmour - Music Ken D	30. 8a Coffee Talk, Walkers, 9:30a Tai Chi, 1p Cheerfull Chatter & Coffee, 1p Games /Puzzles /Cards/Euchre, 2p Pickleball, Matinee Discount at Charlevoix Cinema for Seniors	31. 8a Coffee Talk, Walkers, 8a - 12p Open Exercise, 10a Crafts, 12:30p Cardio Drumming, 12:30p Grief Support Group, 1p Cheerful Chatter & Coffee, 1p Games/Puzzles /Cards/Euchre, 2p Pickleball

Beaver Island COA Activities for July 2026 - Dawn @ (231)448-2124

Monday	Tuesday	Wednesday	Thursday	Friday
Vouchers are sold at the COA BI Office during COA Office Hours and at Activities by COA Staff. Vouchers can also be purchased through the mainland COA Office.	ALL Activities are held at the Peaine Township Hall unless otherwise noted.	1. 12:30p - 2:30p Office Hours, 3p-4p Beachball Kicker Exercise, 4p-5p Golden Picklers-Pickleball	2. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	3. All COA Centers & Offices are CLOSED.
6. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	7. 9a-2p Office Hours	8. 12:30p - 2:30p Office Hours, 3p-4p Beachball Kicker Exercise, 4p-5p Golden Picklers-Pickleball	9. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	10. 9a-2p Office Hours
13. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	14. 9a-2p Office Hours	15. 12:30p - 2:30p Office Hours, 3p-4p Beachball Kicker Exercise, 4p-5p Golden Picklers-Pickleball	18. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	17. 9a-2p Office Hours
20. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	21. 9a-2p Office Hours	22. 12:30p - 2:30p Office Hours, 3p-4p Beachball Kicker Exercise, 4p-5p Golden Picklers-Pickleball	23. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	24. 9a-2p Office Hours
27. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	28. 9a-2p Office Hours	29. 12:30p - 2:30p Office Hours, 3p-4p Beachball Kicker Exercise, 4p-5p Golden Picklers-Pickleball	30. 9a-9:30a Office Hours, 10a Cardio Drumming, 11a Art Therapy Social, 12p- 2p Office Hours	31. 9a-2p Office Hours

There are many senior program opportunities on Beaver Island, and not all are through the COA. Please check other organization’s calendars for information.

JULY 2026
FREE FOR THE COMMUNITY FOR DINE IN OR TAKE OUT
AVAILABLE ONLY WHEN THE CHARLEVOIX SENIOR CENTER IS OPEN
SAFE HAVEN BREAKFAST CLUB MENU
TUESDAYS & FRIDAYS ONLY FROM 8A - 9A
CHARLEVOIX SENIOR CENTER ONLY

JULY 7 TUES 2 Pancakes, 2 Sausage Links, Scrambled Eggs, Homemade Fresh Fried Diced Potatoes with Onions All Breakfasts include Yogurt, Maple Syrup & OJ	JULY 3 FRI All Charlevoix County Senior Centers and Offices are CLOSED. NO Breakfast
JULY 14 TUES Biscuits & Gravy, 1 Oven Baked Egg, Warm Applesauce All Breakfasts include Yogurt & Orange Juice	JULY 10 FRI 2 Pancakes, 2 Sausage Links, Scrambled Eggs, Homemade Fresh Fried Diced Potatoes with Onions All Breakfasts include Fresh Fruit, Maple Syrup & OJ
JULY 21 TUES 2 Sausage Links, Scrambled Eggs, Homemade Fresh Fried Diced Potatoes with Onions All Breakfasts include Yogurt, Maple Syrup & Orange Juice	JULY 17 FRI 2 Pancakes, 2 Sausage Links, Scrambled Eggs, Homemade Fresh Fried Diced Potatoes with Onions All Breakfasts include Fresh Fruit, Maple Syrup & OJ
JULY 28 TUES Breakfast Casserole: Eggs, Sausage, Cheese, Potatoes, Peppers & Onions All Breakfasts include Yogurt & Orange Juice	JULY 24 FRI 2 Pancakes, 2 Sausage Links, Scrambled Eggs, Homemade Fresh Fried Diced Potatoes with Onions All Breakfasts include Fresh Fruit, Maple Syrup & OJ
JULY 31 FRI	2 Pancakes, 2 Sausage Links, Scrambled Eggs, Homemade Fresh Fried Diced Potatoes with Onions All Breakfasts include Fresh Fruit, Maple Syrup & OJ

Just for fun

Aging seems to be the only available way to live a long life.”

~Kitty O’Neill Collins

Beaver Island Activities and Update
Contact the BI COA for more information at (231) 448-2124 or The COA Main Office at 231-237-0103

The COA Office Hours and Activities will be on the COA Facebook Page and the COA Website. You can also get a calendar at either the BI COA Office or from the Mainland COA Office.

We have added the following activities like the mainland centers:
Pickleball/ Crafter’s Social / Fun and Games/ Walkercize, Special Congreate Meals and a local Travel Club

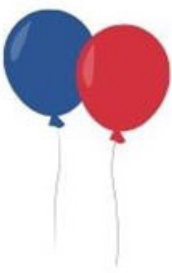
Beaver Island TO GO Meals
Beaver Island Senior’s 60 years old and older can order up to 20 cold or frozen meals a month from the mainland. These meals cost \$3.00 each. A NAPIS form and COA Code of Conduct must be completed by participants 60 years old and their spouse if 59 years old and under before the Cold or Frozen Meals can be ordered – this only needs to be completed once a year for the Nutritional Program so if it has already been completed for the year due to participation in Home Delivered Meals, the Meal Voucher Program or the Special Congregate Meal Program, they do not need to complete another one.

Voucher Meal Program
Are available at The Shamrock, The Beachcomber & the Wild Strawberry Cafe.

Vouchers can be purchased at the BI COA Office, from the Mainland COA Office. Currently, Vouchers can be purchased individually as you need them or up to 10 in bulk. Once you use the initial 10, an additional 10 are available to purchase. Vouchers expire on 9/31/26. There is NO reimbursement for any unused, lost or stolen vouchers. The BI Meal Voucher Program is for Charlevoix County Tax Paying Seniors, 60 years old and older.

4th of July Word Search

F O U R T H A U N I T E D S O
R R E F I R E W O R K S Y B D
E I E P A R A D E R W H I R A
E B E V A S F L A T G A T I T
N B L E O L U L I B E R E T H
A S D E C L A R A T I O N A I
T A U C D J U L Y G J U E I R
I M E M R E O T O A N M A N T
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E A M E R I C A N B L U E W I



- AMERICA
BLUE
BRITAIN
DECLARATION
FIREWORKS
FLAG
FOURTH
- FREEDOM
INDEPENDENCE
JULY
LIBERTY
NATION
PARADE
RED
- REVOLUTION
RIGHTS
STATES
SUMMER
THIRTEEN
UNITED
WHITE



CHARLEVOIX COUNTY ROAD COMMISSION

JUNE 8, 2026 REGULAR MEETING MINUTES

True Copy

Chairman Klooster opened the meeting at 9:00am.

Chairman Klooster, Commissioners Ogden and Schoonover, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Tim Kenney. Also present: Wilson Township resident, William Arno. Absent: CCRC manager Patrick Weeks (excused).

Commissioner Ogden moved to accept May 26, 2026 regular meeting minutes as presented; seconded by Commissioner Schoonover.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Public comment:

Wilson Township resident William Arno attended to express his appreciation for all the road work that does get done, including the recent maintenance work on Lee Road.

Commissioner Schoonover moved to transfer \$361,841.23 from the Countywide Millage Fund to the General Fund; seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes–Schoonover, Ogden & Klooster Nays–0 Motion carried.

Mr. Vanek's report:

- Beaver Island paving projects, Maple Street and Freesoil Avenue are complete. Paving on East Side Drive has begun with approximately one mile complete.
- North Shore Drive base course paving will begin today.
- Bergmann Road repair project will begin tomorrow.

Mr. Wasylewski's report:

- The Shop Foreman position has been posted using an outside hiring company.
- Received an application for abandonment of that portion of Looze Road, South Arm Township between Reich Road and Advance Road. The owner of the property also proposed a road realignment for Reich Road coming onto Advance Road to improve intersection visibility and safety.

Commissioner Ogden moved to approve Vouchers #027 through #029 totaling \$578,078.09; seconded by Commissioner Schoonover.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Klooster adjourned the meeting at 9:43am.

Patrick Klooster, Chairman

Frank D Wasylewski, Clerk



Charlevoix County Medical Care Facility

Board Meeting Minutes June 18, 2026

The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, June 18, 2026, at the facility. The following persons were in attendance:

- **Mary Jason, Board Chair**
- **Paul Andrews, Vice Chair**
- **Tory Thrush, Board Member**
- **Joe Taylor, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Josh Chamberlain, Charlevoix County Commissioner Liaison, was not present.

Guests:

- **Nancy Hebert, SEIU Representative**
- **Belinda Sheridan, SEIU Steward**
- **Kaycie Overmyer, SEIU Steward**
- **Neil McDonald**
- **Kathryn Heiny, Concept Rehab**

Mrs. Jason called the meeting to order at 9:00 a.m.

Kathryn Heiny presented an overview of her experience as a Physical Therapy graduate student interning at Grandvue with Concept Rehab. Ms. Heiny is a student at the University of Evansville, and this is her second of four rotations. She stated her appreciation for the learning opportunity to bridge her classroom experiences with real life interactions.

Belinda Sheridan and Nancy Hebert presented a packet of union concerns to the Board.

Mr. Andrews moved to approve the agenda; second by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Thrush moved to approve the minutes of the May 21, 2026, regular meeting; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

The Board reviewed the Administrator's Report.

Mr. Thrush moved to receive the May 2026 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the allocation of anticipated Employee Retention Credit (ERC) funds as follows: (1) payment of a one-time bonus to all staff employed at the time of disbursement in the amount of \$1.50 per hour worked during the preceding 12-month period; (2) contribution of the remaining ERC funds to Municipal Employees' Retirement System of Michigan (MERS) to reduce the unfunded accrued liability of the facility's Defined Benefit plans as determined as of 12/31/2025; and (3) deposit of any remaining funds into the CPE account. Motion seconded by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve payment of the May 2026 bills in the amount of \$1,708,524.13; second by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Thrush moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$1,608.05; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Jason moved to go into Closed Session at 10:40 a.m. at the request of Administrator Joe Taylor to discuss the Administrator's performance; second by Mr. Andrews.

Mrs. Jason: Yea

Mr. Andrews: Yea

Mr. Thrush: Yea

Mrs. Jason, Mr. Andrews, Mr. Thrush and Mr. Taylor were present for the Closed Session.

The Board returned to Open Session at 1:00 p.m.

Mr. Thrush moved to accept the results of the Administrator's satisfactory performance evaluation; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Thrush approved changes to the Administrator's contract as discussed during the evaluation; second by Mr. Andrews.

Yeas: 3

Nays: 0

The meeting adjourned at 1:03 p.m.

Respectfully submitted,
Jane Korthase, Human Resource Director

DRAFT



CCE 911 CENTRAL DISPATCH AUTHORITY

1710 Click Rd, Petoskey MI 49770

911 AD HOC MEETING MINUTES FOR JUNE 8, 2026 @ 11:00 AM

BOD MEMBERS PRESENT

Scott Hankins
John Wallace
David White
Kevin Shepard
Jeff Lawson
Dave Boyer
Bob Olson
McCarthy Griffis
Candace Pierce

REPRESENTING

Chairperson of Charlevoix County BOC
Chairperson of Cheboygan County BOC
Chairperson of Emmet County BOC
Charlevoix County Administrator - Absent
Cheboygan County Administrator
Emmet County Administrator
MPSCS/State of Michigan
CCE 911 Central Dispatch Authority
CCE Recording Secretary

CALL TO ORDER

Chairman White called the meeting to order at 11:00 AM.

ATTENDANCE

See above

CCE CRITICAL COMMUNICATIONS DISCUSSION:

Public safety radio communications coverage, particularly on Beaver Island, and long-term planning for infrastructure across Charlevoix, Emmet, and Cheboygan counties.

1. Beaver Island Radio Coverage Concerns

- Significant concerns were raised regarding radio coverage gaps on Beaver Island, particularly for portable radios used by law enforcement, fire, and EMS personnel.
- It was stated that approximately 30–40% of the island lacks reliable portable radio coverage.
- The Participants emphasized that communication failures during critical incidents present a significant responder safety issue.

2. Current and Proposed Solutions

Several options were discussed to improve communications:

Short-Term Improvements

- Activation of additional MPSCS tower sites (Naubinway and Gould City) to improve Beaver Island talkgroups.
- Updating radio programming and ensuring all required talkgroups are enabled.
- Additional user training for responders on radio operation, including manual tower selection and use of direct channels.
- Deployment of in-car repeaters in emergency vehicles as an interim solution to extend portable radio coverage. Participants noted these could be implemented much faster than new infrastructure projects.

Possible Long-Term Solutions

- Construction of a new tower utilizing the Green Lake site remains the preferred “gold standard” solution, as stated by a couple participants.
- The proposed tower project is expected to take approximately 18–24 months to complete.
- Discussion included the possibility of leveraging existing infrastructure, fiber connectivity, and other tower assets to reduce costs and improve coverage.

3. Coverage Testing and System Analysis

- Recent field testing confirmed Motorola’s original coverage studies.
- Mobile radio coverage was found to be much stronger than portable radio coverage.
- Bob Olson from MPSCS stated they had not received any coverage issue complaints regarding Beaver Island and stressed the importance and need for documentation of coverage issues and encouraged agencies to submit formal radio coverage reports to support future improvements. Copies of the forms were handed out at the meeting.

4. Communications Planning and Training

- Must improve interoperability and communications planning among police, fire, EMS, and emergency management agencies.
- Director Griffis discussed:
 - Direct radio channel use inside buildings.
 - Incident command communications.
 - Ongoing responder training and equipment maintenance.
- It was emphasized that communications problems are often as much a planning and training issue as an infrastructure issue.

5. Funding and Capital Planning

- Discussion focused on the cost of infrastructure improvements and the challenges counties face in funding major radio projects.
- Concerns were raised regarding previous proposals that ranged from approximately \$5–6 million to a revised proposal of roughly \$2.3 million.
- County Administrators noted that large projects must be incorporated into long-term Capital Improvement Plans (CIPs) and budget cycles.
- Bonding and phased financing options were suggested as possible ways to fund future projects.

6. Regional Coordination and Communication

- Participants agreed that improved communication and collaboration is necessary moving forward.
- There was consensus that all parties should continue working together to evaluate system-wide needs, not just Beaver Island concerns.

Action Items

- A. Charlevoix County to provide the Motorola Quote (approximately \$2.3 million) to Cheboygan and Emmet counties for review.
- B. Charlevoix County to provide the 2023 Beaver Island Study to Cheboygan and Emmet counties for review.
 - It was the After-Action Report that was completed in 2023

- C. Begin to research firms that can perform a comprehensive radio coverage assessment.
- D. Continue enabling and validating additional talkgroups on northern tower sites.
- E. Explore implementation of in-car repeaters as a near-term mitigation strategy.
- F. Improve responder training related to radio operation, tower selection, and interoperability procedures.
- G. Coordinate future planning efforts with county budget and capital improvement schedules.
- H. Continue investigating fiber connectivity opportunities and other infrastructure enhancements for Beaver Island communications.

ROUNDTABLE

Participants expressed their commitment to improving communications, gathering additional data, presenting unified communications to public and media, and working collaboratively on both short-term fixes and long-term infrastructure planning.

The meeting was adjourned at 12:42 PM.

Respectfully submitted,
Candace Pierce



NORTH COUNTRY

COMMUNITY MENTAL HEALTH

MINUTES OF THE BOARD

May 21, 2026 2:30 PM

North Country Community Mental Health

1420 Plaza Drive, Petoskey, Board Room

Mr. Ginop called the meeting to order at 2:30 PM

ROLL CALL:

BOARD MEMBERS ATTENDING:

Aimee Bissonette, Annemarie Conway, Bob Baldwin, Dale Eschenburg, Dan CasaSanta, Dave White, Ed Ginop, Jarris Rubingh, Mike Newman, Bob Boyd, Ron Iseler, Sarah Bronson

MEMBERS ATTENDING VIRTUALLY: None

BOARD MEMBERS ABSENT: Dana Wingo, Ed Belitz

STAFF: Brian Babbitt, Nancy Rhue, Tim Stapp Jr., Ann Friend, Kim Rappleylea, April Johnson, Katherine Brodie, Kelly Smith, Kirstie Brady, Amy Christie, Suzan Petee-Eubank, David Hornibrook, Lauren Myers, Katie Somers, Katie Lorence, Sam Kerr, Meghan Grebe, Jennifer Pewinski, Andrea Rose, Tiffany Kiper, Elizabeth Shirley, Brandy Marvin, Laurie Griffie, Juia Perry, Carole Merritt-Doherty, Dominique Cook, Barb Woodhams

GUESTS: GTI Mancelona, Jessica Shrum, Keri Laporte-Montero, Amy Carter, Cindy, "J", Tracy Trasky. Ivy Macnicol, Carolyn Johnson, "BK", Brian Greene, Dorothy Felton, Micah Haven, Debra Niswander, John Sweet, Multiple unidentified community members

Mr. Ginop welcomed board members and staff to the meeting. There is a quorum present.

ACKNOWLEDGEMENT OF CONFLICT OF INTEREST: No board members expressed a conflict with any agenda item.

PUBLIC COMMENT: Micah Haven Read this statement: Bridge Michigan recently published a lengthy article about the closure of Bergmann Center titled, *"Some fear 'domino effect' as disabled adults lose lifeline in northern Michigan."* Since that article was released, GTI has had many conversations with concerned parents, guardians, and clients asking what the future holds for programs like ours.

I want to be clear that GTI is not in the same financial position as Bergmann Center. However, what deeply concerns our organization is the direction North Country appears to be moving in as a replacement for full-day, center-based services like those GTI provides.

At the recent quarterly provider meeting, North Country announced that individuals who formerly attended Bergmann Center are only being offered Community Living Support services as a replacement for the services they lost. While CLS workers can absolutely play an important role in supporting people with disabilities, a few hours of staffing to go shopping or visit a park is simply not comparable to a full day of center-based programming like what GTI provides in Mancelona. Center-based programs like ours are not just filling time. They are building skills, friendships, and purpose. Our team members are part of a community where they feel safe, known, and challenged to

grow. Families choose our center-based model for their loved ones because it provides consistency, meaningful activities, social connection, and the opportunity to earn a paycheck. While it may be more cost effective to provide fewer hours of service in the greater community instead of a full day of programming, cost alone cannot be the deciding factor here. When Bergmann Center closed, people lost far more than a building. Many lost a sense of identity, belonging, and daily purpose. If programs like GTI disappear, it sends the message that these individuals do not matter. So I urge this board to protect your clients' chosen supports, whether that is a full day of center-based programming or a few hours a week of CLS services. Please do not allow valuable programs like GTI to be gradually replaced by cheaper, less meaningful alternatives. Your clients deserve more than the bare minimum. They deserve places where they can truly belong, contribute, and thrive. Finally, I would also like to reiterate what GTI's CEO stated during the last public comment: GTI remains willing to help address the needs created by the closure of Bergmann Center. However, at this time, we have not been contacted by North Country about helping provide services for the individuals who lost supports, and we find that deeply disheartening.

Brian Greene: Please see attached statement

John Sweet attended Bergmann Center and asked when it will be back open. His sister said now his days are disrupted. When he would go to Bergmann Center, he would say he can't wait for Monday on the weekend before he was even dressed. She states that John can't just up and walk out peer to peer in the community. She demanded an answer to John's question.

Debra Niswander asked that when the discussion regarding Bergmann Center happens later in the meeting if the DCW passthrough would be discussed and asked for written documentation regarding the passthrough. She states that from what she has read that NCCMH is doing it wrong. She states that it is her understanding that if Bergmann Center pays their staff \$16.50 that NCCMH must fund Bergmann Center at \$16.50 plus the \$3.40 DCW passthrough on top of it.

Phyllis Priest is a parent of multiple Bergmann Center clients; she states that they used to attend NCEC. She states that this is the Second program to close. She states there is no comparison to Bergmann center, offered services are not comparable and not the same as having their friends with them. She states that NCCMH states that they would try to keep friend groups together, but all of her children have different friend groups.

CONSENT AGENDA

The consent agenda includes the agenda overview, minutes of the previous meeting, privileging recommendations and contracts signed in the past month. Items requiring approval will be placed on the meeting agenda.

MOTION BY BOB BOYD TO APPROVE THE CONSENT AGENDA; SUPPORT BY RON ISELER: MOTION CARRIED

COMMITTEE RECOMMENDATIONS – BOARD ACTION*:

Program Committee: Mr. Iseler reviewed the minutes of the April 23, 2026 meeting. Items on the agenda included approval of the previous meeting's minutes, the FY25 Customer Services, Grievances, and Appeals Report, and the Annual Needs Assessment Report.

Finance Committee Report: Mr. White reviewed the Statement of Cash on Deposit and Disbursements through April 30 2026, Interim Financial Statements as of March 31, 2026, Revenue and Expense by Fund Source; Trending Revenue and Expenses as of March 31, 2026, and the NMRE interim financial report.

Mr. Ginop requested the financial reports be placed on file for audit.

PRESENTATION – Regulatory Compliance – Kim Rappleyea - The Board received and participated in the annual Corporate Compliance training presentation. The training provided an overview of the organization's compliance program, including the OIG's Seven Elements of an Effective Compliance Program, key federal and state regulatory requirements, and current enforcement trends impacting behavioral health providers.

Topics included fraud, waste, and abuse; the False Claims Act; Anti-Kickback Statute; HIPAA privacy and security requirements; and common risk areas specific to behavioral health services. The training also emphasized the Board's responsibility and duty of care in overseeing the effectiveness of the compliance program. Board members acknowledged their role in promoting a culture of compliance and ensuring appropriate governance and accountability.

ACTION ITEMS WITHOUT COMMITTEE REVIEW: Minutes of the April 27 Executive Committee and Minutes of the May 1 closed session were reviewed by the board.

MOTION BY ANNMARIE CONWAY TO APPROVE THE MINUTES OF THE APRIL 27, 2026 EXECUTIVE COMMITTEE AS PRESENTED; SUPPORT BY DAVE WHITE:

ROLL CALL:

AYE: RON ISELER, DAN CASASANTA, SARAH BRONSON, DAVID WHITE, BOB BALDWIN, AIMEE BISSONETTE, DALE ESCHENBURG, JARRIS RUBINGH, MIKE NEWMAN, ANNEMARIE CONWAY, BOB BOYD, ED GINOP

NAY: NONE

ABSENT: DANA WINGO, ED BELITZ

MOTION CARRIES

MOTION BY JARRIS RUBINGH TO APPROVE THE MINUTES OF THE MAY 1, 2026 CLOSED SESSION AS PRESENTED; SUPPORT BY BOB BOYD:

ROLL CALL:

AYE: DAVE WHITE, MIKE NEWMAN, AIMEE BISSONETTE, BOB BOYD, DAN CASASANTA, JARRIS RUBINGH, ANNEMARIE CONWAY, BOB BALDWIN, DALE ESCHENBURG, SARAH BRONSON, RON ISELER, ED GINOP

NAY: NONE

ABSENT: DANA WINGO, ED BELITZ

MOTION CARRIES

CHIEF EXECUTIVE OFFICER'S REPORT/COMMUNICATIONS: Mr. Babbitt referred to several items in his report. On April 21 he had a meeting with the Autism Association of Michigan. On May 6 he and Ms. Friend met with Crossroads Industries. He states that there is an issue with absenteeism and they are looking at ways to stabilize that. They have put their downtown building up for sale and are looking at alternative places for services. On May 8 Mr. Babbitt had a meeting with Chip Johnston, CEO of Centra Wellness, and Sheriff Hoch in Bellaire regarding CIT. Mr. Johnston has been funding a CIT trained officer in one of his counties with Rural Transformation Funds and Health Endowment Funds. If NCCMH can secure 3-year funding, we could fund an officer specifically for CIT, Sheriff Hoch is encouraged by this and receptive to this. Grants are currently in process. This ties in with the new public safety center. This is currently in the works for Antrim County but the broader thought is to incorporate 4 or 5 counties in this program. On May 13 Mr. Babbitt attended the CIT convening at Kirtland Community College. On May 14 he met with the union in Bellaire for contract negotiations. On May 18 he attended the MDHHS exit interview for the NMRE. It was overall positive and changes implemented were noted, a CAP will be required.

QUALITY IMPROVEMENT UPDATE – None

NORTHERN MICHIGAN REGIONAL ENTITY- The minutes of the March Operations meeting, March Interim Financials, and draft minutes of the April Board Meeting were included in the packet.

