Gratiot County Board of Commissioners

Dave Owens, Chair
George Bailey Jan Bunting
Steven Sopocy Tim Gay

Angie Thompson, Clerk
214 E. Center Street
Ithaca, MI 48847
989-875-5215 (Clerk)

Regular Full Board Meeting
TENTATIVE AGENDA
Tuesday, March 17, 2026 at 4:30 PM

A. Call to Order
B. Roll call of commissioners
C. Invocation
D. Pledge of Allegiance to the Flag of the United States of America.
E. Additions/Deletions to Agenda and Approval of Agenda
1.
F. Brief public comment
The Board welcomes all public input and appreciates adherence to the time limits established. Each period shall be limited to one 3 minute comment per period.
G. Consideration of Consent Calendar: Board Minutes, Communications and recommendations from committees.
1. Gratiot County Board of Commissioners Minutes from March 3, 2026. 3
H. Consideration to enter into closed session to consult with the County Attorney to consider attorney-client privileged communication exempt from discussion or disclosure by state or federal stature (MCL 15.268(1)(h)). Written opinion from the county Attorney once the closed session starts. An attorney from Cohl, Stoker & Toskey will be present on Zoom for the discussion.
1. Discussion.
2. Consideration of the FOIA Appeal.
I. Administrator's report.
J. Commissioner Committee Reports.
K. Consideration of New Business.
1. Consideration to approve Resolution 26-384 to appoint Board member to Gratiot County Jury Board. 6
2. Consideration to approve Resolution 26-385 to accept the Fiscal year 2025 Audit Report. 10
3. Consideration to approve Resolution 26-386 to authorize an agreement for Attorney Services. 12

4. Consideration to approve Resolution 26-387 Business Travel and Reimbursement Policy. 19
5. Consideration to approve Resolution 26-388 Driver Authorization Policy. 28
6. Consideration to approve Resolution 26-389 to approve General Financial Policy. 34
7. Consideration to approve Resolution 26-390 to approve Claims Processing Policy. 39
8. Consideration to approve Resolution 26-391 a Health Insurance Portabilbity and Accountability Act Policy. 47
9. Consideration to approve Resolution 26-392 Michigan Department of Agriculture and Rural Development Animal Welfare Fund Grant Agreement. 60
10. Consideration to approve Resolution 26-393 Sale of Real and Personal Property Policy. 71
11. Consideration to approve Resolution 26-394 authorizes the sale of property consisting of approximately 5.79 acres within the South Ithaca Industrial Park. 77
12. Consideration to approve Resolution 26-395 to accept a proposal for Medical Examiner Services. 83
13. Consideration to approve Resolution 26-396 authorizing entry of participation agreements in partial settlement of the National Prescription Opiate Litigation.
14. Consideration to approve Resolution 26-400 to accept a subscriber agreement for Corrections Communications Services. 136
15. Consideration to approve Resolution 26-401 to authorize an agreement for Taser Purchase and Associated Services. 147

L. Consideration of Unfinished Business.
M. Consideration to enter the Airport Meeting.
N. Consideration to enter the Finance Meeting.
O. Additional public comment and board comments.
P. Consideration to enter into closed session to consult with the County Attorney regarding trial or settlement strategy in connection with the matter of Gratiot County vs Wayne Buck Andrews as permitted under the Open Meetings Act as a discussion during an open session of the meeting would have a detrimental financial effect on the litigating or settlement position of the County (MCL 15.268(1)(e)). Kyle O'Meara from Fahey, Schultz, Burzych, and Rhodes will be present.
Q. Adjournment

Gratiot County Board of Commissioners
Dave Owens, Chair
George Bailey Jan Bunting
Tim Gay Steven Sopocy

Tim Dolehanty, County Administrator
Angie Thompson, Clerk
214 E. Center Street, Ithaca, MI 48847
989-875-5215 (Clerk)

A Regular Full Board Meeting of the Board of Commissioners of Gratiot County was held Tuesday, March 3, 2026, beginning at 4:30 PM in the Gratiot County Courthouse Commissioners Room.

A. Call to Order by Vice Chair Bunting at 4:30 p.m.
B. Roll Call of Commissioners, Present: George Bailey, Jan Bunting, Tim Gay, and Steve Sopocy. Absent: Dave Owens. Also present: Administrator Tim Dolehanty and Clerk Angie Thompson.
C. Invocation by Commissioner Bailey.
D. Pledge of Allegiance to the Flag of the United States of America.
E. Additions/Deletions to Agenda and approval.
   1.
   Board Action: Motion by Bailey, second by Sopocy to approve the agenda. Motion carried 4-0.
F. Brief public comment.
   The Board welcomes all public input and appreciates adherence to the time limits established. Each period shall be limited to one 3-minute comment per period.

G. Consideration of Consent Calendar: Board Minutes, Communications and recommendations from committees.
   1. Commissioner's Minutes from February 17, 2026.
   2. Communications.
      a. Department of Environment, Great Lakes, and Energy.
      b. Michigan Works.
      Board Action: Motion by Bailey, second by Gay to approve the minutes and accept the communication. Motion carried 4-0.
H. Administrator's Report.

In the process of accepting bids for the Agricultural Lease at the Airport, the Medical Examiner, and Time and Attendance Software. Attended the Central Dispatch meeting looking at putting a road back to the new tower. MAC Conference will be the end of April if you are interested, contact Admin to get registered. MMRMA workshop focused on AI policies. At our next meeting will have an Appeal on a FOIA cost. Working with Greater Gratiot and Commission on Aging to get the Ballot Language ready for August. Went over the Policies he would like to work on for next meeting: HIPPAA Privacy, General Financial Policy, Claims Processing, Driver Authorization, Business Travel and Reimbursement, and Sale of Real and Personal Property.

I. Commissioner Committee Reports.

Commissioner Bailey: Airport had a Safety meeting. Breckenridge meeting working on the Budget. Health Department meeting had the presentation of the Audit.

Commissioner Gay: Gratiot Conservation District Annual meeting. Republican meeting appointed delegates.

Commissioner Owens: Absent

Commissioner Bunting: Michigan Works, they will be working on the Contract that is due at the end of the year. Jan would like to see if they can have an alternate in case she can't attend. Soil Conservation District Annual meeting-presentation from some people that do work for them. She is concerned they didn't have money to run.

Commissioner Sopocy: Conservation District Meeting. Washington township had Fulton township attend to talk about the Sewer system in Pompeii. Fulton township meeting they want to know about Blight. Also talking about the Rainbow Lake Sewer system. Health Department, Audit and the Doctor gave a Health report. Perrinton Village meeting, wanted to express their gratitude for the Grant money to improve their Park.

J. Consideration of New Business.

1. Consideration to approve Resolution 26-377 to appoint Board members to Gratiot Integrated Health.

   Board Action: Motion by Sopocy, second by Gay to approve Resolution 26-377 to Appoint Joe Barden, Jared Merchant, Kendra Overla, and Cassie Thelen to the Gratiot Integrated Health. Motion carried 4-0.

2. Consideration to approve Resolution 26-380 to accept a quote to replace the Courthouse Fire Alarm System.

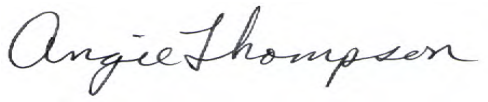
   Board Action: Motion by Sopocy, and second by Bailey to approve Resolution 26-380 to accept a quote to replace the Courthouse Fire Alarm System the way the Resolution was written. Motion carried 4-0.

3. Consideration to approve Resolution 26-381 to approve participation in a Pilot Pine River Treatment Program.
   Board Action: Motion by Sopocy, second by Gay to approve Resolution 26-381 to participate in a Pilot Pine River Treatment Program not to exceed $9,401.00 upon approval from the County Attorney on the contract and the Finance Director will make the Budget Adjustment from the General Fund Contingency Fund. Motion carried 4-0.
4. Consideration to approve Resolution 26-382 to accept a quote to reseal and stripe the main parking lot at Reed Park.
   Board Action: Motion by Sopocy, second by Gay to approve Resolution 26-382 to accept a quote to reseal and stripe the main parking lot at Reed Park at a cost of $11,365.18 from Fox Seal Coating LLC. Motion carried 4-0.
5. Consideration to approve Resolution 26-383 to approve an agreement for Student Loan Management Services.
   Board Action: Motion by Gay, second by Sopocy to approve Resolution 26-383 approving the agreement for Student Loan Management Services. Motion carried 4-0.

K. Consideration of Unfinished Business.

L. Additional public comment and board comments.

M. Adjournment.
   Board Action: Motion by Bailey, second by Gay to adjourn at 5:47 p.m.. Motion carried 4-0.



Angie Thompson, Gratiot County Clerk
Approved

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT BOARD MEMBER TO GRATIOT COUNTY JURY BOARD

RESOLUTION NUMBER 26-384
ADOPTED March 17, 2026

WHEREAS by MCL 300.1301 the Jury Board consists of 3 County qualified electors not more than 2 of whom shall be members of the same political party; and

WHEREAS the Board of Commissioners shall appoint a 6-year term upon recommendation from the Judicial Circuit Judge; and

WHEREAS Christie Freestone's term will be expiring on April 30, 2026; and

WHEREAS we have received recommendations from Chief Judge Lisa Sullivan: and

NOW, THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby appoint Christie Freestone to the Gratiot County Jury Board starting May 1, 2026 for a term ending April 30, 2032.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner _____.

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

Twenty-Ninth Judicial Circuit of Michigan

Hon. Lisa Sullivan
Chief Judge

March 3, 2026

Dave Owens, Chair
Gratiot County Board of Commissioners
c/o Tracey Cordes, County Administrator
214 E. Center St.
Ithaca, MI 48847

Re: Appointment to Jury Board

Dear Chairman Owens:

I understand that Christie Freestone's term on the Jury Board has expired; however, she is interested in continuing to serve as a Board member.

Therefore, pursuant to MCL 600.1301, I am recommending that Ms. Christie Freestone be re-appointed to the Gratiot County Jury Board.

Thank you, in advance, for your consideration of these recommendations.

Sincerely,

Hon. Lisa Sullivan
Chief Judge, 29th Circuit

Cc: Angie Thompson, County Clerk

Gratiot County Board of Commissioners
Application for appointment to boards and commissions

Name of Board or Commission to which appointment is desired.
(If more than one, please list in order of preference)

1 Jury Board

2

3

4

Name: Christie Freestone

Occupation: Teacher

Employer: Retired

E-mail address: cfreestonekid1@gmail.com

Home address: 412 E. Warwick Dr.

Home Phone: (989) 620-1604

Business phone: N/A

Length of residency in Gratiot County: 52 years

County Commission District: 2

Please list other community organizations/commissions you are a member of:

- Lincoln Rd. United Methodist Church Leadership Team Chair.
- Director of the Mid-Michigan Highland Dance Academy
- Chairperson Gratiot County Democratic Party
- Advisory Board for ScotDance USA (National Dance Organization

On the next page please indicate the experience you have which will have value if you are appointed. Also indicate any reasons for desiring to serve on the requested board or commission.

Date of application: 2-9-26

Christie Freestone
Signature

PLEASE RETURN THIS APPLICATION TO:
Angie Thompson
Gratiot County Clerk
214 East Center St.
Ithaca, MI 48847

Phone 989 875-5215
Fax 989 875-5254

I bring a lifelong commitment to leadership, fairness, and service that would be of value to the Gratiot County Jury Board. Throughout my career in education and into retirement I have served in numerous leadership roles, including School Improvement Chairperson, President of the Ithaca Education Association, Literacy Coach for the Gratiot-Isabella RESD, and Adjunct Education Professor at Alma College.

My work has focused on thoughtful decision-making, collaboration, and respect for diverse perspectives-skills essential to the jury selection process. I am honored to have been recognized with the Alma College Distinguished Alumni Award, the Athena Award (2003) and induction into the ScotDance USA National Hall of Fame, acknowledgments that reflect both professional excellence and community engagement. I have a strong desire to continue serving my community as a servant leader, and I would be dedicated to upholding the integrity and responsibility of the Jury Board if appointed.