OLD BUSINESS – Bergmann Center Update – Mr. Babbitt drew attention to a rate analysis included in the packet that was based on information Mike Hurchick gave at the last meeting, what Ms. Laporte-Montero delivered in a Legislative Briefing document, and NCCMH's rate development. In all 3 scenarios based on the claims dollars paid in FY26 through March, Bergmann Center would have money left over for discretionary expenditures. Mr. Babbitt states that he has been a vocal advocate to legislature that they look at the DCW passthrough differently as it is creating wage compression in agencies.

Mr. Cooke then gave a summary report of the issues associated with the 30 day notice of termination of services and allegations of impropriety against NCCMH from Ms. Laporte-Montero. He states that the issues raised are misplaced or unfounded criticisms of NCCMH which is why a Demand to Retract was issued. She has not done so but continued to portray NCCMH in a false light to the public, legislators, and consumers. A communication sent to consumers on May 7, 2026 by Ms. Laporte-Montero is inflammatory and borders on obstructive of NCCMH's obligation to find alternate providers for clients.

Mr. Rubingh asked why no referrals were sent to GTI as Mr. Haven stated.

Mr. Babbitt said there have been referrals and he was surprised that Mr. Haven stated there were none.

Mr. Baldwin asked about the transitional funds that were appropriated, stating “it’s been a year and none of the programs have received the funding” and asked about the Kalkaska County Transit contract.

Mr. Babbitt clarified that the transitional funds were not voted on a year ago, that the motion for the funds included that policy and procedure would be created by NCCMH staff. The application and guidelines went through the program committee at the beginning of November and were shared with the board at November’s meeting. The application and letter with criteria went out to the programs at the beginning of December, first applications were received in January. He explained the timeline and bulk of Bergmann Center’s request, and that funds are being distributed to programs with approved applications. He reiterated that Medicaid dollars must be used for approved expenses and cannot be given for expenses that will not be incurred. Non-renewal of the Kalkaska transit contract was discussed and Mr. Babbitt reiterated that it was not intentional to let that contract lapse without an alternative in place.

NEW BUSINESS – CMHA Summer Conference- Board members wanting to attend should contact Ms. Rhue to register.

PUBLIC COMMENT – Micah Haven stated that he appreciated Bob and Dale who have come to check out GTI. He offered other board members to come check out GTI’s program and to carry on services for people who are valuable.

Debra Niswander said she doesn’t think that anyone is trying to put the blame on only one person. She stated that sometimes we have so many other things we are working on and Day Programs are relief. They work on employment and skill building. Being in the community every day is not something that should be so pushed. She stated that she has to take some blame as well. People have to stop pushing blame, get over egos, and put our heads together. She states that she is going to go to Bergmann Center’s board meeting and they will get the same attitude. She states that we need to help the people.

Brian Green asked if the board is going to recommend a meeting to Bergmann Center. He stated that Bergmann Center has fault as well. He states that he did some research and Day programs have a formula that works with 75% state and federal funding and 25% donor funding. Other revenue streams do need to be found, but he believes there has been a cascade of events that resulted in this.

Mr. Ginop stated that there needs to be a cooling off period.

Someone stated that “the cards seem stacked in NCCMH’s deck”

BOARD & STAFF COMMENTS –

Ms. Conway stated that it is hard sitting here knowing what is going on and trying to work with the programs. She asked the public here to look at NCCMH as the waiters, not the cooks. Legislators are the cooks, they make the rules and NCCMH has to “serve those rules.” She states that she found out from the Transit director that Bergmann Center was closing before the notice was even delivered to NCCMH and the Board. She said we have to respect each other and stop the anger. We want to work for the people, it does not need to be a dead issue, but statutorily NCCMH has to work in a certain way due to rules and regulations.

Mr. Iseler explained that with the most recent RFP that was threatening the public mental health system, how NCCMH fought to keep the CMH system from being turned over to the for-profit health systems. He also took offense with the general accusations that the board members don't care. He explained that when the state hospitals were closed in MI that he and his wife volunteered and helped a person who was released. He stated that he was concerned about Bergmann Center's finances, and it bothered him that Bergmann Center was bringing in clients and pointing at NCCMH Board members and staff telling them "These are the people who are shutting down your program and who are going to make you homeless" He agreed that clients advocating for themselves and their programs is important, but accusing the Board and NCCMH of shutting down Bergmann Center is not right.

ADJOURNMENT

The meeting was adjourned at 5:06 PM by Board Chair Edward Ginop

A handwritten signature in blue ink, reading "Edward Ginop". The signature is fluid and cursive, with the first name "Edward" and last name "Ginop" clearly legible. Below the signature is a horizontal line.

Ed Ginop, Board Chair

**Minutes of the Regular Board of Health Meeting
Health Department of Northwest Michigan
10:00 a.m. May 5, 2026**

Call to order: A regular meeting of the Board of Health was held at the Otsego County Library on May 5, 2026. The meeting was called to order at 10:00 a.m. by Commissioner Hankins, Chairperson. Eight (8) members of the Board of Health were in attendance establishing a quorum.

Members in attendance, roll call: Commissioners Scott Hankins, Josh Chamberlain, Terry VanAlstine, Jason Helwig, Matt Koontz, Don Mapes, Dana Wingo and Jonathan Turnbull.

Members absent/excused: None.

Staff in attendance: Shannon Klonowski, Dr. Joshua Meyerson, Kevin Hartley, Melissa Hahn, Janenne Pung, Jen Vollmer, Tim Hella, Jeremy Fruk, Olivia Van Elslander, Nate Damer, Carrie Miller, Casey Clement, and Melanie Bosman.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF THE AGENDA

MOTION: Commissioner Helwig made a motion to approve the agenda as presented. Commissioner Hankins made a motion to strike agenda item VIII: Committee Reports, Personnel & Finance Committee: 2) MERS Amendments, from the agenda and to approve the agenda as amended. Supported by Commissioner Mapes. Roll Call. All ayes. Motion carried.

APPROVAL OF THE APRIL 7, BOARD OF HEALTH MEETING MINUTES:

MOTION: Commissioner VanAlstine made a motion to approve the April 7, 2026, meeting minutes as presented. Supported by Commissioner Turnbull. Roll Call. All ayes. Motion carried.

PUBLIC COMMENT: Public comment was heard.

STAFF REPORTS

Shannon Klonowski, Health Officer – Oral and written reports were shared, including ADA Compliance.

Written reports:

- Joshua Meyerson, MD, MPH, Medical Director – Submitted a report on Spring 2026 Provider Update.
- Melissa Hahn, MPH, BA, RN, Director of Family Health - Submitted a report on Healthy Futures Newborn Home Visits.
- Jeremy Fruk, MSA., REHS, Director of Environmental Health – Submitted a report on Wickes Manufacturing TCE Plume Site and Well First Policy Update.
- Janenne Irene Pung, Director of Community Health – Submitted a report on Emergency Response Partnerships

Oral report:

- Jen Vollmer, MA LPC, Director of School Health and Carrie Miller, Family Nurse Practitioner and Supervisor, Gaylord Blue Devil Wellness Center – Submitted an oral report on services provided at the Gaylord Blue Devil Wellness Center.

PERSONNEL & FINANCE COMMITTEE

ACCOUNTS PAYABLE:

MOTION: Commissioner Koontz made a motion that the finance committee met to review the bills and employee expenses and would like for the full board to approve March 2026 bills in the amount of \$601,399.88. Supported by Commissioner Helwig. Roll call. All ayes. Motion carried.

MOTION: Commissioner Koontz made a motion that the finance committee met to review the bills and employee expenses and would like for the full board to approve March 2026 employee expenses in the amount of \$16,316.87. Supported by Commissioner Chamberlain. Roll call. All ayes. Motion carried.

PROGRAM & EVALUATION COMMITTEE:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

WELL FIRST PROPOSED REVISIONS – ANTRIM COUNTY:

MOTION: Commissioner VanAlstine made a motion that the Board of Health approve and adopt the proposed revisions to the Well First Protocol for Installation of Residential Drinking Water Wells Within Areas Subject to Contaminated Groundwater, Near Mancelona and Bellaire, Michigan document, with such revisions to take effect on June 1, 2026. Supported by Commissioner Helwig. Roll call. All ayes. Motion carried.

COUNTY APPROPRIATIONS UPDATE:

Kevin Hartley, Chief Financial Officer at the Health Department of Northwest Michigan, provided a current standing of financials regarding the four counties and the 2026 Local Appropriations Request.

PUBLIC COMMENT: Public comment was heard.

COMMISSIONER COMMENT: Commissioner comment was heard.

ADJOURNMENT

Commissioner VanAlstine made a motion to adjourn the meeting. Supported by Commissioner Hankins. Voice vote. All ayes. Motion carried. Meeting adjourned at 10:48 a.m. Tuesday, May 5, 2026. The fixed date and time for the next regular meeting of the Board of Health will be June 2, 2026, at 10:00 a.m. and this meeting will be held at the Charlevoix County Shirley Roloff Center.

Respectfully submitted,

Shannon Klonowski, Health Officer
June 2, 2026

Scott Hankins, Chairperson

Who is Advantage Benefits Group?

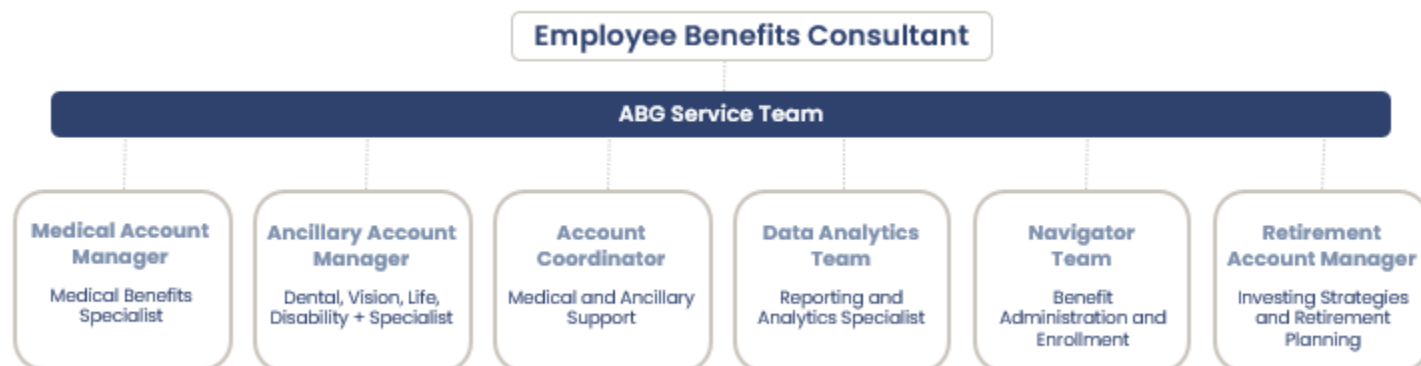
- Founded in 1997, Advantage Benefits Group (“ABG”) has grown organically into the largest privately owned, benefits-exclusive consulting firm in Michigan.
- With offices in Traverse City and Grand Rapids, ABG now serves more than 130,000 members across the United States.
- ABG has significant concentration of clients in the public sector and higher education space.
- ABG is independent, ensuring its advice reflects each client’s best interests, goals, and objectives.
- ABG is Priority Health’s largest employee benefits agency and a Premier Agency with Blue Cross.

Municipality Clients

- Municipality clients include but are not limited to: Roscommon County, Michigan State Senate, Kent County, Grand Traverse County, Osceola County, City of Grand Rapids, Grand Haven Charter Township, Grand Traverse County Road Commission, Barry County Road Commission, Village of Kingsley, and City of Fraser.

Service Model

- ABG provides a unique service model with additional layers of support for mid- and larger-sized clients, like Charlevoix County.
- Consultants remain heavily involved in all facets of client needs, with a strong emphasis on the consulting process.
- Medical Account Managers serve as the dedicated point of contact for all medical plan services and support.
- Ancillary lines of coverage are managed separately because they differ significantly from major medical coverage and require dedicated expertise.
- The Data Reporting and Underwriting Analyst oversees monthly reports, budget and claims projections, actuarial calculations, underwriting, and related analytics.
- The Benefits Technology and Enrollment Administrator supervises Employee Navigator, including employee self-service enrollment and education, file feeds, and ACA reporting.



Dedicated Service Team

ABG's people are our greatest asset. The dedicated and stable service team for Charlevoix County would provide an unrivaled level of service, support, and resources.

- Experienced Employee Benefits Consultant — Traverse City ABG Office
- Medical Account Manager — Traverse City ABG Office; assigned Account Manager has over fourteen years of experience with Michigan public sector entities.
- Ancillary Account Manager
- Data and Reporting Analyst
- Benefits Technology Administrator for Employee Navigator

Inclusive Pricing Model

- Account Management
- Reporting & Data Analytics
- Custom Communications
- Strategy & Plan Design
- Compliance
- Systems & Benefits Administration
- Pass through EDI Feeds
 - EDI Feeds
 - Payroll Integration
 - Legal Document Preparation

Strategic Planning Process

- Plan Audit → Compliance → Benchmarking → Employee Preferences → Market Bid → Benefit Recommendations → Custom Communications → Well being

ABG's Financial Impact – Client Examples

1. Grand Traverse County – Negotiated Savings

2026 plan renewal with Priority Health started with an increase of 18.2%. ABG negotiated the renewal down to a 14.7% increase, resulting in savings of \$179,000. ABG also negotiated a retention credit of \$57,750. Total net savings for the county of \$237,000.

2. Roscommon County – Negotiated Savings

Priority Health 2025 renewal started with an increase of 50% equaling over \$953,000. ABG worked closely with Roscommon County leadership, elected officials, and union representatives to move to a qualified plan with Blue Care Network which saved roughly \$518,000. ABG also negotiated a second-year renewal increase of no more than 8.9% with Blue Care Network.

3. City of Grand Rapids – Pharmacy Benefit Manager (PBM) Savings

ABG conducted a PBM RFP, a proprietary RFP, to identify a vendor that could provide savings, while ensuring ZERO employee disruption and no cost increase for employees. Ultimately ABG negotiated an agreement with a PBM that guaranteed net savings of \$1.4 million dollars. The city surpassed that guarantee by another \$500,000 dollars. These savings do not include employee savings, which averaged another roughly \$250,000 annually.

4. Muskegon Community College

Using Advantage Analytics, ABG's proprietary claims analysis and reporting tool, we identified two members that were receiving Medically Injected Drugs via hospitals. These typically arise with conditions such as spinal muscular atrophy, cancer, and cystic fibrosis. ABG worked directly with BCBS's care management team to redirect these members to lower cost facilities to receive the exact same injections. Net savings for the college were roughly \$800,000 per year.

ABG's Cost Optimization Strategy Considerations for Charlevoix County

Advantage Benefits focuses on a strategic process of reducing benefit costs while maintaining – or improving – plan quality, performance, and outcomes. Health care is a multifaceted problem that needs multi-faceted solutions, including:

Funding Mechanism Alternatives

- Evaluate a move from a fully insured health plan to a level-funded or self-funded plan. This is especially important as the State of Michigan's new fee assessment related to Medicaid funding is rolled out.
- If the claims and administration analysis identify savings, additional evaluation will commence to engage with "best in class" partnerships like alternative Pharmacy Benefit Managers, narrow networks, and cash pay options.

Expert negotiation and leveraging

- Comprehensive marketplace review pushing for maximum savings; including retention/implementation credits and subsequent year maximum increase guarantees.

Network optimization, doctors

- Provide data to allow individuals to know who, within the carrier's network, are the top 20% providers by specialty type.
- Top performing providers have a 4x lower complication rate, a 5x better conservative treatment versus surgery rate, and 4x better usage of low-cost/high quality sites of care. Higher performing doctors deliver lower cost and higher quality care.

Network optimization, services

- Design programs steering employees and their dependents to lower cost imaging centers, ambulatory surgical centers, and medications. These programs directly impact current and future health care costs without compromising quality.

Provider access optimization, concierge 24/7 primary care service

- No cost benefit for employees. Text and phone (not an app) concierge service provided by a dedicated team of providers. Results in 7x more engagement than traditional app-based telehealth. Can dramatically reduce emergency room usage, med center usage, and referrals to high cost/low quality providers. Directly impacts current and future health care costs.

Basic Information	Charlevoix County	Grand Traverse	Osceola County	Roscommon County	Kent County	Benzie County
Approximate Employee Count	200	375	94	119	1871	120
Coverage Offered						
Carrier	BCN	Priority Health	BCN & BCBSM	BCN	BCN & BCBSM	BCN & BCBSM
Waiting Period (Days)	60 days	1st of the Month following 30 days	31 Days	0 Days		0 Days
Medical	Yes	Yes	Yes	Yes	Yes	Yes
Dental	Yes	Yes	Yes	Yes	Yes	Yes
Vision	Yes	Yes	Yes	Yes	Yes	Yes
Health Reimbursement	-	-	Yes	No	-	No
Health Savings	Yes	Yes	Yes	Yes	Yes	Yes
Health Care FSA	No	No	Yes	Yes	Yes	Yes
Dependent Care FSA	No	No	Yes	Yes	Yes	Yes
Group Life	No	Yes	Yes	Yes	Yes	Yes
Supplemental Life	Yes	Yes	Yes	Yes	Yes	Yes
Short Term Disability	Yes	Yes	Yes	Yes	Yes	Yes
Long Term Disability	Yes	Yes	No	No	Yes	Yes
Worksite	Yes	Yes	No	No	Yes	Yes
Medical Plan Overview						
Plan Type	HMO HDHP	HMO HDHP	PPO HRA	HMO HDHP HRA	HMO HDHP 10% HMO HDHP 20%	HDHP PPO HMO HMO HDHP PPO
Medical Benefits						
Deductible						
Individual	\$1,700	\$1,700	\$500	\$500	\$1,700	\$1,700
Family	\$3,400	\$3,400	\$1,000	\$1,000	\$3,400	\$3,400
Out of Pocket Maximum						
Individual	\$2,000	\$2,000	\$6,350	\$6,350	\$4,000	\$4,000
Family	\$4,000	\$4,000	\$12,700	\$12,700	\$8,000	\$8,000
Embedded Coinsurance Maximum	Aggregate	Aggregate	Aggregate	Aggregate	Aggregate	Aggregate
Medical Copay						
Rates effective after Deductible	Yes	Yes	No	Yes	Yes	Yes
Virtual Visit	30% Coinsurance	20% Coinsurance	\$20	No Charge	Deductible, then 10%	Deductible, then 10%
PCP Office Visit	30% Coinsurance	20% Coinsurance	\$20	\$20	Deductible, then 10%	Deductible, then 10%
Specialist Office Visit	30% Coinsurance	20% Coinsurance	\$20	\$20	Deductible, then 10%	Deductible, then 10%
Urgent Care	30% Coinsurance	20% Coinsurance	\$20	\$20	Deductible, then 10%	Deductible, then 10%
Emergency Room	30% Coinsurance	20% Coinsurance	HRA Deductible, then \$100	Deductible, then \$100	Deductible, then 10%	Deductible, then 10%
Medical Limits (annual visits)						
Rehabilitation	60 Visits	30 Visits	60 Visits	60 Visits	60 Visits	60 Visits
Chiropractic	30 Visits	30 Visits	24 Visits	30 Visits	30 Visits	30 Visits
Prescription Copay						
Chronic Condition RX Rider	No	Yes	N/A	No	Yes	Yes
Subject to Deductible	Yes	Yes	No	Yes	Yes	No
Tier 1	\$20	\$10	\$10	\$4 / \$15	\$10 / \$30	\$10 / \$30
Tier 2	\$60	\$40	\$40	\$40	\$60	\$60
Tier 3	50% Coinsurance	\$80	\$80	\$80	\$80	\$80
Tier 4	50% Coinsurance	\$40	Not Covered	20% to \$200 max	20% to \$200 max	20% to \$200 max
Tier 5	50% Coinsurance	\$80	Not Covered	20% to \$300 max	20% to \$300 max	20% to \$300 max
Mail Order	2.5x Copay	2x Copay	3x Minus \$10	3x Minus \$10	3x Minus \$10	3x Minus \$10
HSA Contribution						
Single	\$2,000	\$1,000		\$1,700	\$1,700	\$1,000 (New EE's Only)
Double/Family	\$4,000	\$2,000	N/A	\$3,400	\$3,400	\$2,000 (New EE's Only)
Premium						
Medical Funding Type	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Self Funded	Fully Insured
Employee Only	\$758.06	\$623.26	\$1,423.15	\$823.25	\$775.52	\$909.97
Employee + 1	\$1,819.36	\$1,495.82	\$3,415.58	\$1,975.83	\$1,642.59	\$1,938.24
Employee + 2 or More	\$2,274.19	\$1,869.78	\$4,269.46	\$2,469.77	\$2,003.23	\$2,365.93
Employee Contribution (Monthly)						
Employee Only	\$117.00	\$139.66	\$284.63	\$102.91	\$63.24	\$35.95
Employee + 1	\$242.00	\$328.52	\$683.12	\$246.98	\$151.80	\$86.28
Employee + 2 or More	\$302.00	\$402.31	\$853.89	\$308.72	\$189.74	\$107.84

Data Shown as of 1/01/2026



12900 US HWY 31N, Suite 1-3

Charlevoix, MI 49720

866-298-5905

Dale Boehm 231-330-1253

Sheri Boehm 989-889-4024

Boehm Agency Group Benefits Overview

Prepared for the County of Charlevoix

Boehm Agency appreciates the opportunity to continue supporting the County of Charlevoix with group benefits planning, enrollment support, cost management, retiree assistance, and year-round service for employees and their families.

Our Business

Boehm Agency is a full-service agency offering individual and group benefit solutions throughout the State of Michigan. We provide medical, dental, vision, ancillary, and retirement solutions designed to meet the needs of employers, employees, retirees, and dependents.

Our office is located at 12900 US 31 N, Charlevoix, MI 49720, on the north side of Charlevoix.

Dale was born and raised in Northern Michigan, and Sheri has lived here since 1996. We were married in 1998, have been Charlevoix County residents for more than 30 years, and raised our two children, Noah and Delaney, in the Charlevoix school district.

Dale has been licensed in life and health insurance since 2005 and has held Securities Series 6 and 63 licenses since 2008. Sheri joined the business full-time in February 2020 as CSR and Office Manager as the group benefits business continued to grow, along with the need for portal enrollment support, COBRA administration, and claims assistance.

Current Groups and Service Support

We currently provide group benefits support for a wide range of employers throughout Michigan, including electrical contractors, auto body shops, Michigan Works, county townships, fire and police departments, emergency apparatus and thermodynamic plants, dental offices, restaurants, and many other businesses and organizations.

For employers with requirements similar to the County of Charlevoix, we provide guidance on PA 152 compliance while evaluating benefit options that balance affordability, employee needs, and long-term cost planning. We also review these needs annually at renewal time.

Depending on each group's needs, our support may include:

1. Onboarding and enrollment tools
2. COBRA administration
3. Annual plan reviews and evaluations
4. Retirement plan support, including 401(k), SIMPLE IRA, 403(b), and SEP options
5. Planning and guidance for employees and dependents, including those turning 65 or turning 26
6. HSA portal, funding, and planning support
7. Evaluation of all benefit offerings
8. Evaluating whether outside benefits are "as good as or better" than current group benefits
9. Helping evaluate and implement benefit-related changes to employee handbooks

Managing Costs for All Groups

Every group is different. We take each employer through an evaluation process to help identify benefit options that support cost planning, affordability, staffing needs, and long-term sustainability. Each year, employers must balance budgeting pressures with the need to offer competitive benefits that help attract and retain staff.

Cost-planning strategies may include:

1. Medical plan design changes, including HMO, POS, and PPO options
2. Funding options, including fully insured, optimized level funding, and self-funded arrangements
3. Quoting benefits and confirming that coverage aligns with the expectations and requirements of the group
4. Vendor changes when needed to reduce costs, improve benefits, or add requested benefit options
5. Guidance for smaller business owners as they assess coverage needs, retirement transitions, and planning for staff and dependents
6. Medicare coverage guidance for individuals, groups, and retirees, including employees, retirees, and dependents who need assistance

We have also helped groups with retirement plans to reduce internal and external fees. These reductions can lower employer costs while giving participants the opportunity to improve outcomes through managed portfolios, expanded fund options, and lower investment-related expenses.

County of Charlevoix Savings Since September 2021

Boehm Agency became the servicing agency for the County of Charlevoix in September 2021.

2022

During quoting for the 2022 plan year, we reduced medical plan commissions to a lower percentage that better aligned with groups of the County's size. We also introduced expanded voluntary vision benefits for staff and retirees and voluntary dental benefits for the retiree class. The vision option provided a slight cost decrease for staff, added benefits for contacts as well as frames, and included a four-year rate lock.

We also moved the Police Department's group life coverage to another vendor while adding short-term and long-term disability coverage for all full-time active employees, paid for by the County of Charlevoix. This change also introduced employee-paid voluntary and guaranteed-issue life coverage options for employees and their dependents, with a two-year premium rate lock.

Clever Rx was introduced as an additional cost-cutting measure and private-labeled to the County of Charlevoix for staff.

2023

We began making changes for the retiree class by changing vendors for medical and prescription drug coverage from the prior BCBS arrangement, reducing premium costs by almost 60%. We have continued to keep these costs below the 2021 BCBS renewal levels through the 2026 renewal. This produced savings of approximately \$250,000 in the first year.

2024

In 2024, we moved from Priority Health to BCN, resulting in a 6% cost reduction compared with the other company willing to quote the group that year. There was also a one-time credit to the County of Charlevoix for the move to BCN. This change included premium protection for the 2025 renewal, with an increase not to exceed 8%.

We renewed the group's disability and life coverage for an additional two years without any premium increases.

2025

In 2025, the group remained relatively status quo, with the BCN rate guarantee limiting the renewal increase to no more than 8%, no dental premium increase, and the vision rate lock still in place.

2026

Retirees — Due to attrition in Plan A of the retiree group, it became difficult to find vendors willing to quote the two retiree plans separately. In the summer of 2025, we were directed to quote the two groups together as one plan, and in January 2026, the two plans were combined. Although the combined plan is slightly higher than the 2021 cost for Plan B, the savings from members who were previously on Plan A continue to be significant. Total savings to date are approximately \$1,000,000.

Full-Time Employees — Each year, we evaluate medical pricing based on PA 152 requirements and Centers for Medicare & Medicaid Services guidelines. When quoting the County of Charlevoix in the summer of 2021, we completed due diligence to help keep the group under the applicable hard cap numbers. We were able to do so each year until the 2026 renewal, when the 2025 guaranteed cost and annual renewal increase produced an almost 35% renewal increase. In late summer 2025, we presented multiple options and concepts to administration for the group's 2026 renewal. We were advised in late September that, other than changes required by IRS deductible guidelines and CMS guidelines, the medical plan would be renewed for 2026, and a resolution would be written to exceed the hard cap.

Additional changes for the 2026 plan year included moving dental and vision coverage to MetLife. We reduced our commissions by 60% on dental and vision coverage, increased dental coverage usage amounts for both in-network and out-of-network benefits on both base and buy-up plans, and added the VSP network with usage for frames and contacts.

Since becoming the servicing agency, we have also moved the County to a new enrollment portal supplied and paid for by Boehm Agency. In addition, we currently pay for and administer COBRA for County employees.

Employees and retirees have also shared that the following support has been valuable since Boehm Agency became the County's servicing agency:

1. One-on-one working relationships with County employees, retirees, and caregivers, both in Michigan and out of state
2. Claims assistance for active and retired employees
3. Annual enrollment and benefit fairs, including vendor representation, benefit explanations, and guidance

4. On-site meetings at County locations, including the downtown building, Police Department, Transit, and Roloff Center
5. One-on-one assistance with open enrollment, new-hire education, and planning
6. Dedicated support for the County retiree group
 - A. Annual mailings and communications about benefit changes and enrollment needs
 - B. Outreach to retirees to confirm enrollment accuracy and assist with claims, reimbursements, and general benefit questions

Maintaining Competitive Benefits for the County of Charlevoix

Maintaining competitive benefits will continue to depend on the County's annual PA 152 evaluation, group needs, staffing goals, and budget priorities.

Each year, our proposals will continue to evaluate the group against PA 152 requirements from the State of Michigan, including the County's chosen approach to 80/20 premium cost sharing or the hard cap numbers supplied by the state for single, two-person, and family coverage.

Recommended areas for ongoing evaluation include:

1. Assessing member costs based on current contributions and PA 152 requirements
2. Reviewing termination-of-benefits procedures
3. Evaluating enrollment time frames
4. Reviewing special enrollment periods for additions and deletions
5. Evaluating staff and dependent coverage to determine whether outside coverage is as good as or better than County coverage
6. Reviewing dual coverage on certain benefits
7. Evaluating stipend costs for benefit buyouts for single, two-person, and family coverage levels
8. Centralizing HSA funding through a single source to help monitor age-ins and streamline payroll funding
9. Determining whether HSA funding should occur monthly, quarterly, semi-annually, or annually, and whether employee contributions should be required to receive the County contribution
10. Evaluating multiple plan options based on direction from administration and the items above, including possible rider options that were previously offered at an additional cost
11. Leveling premiums paid by staff to support more consistent cost sharing

Boehm Agency remains committed to helping the County of Charlevoix manage benefit costs, maintain competitive coverage, support employees and retirees, and receive responsive local service throughout the year.

We appreciate the trust the County has placed in our agency and look forward to continuing this partnership.

Dale & Sheri Boehm
Boehm Agency

THE COUNTY OF CHARLEVOIX



COUNTY ADMINISTRATOR RECRUITMENT

“Frank’s work in recruiting a County Administrator for Clinton County was amazing, excellent communication and great candidates!”

- Robert Showers, Chairman, Clinton County
Board of Commissioners

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Dear Chair Hankins, Vice-Chair Christensen, and Board of Commissioners,

Thank you for the opportunity to submit my firm's credentials to serve you in your recruitment for a new County Administrator. The County of Charlevoix is like a second home to me as I have many relatives who reside in the county. The 15 townships, one village and three cities that make up the County of Charlevoix embodies Pure Michigan. I would be honored to serve you in your recruitment for a new County Administrator.

In 1997, I founded Walsh Municipal Services, LLC. For the past 29 years, our Michigan based firm has been fortunate enough to serve communities in every corner of the Mitten State. We have conducted over 100 Michigan recruitments. We have a strong presence in Michigan. We have extensive experience in northern Michigan having served Charlevoix (twice), Suttons Bay, Harbor Springs, Alpena (twice), and Alpena County. We recently served several Michigan counties including Van Buren, Saginaw, Clinton, Mason, Gratiot, Alpena and Shiawassee County. Our firm is focused on modest fees, superior communication and proven results.

Without question, the County of Charlevoix is a destination. Our goal would be to partner with you throughout the recruitment with a focus on direct and personal outreach. The recruitment environment in Michigan is challenging. We spend an extraordinary amount of time recruiting candidates who may not be openly looking for a new community. We never settle. In fact, we guarantee our process.

Our approach to the County of Charlevoix's recruitment would be aggressive. Our team would cast a wide net. As your ambassador, it is critical that we become the county's biggest "cheerleader." Our firm's reach is well beyond the Wolverine State. Last month, we successfully recruited a top-notch city manager from Billings, Montana to serve the City of Harbor Springs.

If selected, you can expect consistent communication throughout the process. You will never have to wonder about the status of your recruitment. We hope you will have an opportunity to reach out to any of our clients we have served over the past 29 years. Please feel free to visit our firm's website at www.walshmuni.com.

Best wishes as you proceed forward with your recruitment. To be candid, it won't be easy. However, we are up for the challenge.

Sincerely,

Frank L. Walsh

Frank L. Walsh, President
Walsh Municipal Services, LLC



CLIENTS SERVED



- Ada Township
- Bath Charter Township
- Berrien County
- Bridgeport Charter Township
- Caledonia Township
- Charter Township of Texas
- City of Allen Park
- City of Alpena
- City of Bangor
- City of Brighton
- City of Brown City
- City of Buchanan
- City of Caro
- City of Cedar Springs
- City of Charlevoix
- City of Charlotte

- City of Chelsea
- City of Coopersville
- City of Croswell
- City of Durand
- City of Eaton Rapids
- City of Escanaba
- City of Evart
- City of Fennville
- City of Frankenmuth
- City of Grand Haven
- City of Harbor Springs
- City of Hudsonville
- City of Jackson
- City of Kalamazoo
- City of Lebanon
- City of Marquette
- City of Morenci
- City of Mount Pleasant
- City of Northville
- City of Norton Shores
- City of Plainwell
- City of Port Huron
- City of Portage
- City of Riverview
- City of Roosevelt Park
- City of Saline
- City of Saugatuck
- City of St. Johns
- City of Watervliet
- City of Wayland

- Clinton County
- Coloma Township
- County of Alpena
- Georgetown Charter Township
- Grand Blanc Township
- Gratiot County
- Hartland Township
- Marquette Charter Township
- Mason County
- Saginaw Charter Township
- Saginaw County
- Saline Area Fire Department
- Saugatuck Township
- Shiawassee County
- Tittabawassee Township
- Van Buren County
- Village of Blissfield
- Village of Brooklyn
- Village of City of Douglas
- Village of Decatur
- Village of Dimondale
- Village of Elk Rapids
- Village of Manchester
- Village of Paw Paw
- Village of Pinckney
- Village of Stevensville
- Village of Suttons Bay
- Village of Three Oaks
- Village of Vicksburg
- Zeeland Charter Township
- Village of Wolverine Lake

MEET OUR TEAM



Frank Walsh

Frank L. Walsh serves as the President/CEO of Walsh Municipal Services, LLC. Frank holds a Master's Degree in Public Administration from the University of Toledo and has served 33 years in Michigan local government. The firm's success over the past 29 years has been a focus on listening to the client's needs and matching those requirements with candidates across the country. Throughout Frank's municipal career he has been recognized for his leadership and dedication to Michigan local government. Frank and his wife Shar have been married 32 years and are proud parents of three children and two grandchildren.



Brooke O'Meara

Since 2017, Brooke O'Meara has served as Director of Marketing and Community Engagement. Brooke holds a degree in Childhood Development from Central Michigan University. Brooke's role in the organization is enriching client satisfaction and community outreach. Our team is committed to superior customer service and extending that dedication to the entire community. With Brooke's high-level experience in engagement, our recruitment satisfaction scores rank in the "extremely satisfied" sector.



Timothy Fifer

Timothy K. Fifer retired from the Michigan State Police in September 1999, after 27 years in law enforcement. He has an extensive background in investigation and interviewing and interrogation. I have established Fifer Investigations, LLC in 2001 and has conducted background investigations, exclusively, for police and fire departments, and state, city, and local municipalities.

Background investigations conducted by Fifer Investigations, LLC are designed to provide the client the most up to date and thorough information on which to base a hiring decision. Recognizing the importance of hiring the best candidates, Fifer Investigations, LLC will provide a thorough and in-depth investigation in the most expedient

OUR CLIENTS



"I've been through three different city manager recruitments. The first two times we opted for a national firm. Based on the results, the third time we chose Walsh Municipal Services. Without hesitation, I'd strongly recommend Frank. Frank's customer service, and ability to attract an incredible field of candidates for Portage, was truly remarkable."

- Patricia Randall, Mayor, City of Portage



"I'm really thankful we hired Frank Walsh to lead our recruitment in Georgetown Township. Frank brought us great candidates, stuck to our schedule and there were no surprises."

- Jim Wierenga, Supervisor, Georgetown Township



"Frank's recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services."

- Matt Waligora, Mayor, City of Alpena



"Frank's style is friendly and casual in a way that helps those around him feel comfortable. I also appreciated Frank charged a lump sum for everything."

- Colleen Christensen, President Pro-tem, Village of Suttons Bay



"The City of Northville was well served by Frank Walsh. His communication skills throughout the process were timely and informative. We ended up with an extremely strong pool of candidates. Walsh Municipal Services is an excellent recruitment firm."

- Brian Turnbull, Mayor, City of Northville



"Frank Walsh was instrumental in the search for our next city manager. From the get-go, he provided clear and regular communication to the city commission and designated city staff. He was enthusiastic in his work and had a genuine care for ensuring we found the right fit for Marquette."

- Jenna Smith, Commissioner, City of Marquette



"Frank Walsh brought the City of Norton Shores outstanding candidates. The entire process was enjoyable."

- Gary Nelund, Mayor, City of Norton Shores



"We could not have hired a better individual to assist us in our Ada Township Manager search. Excellent expertise. I would highly recommend Walsh Municipal Services. A 10!!"

- Bob Proos, Trustee, Ada Township

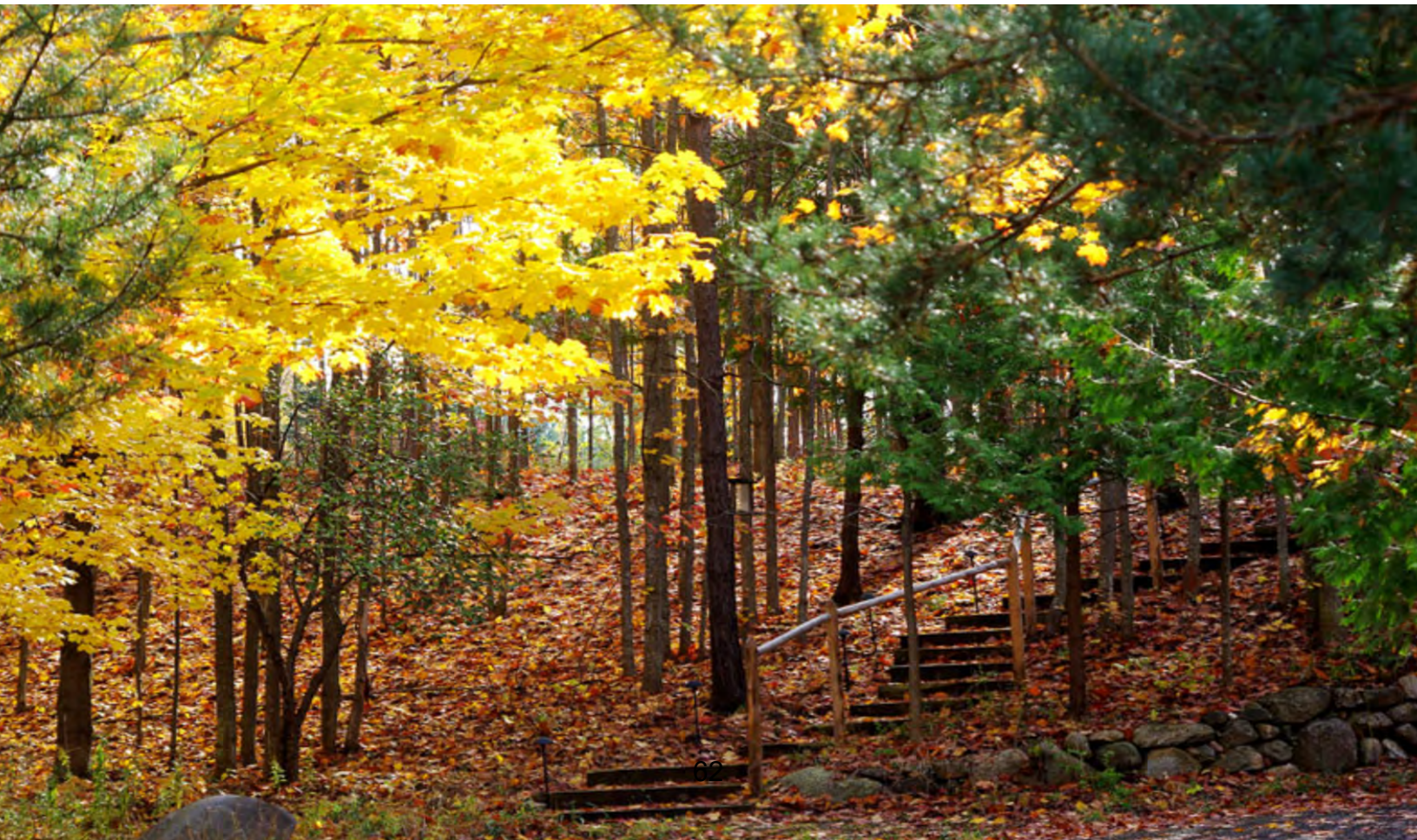
FIRM OVERVIEW

In 1997, while serving as St. Joseph City Manager, the Village of Stevensville contacted me and asked if I would help them search for a new Village Manager. Village President Pat Arter made the request. I volunteered my time and developed a deep passion for the recruitment. Fast forward 29 years and Walsh Municipal Services, LLC is serving communities across the state. We serve every community with pride, passion and performance.

We do not operate a large firm. Our firm has a reach well beyond Michigan. We recently successfully recruited managers from North Carolina, South Carolina, Wyoming, Arizona, Indiana and Wisconsin to Michigan. Although we specialize in Michigan, we are well-known for recruiting on a nationwide basis.

Walsh Municipal Services is most proud of being the founder of the Hugh and Lucy Mizelle Scholarship Fund. Started in 2002, the Mizelle Fund was a \$40,000 endowment to help low-income students attend college. We named the fund after my grandparents who were not able to attend college due to financial hardship. Over the next several years, the Mizelle Fund supported 27 high school student graduates with their first year of college.

We have come a long way since assisting Stevensville in 1997. However, we will never lose sight of our founding principles. We serve our clients with moderate fees, unparalleled communication and we guarantee our results. We would be honored to serve the County of Charlevoix.



RECRUITMENT RESUME

Mr. Walsh's contact information is provided on the summary page of the submittal. He is available at any time throughout the recruitment and will communicate with the Board of Commissioners on a weekly basis. Communication is the hallmark of WMS.

His resume includes the following:

- 29 years of municipal recruitment experience
- 34 years of service to Rotary (Past President, Paul Harris Fellow)
- 20 years as a Junior Achievement volunteer
- United Way Vice-Chair
- Polio Plus 1000 Donor
- Master's Degree in Public Administration
- Awarded the Outstanding Leader Award by the Michigan Municipal League
- Awarded the Outstanding Service Award by the Michigan Municipal Executives
- 38 years of municipal management experience
- Volunteer youth coach (baseball, tennis, football, volleyball)
- Conference speaker at MTA, MML, MME, and ICMA
- Meals on Wheels Volunteer
- Founder of the Lucy and Hugh Mizelle College Scholarship Fund
- 100% Placement Record leading WMS



SCOPE OF SERVICES

The Selection

Walsh Municipal Services (WMS) is prepared to initiate the County of Charlevoix County Administrator recruitment immediately following the County Board selection.

Recruitment Profile

WMS will help develop a strategy and schedule for the recruitment. Our strategy will identify the channels, both print and internet based, in which the position will be advertised. We will recruit through the MML website, social media outlets and personal outreach to over 300 potential candidates. Our County of Charlevoix Profile will entice candidates from across the state and beyond.

Candidate Qualifications

WMS will review resumes for background qualifications and conduct preliminary telephone interviews with the most qualified candidates. The phone interviews will delve into each applicant's experience and credentials to serve the County of Charlevoix.

Reference Reviews

WMS will evaluate the candidate for serious consideration by conducting in-depth reference checks with individuals who are in, or have been in, a position to carefully and professionally critique their past performance. A short list of up to 5-7 candidates will be presented to the County for their consideration.

Executive Coaching

Our firm offers assistance beyond the selection of your next County Administrator. We offer one-on-one executive coaching to assist the new Administrator in their leadership role. The executive coaching is included in our cost proposal.

Community Groups, Staff and Interviews

WMS will provide County officials with a recommended process for coordinating interviews. WMS accepts full responsibility for scheduling interviews, preparing interview booklets and attending interviews.

Background Check

Our firm works with a third-party private investigator to conduct a comprehensive background check on the County's top candidates. However, our firm focuses on the candidates' background well before meeting County officials.

SCOPE OF SERVICES

Notify Candidates Not Selected

WMS prides itself in its communication skills. This not only includes the County officials, but also candidates who were not selected to serve the County. WMS handles these communications with tact and respect.

Structuring Candidate Offer

WMS has been involved in each search it has completed in recommending and developing offers of employment and compensation packages. We will work to structure any offer to be consistent with the goals of the County.

Communication and Updates

No business is successful without constant communication with its clients. WMS will provide the County Board with regular written status reports and keep candidates engaged and apprised of their status. WMS will work hard to retain all candidates during the recruitment process.

WMS "Promise" – One Year Guarantee

WMS provides a guaranteed level of service. While it is important to note our firm has a near-perfect placement record, there is always the possibility of the relationship not working out. WMS will redo the County of Charlevoix recruitment, at no cost, if your selected candidates fail to be employed by your community for a 1-year period beyond the effective starting date.



THE PROPOSED SCHEDULE

WMS provides a thorough recruitment process and offers the following detailed schedule. Our typical recruitment process is 3 months. (subject to change by the County):

JULY 8, 2026

FIRM SELECTION BY THE
COUNTY BOARD

JULY 9 – JULY 30, 2026

COMPLETE SURVEY OF COUNTY
BOARD AND STAFF TO COMPILE
COMMUNITY PROFILE

JULY 31 – AUGUST 28, 2026

AGGRESSIVE RECRUITMENT PERIOD

AUGUST 28, 2026

DEADLINE TO APPLY

SEPTEMBER 9, 2026

COUNTY BOARD REVIEWS
CANDIDATES

SEPTEMBER 10, 2026

CANDIDATES OFFERED
INTERVIEWS

SEPTEMBER 26, 2026

CANDIDATE TOURS AND
PUBLIC INTERVIEWS

**SEPTEMBER 27 – OCTOBER 13,
2026**

- POTENTIAL SECOND ROUND
INTERVIEWS
- CANDIDATE SELECTION
- BACKGROUND CHECK

OCTOBER 14, 2026

OFFER OF EMPLOYMENT TO
NEW COUNTY ADMINISTRATOR

EXPERIENCE AND RESULTS



City of Alpena (population 10,092)

City Manager

Reference, Ms. Cindy Johnson, Mayor, 989-916-5190;
cindyj@alpena.mi.us



City of Saugatuck (population 879)

City Manager

Reference, Ms. Holly Anderson, Mayor, 615-319-6123;
holly@saugatuckcity.com



Village of Suttons Bay (population 596)

Village Manager

Reference, Ms. Colleen Christensen, President Pro Tem, 231-620-9367;
colleenconaton@gmail.com



City of Marquette (population 21,237)

City Manager

Reference, Ms. Sally Davis, Mayor, 906-360-8965;
sdavis@marquettemi.gov



City of Charlevoix (population 2,329)

Police Chief

Reference, Mr. Mark Heydlauff, City Manager, 269-625-4512;
markh@charlevoixmi.gov



Saginaw County (population 190,124)

County Administrator

Reference, Mr. Jack Tany, Chairman, 989-737-4725;
jtany@saginawcounty.com

BENEFITS OF WMS

We serve our clients with great enthusiasm and pride. No one will work harder for you.

- ♦ One-year 100% guaranteed satisfaction
- ♦ 29 years of recruitment experience
- ♦ Timely and consistent communication with the County
- ♦ Competitive fees
- ♦ Proven nationwide exposure
- ♦ Responsive customer service 7 days a week
- ♦ References that will speak to our success rate
- ♦ We will present you with a strong field of finalists
- ♦ New County Administrator selected on October 14, 2026
- ♦ Coaching, mentoring and networking...service beyond selection



COST PROPOSAL

Walsh Municipal Services will oversee the entire County of Charlevoix County Administrator recruitment and extend a one-year guarantee for a fee of \$15,950.

Our recruitment fee is \$14,500. Total not to exceed \$15,950. The additional \$1,450 above our fee is to cover \$900 for publication costs and \$550 for a comprehensive background check. The payment schedule is \$10,000 upon signing the contract and \$4,500 upon completion of recruitment. Publication costs and background check will be billed directly to the County when applicable.

- ◆ We will complete all components of the recruitment as outlined under Scope of Services.
- ◆ Draft and post job announcements through multiple print and internet-based sources.
- ◆ In addition to resumes, provide a candidate questionnaire, which will be made available to the County Board at the time the governing body reviews candidates.
- ◆ Conduct preliminary phone interviews with top candidates.
- ◆ Complete responsible in-depth reference checks for top candidates.
- ◆ Prepare candidates and the County Board for interviews.
- ◆ Prepare interview questions that encompass the County of Charlevoix community and qualifications sought by the County Board.
- ◆ Handle necessary travel plans, community meet and greet and other requested meetings with staff and stakeholders.
- ◆ Provide the County Board with a comprehensive background check of the selected candidate.
- ◆ Assist the County Attorney in contract negotiations.
- ◆ Service beyond the selection.

HUMAN RESOURCES REFERENCES

Our firm takes pride in making sure our effort throughout the recruitment allows for County staff to be able to focus on their daily job responsibilities. Our goal is for a seamless process for the County's Human Resource staff.



Kyle Knight, City of Harbor Springs

kknight@cityofharborsprings.com

989-640-3753



Kalla Langston, City of Buchanan

clerk@cityofbuchanan.com

269-695-3844



Tanya Whited, City of Allen Park

twhited@cityoffallenpark.org

313-928-2472



Michelle Miller, City of Brighton

millerm@brightoncity.org

810-599-3228



Jennifer LePage, City of Marquette

jlepage@marquettemi.gov

906-228-0480



Anna Cerven, Van Buren County

cervena@vanburencountymi.gov

269-657-8200 ext.1271

SUMMARY

We want to thank you for the opportunity to submit our credentials as you begin the process of choosing your next County Administrator. WMS will work with great passion, ethics, and determination to help you find the “right fit.” Our firm hopes that after talking to our Michigan client base, you will select WMS for the County of Charlevoix.

Our firm is based on simple principles. Work hard, follow through and commit to excellence. There are many great firms in Michigan to choose from. We desire to be your firm of choice. Best wishes as you move forward.