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FISCAL YEAR 2025 AUDIT REPORT

RESOLUTION NUMBER 26-385
ADOPTED MARCH 17, 2026

WHEREAS the Michigan Uniform Budgeting and Accounting Act requires that a local unit having a population of 4,000 or more shall obtain an annual audit of its financial records, accounts, and procedures (MCL 141.425); and

WHEREAS the Act allows local government units to retain certified public accountants to perform such audits (MCL 141.426); and

WHEREAS on November 19, 2024, the Board of Commissioners accepted a proposal from Yeo & Yeo to provide audit services for the audit periods ending September 30, 2024, through September 30, 2026; and

WHEREAS the audit firm attests that the Fiscal Year 2025 Audit Report complies with the minimum auditing procedures and standards of the Act (MCL 141.428).

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby accepts the Fiscal Year 2025 Audit Report as presented by Yeo & Yeo.

BE IT FURTHER RESOLVED the Board authorizes the Auditor to file the Fiscal Year 2025 Audit Report with the state treasurer on or before March 31, 2026 (MCL 141.424(3)).

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR ATTORNEY SERVICES

RESOLUTION NUMBER 26-386
ADOPTED MARCH 17, 2026

WHEREAS the Gratiot County Board of Commissioners desires to enter into an agreement for attorney services for the County; and

WHEREAS the breadth and depth of experience in county law and practice structure of the Cohl, Stoker & Toskey, PC law firm are tailored to provide Gratiot County with required legal services; and

WHEREAS costs associated with the retainer/fixed fee option proposed by Cohl, Stoker & Toskey, PC are consistent with Gratiot County's experience for expenses incurred for legal services.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners accepts the proposal submitted by Cohl, Stoker & Toskey, PC for attorney services as detailed in attached Option 3 for retainer with certain services billed hourly, with a retainer/fixed fee of $4,240.00 per month ($50,880.00 annually) and $205 per hour for services not included under General Counsel Retainer and Scope of Services.

BE IT FURTHER RESOLVED that the term of engagement with Cohl, Stoker & Toskey, PC shall commence on April 1, 2026, and continue on an annual basis thereafter unless amended by mutual agreement of the parties or terminated by the County as set forth in the Agreement.

BE IT FURTHER RESOLVED that attorneys representing the County in currently active court cases shall continue such representation through the resolution of such cases.

BE IT FURTHER RESOLVED that the Vice Chairperson of the Board of Commissioners is authorized to sign any necessary contracts/documents consistent with this resolution.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

LEGAL SERVICES CONTRACT

THIS CONTRACT, made and entered this ___ day of March, 2026, by and between GRATIOT COUNTY, a municipal corporation, whose address is 214 E. Center Street, Ithaca, MI 48847 (referred to as "County"), and COHL, STOKER & TOSKEY, P.C., whose address is 601 North Capitol Avenue, Lansing, Michigan 48933 (referred to as "CST").

WITNESSETH:

WHEREAS, Gratiot County seeks to enter into a contract to retain the law firm of COHL, STOKER & TOSKEY, P.C. as general civil counsel for the County; and

WHEREAS, the CST desires to perform general legal services for the County.

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

1. General Counsel Retainer and Scope of Services. Beginning on April 1, 2026, the sum of $4,240.00/mo. will be paid to CST for the following legal services:

   a. Answer to requests for legal opinions, in writing and verbally;

   b. Provide legal advice on the Open Meetings Act, the Freedom of Information Act, MCL 46.11, and Gratiot County Board rules and procedures;

   c. Draft and review any requested ordinances;

   d. Draft, review and negotiate county contracts and leases;

   e. Review and redraft various County policies which would include, by way of example, Personnel Manual, Family Medical Leave, IT Policy, Harassment Policy, ADA Accommodation Policy, etc.;

   f. Land use, planning and zoning;

   g. Environmental law, including solid waste regulations;

   h. Building Code issues and enforcement (not including litigation);

i. Building Department matters, including site location for towers and enforcement issues (not including litigation);

j. Brownfield matters;

k. Review and/or prepare millage ballot questions;

l. Election issues;

m. Tax assessment, equalization and collection issues, and Michigan Tax Tribunal disputes (not including litigation);

n. Register of Deed issues, including automation fund and recording requirement issues;

o. Clerk issues, including DBAs, marriage license issues;

p. Treasurer issues, including tax collection issues;

q. Labor law issues, including Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, civil rights, harassment, and other labor laws and regulations;

r. Assist and handle all union grievances up to arbitration;

s. Handle Union contract negotiations through mediation;

t. Legal services to Board of Commissioners, County Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Sheriff, Treasurer, Administration, Accounting, Building Department, Dispatch/911, Emergency Management, Equalization, Information Technology, Parks and Recreation, Planning & Zoning Department, Commission on Aging, Gratiot Community Airport, MSU Extension, and Veterans Affairs;

u. Attend up to 6 in person meetings per year as part of our fixed fee. Virtual meetings are not counted toward this provision and will be covered as part of fixed fee (or hourly depending on the topic). Any additional meetings will have travel charged at the normal hourly rate.

v. Upon request, provide annual "in-service" training session for newly elected Board of Commissioners and other workshop training for supervisors/department heads. Present a workshop for supervisors on how to properly discipline employees.

2. Hourly Rate for Special Services. The sum of $205.00 per hour will be paid to CST for any other matters not specifically mentioned above including, but not limited to, grievance arbitrations, MERC Fact Finding, Act 312 Arbitration, court litigation, administrative hearings (unemployment, civil rights, etc.).

3. Reimbursable Costs and Billing. The minimum increment for time billed is 0.3 hours and the County will reimburse CST for its costs, such as filing fees, deposition fees, copies, long distance telephone charges, postage, facsimiles, and electronic legal research. CST will record actual travel time as necessary for

the legal services provided to the County, both under the retainer and for travel associated with non-retainer work but will not charge the IRS mileage reimbursement rate. CST will attend up to 6 in person meetings per year with travel included in the fixed fee. CST will provide itemized monthly statements which will be paid within 30 days of receipt, or in the case of a payment clarification question, within 30 days of the resolution of the question. Invoices will be sent electronically to the Gratiot County Administrator.

4. Term and Termination. CST will commence performance of the services required of it in this Contract on April 1, 2026. The Contract will continue on an annual basis thereafter unless amended by mutual agreement of the parties or terminated by the County as set forth below. Starting on or after November 1, 2027, and each successive November 1st that the Contract is in place, the yearly compensation will be reviewed between the parties for the upcoming year. Notwithstanding any contrary provision, either party may terminate this Contract with 60 calendar days' prior written notice. In the event the Contract is terminated, CST will cooperate in all respects with the County and the County's new legal counsel to facilitate this transition.

5. Independent Contractor. It is expressly understood and agreed that CST is an independent contractor. The personnel employed by CST will in no way be deemed to be and will not hold themselves out as employees of the County and will not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, longevity, paid sick or vacation leave. CST will be responsible for paying the wages of its personnel and for the withholding and payment of all income and social security taxes to the proper federal, state and local governments. CST will also be responsible for providing its personnel with workers' compensation and unemployment compensation coverage, as required by law.

6. Insurance. CST will furnish to the County a certificate of insurance providing for a commercial general liability insurance policy on an occurrence basis with policy limits of at least $1,000,000.00, to include but not be limited to personal injury, bodily injury, property damage, and contractual liability. CST will also furnish the following certificates of insurance coverage to the County: (1) a certificate of insurance providing for professional liability insurance in an amount of at least $1,000,000.00 per claim and

$1,000,000.00 aggregate; and (2) a certificate of insurance covering workers' compensation for CST's employees.

7. Non-discrimination. CST, as required by law, will not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this subsection will be regarded as a material breach of this Contract, and in the event CST is found not to be in compliance with this section, the County may terminate this Contract effective as of the date of delivery of written notification to CST.

8. Conflict of Interest. In the event the interests of the County and interests of other clients become directly adverse in connection with any pending matters, such conflicts will be discussed and resolved pursuant to the Michigan Rules of Professional Conduct. All information communicated between the County and CST within the attorney-client privilege will be and remain confidential, and will not be disclosed by CST, consistent with the Michigan Rules of Professional Conduct and applicable law.

9. Dispute Resolution. Unless immediately commencing litigation is necessary to preserve the rights of one of the parties, the parties agree that, prior to the commencement of any such litigation, they will first proceed in good faith to mediate their dispute. The mediator shall be selected by mutual agreement and the costs of the mediation shall be borne equally by the parties. Every effort should be made to complete the mediation process within 30 days from the notice of the dispute.

10. Governing Law. The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The venue for the bringing of any legal or equitable action under this Contract in accordance with the statutes of the State of Michigan and Michigan Court Rules. In the event that any action is brought under this Contract in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District.

11. Modification. Modifications, amendments, or waiver of any provisions of this Contract may be made only by the written mutual consent of the parties hereto.

12. Disregarding Titles. The titles of the section set forth in this Contract are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provision of this Contract.

13. Notices. Any notice required or permitted to be given under this Contract shall be deemed properly given if in writing and if mailed by first-class mail, to the residence of the Employee as appearing on the records of the Employer, or to the principal office of the Employer, to the attention of its Chairperson.

14. Invalid Provisions. If any provision of this Contract is held to be invalid, the remainder of the Contract shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or enforceability of this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Contract the day and year first above written.

GRATIOT COUNTY

_____ By: _____
Date Janice Bunting, Vice-Chair
Board of Commissioners

COHL, STOKER & TOSKEY, P.C.

_____ By: _____
Date David G. Stoker, President

N:\Client\Gratiot Co\Agreements\CST Legal Agreement\Gratiot Contract for Legal Services w CST 3.9.26.doc

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE
BUSINESS TRAVEL AND REIMBURSEMENT POLICY

RESOLUTION NUMBER 26-387
ADOPTED MARCH 17, 2026

WHERAS Michigan statute reserves authority to establish rules and regulations in reference to the management of the interest and business concerns of the county to the Board of Commissioners (MCL 46.11(m)); and

WHEREAS a business travel and reimbursement policy will ensure that employees are fairly compensated for their work-related travel expenses; and

WHEREAS the proposed policy will help maintain transparency, compliance with federal and state laws, and timely reimbursements while protecting both employees and the organization from misunderstandings and misuse of funds; and

WHEREAS the proposed policy promotes fairness, enables necessary business travel, and relieves employees of personal costs associated with business travel.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby adopts the attached Business Travel and Reimbursement Policy.

BE IT FURTHER RESOLVED that this policy supersedes all previous Business Travel and Reimbursement policies and/or past practices which are hereby rescinded.

BE IT FURTHER RESOLVED that this policy shall have immediate effect.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

Financial Policy No. 2210	**Business Travel and Reimbursement**

Approved:
Resolution No.

1. **PURPOSE:** The purpose of this policy is to establish guidelines to reimburse Gratiot County officials and employees for travel expenses incurred as a result of their official duties at rates established by the Board of Commissioners and in accordance with the specific provisions enumerated herein.

2. **AUTHORITY:** Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).

3. **APPLICATION:** This policy shall apply to all County officials and employees who by the nature of their assigned responsibilities, or because of special circumstances, are required to travel and/or perform functions at a location other than their normal work location.

4. **RESPONSIBILITY:** The County Administrator, elected officials, and department heads shall be responsible for the implementation and administration of this policy.

5. **DEFINITIONS:**

   5.1 ***"Normal work location"*** means the fixed, established terminal, branch, or office where a driver reports for duty, begins, and ends their workday.

   5.2 ***"Residence"*** means the employee's address of record on file with Gratiot County

6. **POLICY:**

   6.1 Personal Vehicle Use

      6.1.1 Persons who use a privately-owned vehicle for County business may be reimbursed at the rate as set in the most current Internal Revenue Service (IRS) Standard Mileage Rate (https://www.irs.gov/tax-professionals/standard-mileage-rates).

      6.1.2 Only allowable auto expenses as determined by IRS guidelines will be reimbursed. Adequate documentation is required. The charge should be supported by a listing of the vicinity itinerary in sufficient detail to justify the mileage claimed.

      6.1.3 Charges for gasoline, lubrication, repairs, antifreeze, towage, and other similar expenditures will not be allowed as reimbursable items when privately owned cars are used.

      6.1.4 Mileage must be computed based on the shortest available route between the point of departure and the destination.

6.1.5 All mileage shall be computed from the normal work location to the destination point and return except as follows:

a. Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.

b. If the distance is greater from the residence, the employee may still leave from that location, but mileage will be calculated from the work location to destination.

c. Under no circumstances is mileage allowed between residence and normal work location.