Please contact us directly if you have any questions.

Frank L. Walsh, President
Walsh Municipal Services
33 Shoshoni Pass
Coldwater, Michigan 49036
517-920-0134
Walshmuni@gmail.com





County of Charlevoix, Michigan

A proposal for Chairman Hankins

and

Board of Commissioners





3205 Armour St, Port Huron, MI 48060
[\(810\) 300.7147](tel:(810)300.7147) | Info@ThinkAboutPivot.com
www.PivotGroupMunicipalServices.com

County of Charlevoix
Board of Commissioners
203 Antrim Street
Charlevoix, MI 49720
June 25, 2026

Re: Executive Recruitment, County Administrator

Dear Chairman Hankins and Board of Commissioners,

Choosing Charlevoix County's next County Administrator is one of the most important decisions you will make in the upcoming year. At Pivot Group Municipal Services, we take the process of recruiting, robustly vetting, and selecting the best candidate for such a critical position very seriously. With that in mind, we are proud to provide the County of Charlevoix with the following proposal to conduct professional services during the search for your next County Administrator.

Pivot Group will provide professional vetting of candidates and advocacy of the best possible choice for the County, soliciting candidates from the ranks of various professionals and public policy practitioners across our state and region. We will actively reach out and recruit candidates, bearing in mind that the qualified candidates you desire are not necessarily spending their days looking at job boards or classified ads. We know that Charlevoix County is a wonderful community, and we believe the opportunity to serve as your next County Administrator will garner much interest among qualified professionals.

We provide a one-year placement guarantee. If for any reason the chosen candidate does not work out during their first year on the job, we will redo the search at no cost to the County.

We look forward to collaborating with you during this important process.

Respectfully,

A handwritten signature in blue ink that reads "Kris D. Pence".

Kris Pence, Principal

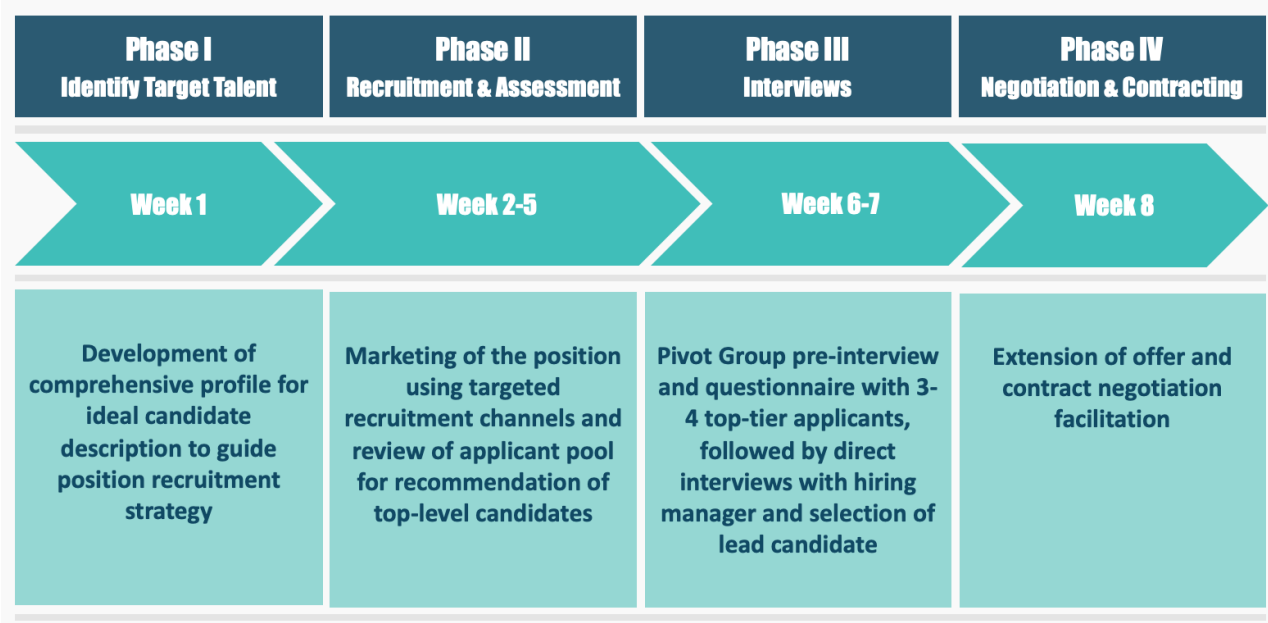
Scope of Services

Pivot Group Municipal Services proposes to provide the following services to Charlevoix County:

- Develop a public job posting based on consultation with Charlevoix County and the job description as denoted by County policy and applicable ordinances.
- Advertise the job posting on the Michigan Municipal League, Michigan Municipal Executives, Michigan Association of Counties, and International City/County Management Association websites.
- Market the position to select, top-notch potential candidates and advocate that they apply for the job.
- Pivot Group's principal and lead search members will review applicant resumes and provide a selection of recommended candidates for Chairman Hankins and the Board of Commissioners to review.
- Provide a deep dive into the work history and social media history of all applicants, as well as reference screenings for all applicants. Pivot Group will also provide a formal criminal and financial background review of the lead candidate.
- Attend an in-person meeting to review candidates and provide guidance.
- Conduct pre-interview questionnaires with each top candidate after Chairman Hankins and the Board of Commissioners narrow the applicant field to three or four candidates.
- Invite and schedule selected candidates for interviews with Chairman Hankins and the Board of Commissioners.
- Attend an in-person meeting to facilitate candidate interviews.
- Upon identification of a lead candidate, provide a criminal background check completed by a certified law enforcement officer in the State of Michigan.
- Facilitate the completion of an Everything DiSC® Management Profile questionnaire, as well as a research-validated personal assessment, and offer professional feedback to Chairman Hankins and the Board of Commissioners.
- Provide a sample contract for Chairman Hankins, the Board of Commissioners, and the candidate to review.
- Provide aid in contract negotiation facilitation, as necessary.
- Offer onboarding and transition support services at additional cost, pending individual and organizational need.
- Provide a leader success check-in following six months of employment to aid in transition and performance review.

Executive Search Work Plan

Pivot Group submits the following Executive Search Work Plan to outline the timeline of this recruitment proposal. This structured but flexible process is meant to be adapted as the needs of the County, stakeholders, and potential candidates are taken into consideration.



Phase I: Identify Target Talent

Through in-depth listening assessments, we will learn the “must-have” and “ideal” experiences, traits, and behaviors you are looking for in a County Administrator. We will start by interviewing stakeholders and staff members to understand the goals, skills, experiences, and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, organization, and community, which informs the marketing strategy that we will create to pursue a talent pool.

Based on stakeholder assessments, a comprehensive position profile will be prepared for approval. Additionally, we will research the existing compensation and benefits structure as compared to the market. The finalized position profile and compensation will be presented for approval prior to marketing the position.

Phase II: Market the Posting to the Right People, and Assess Applicants

We will use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working, and playing in and around Charlevoix County. This will result in the largest possible number of qualified applicants. In addition to searches of executive and professional talent databases, we will perform direct targeted outreach to candidates who might not otherwise apply through social media platforms or who might not engage with Michigan Association of Counties,

Michigan Municipal League, ICMA, and other public-sector websites. This targeted outreach will help create a deep, diverse pool of qualified and interested candidates.

Phase III: Interviews

Upon receipt of applications, we will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. Select candidates will be recommended for further consideration and as potential interview candidates. We will coordinate an outstanding interview experience for the top three or four candidates, including scheduling, candidate communications, on-site logistics, and interview questions customized to the qualities that emerged through the detailed position profile and ideal candidate assessment.

Phase IV: Negotiation and Contract Development

We will assist with the negotiation and contract development process, along with other administrative and legal parties. We can provide a sample contract for consideration. Our specific role will be directed by Chairman Hankins and the Board of Commissioners as it relates to an offer extension and the facilitation of contract negotiation. An Everything DiSC® Management Profile will be completed upon offer acceptance.

Optional Phase V: Onboarding and Transition Support

For additional fees, candidate onboarding and support services can be arranged to aid in their successful transition into their new role. We offer a complimentary 360-degree feedback check-in after six months, and we will assist the hiring stakeholder(s) in determining performance expectations.

Executive Search Team

James R. Freed, Lead Executive Recruiter

James has more than 18 years of senior leadership experience in both the public and private sectors. In the private sector, James served as an executive working to grow businesses in southern Michigan. In the public sector, as City Manager of one of Michigan's larger core communities, he led one of the largest financial turnarounds in state history. James has also led executive recruitments for municipalities ranging in size from six employees to more than 540 employees. This gives him a unique perspective on local government, as well as the needs of the business community.

James holds a Bachelor of Science from Indiana Wesleyan University, with an emphasis in political science, as well as a Master of Business Administration from DeVos Graduate School at Northwood University.

James was among the *Crain's Detroit Business* "40 Under 40" winners in 2016. In 2017, the Port Huron NAACP awarded him the Martin Luther King "Honorable Mention" for his work on equity and inclusion. And in 2018, the Michigan Chamber Foundation and JCI Michigan included him on their list of Outstanding Young Michiganders.

James has previously served as a keynote speaker for the Michigan Municipal League, West Michigan Policy Forum, and several colleges and universities.

In addition to his formal education, James has proven experience in economic development, community development, government administration, human resources fiscal policy, grant writing, collective bargaining negotiations, project management, environmental protection, and constituent relations.



Kris Pence, Principal

Kris Pence is an organizational development consultant, licensed professional counselor, and award-winning educator. He is passionate about human capital — aiding organizations in the retention of high-value employees and the attraction of new talent. Kris draws on more than a decade of experience teaching political science and public policy, and nearly as much time counseling/consulting with individuals, groups, and organizations.

Pivot Group was started when Kris began consulting with organizations to develop and strengthen their people and processes. He has designed and delivered learning strategies to meet the needs of everyone from frontline employees to members of the boardroom. As his engagement with leaders deepened, it provided opportunities to aid with hiring decisions and



subsequently finding talent as well. He has also assisted with generating organizational change by helping leaders clarify their goals, shift workplace cultures, close performance gaps, and achieve organizational objectives.

Kris holds a Bachelor of Science from Indiana Wesleyan University, with majors in political science, psychology, and history. He also holds a Master of Arts in political science from Miami University of Ohio, as well as a Master of Arts in clinical mental health counseling from Western Michigan University (WMU). He is in the final stages of his doctoral work in counselor education and supervision at WMU. He is a licensed professional counselor (License # 6401015448) and a licensed marriage and family therapist (License # 4151000160) in the State of Michigan.

Darin Dood, Lead Investigator

Darin has spent 22 years working in Michigan law enforcement, 16 of those years as a chief of police. In addition to his experience in community policing and criminal investigations, Darin has also served as a Village Manager/DDA Director and chief administrative officer in our state. This gives him great perspective on what municipalities are looking for during an executive recruitment process.

Darin is an expert in candidate vetting and background investigations. His deep dives into a candidate's history include criminal, financial, and social media reviews.



Recent Client List

Municipal and public-sector organizations served by Pivot Group Municipal Services.



City of Lapeer



Village of Birch Run



Lapeer District Library



City of Portland



City of Belding



City of Albion



City of Saline



City of Stanton



City of Croswell



City of Belleville



City of Montrose



City of Fremont

Recent Client List



Executive Recruitment - Price Proposal

Executive Recruitment Fee:	\$14,800
- Scope of Services & Executive Search Work Plan	
- Consultant Travel (up to 3 trips)	
Total Recruitment Fee:	\$14,800

The recruitment fee does not include advertising/publication costs, background review (up to \$1,000), or travel/accommodations for candidates interviewed.

Consultant travel expenses, up to three trips, are included in the price proposal. Possible in-person meetings could include:

1. Stakeholder interviews for position profile and ideal candidate description.
2. Presentation of recommended candidates.
3. Interview process and lead candidate selection dialogue.

Any additional consultant visits requested by the client beyond the three visits listed above will be billed at \$100 per hour, \$340 for a half day, or \$680 for a full day. Travel expenses incurred for additional visits will be billed to the client.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal:	40% of the Recruitment Fee
2nd Invoice upon recommendation of candidates:	40% of the Recruitment Fee
Final Invoice upon completion:	20% of the Recruitment Fee plus all expenses

Payment of invoices is due within 30 days of receipt unless the client advises that its normal payment procedures require 60 days.

Placement Guarantee

Pivot Group is dedicated and committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests that additional candidates be developed for interview consideration. If additional advertising beyond Phase I is requested, the client will be billed for the actual advertising charges.

Upon appointment of a candidate, Pivot Group provides the following guarantee: Should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment, billing the client for the cost of expenses and announcements only. This request must be made within three months of the employee's departure.

Proposal Acceptance

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

The County of Charlevoix, Michigan, agrees to retain Pivot Group Municipal Services to conduct County Administrator recruitment in accordance with the above proposal. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

County of Charlevoix, Michigan

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

Pivot Group Municipal Services

By: _____

Title: _____

Date: _____

Recent Client References

Paul Moore

Village Manager, DDA Director
Village of Birch Run
(989) 624.5711

Dan Kelly

The Kelly Firm
(248) 655.7025

Dan Swallow

City Manager
City of Saline

Jeannine Leary

Mayor
City of Belding
(305) 988.7888

Tim Nemecek

Mayor
City of Boyne City
(616) 389.3725

Micheal Duweek

Mayor Pro-Tem
City of Charlotte
(517) 888.3544

Micheal Womack

City Manager
City of Lapeer
(586) 215.0851

Bill Marquardt

Board Chair
Lapeer District Library
(810) 240.0546

Jim Barnes

Mayor
City of Portland
(517) 256.3585

Lori Williams

Former Mayor
City of Stanton
(989) 304.1426

Thomas Banks

Mayor
City of Montrose
810.639.6125

Doug Terry

City Manager
City of Albion
(517) 320.5700

Executive Search Services

City Administrator

Prepared for

County of Charlevoix

July 2, 2026



Presented by:

Yeo & Yeo HR Advisory Solutions, LLC

Dear Sherry,

Thank you for the opportunity to submit this proposal to assist the County of Charlevoix in its search for a new County Administrator.

As you review this proposal, you will find that we bring extensive experience in executive searches across the public and private sectors. We are committed to providing you with exceptional service and sharing our passion for Michigan communities with you. My hope is that upon review, you will find us to be an excellent fit for this engagement.

We believe that we are the right partner for the County due to the following attributes which we will detail in the attached proposal:

- ***Passion for Community Service*** - Our team has worked for government, economic development, and community development organizations. We are passionate about supporting Michigan's communities!
- ***Local Knowledge Makes for Better Marketing*** - We get to know the communities we are working with through research and one-on-one meetings. We will then create a "Community Profile" that we share widely to attract candidates. We have a key team member who lives in Boyne City, and we are very familiar with the incredible assets of the region.
- ***Consensus Builders*** - We will interview County Commission members and staff and align the Commission on the ideal candidate profile.
- ***Top Notch Candidates*** - Our combination of strategic marketing and targeted outreach results in a robust pool of qualified and motivated candidates. We then winnow the pool down to a short list of candidates through a thorough vetting of their backgrounds and accomplishments.
- ***Customized Approach*** - Each of our executive search engagements is tailored to be unique. We focus on the key experiences, leadership style, and managerial competencies desired by the group of stakeholders that we interview. We create a tailored profile, service offering, and communication approach that fits with your needs. Our extensive experience in planning and project management, combined with a transparent communication style, will help the Commission navigate the process as smoothly as possible.
- ***Transition Support*** - We are committed to your new team member's success and recognize the importance of the onboarding experience to the organization. We provide support for developing onboarding plans and offer a 360-degree feedback report six months after onboarding.
- ***Our Team*** - We have a team of 13 highly qualified and recruiters and HR experts.

We have supported hundreds of employers, communities, and job seekers with customized HR and recruiting services. Our team of seasoned professionals brings expertise in municipal recruiting, human resources, economic development, project management, and marketing. We would be honored to collaborate with the County of Charlevoix on this important endeavor.

Please feel free to contact me with any questions. Thank you very much for the opportunity to share our interest in this engagement.

Best regards,



Amy Cell
President, Yeo & Yeo HR Advisory Solutions
734-657-0370
amy.cell@yeoandyeo.com

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A. Qualifications

Type of Business

Yeo & Yeo HR Advisory Solutions, LLC, located at 1450 Eisenhower Place, Ann Arbor, MI 48108 operates as a Limited Liability Corporation in the State of Michigan. As a registered Michigan LLC, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services. We are in good standing with the State of Michigan and hold all the necessary licenses and certifications to perform the work outlined in this RFP. The contact person for this proposal is Amy Cell. She can be reached at 734-657-0370 or amy.cell@yeoandyeo.com.

History

Yeo & Yeo HR Advisory Solutions, LLC delivers comprehensive recruiting, operations, training, and HR planning services to businesses, nonprofits, municipalities, and individuals across Michigan. We believe that the success of any organization begins with its people. Guided by this understanding and a shared purpose with our clients, we help you navigate the dynamic world of HR. Whether addressing immediate needs, planning for the future, or tackling unforeseen challenges, our team is committed to empowering you to thrive.

Established on January 1, 2025, Yeo & Yeo HR Advisory Solutions, LLC builds on the 10-year legacy of Amy Cell Talent. Led by Amy Cell, our team brings a wealth of experience and a track record of excellence, underscored by accolades such as the 2025 Best of MichBusiness Talent Stars Award, Ann Arbor Spark FastTrack Award and inclusion among Michigan's Small Business 50 Companies to Watch. Dedicated to meeting clients' evolving needs, Yeo & Yeo provides solutions through its now five interconnected businesses: Yeo & Yeo HR Advisory Solutions (Amy Cell Talent), Yeo & Yeo CPAs & Advisors, Yeo & Yeo Technology, Yeo & Yeo Medical Billing & Consulting, and Yeo & Yeo Wealth Management. Learn more about Yeo & Yeo by visiting yeoandyeo.com. Together, we can foster greater collaboration and knowledge sharing, enhancing our collective expertise.

Our organization has conducted over 1600 searches, including recruitment for more than 200 executive and key leadership roles, such as CEOs, City Managers, Executive Directors, Vice Presidents, and other C-Suite positions. In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal/public sector recruiting, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President of Talent Enhancement for Ann Arbor SPARK. In these roles, Amy was responsible for programs in talent attraction, retention, and development at the regional and state levels, and was integral to the design and implementation of talent programs that benefited Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers). Over this decade of public service, Amy Cell has established a large professional network and a national reputation as a thought leader in talent attraction. The firm's commitment to client satisfaction and a positive job seeker experience has led to strong growth, and our firm is proud to have all but one of its employees based in Michigan.

Why Us?

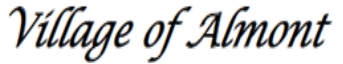
Here are the reasons that Councils, Commissions, and Boards have trusted us to help them with one of their most important duties:

- We are experts in recruiting and sourcing top talent. We maintain our own database of over 1,000 municipal professionals and send out monthly communications. We have four LinkedIn Recruiter licenses, enabling us to effectively target top-notch talent and ensure a diverse applicant pool.
- We are well-versed in applicable laws, including the Open Meetings Act and Freedom of Information Act.
- In addition to talent acquisition support, we provide HR consulting services to municipal clients, such as training programs, performance review management, and have been the outsourced HR function for a municipality. We have had a team member serve as Acting City Manager, and have a team member who was a long-serving local government employee. Thus, we understand the day-to-day activities of local government.
- We have a strong marketing team that is well-versed in social media and media relations. We will prepare press releases as directed by the County to support community engagement.
- We focus on success - we can provide a structured onboarding experience to help the new County Administrator hit the ground running. We also offer a 360-degree feedback review after six months to help address any issues to ensure that the Administrator has an accurate understanding of what they should keep, stop, and start doing.

Municipal / Public Sector Clients We Have Served

Municipal / Public Sector Clients We Have Served		
 Ann Arbor Area Community Foundation For good. For ever. For all. Ann Arbor Area Community Foundation	 Bedford Township	 Charter Township of Garfield
 City of Adrian	 City Ann Arbor	 City of Clawson

 DEARBORN City of Dearborn	 EASTPOINTE MICHIGAN City of Eastpointe	 FARMINGTON HILLS Michigan City of Farmington Hills
 City of Fraser	 City of Grand Rapids	 City of Grosse Pointe
 Holland MICHIGAN City of Holland	 CITY OF JACKSON MICHIGAN City of Jackson	 KENTWOOD Michigan City of Kentwood
 City of Lincoln Park	 City of Livonia	 City of Madison Heights
 City of Norton Shores	 ROCHESTER HILLS MICHIGAN City of Rochester Hills	 City of St. Clair Shores Michigan City of St. Clair Shores
 CITY OF TRAVERSE CITY City of Traverse City	 City of Yale	 City of Ypsilanti City of Ypsilanti
 County of Alpena MICHIGAN County of Alpena	 Grand Traverse Metro Emergency Services Authority	 Grand Traverse Regional COMMUNITY FOUNDATION Grand Traverse Regional Community Foundation

 Independence Township	 Kalamazoo County Government	 Kiwanis Club of Ann Arbor Foundation
 Lapeer County	 Lapeer County Road Commission	 Macatawa Area Express
 Macomb Township	 Meridian Charter Township	 Michigan Public Transit Association
 Networks Northwest	 Redford Township	 Rotary Charities of Traverse City
 Scio Township	 SOS Community Services	 Village of Almont
 Village of Capac	 Village of Dundee	 Village of Elk Rapids
 Washtenaw County Conservation District	 WB Parks	 Women's Resource Center

Examples of Prior Engagements

Below is a sample of recent relevant engagements.

Village of Elk Rapids

Yeo & Yeo HR Advisory Solutions, LLC (Amy Cell Talent) conducted a successful **Village Manager** search in April 2025 for the Village of Elk Rapids. After a thorough review of 60 applicants, 4 candidates were selected as finalists. Candidates participated in 45-minute interviews with the Village Council.

City of Traverse City

Yeo & Yeo HR Advisory Solutions, LLC (Amy Cell Talent) conducted a successful **City Manager** search in July 2023 for the City of Traverse City. After a thorough review of 88 applicants, 5 candidates were selected as finalists in the search for the new City Manager for the City of Traverse City. Candidates participated in 40-minute interviews with the entire city commission and one-on-one meetings with individual commissioners, followed by a reception where all candidates were invited to meet and greet each other, city staff/officials, and the public.

City of Ypsilanti

In October 2023, Yeo & Yeo HR Advisory Solutions (Amy Cell Talent) was selected to assist the City of Ypsilanti with their search for a **City Manager**. The pool of 245 applicants was narrowed down to 4 finalists. We arranged finalist interviews with the City Commission and encouraged residents to attend.

City of Ann Arbor

Yeo & Yeo HR Advisory Solutions (Amy Cell Talent) has been a key talent resource for the City of Ann Arbor, completing multiple successful executive searches since 2020. These searches include: **City Administrator** search in June 2020, which resulted in 268 candidates and 3 finalists; **Chief Financial Officer** search in January 2021 resulted in 89 candidates and 4 finalists; **City Attorney** search in July 2021, which resulted in 19 candidates and 1 finalist; and **Director of Human Resources** search in June 2022, which resulted in 95 candidates and 2 finalists.

In addition to completing City Administrator and City Attorney Performance reviews (2020, 2022) and successfully recruiting for a senior staff position in the Public Works department, we also provided

organizational development support by designing and implementing 360 feedback assessments for key leaders.

May 25, 2022

“As part of our City Council’s Administration Committee, I have enjoyed working closely with Amy Cell on a number of executive level searches. In a competitive recruitment environment shared by all municipalities, Amy was able to present a number of viable candidates for each position - even when a known internal candidate existed. She presented clear, cost-effective plans that were thorough, efficient, and through supplemental materials such as video interviews, provided valuable insight into our candidates.

In addition to her human resources expertise, I appreciated that Amy Cell took the time to capture our council, staff, and community priorities. This understanding of local context has undoubtedly contributed to our successful recruitment efforts.”

Fmr Ann Arbor Mayor Pro Tem Julie Grand

City of Fraser

In July of 2020, we were selected by the City of Fraser over 5 other firms to provide an independent HR department to support approximately 70 employees and 100+ retirees. During the following 18 months, we filled approximately 20 positions, restructured the leadership team, recruited an interim City Manager to address short-term issues, as well as the permanent City Manager. Additional HR projects included the implementation of the BS&A HR module, developing a new handbook, overseeing benefits administration and open enrollment, developing new performance review processes, updating all job descriptions, creating a new compensation structure, and launching an employee newsletter. Additionally, Amy Cell was appointed Acting City Manager at one point during the leadership transitions.

Fraser City Council Meeting, February 10, 2022

“Our vision when we started with Amy Cell hit some major road blocks because some things happened we weren’t anticipating and you tackled those with such grace and such dignity and found us candidates.”

Fraser City Council Member Amy Baranski

“I just want to thank you and tell you what a privilege and honor it has been to work with you. You have impressed me repeatedly.”