6.1.6 Under no condition will parking or traffic violation tickets be reimbursed. They are the full responsibility of the employee operating the vehicle.

6.2 Meal Allowance.

6.2.1 The cost of meals while traveling is an allowable expense. If a meal is provided as part of a conference, no additional amount will be allowed. Meals will be reimbursed at the U.S. General Services Administration Meals and Incidental Expense (M&IE) rate posted on the GSA Web page (https://www.gsa.gov/travel/plan-book/per-diem-rates). Incidental Expenses are included in the M&IE rate and will not be reimbursed separately. Meal receipts are not required when using the M&IE rate.

6.2.2 No reimbursement for alcoholic beverages will be allowed.

6.2.3 Maximum daily per diem allowance will be prorated as shown on the table below:

Departure Time	**Return Time**	**Meal Allowance**
Before 8:00 a.m.	After 6:00 p.m.	All Meals
After 8:00 a.m.	After 6:00 p.m.	Lunch, Dinner
Before 8:00 a.m.	Before 6:00 p.m.	Breakfast, Lunch
After 12:00 noon	After 6:00 p.m.	Dinner
After 8:00 a.m.	Before 6:00 p.m.	Lunch
Before 8:00 a.m.	Before 12:00 noon	Breakfast

6.2.4 Reimbursement is not allowed for the cost of any additional activities provided outside of official business (i.e., conference).

6.3 Expense Voucher

6.3.1 All travel expense claims shall be prepared and submitted on a Travel Expense Voucher and must be itemized and stated in accordance with this policy. The form must be signed by the traveler.

6.3.2 Supporting receipts must be attached for all items of expense, unless otherwise exempt under this policy.

6.3.3 All items on the travel voucher should appear in chronological order and all expenses for the period must be included.

6.3.4 The certification on each voucher shall be attested to by the manual signature of the employee. No designated representative may approve his/her own vouchers.

6.4 Overnight Travel.

6.4.1 County representatives traveling on official business are expected to exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business. Compliance with this policy is the responsibility of the designated elected official or department head. The County may refuse to pay any travel vouchers that appear to violate the intent of this policy.

6.4.2 All overnight travel must be authorized and approved by and elected official, department head, or their designated representative.

6.4.3 Overnight lodging is allowed for officials and employees required to spend the night outside of Gratiot County on official County business subject to the following limitations:

a. If the destination is more than 100 miles from the normal work location of the traveler, and if the individual must be at the destination at or before 9:00 a.m., travel may commence on the preceding day. See Appendix A for approximate travel radius.

b. If official business terminates after 5:00 p.m. and the location is more than 100 miles from the normal work location, the traveler may remain overnight and commence return travel the next morning. See Appendix A for approximate travel radius.

c. If the temporary location is more than 40 miles from the normal work location and the duration of the trip is more than one day, the nights between such workdays may be spent in the immediate vicinity of the temporary location and reimbursement claimed for the cost of lodging. See Appendix A for approximate travel radius.

6.5 General Guidelines for Business Travel

6.5.1 It is expected that expenses incidental to official County travel will be held to the minimum amount required for essential and efficient conduct of County business. The elected official, department head, or authorized representative shall certify all items of expense as being necessary and correct though approval of the Travel Expense Voucher.

6.5.2 Expenditures on hospitality costs and/or alcoholic beverages will not be reimbursed under any circumstances.

6.5.3 When travel expense vouchers are supported by receipts that show signs of erasures or alterations, the voucher will be returned to the employing department for a statement of facts explaining the reason for the alteration before the travel voucher will be approved for payment.

DRAFT

6.5.4 No employee shall travel as the guest of any current or potential private (non-grantor) vendor who could reasonably be expected to offer service to the County in the future unless authorized by the Board of Commissioners.

6.5.5 Employees may take annual leave during a tour of travel with approval of the elected official or department head, provided that in no case shall travel expenses be allowed while in leave status. Whenever an employee in travel status becomes incapacitated due to illness or injury that is allowable as sick leave, he/she may continue in travel status for a period not to exceed seven calendar days at rates not to exceed M&IE allowance and lodging charges as provided in these regulations.

6.5.6 Enrollment or registration fees for approved conferences and meetings of associations or organizations are allowable for employees attending as official representatives of Gratiot County. Advance registration is preferred. Receipts must accompany requests for reimbursement.

6.6 Use of County-owned Vehicles

6.6.1 All vehicles acquired by Gratiot County are for the use and purpose of County business only, and all officials and employees of the County operating vehicles are subject to and required to adhere to the terms of this policy.

6.6.2 Except as otherwise specifically provided in this policy, no official and no employee may use a County-owned vehicle for personal use. County-owned vehicles shall be used exclusively for County business.

6.6.3 County employees may use County-owned vehicles for commuting to and from employment only if specifically required to do so for the purposes of on-call duty, or if specifically authorized by the employee's elected official or department head, as being necessary and in the best interest of the County. Except as permitted herein, there shall be no commuting with County-owned vehicles and there shall be no other personal use of County-owned vehicles by County employees.

6.6.4 Personal use of County-owned vehicles by an employee may be subject to taxation to that employee by the Internal Revenue Service. Employees who use a County-owned vehicle for personal use will be subject to disciplinary action up to and including termination.

6.7 Other Reimbursements

6.7.1 Miscellaneous Expenditures: County funds may be expended on supplies to the extent that such supplies are consumed by the general public or used in the conduct of normal business. Whenever possible, supplies should be billed to Gratiot County by the vendor. If direct billing is not possible, an employee may be reimbursed for such expenses.

6.7.2 Charges not Reimbursable: In general, the County is not liable for any loss or damage to an employee's property.

6.7.3 Sales Tax: As a governmental entity, Gratiot County is not subject to state sales tax. Sales tax should not be paid on any item purchased for the exclusive use of Gratiot County. Gratiot County's tax-exempt number is 38-6008453. An exemption certificate is available from the County Treasurer, if required.

6.7.4 Registration Fees: Enrollment or registration fees for approved conferences and meetings of associations or organizations are allowable for employees attending as official representatives of Gratiot County. Receipts are required for reimbursement.

6.7.5 Guests: The cost of guest meals is allowable when incurred by elected officials or department heads only if it can be shown that such cost was incidental and necessary for the conduct of official County business. In no case will the amount allowed be more than the maximum established in this policy. Full explanation must be given on the voucher, including the name of the guest. Gratuities are limited to 15%.

6.7.6 Food and Beverages for Meetings: Food and beverages purchased for staff meetings and staff lunches are not allowable expenses. Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County's expense. The Business Meal Expense Form or Meeting Supplies Expense Form must accompany any request for reimbursement.

6.7.7 Rental of Rooms: Expenses for rental of special rooms for meetings will be approved only when County-owned facilities are not available. Approval from the County Administrator is required. Receipts are required for reimbursement.

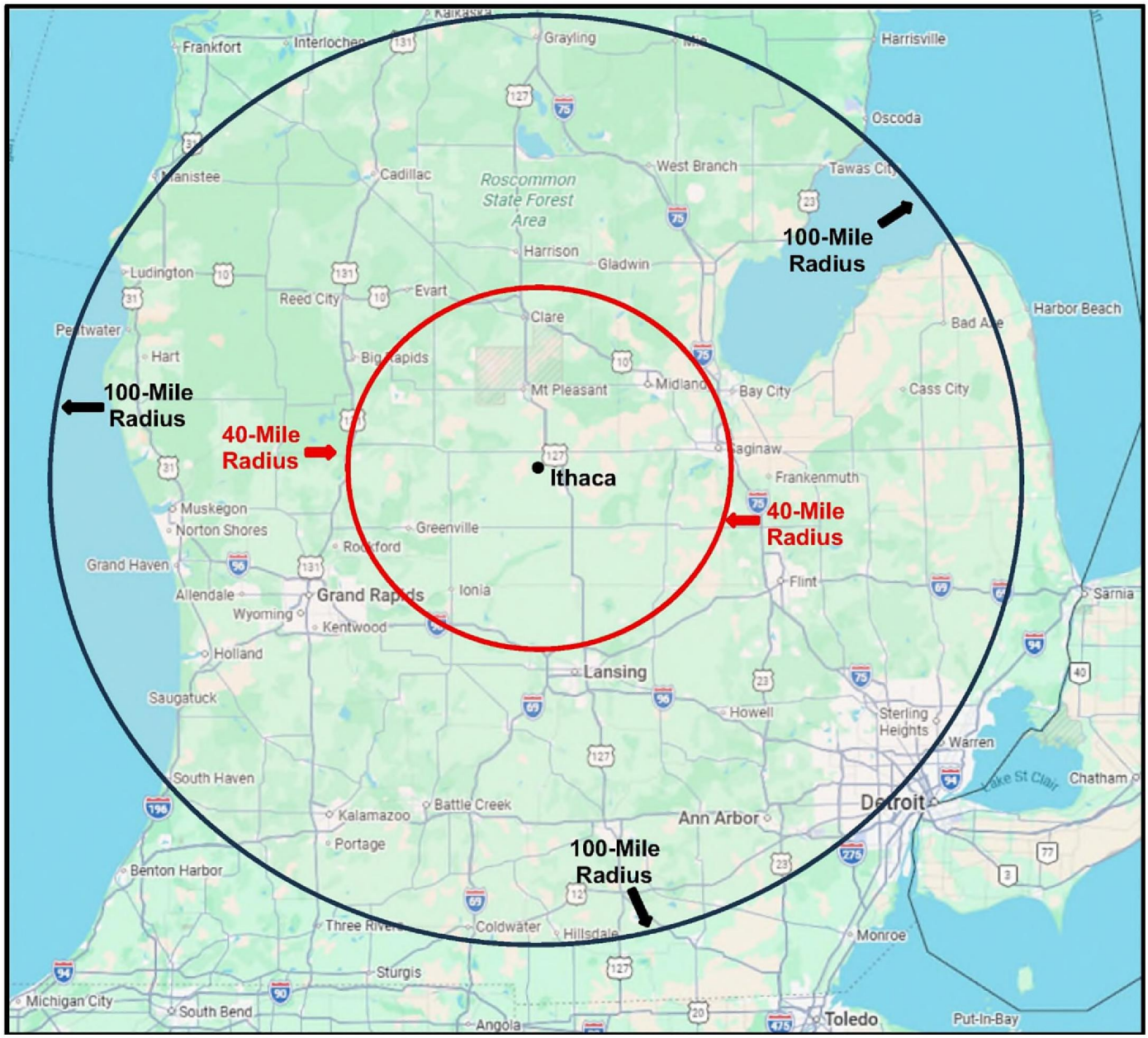
6.7.8 Dues and Subscriptions: Professional dues and subscriptions related to an employee's essential job duty are allowable expenses.

6.7.9 Documentation and Processing: All requests for reimbursement must include adequate documentation in the discretion of the County Administrator.

7. **ADMINISTRATIVE PROCEDURES:** The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy. The County Administrator is authorized to reject any expenditure deemed inconsistent with provisions of this policy. An employee who disagrees with the Administrator's determination may appeal the decision to the Board of Commissioners.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW**: The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.

Appendix A
Approximate Travel Radius from Ithaca, Michigan



Actual miles may vary depending on route selection. Mileage must be computed based on the shortest available route between the point of departure and the destination. See Section 6.15 for computation rules.

Gratiot County
Expense Reimbursement Voucher

Department/Agency

Date Submitted: _____

Period Covered

From: _____ To: _____

Name

Account Number: _____

Home Address

☐ Persons who seek reimburesement for mileage are required to complete and submit an Authorized Driver Certification of Violations and Accidents form annually. Check this box to confirm completion of this required form (see Policy 216).

Date	Description	Miles	Amount*	Hotel	Meals	Other	Daily Total
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
	Summary Totals	**0**	$ -	$ -	$ -	$ -	

*Current approved mileage reimbursement rate: $ 0.725

Amount of Voucher $ -

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business; that the amounts are correct; and that they represent proper charges against the County. Falsification of reported expenses may result in criminal and/or disciplinary action up to and including termination.

Signature Date

Approved Date

Extensions and Additions

Checked _____

Mileage Checked _____

Expenditure Checked _____

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE
DRIVER AUTHORIZATION POLICY

RESOLUTION NUMBER 26-388
ADOPTED MARCH 17, 2026

WHERAS Michigan statute reserves authority to establish rules and regulations in reference to the management of the interest and business concerns of the county to the Board of Commissioners (MCL 46.11(m)); and

WHEREAS a driver authorization policy would help to ensure that only authorized individuals are permitted to operate vehicles on behalf of the County; and

WHEREAS the proposed policy is designed to minimize risks associated with vehicle use, such as liability, property, and workers' compensation issues; and

WHEREAS the proposed policy establishes clear guidelines for vehicle operation, including requirements for vehicle use, driver qualifications, and the responsibilities of authorized drivers; and

WHEREAS Gratiot County wishes to require that every employee or volunteer with driving duties has a motor vehicle record that meets certain grading requirements; and

WHEREAS these grading requirements would apply both to drivers of County-owned vehicles, as well as employees or volunteers who use personal vehicles in the course of County business.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby adopts the attached Driver Authorization Policy.

BE IT FURTHER RESOLVED that this policy supersedes all previous Driver Authorization policies and/or past practices which are hereby rescinded.

BE IT FURTHER RESOLVED that this policy shall have immediate effect.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

General Administrative Policy No. 1212	**Driver Authorization**

Approved: DRAFT
Resolution No.

1. **PURPOSE:** The purpose of this policy is to provide Gratiot County risk managers and other applicable personnel with the driving requirements that must be met for County officers, employees, or agents to be authorized to use a County-owned, leased, or rented vehicle or a personally owned vehicle while on County business. These specifications provide guidance to evaluate and screen drivers with the goal of assuring required automobile liability protection and reducing uncertainty and loss from vehicle claims. The policy also outlines related provisions for the use of vehicles while on County business.

2. **AUTHORITY:** Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).

3. **APPLICATION:** This policy shall apply to all County officials, employees, agents, and volunteers with driving duties.

4. **RESPONSIBILITY:** The County Administrator, elected officials, and department heads shall be responsible for the implementation and administration of this policy.

5. **DEFINITIONS:**

   5.1 ***"Motor vehicle record"*** means an official document that provides a detailed overview of an individual's driving history including traffic violations, accidents, and license status.

   5.2 ***"Preventable accident"*** means an avoidable collision in which the driver failed to do everything that he/she reasonably could have done to avoid it.

6. **POLICY:**

   6.1 Initial Driver Authorization. Motor vehicle records will be examined prior to the start of employment or volunteer driver service, and annually thereafter. Any employment offer for a position with mandatory driving duties shall be contingent upon a motor vehicle record meeting these required standards.

      6.1.1 All drivers must have valid Michigan driver's license.

      6.1.2 All drivers must have an acceptable motor vehicle record based on criteria shown in Table 1212.1, using up to five most recent years' experience. Any serious violation during the period of the motor vehicle record is considered unacceptable. These violations include, but are not limited to:

         a. Excessive speeding (15 miles per hour or more over the speed limit).

b. Operating a vehicle under the influence of alcohol or narcotics, or refusal of chemical test.
c. Driving with a suspended, revoked or invalid license.
d. Reckless driving or negligent driving.
e. Speed racing or drag racing.
f. Hit and run, leaving the scene of an accident.
g. Refusing to stop or fleeing from a law enforcement officer.
h. Vehicular homicide, manslaughter or assault with an automobile.

6.1.3 Drivers who fall into the "borderline" category may be deemed acceptable subject to management discretion based on specific circumstances involved with the violation or accidents. In these cases, a provisionary driver authorization may be granted with appropriate documentation of the facts supporting the decision.

6.1.4 Driving records must remain "acceptable" no more than three minor driving violations and/or accidents combined within the last five years as shown in Table 1212.1, below.

Number of Preventable Accidents	Number of Moving Violations *(other than serious)*			
	0	1	2	3
0	Acceptable	Acceptable	Acceptable	Borderline
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3	Borderline	Unacceptable	Unacceptable	Unacceptable

Table 1212.1: Scale of acceptable motor vehicle records.

6.2 Ongoing Driver Authorization.

6.2.1 Once a driver has been authorized to drive, it is the driver's responsibility to notify his/her supervisor of any violations (except parking violations) or accidents immediately if it may affect their eligibility under the criteria presented in Table 1212.1. Minor violations or accidents that do not affect driver eligibility must be reported within 72 hours. This includes personal vehicles as well as company vehicles.

6.2.2 Each employee/volunteer driver shall annually complete and submit an Authorized Driver Certification of Violations and Accidents form. Department heads shall monitor driver status and not allow uncertified employees/volunteers to operate a motor vehicle in the commission of their duties.

7. **ADMINISTRATIVE PROCEDURES:** The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy. The County Administrator is authorized to reject any expenditure deemed inconsistent with provisions of this policy. An employee who disagrees with the Administrator's determination may appeal the decision to the Board of Commissioners.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW**: The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.

DRAFT

Gratiot County
Authorized Driver Certification of Traffic Violations and Accidents

Vehicle operators can create substantial risk for Gratiot County. A best practice for reducing vehicle risk is to ensure that only drivers with safe driving records are allowed to operate vehicles on County business. Each employee/volunteer driver shall annually complete and submit an Authorized Driver Certification of Violations and Accidents form. Department heads shall monitor driver status and not allow uncertified employees/volunteers to operate a motor vehicle in the commission of their duties.

Employee/Volunteer Name _____ Department _____

Driver's License Number _____ Date of Birth _____

☐ I have no violations ☐ Violations are listed below

☐ I have completed a driver improvement course to have points removed.

List traffic violations and accidents (other than parking violations) during the past 12 months.

Date	Moving Violation / Accident Type	Location (City)	Vehicle Type

I hereby certify that the preceding is a true and complete list of traffic violations and accidents (other than parking violations) for which I have been convicted during the past 12 months. I understand that falsification of this report may result in disciplinary action including termination. Ogemaw County reserves the right to run an updated motor vehicle record at any time during the course of employment or volunteer work.

_____ _____

Employee / Volunteer Signature Date

_____ _____

Department Head Signature Date

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE GENERAL FINANCIAL POLICY

RESOLUTION NUMBER 26-389
ADOPTED MARCH 17, 2026

WHERAS Michigan statute reserves authority to establish rules and regulations in reference to the management of the interest and business concerns of the county to the Board of Commissioners (MCL 46.11(m)); and

WHEREAS the Uniform Budgeting and Accounting Act provides for the formulation and establishment of uniform charts of accounts and reports in local units of government (MCL 141.421 *et seq*.); and

WHEREAS a general financial policy would help to establish clear direction with respect to financial planning and management, to set general financial parameters for budget preparation, and to promote overall fiscal integrity; and

WHEREAS the Board wishes to operate in compliance with all applicable federal and state laws governing county finances in such a way as to assure citizens that county government is well maintained by utilizing prudent and modern financial management practices and maintaining a sound fiscal position.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby adopts the attached General Financial Policy.

BE IT FURTHER RESOLVED that this policy supersedes all previous general financial policies and/or past practices which are hereby rescinded.

BE IT FURTHER RESOLVED that this policy shall have immediate effect.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

Financial Policy No. 2101	**General Financial Policy**

Approved:
Resolution No.

1. **PURPOSE:** The purpose of this policy is to establish clear direction with respect to financial planning and management, to set general financial parameters for budget preparation, and to promote overall fiscal integrity.

2. **AUTHORITY:**

   2.1 Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).

   2.2 The Uniform Budgeting and Accounting Act provides for the formulation and establishment of uniform charts of accounts and reports in local units of government (MCL 141.421 *et seq.*).

3. **APPLICATION:** This policy applies to all County elected officials, departments and agencies of Gratiot County.

4. **RESPONSIBILITY:** The County Administrator shall be responsible for the implementation and administration of this policy.

5. **DEFINITIONS:**

   5.1 ***"Generally accepted accounting principles (GAAP)"*** are a set of accounting rules, standards, and procedures issued and frequently revised by the Financial Accounting Standards Board and the Government Accounting Standards Board.

   5.2 ***"Government Accounting Standards Board (GASB)"*** is the source of generally accepted accounting principles used by state and local governments in the United States. The GASB develops and issues accounting standards through a transparent and inclusive process intended to promote financial reporting that provides useful information to taxpayers, public officials, investors, and others who use financial reports.

6. **POLICY:**

   6.1 General Policy. Gratiot County will operate in compliance with all applicable federal and state laws governing county finances in such a way as to assure citizens that county government is well maintained by utilizing prudent and modern financial management practices and maintaining a sound fiscal position.

   6.2 Accounting. The County shall maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Government Accounting Standards Board (GASB).

6.2.1 A computerized accounting system shall maintain records on a basis consistent with accepted standards for local units of government according to the Government Accounting Standards Board (GASB).

6.2.2 The Finance Director will issue a chart of accounts and update it as necessary. The chart of accounts will include fund numbers, business units, assets, liability, and equity accounts, revenue object accounts, and expenditure/expense object accounts. The Finance Director will ensure that all significant accounts are analyzed and approved on a quarterly or annual basis as determined necessary. The significant accounts include but are not limited to the following.

Account Types	Preparer of Reconciliation	Review
Cash	Finance Director	Treasurer
Receivables	Treasurer	Finance Director
Fixed Assets	Deputy Administrator	Finance Director
Accounts Payable	Treasurer; Accounts Payable Clerk	Finance Director
Accrued Expenditures	Treasurer	Finance Director
Equity	Treasurer; Administrator	Finance Director
Federal Grants	Deputy Administrator	Finance Director
Due To/From Other Funds	Treasurer; Finance Director	Administrator
Transfers In/Out	Treasurer; Finance Director	Administrator
Budget to Actual Revenues and Expenditures	Administrator	Finance Director

6.2.3 All journal entries shall be submitted to the Treasurer or Finance Director to be included in the general ledger. Journal entries shall be in proper form and include an appropriate description explaining the nature and purpose of the entry. All journal entries shall be signed by the elected official/department head or designated person and shall be reviewed and approved by the County Administrator or the Administrator's designee.

6.2.4 A summary of all fund activities, with comparison to budget, will be prepared and distributed to the Board of Commissioners upon request.

6.2.5 The Finance Director, under the general direction of the County Administrator, shall ensure all year-end financial adjustments and financial statements are accurately completed in a timely manner and year-end financial statements, including foot note disclosures, are prepared in accordance with GAAP. Statements will be provided to the Board of Commissioners for approval and filed with the appropriate state and federal agencies. The Finance Director will maintain a checklist of all of the year-end adjustments that are typically necessary. The Finance Director and County Administrator will also maintain a checklist of areas to review on a monthly or quarterly basis to ensure financial statement information can be timely prepared. Deadlines for various account reconciliations will be determined by the County Administrator. The Finance Director will be responsible for checking progress of the reconciliations to ensure reconciliations, and the necessary review and approval process has taken place. Review of reconciliations will be presented to the appropriate reviewer, and the reviewer will sign off on the reconciliation noting their approval. Annual financial statements will be prepared by an independent auditing firm based on the general ledger, trial balance and supporting documentation provided to them. The County Administrator, Finance Director and

Treasurer will review a draft of the financial statements and meet with the independent auditing firm for clarification on any areas of discrepancy. The Finance Director will receive proper training through external sources to ensure awareness of GAAP requirements. The Finance Director will seek external verification with a GAAP expert for matters unfamiliar to him/her.

6.3 Revenue Policy.

6.3.1 The County will try to maintain a diversified, stable revenue system for protection from short-term fluctuations in any one revenue source. The Administrator's Office will estimate annual revenues through objective and analytical processes. Each existing and potential revenue source will be examined annually with the respective budget administrators to determine defendable estimates.

6.3.2 The County will establish all user charges and fees at a level related to the cost of providing those services as permitted by statute or ordinance. Each year the County will recalculate the full cost of activities supported by user fees to identify the impact of inflation and other costs. The Administrator's Office will present recommended user fees for review by the Board of Commissioners. The Board will set fees and user fees for each Enterprise Fund at a level that fully supports the total direct and indirect cost of the activity, including the cost of annual depreciation of capital assets where possible. The Board will set fees for other user activities such as recreational services at a level to support the direct and indirect cost of the activity where possible.