Fraser City Council Member Amy Baranski

"Amy, I just want to thank you for everything you have done for us. You accomplished not only what we were looking for, you went beyond that."

Fraser City Council Member David Winowiecki

"Amy, I also wanted to thank you. I feel you were objective and fair, knowledgeable, great people skills. You were exactly what we needed when you came to help us."

Fraser City Council Member Kathy Blanke

City of St. Clair Shores

We conducted two successful City Manager searches, one in 2019 and most recently in February 2022. A summary of the searches is as follows: the City Manager search in 2019, which resulted in seven candidates presented to Council, and four finalists selected for in-person interviews. The City Manager search in February 2022 resulted in ten candidates being presented to Council and four finalists.

St Clair Shores City Council Meeting, April 4, 2022

"Amy Cell and her office did a great job at preparing us and giving us the right candidates to select from."

St Clair Shores Council Member Candice Rusie

"It's been a pleasure again to work with Amy Cell's agency."

St Clair Shores Council Member Chris Vitale

References

Please feel free to contact any of the following individuals as references.

Client	Search Title	Contact Person	Telephone / email
City of Fraser 33000 Garfield Road Fraser, MI 48026 frasercitymi.gov	City Manager Director of Finance Asst. City Manager Asst. DPW Director	Amy Baranski, City Council	(586) 531-3850 amyb@frasercitymi.gov
City of Adrian 135 E. Maumee St. Adrian, MI 49221 adriancity.com	City Administrator	Heather Lasky, HR Director	(517) 264-4883 Hlasky@adrianmi.gov

City of Ypsilanti 1 South Huron St Ypsilanti, MI cityofypsilanti.com	City Manager	Nicole Brown, Mayor	(313) 888-4044 nbrown@cityofypsilanti.com
City of St Clair Shores 27600 Jefferson Avenue St. Clair Shores, MI 48081 scsmi.net	City Manager	Chris Vitale, City Council	(586) 801-4732 vitalec@scsmi.net
City of Traverse City 400 Boardman Avenue Traverse City, MI 49684 traversecitymi.gov	City Manager	Mi Stanley, Former Council Member	(231) 632-8185 MStanley@rotarycharities.org
Grand Traverse Metro Emergency Services Authority 897 Parsons Road Traverse City, MI 49686 www.traversecitymi.gov	Fire Chief	Stacey Bird, HR Director	(231) 947-3000 sbird@gtmetrofire.org
Scio Township 827 North Zeeb Road Ann Arbor, MI 48103 sciotownship.org	Township Supervisor	Kathy Knol, Board Trustee	(734) 369-9400 kknol1@comcast.net KKnol@sciotownship.org
Village of Elk Rapids 315 Bridge Street Elk Rapids, MI 49629 elkrapids.org	Village Manager	Thomas Stephenson, Village President	(248) 404-7510 tstephenson@elkrapids.org
City of Ann Arbor 301 E. Huron Street Ann Arbor, MI 48104 a2gov.org	City Attorney	Stephen Postema Former City Attorney	(734) 846-1495 skpostema@gmail.com

B. Recruitment Work Plan

To assist the County in finding its new Administrator, we will follow our well-honed six-step process, as described below. A full description of our approach and detailed timeline is included below. We also provide weekly status reports to the Board of Commissioners.

Step One - Create a Clear Target and Plan

Through a detailed needs assessment, we will learn from you the “must have” and “ideal” experiences and behaviors for the County Administrator. We will start by interviewing stakeholders, including elected officials and staff members, to understand the goals, skills, experiences, and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, the organization, and the community, which will inform the marketing strategy we create.

Based on stakeholder data, we will create a rubric and align the selection group on experiences, leadership style, communication skills, and other relevant factors. We will create a comprehensive position profile. We will research the existing compensation and benefits structure to compare it with the market. During this planning meeting, we will present the rubric, profile, draft timeline, and compensation data to the Board.

Step Two - Market the Posting to the Right People

We use social media and national job boards to promote the opportunity and highlight the exceptional aspects of living, working, and playing in the region. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we will perform targeted outreach to candidates that might not otherwise apply through LinkedIn and other social media platforms, and engage with ICMA Newsletter/Job Center, Michigan Municipal League (MML), and other municipal websites to create a deep, diverse pool of qualified and interested candidates.

Step Three - Thoroughly Assess Applicants

We will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. We will use a survey, video interview, phone interview, cyber review, reference checks, and background checks to thoroughly assess applicants. We will provide access to and summarize this data for the Council's review. We will coordinate any additional assessments as directed by the Commission.

Step Four - Interviews

We will coordinate an outstanding interview experience for candidates and stakeholders that complies with the Open Meetings Act. Finalists will have a Zoom or on-site interview, which may include a wide range of activities and tours. As directed by the Commission, we will coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews. We will thoroughly prepare the Commission for the interviews by providing guidance, support, and interview questions customized to the qualities that emerged through the detailed needs assessment.

Step Five - Negotiation

We will assist with the negotiation process with other administrative and legal parties. Our specific role will be directed by the Commission.

Step Six - Transition Support

We help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired, we can provide a variety of support to assist with relocation and transition assistance, including housing assistance, partner job search assistance, child and elder care support, and finding local “greeters” to help welcome the new person into the community. We also offer a complimentary 360-degree feedback check-in after 6 months and assist the Council in determining performance expectations.

Proposed Timeline

The following timeline details the process (as described above) with a proposed schedule for deliverables and milestones.

Our proposed timeline is further customizable to meet the specific needs and goals of the County of Charlevoix. Our goal is to create and implement a plan that effectively meets the County's objectives, recognizing that a flexible approach is often necessary as plans unfold.

The detailed timeline below illustrates the typical search process that unfolds after we are contracted to begin the search.

Activity	Time Frame
Stakeholder Interviews - We interview stakeholders, including the Commission, staff, and key community members, to understand the goals, skills, experiences, and behaviors that are critical and "ideal" for the position. We also learn about the key benefits of the position, organization, and community.	Weeks 1, 2
Selection Criteria Matrix - Based on interview feedback and survey data, we create a "talent matrix" of key criteria.	Week 3
Marketing Plan - Based on the interview feedback and research, we will develop a comprehensive digital and print marketing package to promote the opportunity.	Week 3
Review Salary Data - Review the existing compensation and benefits structure to compare it with market comparables. Present compensation data to the hiring committee at the first meeting and determine the target compensation range.	Week 3
Align - We will meet with the selection team to review the hiring criteria and job posting.	Week 4
Market the Opportunity - We use social media and national job boards to promote the opportunity, and to promote the amazing aspects of living, working, and playing in the community. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we perform targeted outreach through LinkedIn and other social media platforms and engage with industry associations, which results in a deep, diverse pool of qualified and interested candidates.	Weeks 4-8
Assess Applicants - We use a survey, video interview, phone interview, cyber review, reference checks, and background checks to thoroughly review applicants.	Weeks 4-9
Present candidates - We will provide the selection team with a link to the candidate packets and videos. Selection team members will have approximately one week to review information prior to the meeting to determine finalists.	Week 10

Determine finalists - We will review candidates with the selection team and determine interview panelists.	Week 11
Interviews - We will invite the interviewers, providing them with copies of information on the finalist candidates. We will also create sample interview questions and feedback forms.	Week 12
Negotiation & Relocation - We can provide a variety of support regarding contract negotiations, onboarding, and developing a 90-day plan. We can provide a six-month 360-degree feedback report and coaching session for the new County Administrator to further enhance development and success.	TBD

Key Personnel

Our Team

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal executive recruitment.

The table below lists the key persons assigned to this project and their anticipated roles. Resumes are included as an attachment.

Proposed Team Includes:

Name Title	Anticipated Roles	Qualifications
Amy Cell President (734) 657-0370 amy.cell@yeoandyeo.com Location: Ann Arbor, MI Availability and commitment level: 5 hours per week, high level of commitment	Role: Project Manager. Oversees all search aspects included in this proposal.	Qualifications: Amy has nearly three decades of HR experience in business and government. Prior to launching her firm, she was the Senior VP of Talent Enhancement for the Michigan Economic Development Corporation.
Raeann Dunlop Senior HR Consultant (231) 675-9073 raeann.dunlop@yeoandyeo.com Location: Boyne City, MI	Role: Provide interview and meeting logistical support. Assists in document production, scheduling, and outreach. Assists with candidate screening, background, and reference checks.	Qualifications: Raeann has a deep background in corporate training, recruiting, and organizational development. Has led recruiting and vetting practices in both the public and private sectors. Has also mediated

Availability and commitment level: 5-10 hours per week, high level of commitment		negotiation and acquisition processes at the corporate and municipal levels.
Rebecca Roberts Consultant (760) 664-9009 rebecca.roberts@yeoandyeo.com Location: Kalamazoo, MI Availability and commitment level: 5-10 hours per week, high level of commitment	Role: Project manages search activities, participates in meetings, and completes stakeholder intake interviews. Drafts position description and survey, video, and in-person interview questions. Scheduling interviews for candidates and the hiring team. Direct outreach of passive candidates. Conducts candidate screening, background, and reference checks.	Qualifications: Rebecca is an experienced municipal, nonprofit, and corporate recruiter. She has supported and managed municipal engagements, including the City of Ann Arbor, the City of Adrian, the City of Traverse City, and the Village of Beverly Hills. She graduated from Grand Valley State University.

Background Checks

We will conduct background checks of shortlisted candidates, using Background Check Central, a highly reputed, Michigan-based firm.

Background Check Central, 42815 Garfield Rd STE 208, Clinton Twp, MI 48038

C. Costs

Recruiting Fee. This covers all staff time associated with stakeholder interviews, creating the matrix, recruiting and assessing candidates, managing interview logistics, and communicating with candidates and stakeholders.	\$ 17,600.00
Advertising Costs. This includes job posting fees, social media promotions, and marketing expenses.	\$ 5,350.00
Other Costs. This covers background checks, Yeo & Yeo HR Advisory Solutions, LLC (Amy Cell Talent) staff travel expenses, and video interview fees.	\$ 2,550.00
Total Cost for Recruitment Services (Costs will not exceed this amount)	\$25,500.00

Note: The costs of reception food, interview food, and candidate travel are not included in the above figures.

D. Contract Terms and Conditions

Below are contract term highlights.

* Placement Guarantee Terms

In the event the new employee rescinds their acceptance of the job offer, voluntarily leaves employment within one year of their start date or is fired for cause, we will waive our base recruiting fee and conduct one additional search for the cost of direct marketing, travel, and third-party fees.

Payment Terms

- **First Invoice:** One-half of the total fee will be invoiced upon contract signing to cover advertising and administrative costs.
- **Second Invoice:** The remaining one-half of the total fee will be invoiced upon the presentation of a slate of finalist candidates.
- **Payment Terms:** Net 30 days from the date of invoice.

Thank you again for the opportunity to submit this proposal to assist the County of Charlevoix in its search for a new County Administrator.



Amy Cell
President, Yeo & Yeo HR Advisory Solutions
734-657-0370
amy.cell@yeoandyeo.com

E. Attachments

Attachment II -Team Resumes

Amy Cell

Bhavya Tummala

Jodie Bonham

Raeann Dunlop

Rebecca Roberts

The remainder of this page is intentionally left blank.

AMY CELL

PRESIDENT

734-657-0370 | amy.cell@yeoandyeo.com | [Amy Cell | LinkedIn](#)

Career Summary

Dynamic leader passionate about talent attraction, retention, and development who has used her creativity, team-building skills, and expertise to create and launch statewide talent programs to support Michigan communities, companies, and people.

Work Experience

Yeo & Yeo HR Advisory Solutions, LLC | President

2025 - Present

- Oversees all Municipal and Nonprofit search aspects.
- Leads complex consulting engagements.
- Provides oversight and leadership to team.

Amy Cell, LLC | President

2015 - 2024

- Provide efficient and effective talent acquisition services to Michigan technology companies - completed over 1600 searches that span executive, administrative, and technical opportunities.
- Provide career development services to job seekers and people in career transitions.
- Launched a talent program for University technology transfer organizations.
- Frequent speaker, advisor, facilitator, panelist and judge. Engagements have included the Brookings Institution and Edward Lowe Foundation.

Michigan Economic Development Corporation | Senior Vice-President, Talent Enhancement

2011 - 2015

- Led the redesign of the state labor exchange and talent marketing strategy. Website average 80K postings per month and 200K active account holders. Approximately 3 million unique users per year.
- Created and launched Community Ventures in 2012, which has placed 4000 structurally unemployed into living wage jobs with an \$11.20 average wage and a 68% one-year retention rate.
- Launched the Michigan Advanced Technician Training program, a dual education program based on the German apprenticeship model. Program is viewed as a national model and was featured by the Brookings Institution on a German study tour.
- Designed and directed programs to attract and retain highly educated talent, including LiveWorkDetroit, Dream Job, Pure Michigan Opportunity and a college ambassador program.
- Participated on a select task force to determine a strategy to propel Michigan to a top 10 state in terms of adults with a post-secondary credential or higher.
- Launched the Community College Skilled Trades Equipment Program - a \$50 million bond initiative to provide community colleges with critical training equipment.
- Launched Global Michigan, an initiative to embrace, attract, and retain international talent. Built a team from one staff person to 30. Team had one of the highest employee engagement levels in the state government according to a survey managed by PricewaterhouseCoopers.

Ann Arbor SPARK | Vice-President, Talent Enhancement & Entrepreneurial Education

2006 - 2011

- Positioned SPARK to be a "talent hub" for knowledge-based workers seeking dynamic opportunities through events, job posting service, and weekly newsletters.
 - Created programming to support SPARK East, a successful incubator in a challenged area, and have had two companies graduate from the program in the first 18 months.
 - Developed and launched numerous entrepreneur education programs, including the one-day "Starting Your Own Business" program, Michigan Energy Forum, Entrepreneur Education 1.0 and 2.0 series, Expert Resource Board, Power Lunch, and SPARK East Speaker Series.
-

- Co-developed Shifting Gears, a 4-month developmental program to help displaced “large company” managerial talent transition into “new economy” opportunities. Program was later expanded by the Michigan Economic Development Corporation and helped approximately 400 highly educated, accomplished, later-career people transition to new opportunities.

Ross School of Business at U-Michigan | Senior Associate Director, Office of Student Life **2004 - 2006**

- Created and led the Office of Student Life. Developed policies/processes to support students, including leadership programming, diversity, training, recognition, and student relations.
- Championed school-wide leadership development efforts and programs.
- Created a culturally sensitive environment through programming and addressing problems.
- Resolved scores of student relations concerns and community issues.

Applied Biosystems | Senior Manager, Human Resources **2003 - 2004**

- Led the restructuring and reengineering of the IT department. Results included a more efficient structure, employee development, and redeployment of managers to better utilize talent.
- Launched development councils to coordinate succession planning and employee development.
- Provided organizational effectiveness tools such as leadership development and coaching, training, 360-degree feedback, change management, and facilitated new leader assimilations.

HR Drivers | Managing Partner **2002 - 2003**

- Founded HR Consulting Partnership that provides HR consulting, training, and outsourcing services to small businesses that want innovative and strategic HR programs and processes.
- Developed an extensive HR audit program to thoroughly review each element of HR, to ensure that all legal issues and best practices are considered.

SRI Consulting | HR Manager **2001 - 2001**

- Reported to the CFO of SRI International and directed all HR activities for SRI Consulting that resulted in cost savings, strategic leadership change, and benefit and compliance improvements.
- Developed new processes for recruiting, merit planning, orientation, mentoring, leadership development/succession planning, performance management, and visa management.

Ford Motor Company | HR Roles Including Labor Rep, Associate, and Analyst **1995 - 2001**

- Provided counsel to business units in employee relations, performance management, diversity, staffing, compensation, job leveling/ranking, succession planning, and work/life issues.
- Analyzed the U.S. recruiting process; recommended switching to Resumix with an ROI of 40%.
- Participated in a team that integrated Global affiliate manufacturing operations.

Plant & Moran, CPA's | Certified Public Accountant **1990 - 1993**

- Passed the CPA exam in the first sitting.
- Planned, executed, supervised, and managed audit and tax engagements.

Education and Certification

MBA - Ross School of Business Administration | The University of Michigan, Ann Arbor MI **1993 - 1995**

- with High Distinction (Top 10%)

BBA - Ross School of Business Administration | The University of Michigan, Ann Arbor MI **1987 - 1991**

Board Memberships

Board & Community Involvement

Michigan Center for Integrative Research in Critical Care | Career Education Advisory Committee | Desai Accelerator | Washtenaw Community College Foundation | Center for Entrepreneurship (CFE) - U-M College of Engineering | Washtenaw Community College Women's Council | Women's Exchange of Washtenaw | U-M SE Michigan Alumni Association | Washtenaw 2030 Steering Committee

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RAEANN DUNLOP

SENIOR CONSULTANT

231-675-9073 | raeann.dunlop@yeoandyeo.com | [Raeann Dunlop | LinkedIn](#)

Career Summary

Results-driven Training and Development Director successful at executing valuable strategies that improve employee morale and production. Experienced in strategic organizational development and as well as implementing evaluation tiers for employee career advancement. Natural leader and analytical problem-solver with articulate communication style.

Skills

Training & Development | Organizational Development | Team Building | Talent Acquisition | Conflict Resolution | Communications Strategies | Seminar and Event Coordination | Spokesperson Experience | Communications Leadership | Adept Multi-tasker | Employee Relations | Career Path Development

Work Experience

Yeo & Yeo HR Advisory Solutions, LLC | Senior Consultant 2025 - Present

- Manages fractional HR engagements for clients in the municipal, nonprofit and technology sectors
- Develops and presents leadership development and other training programs
- Expertise in employee engagement and retention

Landscape Logic | Human Resource Director, Recruitment and Training 2023 - 2025

- Strategic planning for corporate re-organization.
- Design and implement employee growth training and advancement.
- Recruit, onboard and train new staff.
- Created internship and mentorship program
- Develop and implement employee career evaluation data testing.
- Develop leadership seminars for executive and administrative staff.
- Employee relations and staff liaison.
- Evaluate and recreate company policy and procedure process.
- KPI creation, implementation and review

Brash, Inc | Training and Development Consultant 2010 - 2023

- Designed and conducted workshops and seminars from 5 to as many as 250 attendees.
- Assessed and addressed training needs by collaborating with management.
- Review, assess and enhance business culture programs
- Identified areas for improvement in training programs and collaborated with training team to implement changes.
- Prepared custom training course materials and presentations.
- Mentored team members to succeed and advance within department and company.
- Analyzed each department's training needs and developed new training programs based upon data collected.
- Effectively trained instructors and supervisors on techniques for managing employees.
- Created testing and evaluation procedures to assess performance before, during and after training sessions.
- Led in-person and virtual trainings.
- Coordinated team leader motivational initiatives to incentivize professional growth and program improvements.
- Liaison to professional leaders when conducting employee mediations.
- Strategized and implemented methods for streamlining processes, controlling costs and modernizing operations.
- Established policies and procedures based on analysis of operations, performance

Future Focus Program | President/Founder 2009 - 2021

- Coordinated work across departments to keep teams on track with company goals.
-

- Determined performance goals and offered tactics for achieving milestones.
- Built talent pipeline to support business growth and enduring success.
- Delivered speeches and attended industry conferences to promote company image and engage with buyers.
- Hired, trained and mentored staff to maximize productivity.
- Created performance-based curriculum for K-12 youth

Education and Certification

- Architectural Engineering | State University of New York

Accomplishments

- Published Author
- Motivational Seminar Speaker

Websites, Portfolios, Profiles

- www.raeanndunlop.com
- www.futurefocusprogram.com

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REBECCA ROBERTS

CONSULTANT

269-447-8676 | rebecca.roberts@yeoandyeo.com | [Rebecca Roberts | LinkedIn](#)

Skills

Human Resources Consulting | Recruitment | Training Design | Performance Management | Employee Engagement | Organizational Development | AR Functions | Inventory Management | Supplier Relations

Work Experience

Yeo & Yeo HR Advisory Solutions, LLC | Consultant 2025 - Present

- Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides on-site interview support.
- Develop organizational charts and SOP's for internal usage.
- Management of different job postings and responsible for posting jobs on multiple platforms in a timely manner.
- Produce HR Assessment with recommendations on organizational improvements by analyzing client documents and offer projects to support these recommendations.
- Facilitate full-cycle recruitment services for all level positions in multiple industries

Amy Cell, LLC | Consultant, Sr Associate, Associate 2021 - 2024

- Strategic planning for corporate re-organization.
- Design and implement employee growth training and advancement.
- Recruit, onboard and train new staff.
- Assisted in the creation of an internship and mentorship program .
- Develop and implement employee career evaluation data testing.
- Evaluate and recreate company policy and procedure process.
- KPI creation, implementation and review.

Vande Bunte Eggs | Business Analyst Internship 2021 - 2021

- Conduct supplier analysis to ensure cost effectiveness of production materials.
- Manage existing supplier relationships and establish new contacts for cost saving opportunities.
- Inventory management, reporting, and purchasing for three facilities.
- Establish and maintain spreadsheet and documentation for capital projects and future developments.
- CFS inventory management and general IT onsite contact and liaison for third party IT companies.
- I-9 audit preparation and employee file review.

Vande Bunte Eggs | Office Manager 2017 - 2021

- General office administration: answering phones, greeting visitors, incoming and outgoing mail administration, updating and creating spreadsheets, scanning invoices, buying equipment.
- Supporting HR functions: new hire paperwork and system setup, validation of employee documentation, assisting employees with form interpretation, and digitalization of all employee files.
- Responsible for AR functions including creating invoices, intracompany transfers, verifying accuracy of orders, and monthly reporting of sales to American Egg Board.
- Weekly and monthly reporting of production activity and quality comparison to industry standards and historical data.
- Sourced and implemented a uniform system for all processing and production employees at two facilities.
- Representing the company at food shows in a professional manner.
- Miscellaneous duties assigned by management.

Vande Bunte Eggs | Accounting Assistant 2016 - 2017

- Established system for the organization and digitalization of all capital asset files.
 - Archived accounting records in compliance with retention standards.
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Education and Certification

Bachelor of Arts, Business Administration | Grand Valley State University, Grand Rapids MI

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GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

May 2026

**Public Safety Revenue Sharing – Cities, Villages and Townships
Fiscal Year 2026
Program Information**

Overview

For fiscal year (FY) 2026, the legislature authorized the distribution of \$42,562,500 (\$35,062,500 ongoing funding + \$7,500,000 one-time funding) in Public Safety Revenue Sharing payments to cities, villages and townships ([2025 Public Act 22, Section 959\(1\)\(b\)](#) and [Section 992\(2\)](#)). Payments are based on each local unit's share of violent crime counts as certified by the Michigan Department of State Police (MDSP) for calendar years 2022, 2023, and 2024.

Distribution Timing

Payments are expected to be distributed in May 2026.

Distribution Calculation

Distributions are calculated by determining the Average Violent Crime Count for each local unit by computing the average of a local unit's two highest violent crime counts from the three most recent Annual Crime Reports as certified by the MDSP. The averages are then summed for all local units to determine the Statewide Total Violent Crime Count. Next, a Proportional Factor is computed for each local unit by dividing its Average Violent Crime Count by the Statewide Total Violent Crime Count. Then the Distribution Amount is determined for each local unit by multiplying the local unit's Proportional Factor by the total funds available for distribution.

The maximum payment any local unit may receive is 25% of the total amount available for distribution.

Calculation Formulas:

Average Violent Crime Count (for a Local Unit) =

Sum (local unit's 2 highest violent crime counts for the three most recent MDSP Annual Crime Reports) / 2

Statewide Total Violent Crime Counts =

Sum (Average Violent Crime Counts for each Local Unit)

Proportional Factor (for a Local Unit) =

Average Violent Crime Count (for a Local Unit) / Statewide Total Violent Crime Count

Distribution Amount (for a Local Unit) =

Proportional Factor (for a Local Unit) X Total Amount Available for Distribution

Crime Data

Violent Crime Counts are based on the 3 most recent annual crime reports published by the MDSP as of October 1, 2025. The violent crime counts are based on the finalized crime data (for counts of murder, rape, robbery, and aggravated assault) that the MDSP received for each local unit for the most recent three calendar years.

The Annual Crime Reports, as certified by MDSP, include only crimes reported by local law enforcement agencies and county sheriff departments. As a result, crimes reported by state, tribal, and railroad law enforcement agencies were excluded, as were those reported by college and university police, airport police, and metropark police. In some local units, the Michigan State Police was the only reporting agency, and those crimes are not included in this report. Cities, villages and townships that did not submit crime data are shown as zero.