6.4 Expenditure Policy.

6.4.1 The Administrator's Office will estimate the County's annual expenditures by an objective, analytical process in accordance with the Uniform Budgeting and Accounting Act. Each existing and potential expenditure will be examined annually to determine if it is necessary and reasonable.

6.4.2 Purchases for operating expenses and capital improvements will be made in accordance with Board of Commissioners adopted policies.

6.5 Audit. The County shall obtain an annual audit of its financial records, accounts, and procedures (MCL 141.425(2)). Copies of the annual audit will be maintained for public inspection in the office of the County Administrator.

7. **ADMINISTRATIVE PROCEDURES:** The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW**: The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE CLAIMS PROCESSING POLICY

RESOLUTION NUMBER 26-390
ADOPTED MARCH 17, 2026

WHERAS Michigan statute reserves authority to establish rules and regulations in reference to the management of the interest and business concerns of the county to the Board of Commissioners (MCL 46.11(m)); and

WHEREAS the Uniform Budgeting and Accounting Act provides for the formulation and establishment of uniform charts of accounts and reports in local units of government (MCL 141.421 *et seq*.); and

WHEREAS the Claims Against Counties Act assigns to the Board of Commissioners the duty to adjust, allow, and authorize the payment of all claims against the County (MCL 46.71); and

WHEREAS a claims processing policy would establish an orderly procedure that specifies how claims are processed; and

WHEREAS the Board wishes to operate in compliance with all applicable federal and state laws governing county finances in such a way as to assure that claims for payment are appropriate, reasonable and required for the administration and operation of County departments and agencies.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby adopts the attached Claims Processing Policy.

BE IT FURTHER RESOLVED that this policy supersedes all previous claims processing policies and/or past practices which are hereby rescinded.

BE IT FURTHER RESOLVED that this policy shall have immediate effect.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

Financial Policy No. 2102	**Claims Processing**

Approved:
Resolution No.

1. **PURPOSE:** The purpose of this policy is to establish an orderly procedure that specifies how claims are processed. Officers and/or employees of the County shall not authorize or participate in the expenditure of funds except as authorized by the Board of Commissioners. Elected officials and department heads shall preserve the integrity of Gratiot County government through adherence to the budget adopted by the Board and shall submit claims for payment that are appropriate, reasonable and required for the administration and operation of their respective departments.

2. **AUTHORITY:**

   2.1 Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).

   2.2 The Uniform Budgeting and Accounting Act provides for the formulation and establishment of uniform charts of accounts and reports in local units of government (MCL 141.421 *et seq.*).

   2.3 The Claims Against Counties Act assigns to the Board of Commissioners the duty to adjust, allow, and authorize the payment of all claims against the County (MCL 46.71).

3. **APPLICATION:** This policy applies to all County elected officials, departments, and agencies of Gratiot County.

4. **RESPONSIBILITY:** The Administrator's Office shall be responsible for the implementation and administration of this policy.

5. **DEFINITIONS:**

   5.1 ***"Budget administrator"*** refers to a person accountable for approval of claims for a specific department or agency. This person is typically an elected official or department head.

6. **POLICY:**

   6.1 The following claims procedure is established for those claims which require the approval of the Board of Commissioners.

      6.1.1 Each budget administrator shall receive the original invoice for a claim against their respective department or agency.

      6.1.2 Upon receipt of an invoice, the budget administrator shall:

a. Confirm funds were appropriated and are available to offset costs of the purchase, and determine that the purchase complies with provisions of the Purchasing Policy (Policy No. 2106).

b. Verify that the goods and/or services have been received and inspected.

c. Compare the invoice with the purchase order, resolution, or proposal, if applicable, to ensure the quantity and price are accurate. Attach a copy of the purchase order, packing slip, and/or authorizing resolution as applicable to the invoice.

d. On the invoice provide a description of the purchase, appropriate fund, department and line-item number to which this expenditure is to be charged, and the amount authorized for payment (see Figure 2102).

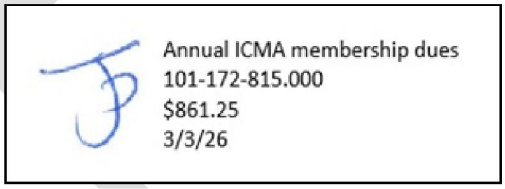


Figure 2102: *Sample budget administrator authorization for payment*

e. Initial and date the invoice to indicate authorization for payment (see Figure 2102).

f. The invoice, along with proof of delivery and such other information as deemed appropriate, shall be submitted to the Accounts Payable Manager located in the Administration Office.

g. If the invoice submitted does not contain all required authorizations and documentation, the invoice shall be held until proper authorization and documentation have been submitted.

6.1.3 The Finance Director shall audit vouchers (claims) for payment. This audit shall consist, at a minimum, of the following:

a. A review of original receipts or invoices for proper documentation.

b. Comparison of the quantity, unit price and description of the goods or services received with the corresponding purchase order and/or Board resolution, if required.

c. Confirmation of calculations.

d. Review of account number charged.

e. Conformance with applicable provisions of the Purchasing Policy (Policy No. 2106).

f. Verification of budget administrator authorization (initials or signature).

6.1.4 Upon completion of the Section 6.1.3 review, a "List of Checks" will be prepared for those vouchers which have all required supporting documentation. Incomplete claims shall be returned to the submitting budget administrator along with a note explaining the identified

deficiencies. Items listed in Section 6.2 of this policy may be paid immediately and shall be listed separately as "Prepaid Expenses."

6.1.5 The "List of Checks" and "Prepaid Expenses" shall be transmitted to the Board of Commissioners for their review at least five (5) days prior to the meeting at which they will be considered for final approval. The "List of Checks" and "Prepaid Expenses" shall include only those claims that have been approved by the Finance Director and budget administrator. Both lists, at a minimum, shall include the name of the vendor and dollar amount of the claim.

6.1.6 The next business day following the Board of Commissioners' review and approval, the Accounts Payable Manager. shall cause the printing of the checks and the creation of a check register for payment of the voucher. The original check register shall be retained and filed by the accounts payable office. No check will be written unless a Form W-9, Request for Taxpayer Identification Number and Certification, as required by the Internal Revenue Service, is on file in the Office of the Administrator. The Office of the Administrator shall request an IRS Form W-9 from all vendors, which shall be kept in a permanent file.

6.1.7 After the checks are printed, the vouchers shall be forwarded to the County Treasurer's Office for processing with additional review by the Finance Director. Vouchers and supporting documentation shall be retained and filed by the accounts payable office.

6.2 It is necessary to process payment of certain accounts payable, including appropriated amounts, payroll, payroll taxes, and withholdings prior to formal presentation to the Board of Commissioners. The following procedure is established to allow for such processing and payments. No pre-authorized claims shall exceed approved budgeted amounts.

6.2.1 The County Administrator and Treasurer are hereby granted authority to authorize payment without additional action by the Board of Commissioners under the following circumstances for items within the approved budget:

a. Implementation of collective bargaining agreement provisions and other compensation plans approved by the Board of Commissioners.

b. Payment of insurance policy premiums including, but not limited to, health insurance, life insurance, dental insurance, unemployment insurance, and others.

c. Payments provided for within the provisions of contracts authorized by and approved by the Board of Commissioners.

d. Replenishment of petty cash accounts within the various departments to the extent provided in approved budgets.

e. Postage to the extent provided in approved budgets.

f. Jury, witness and attorney fees by order of the Circuit Courts, District Courts and

Probate Courts.

g. Any invoices that provide for a discount if paid within a specified period provided such invoices shall not be paid if the specified period will allow consideration by the Board of Commissioners without loss of discount.

h. Utility bills, including but not limited to electric, heat, natural gas, steam, telephone, water, and sewage.

i. Travel and registration advances to the extent provided in approved budgets.

j. Payments made to the State of Michigan for state institutions.

k. Supportive services payments (MichiganWorks!, Veterans).

l. Payments due to federal, state, or local governments.

m. Rent payments.

n. Payments ordered by Courts.

o. Investments and cash transfers approved by the County Treasurer.

p. Appropriations from and to operating funds of the County.

q. Immediate emergency equipment and service needs as determined by the County Administrator in compliance with Section 6.6 of the Purchasing Policy (Policy No. 2106).

6.2.2 Pre-authorized claims shall be reported to the Board of Commissioners at least monthly and are to be filed by the Accounts Payable Office upon receipt by the Board. The Board and/or the Finance Committee shall then act to review, ratify payment, and certify the claims paid.

6.2.3 The County Administrator and/or Treasurer are authorized to issue payments from non-general fund accounts, including non-general fund County Drain Expenses and trust and agency accounts maintained by the County on behalf of other boards or agencies, upon authorization of the governing body with authority to approve and authorize the distribution of such sums.

6.3 Gratiot County will follow the guidelines of allowable and unallowable expenditures for a governmental unit as set forth in the Appendix H of the *Manual for Audits of Local Units of Government* issued by the Michigan Department of Treasury (click here to access the current *Manual*).The examples listed in the above mentioned bulletin are not considered an exhaustive list of legal or illegal expenditures.

7. **ADMINISTRATIVE PROCEDURES:** The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW**: The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.

DRAFT

Summary of Claims

Department: _____

Date: _____

Credit Card Purchases				
GL Line Item Number	Vendor	Purchase Description	Invoice Number	Amount

Other Prepaid Purchases				
GL Line Item Number	Vendor	Purchase Description	Invoice Number	Amount

Unpaid Invoices				
GL Line Item Number	Vendor	Purchase Description	Invoice Number	Amount

Total Paid $ -

Authorized Signature: _____ Total Unpaid $ -

Date: _____ **Total $ -**

Send a signed HARD COPY of this form to the Accounts Payable Clerk.

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT POLICY

RESOLUTION NUMBER 26-391
ADOPTED MARCH 17, 2026

WHERAS Michigan statute reserves authority to establish rules and regulations in reference to the management of the interest and business concerns of the county to the Board of Commissioners (MCL 46.11(m)); and

WHERAS Privacy Rules of the Health Insurance Portability and Accountability and Act (HIPAA) establish national standards for the protections of certain health information (45 C.F.R. § § 160.102, 160.103); and

WHEREAS, to ensure compliance with HIPAA, the proposed privacy policy outlines how Gratiot County protects and handles protected health information; and

WHEREAS key objectives of the proposed policy include protection of patient privacy, insurance of data security, and reduction of healthcare fraud and abuse; and

WHEREAS the Board of Commissioners desires to protect the privacy and security of individuals' health information while ensuring the efficient flow of health data.

THEREFORE, BE IT RESOLVED, that the Gratiot County Board of Commissioners hereby adopts the attached HIPAA Privacy policy.

BE IT FURTHER RESOLVED that this policy supersedes all previous policies and/or past practices to handle protected health information which are hereby rescinded.

BE IT FURTHER RESOLVED that this policy shall have immediate effect.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

General and Administrative Policy No. 1207

HIPAA Privacy

Approved:
Resolution No.

1. **PURPOSE.** The primary purpose of this policy is to protect the privacy and security of individuals' health information while ensuring the efficient flow of health data. Key objectives of this policy include protection of patient privacy, insurance of data security, and reduction of healthcare fraud and abuse.

2. **AUTHORITY.**

   2.1. Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)). Policies shall be subject to revision or termination by the Board at its discretion.

   2.2. Privacy Rules of the Health Insurance Portability and Accountability and Act establish national standards for the protections of certain health information (45 C.F.R. § § 160.102, 160.103).

3. **APPLICATION.** This policy applies to all County elected officials, department heads, and employees.

4. **RESPONSIBILITY.** The County Administrator shall be responsible for implementation of this policy.

5. **DEFINITIONS.**

   5.1. ***"Health Information"*** relates to the past, present, or future treatment of an individual. Coverage by a health plan is considered health information. Therefore, once any piece of individually identifiable information related to an individual's enrollment in a health plan "touches" (i.e., is received by) the health plan (TPA or carrier), that information becomes PHI.

   5.2. ***"PHI"*** refers to "individually identifiable health information" that is received, maintained, or transmitted (i.e., a health plan).