Use of Funds – Requirements/Restrictions

Local units must use these funds only for operational or capital expenses that serve the purposes of public safety. At least 75% of the distribution must be used to fund a law enforcement agency or law enforcement officers. Up to 25% of the distribution must be used to fund other non-law-enforcement related public safety purposes, such as:

- Public safety initiatives to improve recruitment or retention efforts
- Training programs
- Equipment purchases
- Programs designed to reduce identified risks to public safety
- Crime diversion programs
- Operational emergency medical or firefighter services
- Capital improvements to public safety buildings/structures

All local public safety initiative expenses must be related to public safety and designed to reduce identified risks to public safety and cannot include unproven intervention solutions to community violence. In addition, these funds cannot be used for any of the following:

- Pension or other post-employee benefit (OPEB) payments
- Lawsuits or claims payments
- Debt service payments
- Acquisition or use of a vehicle weighing more than 15,000 pounds that is designed or used for a tactical police purpose
- Acquisition or use of facial recognition technology
- Acquisition or use of a chemical weapon

Local units may subgrant all or part of their distribution to another local unit as long as the funds are used for public safety purposes and are in compliance with the Use of Funds – Requirements/Restrictions.

Definitions

- “Chemical weapon” means a munition or device that is specifically designed to cause death or other harm through a toxic chemical that would be released as a result of the employment of the munition or device.
- “Facial recognition technology” means an automated or a semiautomated technological process that assists in identifying or verifying an individual based on the individual’s face.
- “Violent crime” means that term as defined by the director of the MDSP in accordance with the department’s incident crime reporting program and the corresponding annual crime reports.
- “Violent crime count” means the number of violent crimes based on victim counts, as certified by the director of the MDSP. When a victim is connected to multiple offenses, the victim is counted under the highest-ranked offense, as defined by the director of the MDSP.
- “Violent crime rate” means the number of crimes per 100,000 people, determined by dividing a particular city, village, or township violent crime count by the population, then multiplying by 100,000 and rounding to the nearest whole number.

Questions?

Additional information can be found on [Public Safety Revenue Sharing Webpage](#).

Please direct all questions to the Revenue Sharing and Grants Division by phone at 517-335-7484 or email at TreasRevenueSharing@michigan.gov.

Local Officials,

As you are aware, the State of Michigan recently announced [FY 2026 Public Safety Revenue Sharing](#) payments for eligible local governments. These funds are restricted and must be used for eligible public safety purposes as outlined by the State.

We recognize that some townships and villages within the county may not directly provide public safety services or may rely substantially on county-provided services through the Sheriff's Office and other county operations. In those situations, your community may have limited direct public safety expenditures that qualify under the program requirements.

To assist communities in complying with the program while also supporting countywide public safety services that benefit all residents, the County would welcome discussions regarding potential collaboration or transfer arrangements related to these funds.

If your community is interested in discussing possible options, please contact [County Contact Name and Information].

We appreciate the partnership between the County and local communities in supporting public safety services throughout the region and look forward to continuing to work together to provide effective and efficient public safety services for residents throughout the county.

Sincerely,

[County Official Name]
[Title]
[County Name]"

JULY 8, 2026

REMONUMENTATION SURVEYOR CONTRACTS

R E S O L U T I O N

WHEREAS, the State of Michigan has authorized the grant for the Remonumentation program for 2026; and

WHEREAS, the County Board of Commissioners recommends that the Remonumentation Contracts for surveyors to run this program be authorized for work to be completed by December 31, 2026;

NOW THEREFORE BE IT RESOLVED that the Charlevoix County Board of Commissioners hereby accepts the above outlined recommendation and authorizes the Chairman to sign said contracts.

Chairman of the Board

Clerk to the Board of Commissioners

REMONUMENTATION CONTRACT

This CONTRACT, made this 8th day of July 2026, made between Advanced Geomatics, (a division of Charlevoix Abstract & Engineering Company) hereinafter called the “SURVEYOR” and CHARLEVOIX COUNTY, hereinafter called the “COUNTY”

WITNESSETH:

WHEREAS, the COUNTY has created the “Charlevoix County Remonumentation Committee” to coordinate the Remonumentation of the Public Land Survey System for Charlevoix County pursuant to the Public Act No. 345 of 1990 and amended by Public Act 166 of 2014; and

WHEREAS, the County desires to engage the services of the SURVEYOR to remonument the corners as herein described.

NOW THEREFORE IT IS HEREBY AGREED by and between the parties hereto that:

SCOPE OF WORK

1. SURVEYOR shall furnish all materials, equipment, and labor to verify the existing CORNERS or to properly reestablish the locations of the CORNERS described herein; identify a minimum of four witnesses per CORNER; provide verification and documentation of CORNER properly located including a “Research Dossier”; present recommended CORNER location for review, comment, and acknowledgement by the Remonumentation Peer Group; install or replace the approved CORNER as necessary; provide photographs in four generally cardinal directions to document the local evidence and as well as the final restoration of the marker relative to its surroundings; and prepare Land Corner Recordation Certificates (LCRCs) for the CORNERS (see item 2 below for further details). The CORNERS shall be as set forth under CONTRACT PRICE below unless otherwise approved by the Charlevoix County Surveyor and the COUNTY:
2. For any of the above-noted Public Land Survey System (PLSS) CORNERS and/or protracted and property controlling CORNERS, SURVEYOR shall complete the following objectives:
 - a. Establish or re-establish a prescribed monument marker and/or monument road box, which will be furnished by the COUNTY, for CORNERS that have been reviewed and acknowledged by the COUNTY Peer Review Group. These CORNERS must have a LCRC completed as well as a "Research Dossier" compiled and presented to the COUNTY Surveyor. Each folder shall contain research information along with an index corresponding to the items contained therein put together in a standard format that meets the approval of the COUNTY Surveyor and the COUNTY Peer Group members. Said “Research Dossier” shall be provided in a folder in a hard copy format, and the documents contained therein shall be fastened together and to the folder in a reasonable and orderly manner. In addition, the “Research Dossier” shall be electronically scanned and provided in an organized and indexed “pdf” file format. The SURVEYOR is expected to include any information in the "Research Dossier" folder that will insure that sufficient research, field reconnaissance, and accurate field measurements have been completed. The “Research Dossier” folder must contain sufficient evidence to acknowledge to the Peer Group as well as future interested

parties that the location of a CORNER is valid and has been monumented or perpetuated as described in a Land Corner Recordation Certificate pursuant to the laws and rules of the State of Michigan.

- b. Where the record evidence of a CORNER position indicates the position thereof was improperly established, use the LCRC shall state that the position was established using improper procedures and is referenced to give public notice of its erroneous existence.
- c. When the research and reconnaissance is completed, include in the above noted "Research Dossier" all ties, measurements, coordinates, computations, and a brief report describing the measurement methodology utilized including the basis of coordinates employed to substantiate the CORNER position. Also, provide a ready-for-recording "Land Corner Recordation Certificate" (LCRC) in accordance with Michigan Act 74 of the Public Acts of 1970 (as last amended by Public Act 420 of 2014) and as specifically directed for the current grant year CORNERS by the Michigan Department of Licensing and Regulatory Affairs, Office of Land Survey and Remonumentation (OLSR). The LCRC shall include, but not necessarily be limited to, the following:
 - i. The Town and Range (Actual or Protracted)
 - ii. The name of the municipality or township
 - iii. A statement indicating whether or not the CORNER is a common corner in the case of a township line.
 - iv. The nearest street intersections, and brief approximate description of the corner location from the street intersection (if streets are within a reasonable distance).
 - v. The CORNER geodetic latitude and longitude accurate to the nearest 0.01 of a second (minimum accuracy) to be documented and certified as prescribed by the OLSR in Part C.
 - vi. Photographs in four generally cardinal directions to document the local evidence and as well as the final restoration of the marker relative to its surroundings.
- d. Present the recommended tentative CORNER location, research evidence and documentary LCRC to the Charlevoix County Peer Group for review, comment and acknowledgement.
- e. Following completion of a preliminary review and acknowledgement from the Peer Group, install the COUNTY furnished "Marker" adopted for Charlevoix County's Act 345 Remonumentation Program, unless it is determined it would be appropriate and desirable to leave an existing monument in place or to install an alternative marker. In most cases, the Corner Marker will be a cast iron Harrison monument.
- f. CORNERS that fall within a paved roadway will typically require the installation of a cast iron monument box. The COUNTY shall furnish the monument boxes for corner remonumentation. Monument boxes shall be installed with a proper metal cover and in a manner acceptable to the Charlevoix County Road Commission. Under extenuating circumstances, when the placement of a monument box is not possible or when access to the corner location will create an unsafe condition, a monument may

be placed in the roadway at the roadway surface without a prescribed monument box. The manager of the Charlevoix County Road Commission and the COUNTY Surveyor must approve this variation from the standard monument box. In either case, the monument and corner accessories shall meet the minimum standards of Michigan Public Act 74 as last amended by Act 420 of 2014. The monument box shall be grouted in place by placing non-shrink grout around the box at full depth. Grout shall not be placed, or remain within the monument box. Monument boxes shall be installed so that no part of the box or cover extends above the pavement surface and no part is more than 0.02 feet below the elevation of the pavement surface. Material at the base of the box shall be compacted so the box will not settle and be sufficiently porous at permit proper water drainage. No part of the monument or cap set shall touch the side of the monument box, and the center of the monument shall be within 0.25 feet of the center of the monument box. The top of the monument shall be between 0.1 feet and 0.5 feet below the top of the monument box.

- g. If access to the corner location will create an unsafe condition, install at least 4 reference monuments or approved iron markers which are able to be occupied and are interrelated and visible with the corner location and each other by angular and linear measurements.
 - h. Request final review, comment, and acknowledgement from the Peer Group. Final peer group acknowledgement will only be forthcoming following a “Peer Group” review of the final LCRC document proposed to be recorded at the office of the Charlevoix County Register of Deeds.
 - i. Following the final review, comment, and acknowledgement from the Peer Group, the SURVEYOR shall present the final signed and sealed LCRC(s) along with the research dossier(s) to the COUNTY Surveyor, who following a final review, shall sign and the final LCRC. The COUNTY shall then record the LCRC at the office of Register of Deeds and provide for the applicable recording fee. If, however, errors should later be discovered on the LCRC document(s) following the initial recording, it shall be the sole responsibility of the SURVEYOR to promptly make the corrections identified and to again present the amended LCRC(s) to the COUNTY Surveyor. The fees necessary to record the corrected document(s) shall also be provided to the COUNTY by the responsible SURVEYOR. Following approval by the COUNTY Surveyor, the COUNTY shall proceed to record the corrected document(s).
3. SURVEYOR shall perform all work in accordance with commonly accepted and recognized surveying standards as well as in compliance with any specific procedural and accuracy standards which may be required by the Charlevoix County Surveyor, and/or as may be directed and approved by the Remonumentation Peer Group. Any such procedural and accuracy standards will be in concert with those presently endorsed by either/or the National Society of Professional Surveyors in connection with ALTA / ACSM surveys, the Michigan Society of Professional Surveyors, or the Michigan Department of Transportation relative to Design Surveys. The SURVEYOR is responsible for the calibration of the survey equipment used in connection with the remonumentation measurements, and be prepared to provide appropriate documentation, if requested by either the Charlevoix County Surveyor or other appropriate representatives of the COUNTY. All traverses shall be closed, and measurements

performed via RTK GPS shall have been derived from a minimum of two observations. The PDOP must be below 4.0, and the second occupation of a corner shall have a maximum difference in coordinates from the first occupation of 0.05ft. A suitable least squares adjustment is generally the desired methodology for the distribution of minor random errors among redundant GPS vector and/or conventional Total Station measurements.

4. Measurements shall be reported and documented on the Land Corner Recordation Certificate from each completed PLSS corner to available adjacent PLSS corners within approximately 1/2 mile in all four cardinal directions. The "Research Dossier" shall contain a brief report as to the measurement procedures utilized and the approximate accuracy of the measurements reported. Copies of field notes and associated computations should also be included therein.
5. The SURVEYOR agrees to have a professional surveyor in attendance at the Remonumentation Peer Group meetings and to participate as an active member thereof as may be scheduled from time to time by the Charlevoix County surveyor. Peer Group meetings will be held as necessary to review, comment and acknowledge all of the corners which have been assigned to the contract surveyors for the current grant year.
6. The SURVEYOR covenants and agrees that the work herein to be performed shall be completed for final review by the Remonumentation Peer Group on or before December 1 of the current grant year, making a reasonable effort to complete the work effort prior to November 1 of the current grant year. The SURVEYOR also agrees to present all final LCRCs and dossiers (both in the form of hard copies bound in approved folders and electronically scanned pdf files) to the COUNTY on or before December 15, making a reasonable effort to complete the dossiers prior to December 1 of the current grant year. If the work is not completed prior to the deadlines set forth above through no fault of the COUNTY or due to unforeseeable or other circumstances judged extenuating by the COUNTY, or if any work is deemed or discovered by the COUNTY to be of a substandard nature, the COUNTY expressly reserves the right to deny future remonumentation contracts to the SURVEYOR, and/or to withhold payments and/or seek other legal means of recompense from the SURVEYOR in accordance with the damages.
7. The SURVEYOR shall secure and bear the costs of any permits or licenses of a temporary nature necessary for the prosecution of the work.

CONTRACT PRICE

8. The COUNTY shall pay the SURVEYOR, following receipt of an invoice, a Fixed (not to exceed) Fee of \$28,403 [1 corner @ \$3,166 per corner = \$3,166 state grant) + \$237 state grant supplies + \$0.0 state grant administration + \$25,000 County Surveyor fund] for the satisfactory performance by the SURVEYOR of the obligations under this contract as hereinafter set forth:
 - a. COUNTY agrees to pay the SURVEYOR fees for the completion of the work required for corner **K11, T33N, R08W** as follows:
 - i. Compile research information from outside sources for assigned corners
 - ii. Provide a PEER GROUP APPROVED Research Dossier; perform reconnaissance and field survey work to substantiate the position of selected corner position; set appropriate approved monument if corner monument or marker is missing or inadequate; and establish corner witnesses for assigned corners.

- iii. Install monumentation as in accordance with the terms set forth herein for assigned corners.
 - iv. Provide and certify the corner latitudes and longitudes accurate to the nearest 0.01 of a second to be documented and certified as prescribed by the OLSR for assigned corners.
- b. Perform work on other corners as may be deemed appropriate and which is advantageous to the COUNTY.
- c. Manage the Charlevoix County Remonumentation program as the Charlevoix County Representative and as the Charlevoix County Surveyor.
- d. Schedule and direct Peer Group meetings to review and approve 2026 corners.
- e. Provide administrative services and interface with State and/or County agencies and departments.
- f. Purchase supplies, equipment and monuments per 2026 grant application (\$237).
- g. COUNTY shall, at its discretion, make an inspection and verify SURVEYOR'S request for payment. Upon the COUNTY'S final acceptance of the SURVEYOR'S work for corner(s) under this contract including, but not limited to, the final acceptance of the positions of said corner(s) identified in this contract by the PEER GROUP, the proper monumentation of the corner(s), the receipt of the final signed and sealed LCRC(s) ready for recording, the receipt of the final corresponding research dossier(s), and the receipt of an invoice, the COUNTY shall pay to the SURVEYOR the amounts identified in the fee schedule set forth above based on the number of corners fully completed. *Partial payments shall NOT be provided by the COUNTY to the SURVEYOR for unfinished work, unless specifically otherwise agreed to by the COUNTY due to unusual unforeseen circumstances. An example of such an instance might be an encounter with a problematic corner requiring an unusual amount of effort to establish.*
- h. Upon request by the COUNTY, the SURVEYOR shall file with the COUNTY a sworn statement that all claims for amounts due for labor, materials and equipment furnished for this work have been paid in full prior to receipt of payment.
- i. Invoices from the SURVEYOR to the COUNTY shall ONLY identify charges owed by corner completed (unless specifically authorized or requested otherwise by the COUNTY). Charges may only be broken down in the invoice document in accordance with the specific items designated for payment in this contract. Details of hours expended and associated materials used and/or supplied by the SURVEYOR are not to be identified and tabulated on said invoice.

ASSIGNMENT

10. The SURVEYOR shall not assign or transfer this contract or sublet any part of the work embraced, without the written consent of the COUNTY. All portions of the work, which may be performed by a subcontractor, shall be in conformity with and be subject to all provisions of the contract documents as if performed by the contractor. The subletting of any or all of the work shall in no way diminish or weaken the responsibility of the SURVEYOR for all parts of the work nor lessen his obligations and liabilities under this agreement.

No assignment, either legally or equitably, of any of the monies payable under this agreement shall be allowed, except with the written consent of the COUNTY.

INSURANCE

11. Prior to commencement of the work, the SURVEYOR shall purchase and maintain during the term of the project such insurance as will protect the COUNTY from claims arising out of the work described in this contract and performed by the grantee, consisting of the following:
 - a. WORKERS COMPENSATION INSURANCE: including Employer's Liability to cover employee injuries or disease compensated under the Worker's Compensation Statutes for the State of Michigan, disability benefit laws, or Federal Compensation Acts, if applicable. Self-insurance plans approved by the regulatory authorities in the State of Michigan are acceptable.
 - b. GENERAL LIABILITY INSURANCE: to cover bodily injury to persons other than employees and for damage to tangible property including loss of use thereof, including the following exposures:
 - c. ALL PREMISES AND OPERATIONS: Explosion, collapse and underground damage. Contractor's protective coverage for independent contractors, or subcontractors employed by him. The usual personal injury liability endorsement with no exclusions pertaining to employment.
 - d. COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE: to cover bodily injury and property damage arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles.
 - e. PROFESSIONAL LIABILITY INSURANCE: to protect the County of Charlevoix and the State of Michigan.
12. Notice of cancellation or Intent Not to Renew: Policies will be endorsed to provide that a minimum of 30 written notice shall be given to the COUNTY for cancellation or of intent not to renew. The COUNTY shall be furnished complete certificates of insurance listing the COUNTY as entitled to notice.
13. Limits of Liability: The required minimum limits of liability shall be as follows:
 - a. Professional Liability \$ 250,000
 - b. General Liability
 - i. Bodily Injury per occurrence \$ 500,000
 - ii. Property Damage per occurrence \$ 200,000
 - c. Automobile
 - i. Bodily Injury \$ 500,000

ii.	Property Damage per occurrence	\$ 100,000
b.	Workman's Compensation	\$ 500,000

14. If the SURVEYOR shall be adjudged a bankruptcy, or if he should make general assignments for the benefit of his creditors, if a receiver should be appointed due to his insolvency, or if he should persistently or repeatedly fail to supply a sufficient number of skilled workmen or suitable materials for the work, or if he should fail to make prompt payment to subcontractors or to pay promptly for materials and labor, or if he should persistently disregard laws or ordinances or the directives of the COUNTY, or if he should unsatisfactorily perform any of the substantial provisions of this agreement; then in such case the COUNTY shall state in writing that the sufficient cause exists to justify termination of this contract stating the nature and cause for termination and after giving the SURVEYOR and his sureties written notice thereof, may order him to discontinue all work under this contract or any part thereof.
15. If the Contract shall be terminated by either party then the SURVEYOR shall at once discontinue such work or such part thereof. The COUNTY shall have the right to finish the work, or such part thereof, by contract or otherwise as it may elect, and deduct expenses and costs incurred by the COUNTY to finish the work contracted by SURVEYOR to complete pursuant to this contract.
16. From and after the date or the order to discontinue work, neither the SURVEYOR nor any of his agents or employees shall remove or make any effort, directly or indirectly, to remove any of the materials from the points at which they were located on or before the date of said order, except upon the written consent of the COUNTY.
17. In case any action is brought by the COUNTY to enforce the provisions of this Contract the COUNTY shall be entitled to recover reasonable attorney fees from SURVEYOR, in addition to any other relief to which COUNTY may be entitled.

REPRESENTATIONS AND WARRANTIES

18. The undersigned certifies that their bid has not been made or prepared in collusion with any other bidder and the prices, terms or conditions thereof have not been communicated by or on behalf of the bidder to any other bidder and will not be so communicated to any other bidder prior to the official opening of this bid. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

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

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

19. By accepting this Agreement, the *SURVEYOR* certifies that it:

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

- a. Does not furnish finished products to the State originating or manufactured in the Republic of South Africa.
- b. Does not sell goods or services to the South African military, Department of Cooperation and Development or national provincial of local police or prison agencies, unless the firm is a signatory of the Sullivan principles and is in the two highest categories of progress.
- c. Is not controlled by a South African firm.
- d. Shall not enter into a subcontract with an entity that does not comply with the conditions outlined above.

SEVERABILITY

20. Any paragraph, sentence or other provision of any contract document, which is in conflict with any applicable statute, rule or other law shall be deemed, if possible, to be omitted here from. The invalidity of any provision hereof shall not affect the force or effect of the remaining portions hereof.

In Witness Whereof, the parties hereto have set their hands and seal this 8th day of July 2026.

WITNESS:

COUNTY

Scott Hankins, Chairman

WITNESS:

SURVEYOR

REMONUMENTATION CONTRACT

This CONTRACT, made this 8th day of July 2026 made between Ferguson & Chamberlain Assoc., hereinafter called the “SURVEYOR” and

CHARLEVOIX COUNTY, hereinafter called the “COUNTY”

WITNESSETH:

WHEREAS, the COUNTY has created the “Charlevoix County Remonumentation Committee” to coordinate the Remonumentation of the Public Land Survey System for Charlevoix County pursuant to the Public Act No. 345 of 1990 and amended by Public Act 166 of 2014; and

WHEREAS, the County desires to engage the services of the SURVEYOR to remonument the corners as herein described.

NOW THEREFORE IT IS HEREBY AGREED by and between the parties hereto that:

SCOPE OF WORK

1. SURVEYOR shall furnish all materials, equipment, and labor to verify the existing CORNERS or to properly reestablish the locations of the CORNERS described herein; identify a minimum of four witnesses per CORNER; provide verification and documentation of CORNER properly located including a “Research Dossier”; present recommended CORNER location for review, comment, and acknowledgement by the Remonumentation Peer Group; install or replace the approved CORNER as necessary; provide photographs in four generally cardinal directions to document the local evidence and as well as the final restoration of the marker relative to its surroundings; and prepare Land Corner Recordation Certificates (LCRCs) for the CORNERS (see item 2 below for further details). The CORNERS shall be as set forth under CONTRACT PRICE below unless otherwise approved by the Charlevoix County Surveyor and the COUNTY:
2. For any of the above-noted Public Land Survey System (PLSS) CORNERS and/or protracted and property controlling CORNERS, SURVEYOR shall complete the following objectives:
 - a. Establish or re-establish a prescribed monument marker and/or monument road box, which will be furnished by the COUNTY, for CORNERS that have been reviewed and acknowledged by the COUNTY Peer Review Group. These CORNERS must have a LCRC completed as well as a "Research Dossier" compiled and presented to the COUNTY Surveyor. Each folder shall contain research information along with an index corresponding to the items contained therein put together in a standard format that meets the approval of the COUNTY Surveyor and the COUNTY Peer Group members. Said “Research Dossier” shall be provided in a folder in a hard copy format, and the documents contained therein shall be fastened together and to the folder in a reasonable and orderly manner. In addition, the “Research Dossier” shall be electronically scanned and provided in an organized and indexed “pdf” file format. The SURVEYOR is expected to include any information in the "Research Dossier" folder that will insure that sufficient research, field reconnaissance, and accurate field measurements have been completed. The “Research Dossier” folder must contain sufficient evidence to acknowledge to the Peer Group as well as future interested

parties that the location of a CORNER is valid and has been monumented or perpetuated as described in a Land Corner Recordation Certificate pursuant to the laws and rules of the State of Michigan.

- b. Where the record evidence of a CORNER position indicates the position thereof was improperly established, use the LCRC shall state that the position was established using improper procedures and is referenced to give public notice of its erroneous existence.
- c. When the research and reconnaissance is completed, include in the above noted "Research Dossier" all ties, measurements, coordinates, computations, and a brief report describing the measurement methodology utilized including the basis of coordinates employed to substantiate the CORNER position. Also, provide a ready-for-recording "Land Corner Recordation Certificate" (LCRC) in accordance with Michigan Act 74 of the Public Acts of 1970 (as last amended by Public Act 420 of 2014) and as specifically directed for the current grant year CORNERS by the Michigan Department of Licensing and Regulatory Affairs, Office of Land Survey and Remonumentation (OLSR). The LCRC shall include, but not necessarily be limited to, the following:
 - i. The Town and Range (Actual or Protracted)
 - ii. The name of the municipality or township
 - iii. A statement indicating whether or not the CORNER is a common corner in the case of a township line.
 - iv. The nearest street intersections, and brief approximate description of the corner location from the street intersection (if streets are within a reasonable distance).
 - v. The CORNER geodetic latitude and longitude accurate to the nearest 0.01 of a second (minimum accuracy) to be documented and certified as prescribed by the OLSR in Part C.
 - vi. Photographs in four generally cardinal directions to document the local evidence and as well as the final restoration of the marker relative to its surroundings.
- d. Present the recommended tentative CORNER location, research evidence and documentary LCRC to the Charlevoix County Peer Group for review, comment and acknowledgement.
- e. Following completion of a preliminary review and acknowledgement from the Peer Group, install the COUNTY furnished "Marker" adopted for Charlevoix County's Act 345 Remonumentation Program, unless it is determined it would be appropriate and desirable to leave an existing monument in place or to install an alternative marker. In most cases, the Corner Marker will be a cast iron Harrison monument.
- f. CORNERS that fall within a paved roadway will typically require the installation of a cast iron monument box. The COUNTY shall furnish the monument boxes for corner remonumentation. Monument boxes shall be installed with a proper metal cover and in a manner acceptable to the Charlevoix County Road Commission. Under extenuating circumstances, when the placement of a monument box is not possible or when access to the corner location will create an unsafe condition, a monument may

be placed in the roadway at the roadway surface without a prescribed monument box. The manager of the Charlevoix County Road Commission and the COUNTY Surveyor must approve this variation from the standard monument box. In either case, the monument and corner accessories shall meet the minimum standards of Michigan Public Act 74 as last amended by Act 420 of 2014. The monument box shall be grouted in place by placing non-shrink grout around the box at full depth. Grout shall not be placed, or remain within the monument box. Monument boxes shall be installed so that no part of the box or cover extends above the pavement surface and no part is more than 0.02 feet below the elevation of the pavement surface. Material at the base of the box shall be compacted so the box will not settle and be sufficiently porous at permit proper water drainage. No part of the monument or cap set shall touch the side of the monument box, and the center of the monument shall be within 0.25 feet of the center of the monument box. The top of the monument shall be between 0.1 feet and 0.5 feet below the top of the monument box.