6. **POLICY.** It is the policy of the Gratiot County Board of Commissioners to ensure the Gratiot County health insurance plan and flexible spending plan will take reasonable steps to ensure the privacy of personally identifiable information and to inform employees about:

   - The Plans' uses and disclosures of Protected Health Information (PHI)
   - Employee's privacy rights with respect to Employees PHI
   - The Plans' duties with respect to employees PHI
   - Employee's right to file a complaint with the specific Plan and to the Secretary of the U.S. Department of Health and Human Services
   - The person or office to contact for further information about each of the Plan's privacy practices

7. **ADMINISTRATIVE PROCEDURES.** Administrative procedures are defined in the attached "Gratiot County Medical Plans Notice of Privacy Practices" and "Gratiot County Medical Plans Notice of Privacy Practices Acknowledgement" forms.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW.** The Administrator shall approve all new and amended policies as to substance. The County Civil Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration and approval.

DRAFT

Gratiot County Medical Plans
Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Effective Date of Notice: April 1, 2004

The Gratiot County Health Plan (Blue Cross/Blue Shield of Michigan for medical and dental) (Pharmacare for prescription), (the Gratiot County self-administered optical and dental reimbursement program), and the Gratiot County Flexible Spending Plan (Section 125 Plan) (the "Plans") are required by law to take reasonable steps to ensure the privacy of your personally identifiable information and to inform you about:

- The Plans' uses and disclosures of Protected Health Information (PHI);
- Your privacy rights with respect to you PHI;
- The Plans' duties with respect to your PHI;
- Your right to file a complaint with the specific Plan and to the Secretary of the U.S. Department of Health and Human Services; and
- The person or office to contact for further information about each of the Plan's privacy practices.

The term "Protected Health Information (PHI) includes all individually identifiable health information transmitted or maintained by the Plans, regardless of form (oral, written, electronic).

Section 1
Notice of PHI Uses and Disclosures

Required PHI Uses and Disclosures

Upon your request, the specific Plan is required to give you access to certain PHI in order to inspect and copy it.

Use and disclosure of your PHI may be required by the Secretary of the Department of Health and Human Services to investigate or determine the Plans' compliance with the privacy regulations.

Uses and disclosures to carry out treatment, payment and health care operations

The Plans and their business associates will use PHI without your authorization or opportunity to agree or object to carry out treatment, payment, and health care operations. The Plans also will disclose PHI to Gratiot County, the Plans Sponsor, for purposes related to treatment, payment and health care operations. The Plans Sponsor has amended the specific Plan documents to protect your PHI as required by federal law.

Treatment is the provision, coordination or management of health care and related services. It also includes but is not limited to consultations and referrals between one or more of your providers.

For example, the specific Plan may disclose to a treating orthodontist the name of your treating dentist so that the orthodontist may ask for your dental X-rays from the treating dentist.

Payment includes but is not limited to actions to make coverage determinations and payment (including billing, claims management, subrogation, plan reimbursement, reviews for medical necessity and appropriateness of care and utilization review and preauthorization's).

For example, the specific Plan may tell a doctor whether you are eligible for coverage or what percentage of the bill will be paid by that Plan.

Health care operations include but are not limited to quality assessment and improvement, reviewing competence or qualifications of health care professionals, underwriting, premium rating and other insurance activities relating to creating or renewing insurance contracts. It also includes disease management, case management, conducting or arranging for medical review, legal services and auditing functions including fraud and abuse compliance programs, business planning and development, business management and general administrative activities.

For example, the Plans may use information about your claims to refer you to a disease management program, project future benefit costs or audit the accuracy of their claims processing functions.

Uses and disclosures that require your written authorization

Your written authorization generally will be obtained before the specific Plan will use or disclose psychotherapy notes about you from your psychotherapist. Psychotherapy notes are separately filed notes about your conversations with your mental health professional during a counseling session. They do not include summary information about your mental health treatment. The specific Plan may use and disclose such notes when needed by the Plan to defend against litigation filed by you.

Uses and disclosures that require that you be given an opportunity to agree or disagree prior to the use or release

Disclosure of your PHI to family members, other relatives and your close personal friends is allowed if:

- The information is directly relevant to the family or friend's involvement with your care or payment of that care; and

- You have either agreed to the disclosure or have been given an opportunity to object and have not objected.

Use and disclosure of your PHI is allowed without your authorization or request under the following circumstances:

(1) When required by law.

(2) When permitted for purposes of public health activities, including when necessary to report product defects, to permit product recalls and to conduct post-marketing surveillance. PHI may also be used or disclosed if you have been exposed to a communicable disease or are at risk of spreading a disease or condition, if authorized by law.

(3) When authorized by law to report information about abuse, neglect or domestic violence to public authorities.

(4) The Plans may disclose your PHI to a public health oversight agency for oversight activities authorized by law. This includes uses or disclosures in civil, administrative or criminal investigations; inspections; licensure or disciplinary actions (for example, to investigate complaints against providers); and other activities necessary for appropriate oversight of government benefit programs (for example, to investigate Medicaid of Medicaid fraud).

(5) The Plans may disclose your PHI when required for judicial or administrative proceedings. For example, your PHI may be disclosed in response to a subpoena or discovery request provided certain conditions are met. One of those conditions is that satisfactory assurances must be given to the specific Plan that the requesting party has made a good faith attempt to provide written notice to you, and the notice provided sufficient information about the proceeding to permit you to raise an objection and no objections were raised or were resolved in favor of disclosure by the court or tribunal.

(6) When required for law enforcement purposes (for example, to report certain types of wounds).

(7) For law enforcement purposes, including for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. Also, when disclosing information

about an individual who is or is suspected to be a victim of a crime but only if the individual agrees to the disclosure or the covered entity is unable to obtain the individual's agreement because of emergency circumstances. Furthermore, the law enforcement official must represent that the information is not intended to be used against the individual, the immediate law enforcement activity would be materially and adversely affected by waiting to obtain the individual's agreement and disclosure is in the best interest of the individual as determined by the exercise of the Plan's best judgment.

(8) When required to be given to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law. Also, disclosure is permitted to funeral directors, consistent with applicable law, as necessary to carry out their duties with respect to the decedent.

(9) The Plans may use or disclose PHI for research, subject to conditions.

(10) When consistent with applicable law and standards of ethical conduct if the Plans, in good faith, believe the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to a person reasonably able to prevent or lessen the threat, including the target of the threat.

(11) When authorized by and to the extent necessary to comply with worker' compensation or other similar programs established by law.

(12) Except as otherwise indicated in the Notice, uses and disclosures will be made only with your written authorization subject to your right to revoke such authorization.

Section 2.
Rights of Individuals

Right to Request Restrictions on PHI Uses and Disclosures

You may request the Plans to restrict uses and disclosures of your PHI to carry out treatment, payment or health care operations, or to restrict uses and disclosures to family members, relatives, friends or other persons identified by you who are involved in your care or payment for your care. However, the Plans are not required to agree to your request.

The Plans will accommodate reasonable requests to receive communications of PHI by alternative means or at alternative locations.

You or your personal representative will be required to complete a form to request restrictions on uses and disclosures of your PHI.

Right to Inspect and Copy PHI

You have a right to inspect and obtain a copy of your PHI contained in a "designated record set." For as long as the specific Plan maintains the PHI.

"Protected Health Information" (PHI) includes all individually identifiable health information transmitted or maintained by the Plans, regardless of form.

"Designated Record Set" includes the medical records and billing records about individuals maintained by or for a covered health care provider; enrollment, payment, billing, claims adjudication and case or medical management record systems maintained by or for a health plan; or other information used in whole or in part by or for the covered entity to make decisions about individuals. Information used for quality control or peer review analyses and not used to make decisions about individuals is not in the designated record set.

The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the specific Plan is unable to comply with the deadline. In your written request, you must specify under which Plan you are requesting access.

You or your personal representative will be required to complete a form to request access to the PHI in your designated record set. Requests for access to PHI should be made to the following person:

If access is denied, you or your personal representative will be provided with a written denial setting forth the basis for the denial, a description of how you may exercise those review rights and a description of how you may complain to the Secretary of the U.S. Department of Health and Human Services.

Right to Amend PHI

You have the right to request the specific Plan to amend your PHI or a record about you in a designated record set for as long as the PHI is maintained in the designated record set. This request must be in writing.

The Plan has 60 days after the request is made to act on the request. A single 30-day extension is allowed if the specific Plan is unable to comply with the deadline. If the request is denied in whole or part, the Plan must provide you with a written denial that explains the basis for the denial. You or your personal representative may then submit a written statement disagreeing with the denial and have that statement included with any future disclosures of your PHI. In your written request, you must specify under which Plan you are requesting an amendment.

You or your personal representative will be required to complete a form to request amendment of the PHI in your designated record set.

The Right to Receive an Accounting of PHI Disclosures

At your request, the specific Plan will also provide you with an accounting of disclosures by that Plan of your PHI during the six years prior to the date of your request. However, such accounting need not include PHI disclosures made: (1) to carry out treatment, payment or health

care operations; (2) to individuals about their own PHI; (3) prior to the compliance date; or (4) based on your written authorization.

If the accounting cannot be provided within 60 days, an additional 30 days is allowed if the individual is given a written statement of the reasons for the delay and the date by which the accounting will be provided. In your written request, you must specify under which Plan you are requesting an accounting.

If you request more than one accounting within a 12-month period, the specific Plan will charge a reasonable, cost-based fee for each subsequent accounting.

The Right to Receive a Paper Copy of this Notice Upon Request

You are entitled to obtain a paper copy of this Notice.

A Note About Personal Representatives

You may exercise your rights through a personal representative. Your personal representative will be required to produce evidence of his/her authority to act on your behalf before that person will be given access to your PHI or allowed to take any action for you. Proof of such authority may take one of the following forms:

- A power of attorney for health care purposes, notarized by a notary public;
- A court order of appointment of the person as the conservator or guardian of the individual; or
- An individual who is the parent of a minor child.

The Plans retain discretion to deny access to your PHI to a personal representative to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect. This also applies to personal representatives of minors.

Section 3.
Duties of the Plans

The Plans are required by law to maintain the privacy of PHI and to provide individuals (participants and beneficiaries) with notice of its legal duties and privacy practices.

This Notice is effective beginning April 1, 2004 and the Plans are required to comply with the terms of this Notice. However, the Plans reserve the right to change the privacy practices and to apply the changes to any PHI received or maintained by the Plans prior to that date. If a material

privacy practice is changed, a revised version of this Notice will be provided to those covered by the specific Plan.

Any such revised version of this Notice will be distributed within 60 days of the effective date of any material change to the uses or disclosures, the individual's rights, the duties of the Plans or other privacy practices stated in this Notice.

Minimum Necessary Standard

When using or disclosing PHI or when requesting PHI from another covered entity, the Plans will make reasonable efforts not to use, disclose or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure or request, taking into consideration practical and technological limitations.

However, the minimum necessary standard will not apply in the following situations:

- Disclosures to or requests by a health care provider for treatment;
- Uses or disclosures made to the individuals;
- Disclosures made to the Secretary of the U.S. Department of Health and Human Services;
- Uses or disclosures that are required by law; and
- Uses or disclosures that are required for the each Plans compliance with legal regulations.

This Notice does not apply to information that has been de-identified. De-identified information is information that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual is not individually identifiable health information.

In addition, the Plans may use or disclose "summary health information" to the Plans Sponsor for obtaining premium bids or modifying, amending or terminating the group health plan, which summarizes the claims history, claims expenses or type of claims experienced by individuals for whom the Plans Sponsor has provided health benefits under a group health plan; and from which identifying information has been deleted in accordance with HIPAA.

Section 4.
Your Right to File a Complaint With the Plan or the HHS Secretary

If you believe that your privacy rights have been violated, you may complain to the specific Plan in care of the following person:

Gratiot County Administrator
214 E. Center Street
Ithaca, MI 48847
(989) 875-5282

You may file a complaint with the Secretary of the U.S. Department of Health and Human Services.

The Plans will not retaliate against you for filing a complaint.

Section 5.
Whom to Contact at the Plans for More Information

If you have any questions regarding this Notice or want to access one of the rights addressed in it, you may contact the following person:

Gratiot County Administrator
214 E. Center Street
Ithaca, MI 48847
(989) 875-5282

Conclusion

PHI use and disclosure by each of the Plans is regulated by a federal law known as HIPAA (the Health Insurance Portability and Accountability Act). You may find these rules at 45 *Code of Federal Regulations* Part 160 and 164. This Notice attempts to summarize the regulations. The regulations will supercede any discrepancy between the information in this Notice and the regulations.

Gratiot County Medical Plans
Notice of Privacy Practices
Acknowledgement

The undersigned employee of Gratiot County hereby acknowledges that he/she has received a copy of the Medical Plans Notice of Privacy Practices. The undersigned employee understands that he/she may contact the Gratiot County Administrator with any questions regarding this notice.

_____ _____

Employee Signature Date

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ANIMAL WELFARE FUND GRANT AGREEMENT

RESOLUTION NUMBER 26-392
ADOPTED MARCH 17, 2026

WHEREAS Gratiot County Animal Control applied to the Michigan Department of Agriculture and Rural Development (MDARD) for Animal Welfare Fund grants to increase the capability of on-site sterilization, train personnel authorized by law to enforce state anticruelty laws, and to support the proper care and protection of animals pursuant to state animal anticruelty laws; and

WHEREAS the Animal Control Director submitted grant applications which sought full funding for these programs at a total cost of $47,737.43; and

WHEREAS on March 4, 2026, MDARD notified Gratiot County that the Animal Welfare Fund offered total grant assistance of $8,600.00 to offset program costs; and

WHEREAS participation in the Animal Welfare Fund programs is consistent with the spirit and intent of the Gratiot County Animal Control program mission.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby accepts the Michigan Department of Agriculture and Rural Development for an Animal Welfare Fund grant award in the amount of $8,600.00 covering a performance period from February 1, 2026, to September 1, 2026.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the Board Vice Chairperson to sign any documents necessary to implement this resolution, subject to review as to form by the County Attorney.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

GG 26*2123

Grant Agreement

Regarding the

Animal Welfare Fund

Between the

Michigan Department of Agriculture and Rural Development

and

Gratiot County Animal Control

Michigan Department of Agriculture and Rural Development
Animal Welfare Fund

By authority granted under Act No. 22 of the Public Acts of 2025, the Michigan Department of Agriculture and Rural Development, (hereinafter the “Grantor”) hereby agrees to provide the Gratiot County Animal Control (hereinafter, the "Grantee") with grant assistance subject to the terms and conditions, and limitations as set forth herein.

The maximum amount of grant assistance hereby offered is $8,600.00
The grant shall be effective from February 1, 2026 – September 1, 2026.

If the project is not completed in the initial period, a grant extension may be considered by the Grantor. Approval of an extension is not guaranteed and is dependent on the Grantee's compliance with the enclosed Terms and Conditions.

If the Grantee requires an extension, the Grantee must contact the Grant Administrator with an extension request in writing as soon as it is evident an extension is needed and no later than September 1, 2026. By September 15, 2026, any Grantee with an approved extension shall submit an estimated billing for expenditures incurred and not reimbursed for in the fiscal year ending September 30, 2026.

Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the Grantor's funds are reduced by the Legislature as part of a budget reduction or reduced for any other reason, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

Grantee accepts the grant and agrees that the funds made available through the grant will be used only as set forth herein.

Dated:

_____

Janice Bunting
Vice Chairperson
Gratiot County Board of Commissioners

Dated:

_____

Dr. Jen Calogero
Division Director
Animal Industry Division

Michigan Department of Agriculture and Rural Development
Grant Agreement

TITLE:

Animal Welfare Fund

GRANTEE INFORMATION:

Registration #: 00029
Jaime Haase
Gratiot County Animal Shelter
2675 W Washington
Ithaca, MI 48847
Phone: 989-875-2221
E-mail: jhaase@gratiotmi.com

SIGMA VENDOR INFORMATION:

Vendor #: CV0047999
Terri Ball
County of Gratiot
214 E Center St
Ithaca, MI 48847
Phone: 989-875-5220
E-mai

GRANT ADMINISTRATOR:

Kate Turner
Michigan Department of Agriculture
and Rural Development
Animal Industry Division
P.O. Box 30017
Lansing, Michigan 48909
Phone: 517-898-4427
E-Mail: animalshelters@michigan.gov

TOTAL AUTHORIZED BUDGET:

$8,600.00

GRANT NUMBER:

26*2123

ACCOUNTING TEMPLATE:

791AID4ANWLFGRNT

I. GENERAL TERMS AND CONDITIONS

A. Record Retention

Grantee shall retain all financial reports, supporting documents and statistical records for a period of seven years after the close of the grant. Grantee shall also require all subcontractors retained for the performance of this grant to retain all financial reports, supporting documents and statistical records for a period of seven years after the close of the grant. The retention period starts from the date of receipt of the Final Report by the Grant Administrator. Examples of documents to be retained might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

B. Procurement

The Grantee agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

C. Grant Changes

The Grantee must obtain prior written approval for program changes from the Grant Administrator. Grant changes include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of 20% or more of the grant amount.

D. Regulation Compliance

The Grantee and Grantee's contractors and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations that in any manner affect the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances and regulations.

E. Non-Discrimination Clause

In the performance of this grant, the Grantee agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee further agrees that every subcontract entered into for the performance of this Grant Agreement will contain a provision requiring non-discrimination in employment, as herein specified, that is binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101, *et seq.* Any breach of this covenant may be regarded as default under Section P and grounds for cancelling the Grant Agreement.

F. Unfair Labor Practices

The Grantee shall abide by Act No. 278 of the Public Acts of 1980, as amended, MCL 423.321 *et seq.*

G. Liability Insurance

The Grantee shall provide and maintain insurance in an amount sufficient to protect from claims that may arise out of or result from the Grantee's operations under this grant, or for anyone whose acts they are legally liable.

H. Indemnification

Each party to this Grant Agreement must seek its own legal representation and bear its own costs in any litigation that may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation and that each party shall be responsible for any judgments entered against it.

I. Use of Material

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

J. Assignability

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

K. Iran Sanctions Act

By signing this Agreement the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

L. Subcontracts

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors

used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

M. Anti-Lobbying

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

N. Conflict of Interest

No member of the legislative, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this Grant Agreement. No member of the Grantee's Board of Directors, its employees, partner agencies or their families shall have any personal benefit from this Grant Agreement.

O. Cancellation

This Grant Agreement may be canceled by 30 day written notice by either party. If canceled, Grantee must provide a Final Report and invoice within 30 days of cancellation.

Cancellation or reduction of the grant by the Grantor may be for default by the Grantee, lack of further need for the service at the location named in the contract, or conviction of criminal offense(s) as set forth below.

Default is defined as the failure of the Grantee to fulfill the obligations of the Grant Agreement. In case of default by the Grantee, the Grantor may cancel the Grant Agreement immediately and all unused grant funds must be returned by the Grantee immediately. All disallowed costs and overpayments shall also be returned by the Grantee within 30 days of cancellation.

In the event the Grantor no longer needs the service specified in the grant due to department changes, changes in laws, rules or regulations, relocation of offices, or no longer has appropriations to fund the grant, the Grantor may cancel or reduce the grant by giving the Grantee written notice of such cancellation or reduction 30 days prior to the date of cancellation or reduction. All costs incurred by the Grantee between the grant cancellation or reduction notice and the cancellation or reduction date, with the exception

of previously budgeted personnel costs and non-cancelable obligations, must be approved by the Grant Administrator prior to their incurrence. No costs shall be allowed after the grant has been cancelled.

The Grantor may immediately cancel the grant without further liability to the State, its departments, agencies and employees if the Grantee, an officer of the Grantee, or an owner of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; attempting to influence a public employee to breach the ethical conduct standards for State employees; violation of a state or federal antitrust statute; or any other criminal offense which in the sole discretion of the Grantor, reflects on the Grantee's business integrity.

P. Closeout

(A) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(B) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

Q. Electronic Funds Transfer

Payments under this Agreement are encouraged to be processed by Electronic Funds Transfer (EFT). The Grantee can register to receive payments by EFT at the SIGMA Vendor Self Service web site (www.michigan.gov/SIGMAVSS)

R. Freedom of Information

This is a grant from public funds and records associated with it are subject to disclosure under Michigan's Freedom of Information Act.

II. SPECIAL TERMS AND CONDITIONS

A. Statement of Purpose

The goal of this program is to support projects that increase the number of shelter dogs and cats that are sterilized and adopted in Michigan. Projects could also enhance knowledge and skills of animal control officers and animal shelter personnel involved with enforcement of animal related laws in Michigan as well as projects that serve to educate the public in proper animal care per anticruelty laws and the value of spay neuter. Projects could also support and enhance programs that provide for the care and protection of animals, especially those housed for animal neglect or cruelty.

B. Statement of Work

a. To increase the number of shelter dogs and cats that are sterilized and adopted including the purchase of sterilization equipment and supplies.
b. To provide training for personnel authorized by law to enforce state anticruelty laws.
c. To support and enhance programs that provide for the care and protection of animals pursuant to state animal anticruelty laws.

C. Budget

This is a cost reimbursement or deliverable-based grant funded by state or restricted revenue. Reimbursement funding for this project is approved by the Grantor up to and including the following allowance:

Item	Quantity	Cost	Total
Outside Spay/Neuter			$ 5,000
Staff Training			$ 1,000
Veterinarian fees			$ 2,600
Total			$ 8,600

For Deliverable Based grants (media promotion, training program etc), a final copy of the deliverable will be required as part of the Reimbursement Request.

D. Payment Schedule

Payments will not be made until reports have been received by the Grant Administrator as required in Section II-G. Grantee's invoice must include a reconciliation of actual expenses incurred during the reporting period for reimbursement.

E. Audit

The project will be subject to audit by the State who may review the adequacy of the financial management/reporting system during or at any time subsequent to the award.

F. Reporting

Final Reimbursement Request: Due no later than September 15, 2026.
Grantee must complete the provided Reimbursement Request as provided by the Grantor for payment. If the provided Reimbursement Request is not used, payment may be delayed or denied.

At a minimum, each report shall contain an invoice and:

a. A summary and status of the goals and objectives outlined in the proposal.
b. A financial summary as compared to the budget submitted. Summary must include a reconciliation of actual expenses incurred during the reporting period for reimbursement.

In the event of an extension, by September 15, 2026, Grantee shall submit an estimated billing for expenditures incurred and not reimbursed for in the fiscal year ending September 30, 2026.

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE
SALE OF REAL AND PERSONAL PROPERTY POLICY

RESOLUTION NUMBER 26-393
ADOPTED MARCH 17, 2026

WHEREAS by resolution of the Board of Commissioners, the County may enter into a contract or agreement for the purchase of lands, property, or equipment to be used for public purposes (MCL 46.11b(1)); and

WHEREAS the Board of Commissioners may authorize the sale or lease of real estate belonging to the County, and prescribe the manner in which a conveyance of real estate is to be executed (MCL 46.11(c)); and

WHERAS Michigan statute reserves authority to establish rules and regulations in reference to the management of the interest and business concerns of the county to the Board of Commissioners (MCL 46.11(m)); and

WHEREAS a sale of real and personal property policy would define and clarify proper procedure to be followed when conditions necessitate the sale of real or personal property by County officials; and

WHEREAS the proposed policy is designed to ensure transparency, fair market value, public accountability, and board notification and/or approval of property sales.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby adopts the attached Sale of Real and Personal Property Policy.

BE IT FURTHER RESOLVED that this policy supersedes all previous sale of real and personal property policies and/or past practices which are hereby rescinded.

BE IT FURTHER RESOLVED that this policy shall have immediate effect.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

Facilities and Equipment Policy No. 4101

Sale of Real and Personal Property

Approved: DRAFT
Resolution No.

1. **PURPOSE:** The purpose of this policy is to define and clarify proper procedure to be followed when conditions necessitate the sale of real or personal property by County officials.

2. **AUTHORITY:**

   2.1 By resolution of the Board of Commissioners, the County may enter into a contract or agreement for the purchase of lands, property, or equipment to be used for public purposes (MCL 46.11b(1)).

   2.2 The Board of Commissioners may authorize the sale or lease of real estate belonging to the County and prescribe the manner in which a conveyance of real estate is to be executed (MCL 46.11(c)).

   2.3 Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)). Policies shall be subject to revision or termination by the Board at its discretion.

3. **APPLICATION:** This policy applies to all elected officials, departments, and agencies of Gratiot County government. Policy rules do not apply to properties subject to sale by the County Treasurer through property tax foreclosure, nor to properties held by the Gratiot County Land Bank Authority.