- g. If access to the corner location will create an unsafe condition, install at least 4 reference monuments or approved iron markers which are able to be occupied and are interrelated and visible with the corner location and each other by angular and linear measurements.
 - h. Request final review, comment, and acknowledgement from the Peer Group. Final peer group acknowledgement will only be forthcoming following a “Peer Group” review of the final LCRC document proposed to be recorded at the office of the Charlevoix County Register of Deeds.
 - i. Following the final review, comment, and acknowledgement from the Peer Group, the SURVEYOR shall present the final signed and sealed LCRC(s) along with the research dossier(s) to the COUNTY Surveyor, who following a final review, shall sign and the final LCRC. The COUNTY shall then record the LCRC at the office of Register of Deeds and provide for the applicable recording fee. If, however, errors should later be discovered on the LCRC document(s) following the initial recording, it shall be the sole responsibility of the SURVEYOR to promptly make the corrections identified and to again present the amended LCRC(s) to the COUNTY Surveyor. The fees necessary to record the corrected document(s) shall also be provided to the COUNTY by the responsible SURVEYOR. Following approval by the COUNTY Surveyor, the COUNTY shall proceed to record the corrected document(s).
3. SURVEYOR shall perform all work in accordance with commonly accepted and recognized surveying standards as well as in compliance with any specific procedural and accuracy standards which may be required by the Charlevoix County Surveyor, and/or as may be directed and approved by the Remonumentation Peer Group. Any such procedural and accuracy standards will be in concert with those presently endorsed by either/or the National Society of Professional Surveyors in connection with ALTA / ACSM surveys, the Michigan Society of Professional Surveyors, or the Michigan Department of Transportation relative to Design Surveys. The SURVEYOR is responsible for the calibration of the survey equipment used in connection with the remonumentation measurements, and be prepared to provide appropriate documentation, if requested by either the Charlevoix County Surveyor or other appropriate representatives of the COUNTY. All traverses shall be closed, and measurements

performed via RTK GPS shall have been derived from a minimum of two observations. The PDOP must be below 4.0, and the second occupation of a corner shall have a maximum difference in coordinates from the first occupation of 0.05ft. A suitable least squares adjustment is generally the desired methodology for the distribution of minor random errors among redundant GPS vector and/or conventional Total Station measurements.

4. Measurements shall be reported and documented on the Land Corner Recordation Certificate from each completed PLSS corner to available adjacent PLSS corners within approximately 1/2 mile in all four cardinal directions. The "Research Dossier" shall contain a brief report as to the measurement procedures utilized and the approximate accuracy of the measurements reported. Copies of field notes and associated computations should also be included therein.
5. The SURVEYOR agrees to have a professional surveyor in attendance at the Remonumentation Peer Group meetings and to participate as an active member thereof as may be scheduled from time to time by the Charlevoix County surveyor. Peer Group meetings will be held as necessary to review, comment and acknowledge all of the corners which have been assigned to the contract surveyors for the current grant year.
6. The SURVEYOR covenants and agrees that the work herein to be performed shall be completed for final review by the Remonumentation Peer Group on or before December 1 of the current grant year, making a reasonable effort to complete the work effort prior to November 1 of the current grant year. The SURVEYOR also agrees to present all final LCRCs and dossiers (both in the form of hard copies bound in approved folders and electronically scanned pdf files) to the COUNTY on or before December 15, making a reasonable effort to complete the dossiers prior to December 1 of the current grant year. If the work is not completed prior to the deadlines set forth above through no fault of the COUNTY or due to unforeseeable or other circumstances judged extenuating by the COUNTY, or if any work is deemed or discovered by the COUNTY to be of a substandard nature, the COUNTY expressly reserves the right to deny future remonumentation contracts to the SURVEYOR, and/or to withhold payments and/or seek other legal means of recompense from the SURVEYOR in accordance with the damages.
7. The SURVEYOR shall secure and bear the costs of any permits or licenses of a temporary nature necessary for the prosecution of the work.

CONTRACT PRICE

8. The COUNTY shall pay the SURVEYOR, following receipt of an invoice, a Fixed (not to exceed) Fee of \$15,830 (Five corners @ \$3,166 per corner not including participation in peer group meetings) for the satisfactory performance by the SURVEYOR of the obligations under this contract as hereinafter set forth:
 - a. COUNTY agrees to pay the SURVEYOR the completion of the work required for corners **I09, J09 & K09 T33N, R05W; B05 & B07, T32N, R07W** as follows:
 - i. Compile research information from outside sources.
 - ii. Provide a PEER GROUP APPROVED Research Dossier; perform reconnaissance and field survey work to substantiate the position of selected corner position; set appropriate approved monument if corner monument or marker is missing or inadequate; and establish corner witnesses.
 - iii. Install monumentation as in accordance with the terms set forth herein.

- iv. Provide and certify the corner latitudes and longitudes accurate to the nearest 0.01 of a second (minimum accuracy) to be documented and certified as prescribed by the OLSR.
 - v. Attend scheduled Peer Group meetings to review, comment, and acknowledge corners (separate contract required).
- b. COUNTY shall, at its discretion, make an inspection and verify SURVEYOR'S request for payment. Upon the COUNTY'S final acceptance of the SURVEYOR'S work for corner(s) under this contract including, but not limited to, the final review and acknowledgement of the positions of said CORNER(S) identified in this contract by the PEER GROUP, the proper monumentation of the CORNERS(S), the receipt of the final signed and sealed LCRC(s) ready for recording, the receipt of the final corresponding research dossier(s), and the receipt of an invoice, the COUNTY shall pay to the SURVEYOR the amounts identified in the fee schedule set forth above based on the number of corners fully completed. *Partial payments shall NOT be provided by the COUNTY to the SURVEYOR for unfinished work, unless specifically otherwise agreed to by the COUNTY due to unusual unforeseen circumstances. An example of such an instance might be an encounter with a problematic corner requiring an unusual amount of effort to establish.*
- b. Upon request by the COUNTY, the SURVEYOR shall file with the COUNTY a sworn statement that all claims for amounts due for labor, materials and equipment furnished for this work have been paid in full prior to receipt of payment.
- c. Invoices from the SURVEYOR to the COUNTY shall ONLY identify charges owed by CORNER completed (unless specifically authorized or requested otherwise by the COUNTY). Charges may only be broken down in the invoice document in accordance with the specific items designated for payment in this contract. Details of hours expended and associated materials used and/or supplied by the SURVEYOR are not to be identified and tabulated on said invoice.

ASSIGNMENT

10. The SURVEYOR shall not assign or transfer this contract or sublet any part of the work embraced, without the written consent of the COUNTY. All portions of the work, which may be performed by a subcontractor, shall be in conformity with and be subject to all provisions of the contract documents as if performed by the contractor. The subletting of any or all of the work shall in no way diminish or weaken the responsibility of the SURVEYOR for all parts of the work nor lessen his obligations and liabilities under this agreement.

No assignment, either legally or equitably, of any of the monies payable under this agreement shall be allowed, except with the written consent of the COUNTY.

INSURANCE

11. Prior to commencement of the work, the SURVEYOR shall purchase and maintain during the term of the project such insurance as will protect the COUNTY from claims arising out of the work described in this contract and performed by the grantee, consisting of the following:
 - a. WORKERS COMPENSATION INSURANCE: including Employer's Liability to cover employee injuries or disease compensated under the Worker's Compensation Statutes for the State of Michigan, disability benefit laws, or Federal Compensation Acts, if applicable. Self-insurance plans approved by the regulatory authorities in the State of Michigan are acceptable.
 - b. GENERAL LIABILITY INSURANCE: to cover bodily injury to persons other than employees and for damage to tangible property including loss of use thereof, including the following exposures:
 - c. ALL PREMISES AND OPERATIONS: Explosion, collapse and underground damage. Contractor's protective coverage for independent contractors, or subcontractors employed by him. The usual personal injury liability endorsement with no exclusions pertaining to employment.
 - d. COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE: to cover bodily injury and property damage arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles.
 - e. PROFESSIONAL LIABILITY INSURANCE: to protect the County of Charlevoix and the State of Michigan.
12. Notice of cancellation or Intent Not to Renew: Policies will be endorsed to provide that a minimum of 30 written notice shall be given to the COUNTY for cancellation or of intent not to renew. The COUNTY shall be furnished complete certificates of insurance listing the COUNTY as entitled to notice.
13. Limits of Liability: The required minimum limits of liability shall be as follows:
 - a. Professional Liability \$ 250,000
 - b. General Liability
 - i. Bodily Injury per occurrence \$ 500,000
 - ii. Property Damage per occurrence \$ 200,000
 - c. Automobile
 - i. Bodily Injury \$ 500,000

ii.	Property Damage per occurrence	\$ 100,000
b.	Workman's Compensation	\$ 500,000

14. If the SURVEYOR shall be adjudged a bankruptcy, or if he should make general assignments for the benefit of his creditors, if a receiver should be appointed due to his insolvency, or if he should persistently or repeatedly fail to supply a sufficient number of skilled workmen or suitable materials for the work, or if he should fail to make prompt payment to subcontractors or to pay promptly for materials and labor, or if he should persistently disregard laws or ordinances or the directives of the COUNTY, or if he should unsatisfactorily perform any of the substantial provisions of this agreement; then in such case the COUNTY shall state in writing that the sufficient cause exists to justify termination of this contract stating the nature and cause for termination and after giving the SURVEYOR and his sureties written notice thereof, may order him to discontinue all work under this contract or any part thereof.
15. If the Contract shall be terminated by either party then the SURVEYOR shall at once discontinue such work or such part thereof. The COUNTY shall have the right to finish the work, or such part thereof, by contract or otherwise as it may elect, and deduct expenses and costs incurred by the COUNTY to finish the work contracted by SURVEYOR to complete pursuant to this contract.
16. From and after the date or the order to discontinue work, neither the SURVEYOR nor any of his agents or employees shall remove or make any effort, directly or indirectly, to remove any of the materials from the points at which they were located on or before the date of said order, except upon the written consent of the COUNTY.
17. In case any action is brought by the COUNTY to enforce the provisions of this Contract the COUNTY shall be entitled to recover reasonable attorney fees from SURVEYOR, in addition to any other relief to which COUNTY may be entitled.

REPRESENTATIONS AND WARRANTIES

18. The undersigned certifies that their bid has not been made or prepared in collusion with any other bidder and the prices, terms or conditions thereof have not been communicated by or on behalf of the bidder to any other bidder and will not be so communicated to any other bidder prior to the official opening of this bid. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

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

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

19. By accepting this Agreement, the *SURVEYOR* certifies that it:

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

- a. Does not furnish finished products to the State originating or manufactured in the Republic of South Africa.
- b. Does not sell goods or services to the South African military, Department of Cooperation and Development or national provincial of local police or prison agencies, unless the firm is a signatory of the Sullivan principles and is in the two highest categories of progress.
- c. Is not controlled by a South African firm.
- d. Shall not enter into a subcontract with an entity that does not comply with the conditions outlined above.

SEVERABILITY

20. Any paragraph, sentence or other provision of any contract document, which is in conflict with any applicable statute, rule or other law shall be deemed, if possible, to be omitted here from. The invalidity of any provision hereof shall not affect the force or effect of the remaining portions hereof.

In Witness Whereof, the parties hereto have set their hands and seal this 8th day of July 2026.

WITNESS:

COUNTY

Scott Hankins, Chairman

WITNESS:

SURVEYOR

REMONUMENTATION CONTRACT

This CONTRACT, made this 8th day of July 2026 made between North Star Land Surveying, hereinafter called the "SURVEYOR" and

CHARLEVOIX COUNTY, hereinafter called the "COUNTY"

WITNESSETH:

WHEREAS, the COUNTY has created the "Charlevoix County Remonumentation Committee" to coordinate the Remonumentation of the Public Land Survey System for Charlevoix County pursuant to the Public Act No. 345 of 1990 and amended by Public Act 166 of 2014; and

WHEREAS, the County desires to engage the services of the SURVEYOR to remonument the corners as herein described.

NOW THEREFORE IT IS HEREBY AGREED by and between the parties hereto that:

SCOPE OF WORK

1. SURVEYOR shall furnish all materials, equipment, and labor to verify the existing CORNERS or to properly reestablish the locations of the CORNERS described herein; identify a minimum of four witnesses per CORNER; provide verification and documentation of CORNER properly located including a "Research Dossier"; present recommended CORNER location for review, comment, and acknowledgement by the Remonumentation Peer Group; install or replace the approved CORNER as necessary; provide photographs in four generally cardinal directions to document the local evidence and as well as the final restoration of the marker relative to its surroundings; and prepare Land Corner Recordation Certificates (LCRCs) for the CORNERS (see item 2 below for further details). The CORNERS shall be as set forth under CONTRACT PRICE below unless otherwise approved by the Charlevoix County Surveyor and the COUNTY:
2. For any of the above-noted Public Land Survey System (PLSS) CORNERS and/or protracted and property controlling CORNERS, SURVEYOR shall complete the following objectives:
 - a. Establish or re-establish a prescribed monument marker and/or monument road box, which will be furnished by the COUNTY, for CORNERS that have been reviewed and acknowledged by the COUNTY Peer Review Group. These CORNERS must have a LCRC completed as well as a "Research Dossier" compiled and presented to the COUNTY Surveyor. Each folder shall contain research information along with an index corresponding to the items contained therein put together in a standard format that meets the approval of the COUNTY Surveyor and the COUNTY Peer Group members. Said "Research Dossier" shall be provided in a folder in a hard copy format, and the documents contained therein shall be fastened together and to the folder in a reasonable and orderly manner. In addition, the "Research Dossier" shall be electronically scanned and provided in an organized and indexed "pdf" file format. The SURVEYOR is expected to include any information in the "Research Dossier" folder that will insure that sufficient research, field reconnaissance, and accurate field measurements have been completed. The "Research Dossier" folder must contain sufficient evidence to acknowledge to the Peer Group as well as future interested

parties that the location of a CORNER is valid and has been monumented or perpetuated as described in a Land Corner Recordation Certificate pursuant to the laws and rules of the State of Michigan.

- b. Where the record evidence of a CORNER position indicates the position thereof was improperly established, use the LCRC shall state that the position was established using improper procedures and is referenced to give public notice of its erroneous existence.
- c. When the research and reconnaissance is completed, include in the above noted "Research Dossier" all ties, measurements, coordinates, computations, and a brief report describing the measurement methodology utilized including the basis of coordinates employed to substantiate the CORNER position. Also, provide a ready-for-recording "Land Corner Recordation Certificate" (LCRC) in accordance with Michigan Act 74 of the Public Acts of 1970 (as last amended by Public Act 420 of 2014) and as specifically directed for the current grant year CORNERS by the Michigan Department of Licensing and Regulatory Affairs, Office of Land Survey and Remonumentation (OLSR). The LCRC shall include, but not necessarily be limited to, the following:
 - i. The Town and Range (Actual or Protracted)
 - ii. The name of the municipality or township
 - iii. A statement indicating whether or not the CORNER is a common corner in the case of a township line.
 - iv. The nearest street intersections, and brief approximate description of the corner location from the street intersection (if streets are within a reasonable distance).
 - v. The CORNER geodetic latitude and longitude accurate to the nearest 0.01 of a second (minimum accuracy) to be documented and certified as prescribed by the OLSR in Part C.
 - vi. Photographs in four generally cardinal directions to document the local evidence and as well as the final restoration of the marker relative to its surroundings.
- d. Present the recommended tentative CORNER location, research evidence and documentary LCRC to the Charlevoix County Peer Group for review, comment and acknowledgement.
- e. Following completion of a preliminary review and acknowledgement from the Peer Group, install the COUNTY furnished "Marker" adopted for Charlevoix County's Act 345 Remonumentation Program, unless it is determined it would be appropriate and desirable to leave an existing monument in place or to install an alternative marker. In most cases, the Corner Marker will be a cast iron Harrison monument.
- f. CORNERS that fall within a paved roadway will typically require the installation of a cast iron monument box. The COUNTY shall furnish the monument boxes for corner remonumentation. Monument boxes shall be installed with a proper metal cover and in a manner acceptable to the Charlevoix County Road Commission. Under extenuating circumstances, when the placement of a monument box is not possible or when access to the corner location will create an unsafe condition, a monument may

be placed in the roadway at the roadway surface without a prescribed monument box. The manager of the Charlevoix County Road Commission and the COUNTY Surveyor must approve this variation from the standard monument box. In either case, the monument and corner accessories shall meet the minimum standards of Michigan Public Act 74 as last amended by Act 420 of 2014. The monument box shall be grouted in place by placing non-shrink grout around the box at full depth. Grout shall not be placed, or remain within the monument box. Monument boxes shall be installed so that no part of the box or cover extends above the pavement surface and no part is more than 0.02 feet below the elevation of the pavement surface. Material at the base of the box shall be compacted so the box will not settle and be sufficiently porous at permit proper water drainage. No part of the monument or cap set shall touch the side of the monument box, and the center of the monument shall be within 0.25 feet of the center of the monument box. The top of the monument shall be between 0.1 feet and 0.5 feet below the top of the monument box.

- g. If access to the corner location will create an unsafe condition, install at least 4 reference monuments or approved iron markers which are able to be occupied and are interrelated and visible with the corner location and each other by angular and linear measurements.
 - h. Request final review, comment, and acknowledgement from the Peer Group. Final peer group acknowledgement will only be forthcoming following a “Peer Group” review of the final LCRC document proposed to be recorded at the office of the Charlevoix County Register of Deeds.
 - i. Following the final review, comment, and acknowledgement from the Peer Group, the SURVEYOR shall present the final signed and sealed LCRC(s) along with the research dossier(s) to the COUNTY Surveyor, who following a final review, shall sign and the final LCRC. The COUNTY shall then record the LCRC at the office of Register of Deeds and provide for the applicable recording fee. If, however, errors should later be discovered on the LCRC document(s) following the initial recording, it shall be the sole responsibility of the SURVEYOR to promptly make the corrections identified and to again present the amended LCRC(s) to the COUNTY Surveyor. The fees necessary to record the corrected document(s) shall also be provided to the COUNTY by the responsible SURVEYOR. Following approval by the COUNTY Surveyor, the COUNTY shall proceed to record the corrected document(s).
3. SURVEYOR shall perform all work in accordance with commonly accepted and recognized surveying standards as well as in compliance with any specific procedural and accuracy standards which may be required by the Charlevoix County Surveyor, and/or as may be directed and approved by the Remonumentation Peer Group. Any such procedural and accuracy standards will be in concert with those presently endorsed by either/or the National Society of Professional Surveyors in connection with ALTA / ACSM surveys, the Michigan Society of Professional Surveyors, or the Michigan Department of Transportation relative to Design Surveys. The SURVEYOR is responsible for the calibration of the survey equipment used in connection with the remonumentation measurements, and be prepared to provide appropriate documentation, if requested by either the Charlevoix County Surveyor or other appropriate representatives of the COUNTY. All traverses shall be closed, and measurements

performed via RTK GPS shall have been derived from a minimum of two observations. The PDOP must be below 4.0, and the second occupation of a corner shall have a maximum difference in coordinates from the first occupation of 0.05ft. A suitable least squares adjustment is generally the desired methodology for the distribution of minor random errors among redundant GPS vector and/or conventional Total Station measurements.

4. Measurements shall be reported and documented on the Land Corner Recordation Certificate from each completed PLSS corner to available adjacent PLSS corners within approximately 1/2 mile in all four cardinal directions. The "Research Dossier" shall contain a brief report as to the measurement procedures utilized and the approximate accuracy of the measurements reported. Copies of field notes and associated computations should also be included therein.
5. The SURVEYOR agrees to have a professional surveyor in attendance at the Remonumentation Peer Group meetings and to participate as an active member thereof as may be scheduled from time to time by the Charlevoix County surveyor. Peer Group meetings will be held as necessary to review, comment and acknowledge all of the corners which have been assigned to the contract surveyors for the current grant year.
6. The SURVEYOR covenants and agrees that the work herein to be performed shall be completed for final review by the Remonumentation Peer Group on or before November 23 of the current grant year, making a reasonable effort to complete the work effort prior to November 1 of the current grant year. The SURVEYOR also agrees to present all final LCRCs and dossiers (both in the form of hard copies bound in approved folders and electronically scanned pdf files) to the COUNTY on or before December 15, making a reasonable effort to complete the dossiers prior to December 1 of the current grant year. If the work is not completed prior to the deadlines set forth above through no fault of the COUNTY or due to unforeseeable or other circumstances judged extenuating by the COUNTY, or if any work is deemed or discovered by the COUNTY to be of a substandard nature, the COUNTY expressly reserves the right to deny future remonumentation contracts to the SURVEYOR, and/or to withhold payments and/or seek other legal means of recompense from the SURVEYOR in accordance with the damages.
7. The SURVEYOR shall secure and bear the costs of any permits or licenses of a temporary nature necessary for the prosecution of the work.

CONTRACT PRICE

8. The COUNTY shall pay the SURVEYOR, following receipt of an invoice, a Fixed (not to exceed) Fee of \$15,830 (five corners @ \$3,166 per corner) (not including participation in peer group meetings) for the satisfactory performance by the SURVEYOR of the obligations under this contract as hereinafter set forth:
 - a. COUNTY agrees to pay the SURVEYOR the completion of the work required for corners **E12, F11, G10, G11 and G12, T34N, R6W** as follows:
 - i. Compile research information from outside sources.
 - ii. Provide a PEER GROUP APPROVED Research Dossier; perform reconnaissance and field survey work to substantiate the position of selected corner position; set appropriate approved monument if corner monument or marker is missing or inadequate; and establish corner witnesses.
 - iii. Install monumentation as in accordance with the terms set forth herein.

- iv. Provide and certify the corner latitudes and longitudes accurate to the nearest 0.01 of a second (minimum accuracy) to be documented and certified as prescribed by the OLSR.
 - v. Attend scheduled Peer Group meetings to review, comment, and acknowledge corners (separate contract required).
- b. COUNTY shall, at its discretion, make an inspection and verify SURVEYOR'S request for payment. Upon the COUNTY'S final acceptance of the SURVEYOR'S work for corner(s) under this contract including, but not limited to, the final review and acknowledgement of the positions of said CORNER(S) identified in this contract by the PEER GROUP, the proper monumentation of the CORNERS(S), the receipt of the final signed and sealed LCRC(s) ready for recording, the receipt of the final corresponding research dossier(s), and the receipt of an invoice, the COUNTY shall pay to the SURVEYOR the amounts identified in the fee schedule set forth above based on the number of corners fully completed. *Partial payments shall NOT be provided by the COUNTY to the SURVEYOR for unfinished work, unless specifically otherwise agreed to by the COUNTY due to unusual unforeseen circumstances. An example of such an instance might be an encounter with a problematic corner requiring an unusual amount of effort to establish.*
- b. Upon request by the COUNTY, the SURVEYOR shall file with the COUNTY a sworn statement that all claims for amounts due for labor, materials and equipment furnished for this work have been paid in full prior to receipt of payment.
- c. Invoices from the SURVEYOR to the COUNTY shall ONLY identify charges owed by CORNER completed (unless specifically authorized or requested otherwise by the COUNTY). Charges may only be broken down in the invoice document in accordance with the specific items designated for payment in this contract. Details of hours expended and associated materials used and/or supplied by the SURVEYOR are not to be identified and tabulated on said invoice.

ASSIGNMENT

10. The SURVEYOR shall not assign or transfer this contract or sublet any part of the work embraced, without the written consent of the COUNTY. All portions of the work, which may be performed by a subcontractor, shall be in conformity with and be subject to all provisions of the contract documents as if performed by the contractor. The subletting of any or all of the work shall in no way diminish or weaken the responsibility of the SURVEYOR for all parts of the work nor lessen his obligations and liabilities under this agreement.

No assignment, either legally or equitably, of any of the monies payable under this agreement shall be allowed, except with the written consent of the COUNTY.

INSURANCE

11. Prior to commencement of the work, the SURVEYOR shall purchase and maintain during the term of the project such insurance as will protect the COUNTY from claims arising out of the work described in this contract and performed by the grantee, consisting of the following:
 - a. WORKERS COMPENSATION INSURANCE: including Employer's Liability to cover employee injuries or disease compensated under the Worker's Compensation Statutes for the State of Michigan, disability benefit laws, or Federal Compensation Acts, if applicable. Self-insurance plans approved by the regulatory authorities in the State of Michigan are acceptable.
 - b. GENERAL LIABILITY INSURANCE: to cover bodily injury to persons other than employees and for damage to tangible property including loss of use thereof, including the following exposures:
 - c. ALL PREMISES AND OPERATIONS: Explosion, collapse and underground damage. Contractor's protective coverage for independent contractors, or subcontractors employed by him. The usual personal injury liability endorsement with no exclusions pertaining to employment.
 - d. COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE: to cover bodily injury and property damage arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles.
 - e. PROFESSIONAL LIABILITY INSURANCE: to protect the County of Charlevoix and the State of Michigan.
12. Notice of cancellation or Intent Not to Renew: Policies will be endorsed to provide that a minimum of 30 written notice shall be given to the COUNTY for cancellation or of intent not to renew. The COUNTY shall be furnished complete certificates of insurance listing the COUNTY as entitled to notice.
13. Limits of Liability: The required minimum limits of liability shall be as follows:
 - a. Professional Liability \$ 250,000
 - b. General Liability
 - i. Bodily Injury per occurrence \$ 500,000
 - ii. Property Damage per occurrence \$ 200,000
 - c. Automobile
 - i. Bodily Injury \$ 500,000

ii.	Property Damage per occurrence	\$ 100,000
b.	Workman's Compensation	\$ 500,000

14. If the SURVEYOR shall be adjudged a bankruptcy, or if he should make general assignments for the benefit of his creditors, if a receiver should be appointed due to his insolvency, or if he should persistently or repeatedly fail to supply a sufficient number of skilled workmen or suitable materials for the work, or if he should fail to make prompt payment to subcontractors or to pay promptly for materials and labor, or if he should persistently disregard laws or ordinances or the directives of the COUNTY, or if he should unsatisfactorily perform any of the substantial provisions of this agreement; then in such case the COUNTY shall state in writing that the sufficient cause exists to justify termination of this contract stating the nature and cause for termination and after giving the SURVEYOR and his sureties written notice thereof, may order him to discontinue all work under this contract or any part thereof.
15. If the Contract shall be terminated by either party then the SURVEYOR shall at once discontinue such work or such part thereof. The COUNTY shall have the right to finish the work, or such part thereof, by contract or otherwise as it may elect, and deduct expenses and costs incurred by the COUNTY to finish the work contracted by SURVEYOR to complete pursuant to this contract.
16. From and after the date or the order to discontinue work, neither the SURVEYOR nor any of his agents or employees shall remove or make any effort, directly or indirectly, to remove any of the materials from the points at which they were located on or before the date of said order, except upon the written consent of the COUNTY.
17. In case any action is brought by the COUNTY to enforce the provisions of this Contract the COUNTY shall be entitled to recover reasonable attorney fees from SURVEYOR, in addition to any other relief to which COUNTY may be entitled.

REPRESENTATIONS AND WARRANTIES

18. The undersigned certifies that their bid has not been made or prepared in collusion with any other bidder and the prices, terms or conditions thereof have not been communicated by or on behalf of the bidder to any other bidder and will not be so communicated to any other bidder prior to the official opening of this bid. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

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

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

19. By accepting this Agreement, the *SURVEYOR* certifies that it:

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

- a. Does not furnish finished products to the State originating or manufactured in the Republic of South Africa.
- b. Does not sell goods or services to the South African military, Department of Cooperation and Development or national provincial of local police or prison agencies, unless the firm is a signatory of the Sullivan principles and is in the two highest categories of progress.
- c. Is not controlled by a South African firm.
- d. Shall not enter into a subcontract with an entity that does not comply with the conditions outlined above.

SEVERABILITY

20. Any paragraph, sentence or other provision of any contract document, which is in conflict with any applicable statute, rule or other law shall be deemed, if possible, to be omitted here from. The invalidity of any provision hereof shall not affect the force or effect of the remaining portions hereof.

In Witness Whereof, the parties hereto have set their hands and seal this 8th day of July 2026.

WITNESS:

COUNTY

Scott Hankins, Chairman

WITNESS:

SURVEYOR

JULY 8, 2026

FY 2027 MICHIGAN DRUG COURT GRANT PROGRAM

R E S O L U T I O N

WHEREAS, the Charlevoix County Drug & Alcohol Program Coordinator is requesting to apply for the Michigan Drug Court Grant Program for planning and operational drug treatment court programs; and

WHEREAS, the Michigan Drug Court Grant Program, the Office of Highway Safety Planning Grant Program, and the Edward Byrne Memorial Justice Assistance Grant have been combined into one application; and

WHEREAS, the funds are for the period of October 1, 2026 thru September 30, 2027; and

WHEREAS, the County Board of Commissioners reviewed and accepts the above request and recommends this funding application be approved;

NOW THEREFORE BE IT RESOLVED, that the Charlevoix County Board of Commissioners hereby authorizes the Charlevoix County Drug & Alcohol Program Coordinator to apply for the above outlined funds and further authorizes the Chairman of the Board of Commissioners to sign any necessary documents for these funds.

Chairman of the Board

Clerk to the Board of Commissioners

45270 - 33rd Circuit Hybrid Drug/DWI Court

Application Details

Funding Opportunity: 44335-Fiscal Year 2027 State and Federal Application
Funding Opportunity Due Date: Jul 3, 2026 11:59 PM
Program Area: Michigan Drug Court Grant Program (MDCGP)
Status: Editing
Stage: Final Application

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information

Name: Ms. Becki King
Salutation First Name Middle Name Last Name
Title: Finance Director
Phone*: 231-237-9184 3661
Phone Ext.
###-###-####
Fax: ###-###-####
Email*: kingb@charlevoixcounty.org
Address*: 301 State Street
13513 Division Street
Shirley Roloff Center
Charlevoix Michigan 49720
City State/Province Postal Code/Zip

To access the WebGrants Access form click [here](#)

WebGrants Authorization Approval Form: [WEBGRANTS.ACCESS.KING.pdf](#)

Organization Information

Name*: 33rd Circuit Court - Charlevoix County (C33)
Organization Type*: State Court Administrative Office
Tax Id:
Organization Website:
Address*: Charlevoix County Building
301 State Street

Charlevoix Michigan 49720
City State/Province Postal Code/Zip

Phone*: (231) 547-7214 19
###-###-#### Ext.
Fax: (231) 547-7256
###-###-####

Program Contact Information

Program Information

Select your court*: C33 Charlevoix

County*: Charlevoix

If your program operates across multiple jurisdictions, please list all participating jurisdictions.

(e.g., 53rd District Court and 44th Circuit Court)

:

If your program operates in multiple counties, please list all participating counties.

(e.g., Clare County, Gladwin County)

:

Please pick your program type*: Hybrid DWI/Drug Court

What is the program's unique identifier? U10152

Unique Identifier is a "U" followed by five numbers that all operational programs are assigned. This will be found on the target award memo that was sent by SCAO. New programs use "U00000"

*:

What is the program's target population?*

Adults diagnosed with a substance use disorder and assessed as moderate to high risk/high need who are involved in the criminal justice system and meet eligibility requirements for participation in the Hybrid DWI/Drug Court. Participants may include individuals with repeat impaired driving offenses and other substance-related criminal offenses who require intensive supervision, treatment, and recovery support services.

Federal Tax ID *: 38-6004840

What is the program's most recent LAO number.

LAO# 2024-01

Planning programs enter 0000-00

*:

Region*: Region 3

Chief Judge Honorable Roy C. Hayes III

Please enter full first and last name

*:

Court*: 33 Circuit Court

Building: Charlevoix County Building

Street Address*: 301 State Street

City*: Charlevoix

State*: Michigan

Zip Code*: 49720

Email Address*: hayesr@charlevoixcounty.org
E-mail address must be judge's e-mail address.

Program Judge 1 Name

Please enter full first and last name

*:

Honorable Roy C. Hayes III

Number of years as a program judge.*:

>2 years

Court*:

33 Circuit Court

Program Judge 1 Email Address*:

hayesr@charlevoixcounty.org

E-mail address must be judge?s e-mail address.

Program Judge 2 Name

Please enter full first and last name

:

Number of years as a program judge.:

Court:

Program Judge 2 Email Address:

E-mail address must be judge?s e-mail address.

Program Judge 3 Name

Please enter full first and last name

:

Number of years as a program judge.:

Court:

Program Judge 3 Email Address:

E-mail address must be judge?s e-mail address.

Program Judge 4 Name

Please enter full first and last name

:

Number of years as a program judge.:

Court:

Program Judge 4 Email Address:

E-mail address must be judge?s e-mail address.

Court Administrator*:

Melinda Morgan

Court*:

33 Circuit Court

Email*:

morganm@charlevoixcounty.org

Financial Officer

The Financial Officer oversees the management of grant funds, ensuring accurate budgeting, accounting, and financial reporting, and monitoring expenditures for compliance with grant and organizational requirements.

*:

Becki King

Project Director

April Gale Wiltse

The Project Director provides overall leadership and management of the grant-funded project. This individual may also be the Primary Contact. If the program does not designate the same person as both the Project Director and Primary Contact, please note that the Project Director will not receive WebGrants system-generated notifications, unless they are added as an Additional Contact. This role is responsible for implementing project activities, ensuring goals, timelines, and deliverables are met, and maintaining compliance with all grant requirements. The Project Director also serves as the primary liaison with the SCAO, managing grant-related communications, including application materials, award notifications, reporting, training, and general inquiries, and ensuring relevant information is shared appropriately within the organization.

*:

Court*: 33 Circuit Hybrid Drug/DWI Court**Building:** Charlevoix County Building**Street Address*:** 301 State Street**City*:** Charlevoix**State*:** Michigan**Zip Code*:** 49720**Project Director E-mail Address*:** wiltsea@charlevoixcounty.org**Project Director Phone Number*:** 231-547-7216 Ext.**Authorizing Official Name** Scott Hankins

The Authorizing Official is the individual with the legal authority to enter the court into the grant agreement. This role is responsible for reviewing and signing the grant contract and certifying that the court agrees to comply with all terms and conditions of the award.

*:

Authorizing Official E-mail Address*: district5@charlevoixcounty.org**Authorizing Official Phone Number*:** 231-675-0852 Ext.**Authorizing Official Title *:** Chairman of Board of Commissioners**SIGMA Vendor ID #*:**

CV0047966

This number begins with CV, followed by 7 digits. Review previous payments from the State for this number. If you would like assistance, please contact PSC@courts.mi.gov.

Application Instructions

Application Instructions

By clicking this box, I verify that I have read the above instructions. *: Yes

Operational Target Award

Operational Target Award

Does the program agree to the Operational Target Award amount as provided?*: Yes

By checking this box, I acknowledge that I MUST complete the budget portion below.*: Yes

Personnel

Name	Position	FY26 Computation	FY26 Amount Budgeted	FY27 Computation	FY27 Amount Budgeted (Projected)	By checking this box I confirm this is an operational cost as defined above
	Recovery Court Program Coordinator		\$80,961.00		\$68,033.00	Yes
			\$80,961.00		\$68,033.00	

Fringe Benefits

Types of Fringe Benefits	FY26 Amount Budgeted	FY27 Amount Budgeted (Projected)	By checking this box I confirm this is an operational cost as defined above
FICA	\$6,722.00	\$5,205.00	Yes
MERS Retirement	\$32,384.00	\$34,017.00	Yes
Health Insurance	\$6,523.00	\$28,833.00	Yes
Dental Insurance	\$1,549.00	\$1,566.00	Yes
Disability Insurance	\$500.00	\$500.00	Yes
	\$47,678.00	\$70,121.00	

Contractual

Service to be Provided	Contractor(s)	FY26 Computation	FY26 Amount Budgeted	FY27 Computation	FY27 Amount Budgeted (Projected)	By checking this box I confirm this is an operational cost as defined above
Substance Use Disorder Treatment	Bay Area Substance Education Services		\$6,000.00	Substance abuse counseling, participant assessments, team meeting attendance	\$6,000.00	Yes
Drug Testing Confirmation	Redwood Toxicology		\$1,360.00	Confirmation testing	\$3,500.00	Yes
Drug Testing Services	Pharmchek		\$7,500.00	Sweat patch standard panel testing: 350 tests x \$32; expanded testing \$62 x 29 tests	\$13,000.00	Yes
			\$14,860.00		\$22,500.00	

Supplies

Type of Supply	FY 26 Computation	FY26 Amount Budgeted	FY27 Computation	FY27 Amount Budgeted (Projected)	By checking this box I confirm this is an operational cost as defined above
Graduation Plaques		\$0.00	Plaques for recognition or program completion	\$250.00	No
Cellphone service		\$0.00	Cell phone for Program Coordinator	\$600.00	Yes
Copy Machine		\$0.00		\$1,200.00	Yes
Incentives		\$0.00		\$2,000.00	Yes

Participant Supplies		\$0.00 planners, workbooks for case management goals, and ancillary items	\$800.00	Yes
Testing supplies	Drug Testing Material	\$0.00 Sweat Patch Kits	\$4,000.00	Yes
Drug Testing Supplies	General DT supplies	\$11,745.00 General DT supplies	\$7,000.00	Yes
		\$11,745.00	\$15,850.00	

Travel and Training

Type of Travel or Training	FY26 Computation	FY26 Amount Budgeted	FY27 Computation	FY27 Amount Budgeted (Projected)	By checking this box I confirm this is an operational cost as defined above
MATCP Annual Training		\$3,395.00	MATCP Registration for 3 team members	\$1,185.00	Yes
MATCP Annual Training		\$0.00	Milage for attending training	\$513.24	Yes
MATCP Annual Training		\$0.00	Lodging	\$600.00	Yes
MATCP Annual Training		\$0.00	Meals	\$300.00	Yes
		\$3,395.00		\$2,598.24	

Total Projected Amount

Row	FY26 Amount Budgeted	FY27 Amount Budgeted (Projected)	Difference between FY26 Amount Budgeted and FY27 Projected Amount
Total	\$158,639.00	\$179,102.24	\$20,463.24

Byrne JAG and OHSP Grant Funding

Would you like to be considered for SCAO administered federal grants (OHSP and Byrne JAG)?

Yes
OHSP and Byrne JAG funds are available to adult programs only.

If no, there is no need to answer further questions on this page. Please save the form and mark as complete.

✖

I have reviewed the grant information in the blue ribbon (above) and understand the funding requirements for each source. :

Yes

Prior Funding

Has the applicant received a prior State Court Administrative Office grant under Byrne JAG or OHSP funding? :

No

Has the applicant received a prior State Court Administrative Office grant under Michigan Drug Court Grant Program, Michigan Mental Health Court Grant Program, Michigan Veterans Treatment Court Grant Program, or Swift and Sure Sanctions Probation Program? :	Yes
Does your county have an Equal Employment Opportunity Plan (EEOP)? If the program has an EEOP but has been unable to submit due to the pause on EEOP collections by the OCR, mark 'Yes'. :	Yes
Please upload the completed EEOP Plan:	Equal Employment Opportunity Policy 1.pdf
When was the plan formulated? :	10/03/2023
Number of Court Employees :	3 Total number of the employees that work in the court (not including judges) where the program operates.
Please upload a screenshot of the court/county status listed in SAM.gov based on your Federal Unique Entity Identification (UEI) number.:	SAM registration.pdf
Will your program collect program income during the fiscal year? :	Yes
What is the anticipated amount of program income you will collect during the fiscal year?:	\$3,000.00

Pre-Award Financial Risk Assessment

The applicant is required to complete a pre-award financial risk assessment as part of the grant application. The questionnaire helps the SCAO assess the financial management and internal control systems, and the associated potential risks of an applicant. The pre-award financial risk assessment should only be completed by program and financial staff most familiar with the applicant's systems, policies, and procedures to ensure the correct responses. The responses directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award financial risk assessment is an additional factor in determining funding. Applicant risk level may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, or additional award requirements.

Does the applicant have new individuals involved with the grant (less than 1 year)?
This includes anyone directly or indirectly involved with the grant operations and financial management, (i.e., coordinator, judge, financial personnel, etc.):

Yes

If yes, include name and role within the program:

April Gale Wiltse Program Coordinator/Case Manager

Does this person handle any financial aspect of the grant? :

Yes

If yes, please detail their involvement:

Program Coordinator is responsible for assisting in budget monitoring, grant reporting, inventory management and coordinating reimbursement requests in conjunction with court administration and county finance personnel.

Does the applicant have any new system changes within the past 12 months (system means in relation to purchasing an organization's system or systems for purchasing and contracting, including lease-or-buy decisions, the selection of contractors, analysis of quoted prices, negotiation of prices with contractors, placing and administering of orders, and expediting delivery of materials or services). :

No

Audit

For this section, an ?audit? is conducted by an independent, external auditor using Generally Accepted Auditing Standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

Has the applicant undergone any of the following types of audits? (check all that apply):

Financial Statement Audit, Single Audit under 2 CFR Part 200

On the most recent audit, what was the auditor's opinion?:

Unqualified Opinion

Were material weaknesses noted in the report?:

Yes

Were the material weaknesses related to an SCAO grant? :

No

If the material weaknesses in question are not directly related to an SCAO grant, could the material weaknesses have an impact on SCAO? (e.g., bank reconciliation):

Yes

Please specify the corrective action:

2025-001 MATERIAL JOURNAL ENTRIES PROPOSED BY AUDITORS

Personnel responsible for resolution: Julie Wheat, Treasurer; Becki King, Finance Director

Corrective action response: During fiscal year 2025, the County Treasurer and the Finance Director, or their respective teams, would review any and all journal entries created by the other department. This was to ensure journal entries were recorded appropriately. At the start of fiscal year 2026, the County Treasurer determined that this process was not necessary and now journal entries are reviewed within the department. The Finance Director will continue to work with the Deputy Accounts Payable Clerk and the Deputy Payroll clerk to ensure that all year end invoices and payroll requiring accrual are posted prior to the start of the audit in November. The Finance Director will also continue to monitor fund balance and general ledger accounts closely to ensure postings to the general ledger are being made timely and appropriately.

Anticipated complete date: September 30, 2026

2025-002 TIMELINESS OF BANK RECONCILIATIONS

Personnel responsible for resolution: Julie Wheat, Treasurer; Becki King, Finance Director

Corrective action response: In January 2026, the Board of Commissioners approved the hiring of a consultant to review the financial processes, procedures, and policies within the County. The Finance Director along with the County Treasurer and other department heads are working with the Board of Commissioners to adopt appropriate changes to such processes, procedures, and policies to ensure bank reconciliations are being completed timely and the County is following best practice in its processes and procedures.

Anticipated complete date: September 30, 2026

Financial Management System

Does the applicant's accounting system have the capability to identify the receipt and expenditure of awards funds separately for each SCAO award? :

Yes

Does the applicant's accounting system have the capability to record expenditures for each SCAO award by the budget cost categories shown in the approved budget?:

Yes

Does the applicant's accounting system have the capability to accurately track employees actual time spent performing work for each SCAO award, and to accurately allocate charges for employee salaries and wages for each SCAO award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee? :

Yes

Does the applicant's accounting system include budgetary controls to preclude the applicant from incurring obligations or costs that exceed the amount of funds available under an SCAO award (the total amount of award as well the amount available in each budget cost category)? :

Yes

Is the applicant familiar with the cost principles that apply to recent and future Federal awards, including the general and specific principles set out in 2 C. F. R Part 200? :

Yes

Procurement

Does the applicant maintain written policies and procedures for procurement transactions that *(Check all that apply)*:

are designed to avoid unnecessary or duplicative purchases?, include standards of conduct that address conflicts of interest?, provide for analysis of lease versus purchase alternatives?, set out a process for soliciting goods and services?

Are the applicant's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition? :

Yes

Do the applicant's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejections of contractors, and basis for the contract price?:

Yes

Does the applicant have written policies and procedures designed to prevent the applicant from entering into a procurement contract under an SCAO award with an entity or individual that is suspended or debarred from such contracts, including provisions for checking for suspended or debarred prior to award?:

Yes

Subrecipient

Does the applicant have written policies and procedures, and/or guidance designed to ensure that any subawards made by the applicant under an SCAO award (1) clearly document applicable grant requirements, (2) are appropriately monitored by the applicant, and for Federal Grant Applicants (3) comply with the requirements in 2 C. F. R. Part 200 (see 2 C. F. R. 200.331)?:

N/A- Applicant doesn't make subawards

Is the applicant aware of the differences between subawards under SCAO awards and procurement contracts under SCAO awards, including the different roles and responsibilities associated with each? :

N/A- Applicant doesn't make subawards

Does the applicant have written policies and procedures designed to prevent the applicant from making a subaward under an SCAO award to an entity or individual who is suspended or debarred from such subaward, including provisions for checking for suspended or debarred prior to award?:

N/A- Applicant doesn't make subawards

Other Federal Risk

Is the applicant designated "high risk" by a federal grant-making agency? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.):

No

Certification

Certification on behalf of the applicant

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR?"), or other official with the requisite knowledge and authority).

On behalf of the applicant, I certify to the State Court Administrative Office that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant.:

Yes

Name*: Becki King
Title*: Fiscal Officer
Phone*: 231-237-9184
Date*: 06/24/2026

Other Funding Sources

Additional Funding Sources

Does the program receive funding support from other funding sources to maintain program operations (local, in-kind, community foundations, millage, Child Care Fund, opioid settlement funds, program income, federal grants etc.)?:

Has the program applied for, but not yet received, additional funding from other sources (local, in-kind, community foundations, millage, Child Care Fund, opioid settlement funds, program income, federal grants etc.)?:

Current Funding Sources

Funding Source	If Other, Please Describe	Budget Category	Expense Description	Start Date	End Date	Amount Received	Describe any Spending Restrictions
Local		Travel and Training	Travel/Training	10/01/2025	09/30/2026	\$12,000.00	The National All Rise conference; travel, hotel, registration, and meals
Local		Supplies	Supplies	10/01/2025	09/30/2026	\$2,500.00	general supplies and incentives
Local		Contractual	Drug Testing	10/01/2025	09/30/2026	\$2,980.00	SCRAMsupervision
Local		Personnel	DWI Court Coordinator	10/01/2025	09/30/2026	\$80,961.00	Drug/DWI Court Coordinator - Case Manager Salary
Local		Fringe	Fringe	10/01/2025	09/30/2026	\$48,109.00	FICA, Dental, Health, Disability, and Retirement
\$146,550.00							

Prospective Funding Sources

Funding Source	If Other, Please Describe	Budget Category	Expense Description	Expected Award Date	Start Date	End Date	Amount Requested	Describe any Spending Restrictions
----------------	---------------------------	-----------------	---------------------	---------------------	------------	----------	------------------	------------------------------------

No Data for Table

Equal Employment Opportunity Policy

Charlevoix County affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The County Administrator/Human Resources and the County Board of Commissioners have the overall responsibility for ensuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity.

If, at any time, an employee believes that he or she is experiencing any kind of discrimination on the job (i.e., racial, age, etc.), the employee should report the situation as soon as possible to the Human Resources Department. Every complaint of employment discrimination will be investigated promptly, and appropriate action will be taken if the investigation indicates that discrimination has taken place.

In compliance with the Americans with Disabilities Act and Amendment Act (ADAAA), and the Michigan Persons with Disabilities Civil Rights Act (Act 220 of 1976), Charlevoix County does not discriminate against individuals, regarding a job application, hiring, discharge, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. Charlevoix County will make every effort to make reasonable accommodations for individuals with disabilities.

If an employee is unable to perform his or her job duties without accommodation, assistance, or an adaptive aid or device, the employee must notify the County of the need. Employees should notify their Department Head and Human Resources if accommodation is needed. Upon receipt of an accommodation request, the Department Head and Human Resources will meet with employees to discuss potential accommodation that the County might make to help overcome any limitations.

Entity Workspace Results 1 Total Results

COUNTY OF CHARLEVOIX		
Unique Entity ID: CRYAJLTWJWG4	Doing Business As:	Expiration Date:
CAGE/NCAGE: 5Y4Q2	Physical Address:	Jun 02, 2027
Entity Status: Active Registration	1000 GRANT ST	Purpose of Registration:
	CHARLEVOIX , MI	All Awards
	49720-1674 USA	