4. **RESPONSIBILITY:** The County Administrator is responsible for initiation of the sale of real or personal property that is titled to the County of Gratiot when such sale is proper and appropriate

5. **DEFINITIONS:**

   5.1 ***"Fixed assets"*** are resources acquired by the County for ongoing use in its operations providing economic benefits over multiple years.

   5.2 ***"Personal property"*** is any moveable or intangible item of value that is owned by the County of Gratiot and is not permanently attached to land or real estate.

   5.3 ***"Real property"*** refers to land and anything permanently attached to it, including buildings, structures, and natural resources, along with the legal rights associated with ownership.

   5.4 ***"Realtor"*** means a real estate agent who is a member of the National Association of Realtors.

   5.5 ***"Surplus property"*** is any real or personal property that is no longer needed by elected officials, department heads, or County agencies to fulfill their operational requirements.

6. POLICY:

6.1 Personal Property and/or Surplus Property

6.1.1 Sale of personal property and/or surplus property with a current individual value of less than $500.00 may be disposed of upon recommendation of the department head and approval of the County Administrator. The County Administrator shall determine the method of disposal based upon fiscal responsibility and appropriateness.

6.1.2 Fixed assets with a current individual value greater than $500.00 require the notification to and approval of the Board of Commissioners prior to disposal. Under the direction of the County Administrator, all fixed assets greater than $500.00 in value shall be disposed of by trade-in, special auction, or by sale through a competitive process.

6.1.3 Sale of personal property and/or surplus property shall be through a competitive process. Gratiot County shall hold a public auction as deemed necessary whereby personal property and/or surplus property may be disposed of by acceptance of the highest bid offered.

a. Public notice shall be given of all auctions to be held for the purpose of selling or otherwise disposing of County-owned surplus personal property.

b. Except for sales to other units of government or to non-profit corporations, the County objective shall be to maximize net proceeds from the distribution.

c. No member of the Board of Commissioners shall purchase any surplus County-owned personal property.

d. Immediate relatives or business associates of County Commissioners may purchase property from the County only at public auction.

6.1.4 When it is not feasible to dispose of personal property and/or surplus property through public auction, the appropriate County department is authorized to sell and/or dispose of such property using an alternative process upon approval of the County Administrator.

6.1.5 Upon disposal of personal property and/or surplus property, the County Administrator shall notify the Finance Director of such disposals and submit documentation outlining the disposed items and the manner and method of disposal. The Finance Director shall make accounting entries and retain the appropriate records of such disposal.

6.1.6 All unsold surplus electronic equipment shall be disposed of in an environmentally-sound manner.

a. Recoverable assets and recycling fees shall be determined at the time of removal.

b. Certificates of data deletion, recycling/reuse and destruction documentation shall be provided by vendors providing surplus electronic recycling services to the County.

DRAFT

6.2 Real Property.

6.2.1 The County Administrator is authorized, upon prior approval of the Board of Commissioners, to sell and/or dispose of real estate through a competitive process. Before such process begins, the Administrator shall determine the fair market value of such real estate through consultation with a professional appraisal firm or the County's Equalization Department. Once a fair market value has been determined, either of the following procedures may be used to sell and/or dispose of real estate.

a. Use of a Realtor. When the Administrator, in consultation with Board of Commissioners, has determined that it is optimal to use a Realtor for sale of real estate, the Administrator will engage the services of a Realtor serving the geographical area where the property is located. The Administrator shall negotiate a rate for the sale and shall authorize the Realtor to market the property for a period not to exceed six (6) months.

1) If the Administrator believes it is in the best interest of the County to accept an offer, the offer will be presented to the Board of Commissioners for consideration

b. Sale of Real Estate through Competitive Sealed Bids. If the County Administrator determines it is appropriate to sell and/or dispose of real estate through competitive sealed bids, an invitation to bid shall be developed which shall include all contractual terms and conditions applicable to the sale.

1) *Public Notice:* Adequate public notice of the invitation to bid shall be provided not less than 14 calendar days prior to the date established to submit bids. Notice shall be provided through publication in a newspaper of general circulation, posting on the County web page, and any other means as determined by the County Administrator. The notice shall state the place, date, and time of such bid opening.

2) *Bid Opening:* Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation to bid. The amount of each proposal and such relevant information as deemed appropriate, together with the name and address of each bidder, shall be recorded. The record of sealed bids received shall be open to public inspection.

3) *Bid Acceptance:* Bids shall be unconditionally accepted without alteration and correction. Bids which do not comply with the criteria set forth in the invitation to bid may be disqualified at the discretion of the Administrator. Also, proposals that do not meet or exceed fair market value of the property being sold, as determined by a real estate appraiser, may be disqualified at the discretion of the Administrator.

4) *Correction or Withdrawal of Bids:* Correction or withdrawal of inadvertently erroneous bids before or after proposal opening may be permitted where appropriate. After proposal opening, no changes in bid prices or other provisions are allowed.

DRAFT

5) *Award:* Award shall be made to the responsible bidder whose bid is determined by the Board of Commissioners to be the most advantageous to the County.

6) *Reservation:* The County of Gratiot shall reserve the right to accept, reject, or negotiate and amend any bid submitted with the high proposer, or to accept or reject any bid received if doing so would be in the best interests of the County of Gratiot, and to waive any irregularities and/or informalities in the bid process.

6.2.2 Earnest Money. In the sale of real estate through either the use of a Realtor or the use of competitive sealed proposals, an earnest money deposit shall be required of this successful bidder. The amount of such earnest money deposit shall be determined by the Administrator in consultation with the Board of Commissioners.

7. **ADMINISTRATIVE PROCEDURES:** The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW**: The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.

DRAFT

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE SALE OF PROPERTY CONSISTING OF APPROXIMATELY 5.79 ACRES WITHIN THE SOUTH ITHACA INDUSTRIAL PARK

RESOLUTION NUMBER 26-394
ADOPTED MARCH 17, 2026

WHEREAS a Michigan statute enables the Board of Commissioners to authorize the sale of real estate belonging to the County, and prescribe the manner in which a conveyance of real estate is to be executed (MCL 46.11(c)); and

WHERAS the County owns parcel number 52-090-012-10, known as Lot 13 in the South Ithaca Industrial Park in Ithaca, Michigan; and

WHEREAS the County Administrator and Greater Gratiot Development, Inc., have recommended that the property be sold for development as intended when the industrial park was established.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners authorizes the Vice Chairperson to sign a purchase agreement to complete the sale of property known as Lot 13 in the South Ithaca Industrial Park in the City of Ithaca described as:

> A PARCEL OF LAND LYING WITHIN THE NE 1/4 OF SECTION 12, T.10N.-R.3W., CITY OF ITHACA, GRATIOT COUNTY, MICHIGAN; DESCRIBED AS COMMENCING AT THE N. 1/4 CORNER OF SAID SECTION 12; THENCE S 00°-24'-43" W 410.07 FEET ALONG THE N-S 1/4 LINE OF SAID SECTION 12 TO THE POINT OF BEGINNING, THENCE N 89°-58'-41" E 619.70 FEET TO THE W. LINE OF SOUTH COUNTY FARM DRIVE; THENCE ALONG SAID DRIVE THE FOLLOWING THREE COURSES: SOUTHEASTERLY 116.71 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 1238.00 FEET, A CENTRAL ANGLE OF 05°-24'-19" AND A CHORD WHICH BEARS S 07°-38'-35" E 116.75 FEET, S 10°-20'-39" E 179.74 FEET, AND SOUTHEASTERLY 95.94 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 1162.00 FEET, A CENTRAL ANGLE OF 04°-43'-51" AND A CHORD WHICH BEARS S 07°-58'-44" E 95.92 FEET; THENCE S 89°-58'-41" W 683.59 FEET TO SAID N-S 1/4 LINE; THENCE N 00°24'-43" E 387.51 FEET ALONG SAID N-S 1/4 LINE TO THE POINT OF BEGINNING. CONTAINING 5.79 ACRES, MORE OR LESS, AND SUBJECT TO APPLICABLE EASEMENTS, RESTRICTIONS, AND RIGHTS-OF-WAY OF RECORD, IF ANY.

BE IT FURTHER RESOLVED that the County Administrator is authorized to take any additional steps necessary to complete the sale of the property as described herein.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

REAL ESTATE AGREEMENT
FOR THE PURCHASE OF VACANT LAND
BETWEEN SHULTS EQUIPMENT, LLC.
AND
THE COUNTY OF GRATIOT, MICHIGAN

This real estate sales agreement (the Agreement) is entered into on _____, by and between **SHULTS EQUIPMENT, LLC**, a domestic limited liability company, 5166 418 W Center Street, Ithaca, MI 48847, (Buyer), and the **COUNTY OF GRATIOT**, 214 E Center Street, Ithica, MI 48847 (Seller), on the terms and conditions set forth below.

1. **Background.** Seller is the owner of a parcel of real property located in the City of Ithica, Michigan, as described and shown on exhibit A ("Premises"). This Agreement sets forth the terms and conditions on which Buyer agrees to purchase the Premises from Seller.

2. **Purchase and sale.** Seller agrees to sell the Premises to Buyer, and Buyer agrees to purchase the Premises from Seller, together with all easements, rights, hereditaments, and appurtenances, on the terms and conditions set forth below.

3. **Purchase price.** At closing, Buyer shall pay Seller a purchase price for the Premises of SIXTY THOUSAND AND NO/100 DOLLARS ($60,00.00) in immediately available funds (Purchase Price).

4. **Earnest money deposit.** No deposit will be required.

5. **Due diligence and approval time periods.** Buyer represents it has had access to the Premises, is well familiar with it, and desires no further due diligence.

6. **Closing date and possession.** Buyer and Seller shall close the sale and purchase of the Premises from Seller to Buyer (the Closing) within 30 days after complete execution of this Agreement. The Closing shall take place at a location mutually agreeable to Seller and Buyer. The Closing may be extended for no more than thirty (30) additional days by the mutual consent of the parties.

7. **Taxes and assessments.** At the time of sale, the Premises is tax exempt. The premises will be returned to the tax roll after sale.

8. **Form of conveyance.** At Closing, Seller shall grant and convey legal title to the Premises to Buyer pursuant to a quit claim deed, subject to the easements, covenants, conditions, and restrictions of record; and (b) those restrictions which would be shown in a survey.

9. **Condemnation.** If all or any portion of the Premises are taken by the exercise of eminent domain or condemnation proceedings before Closing, Buyer may, at its option, terminate this Agreement by giving written notice to Seller. In the event of a condemnation proceeding as a result of which Buyer elects to terminate this Agreement, this Agreement shall be null and void, and the parties shall have no further rights or obligations under this Agreement. If Buyer does not elect to terminate this Agreement in the event of the exercise of eminent domain, the Buyer shall accept title to the Premises

without any reduction of the Purchase Price, and Seller shall assign to Buyer at Closing all of Seller's right, title, and interest in and to any resulting condemnation award.

10. **Seller's default.** In the event of any default by Seller that continues without cure for 10 days after delivery by Buyer of notice to Seller, Buyer shall have the right (but not the obligation) to terminate this Agreement by notice to Seller within 15 days after the end of the cure period allowed to Seller, or Buyer shall have, as its sole remedy, the right to enforce this Agreement by an action for specific performance.

11. **Buyer's default.** In the event of any default by Buyer that continues without cure for 10 days after the delivery by Seller of notice to Buyer, Seller shall have the right (but not the obligation) to terminate this Agreement by notice to Buyer within 15 days after the end of the cure period allowed to Buyer, or Seller shall have, as its sole remedy, the right to enforce this Agreement by an action for specific performance.

12. **Closing.** Seller shall prepare the closing documents and deliver them to Buyer for review and approval. At closing, Seller will be pay state and county transfer taxes, if any. Buyer shall pay the fees necessary to record the deed and any other documents to transfer title. Buyer and Seller shall each pay their own attorney and other professional fees. Buyer will pay any closing company fee. If Buyer desires title insurance, Buyer will be responsible for obtaining and paying for it.

13. **Real estate broker.** Seller has not retained the services of a real estate broker or agent. Buyer is responsible for the cost and compensation for any real estate broker, agent, or attorney it may have retained.

14. **Notices.** Except as otherwise provided, all notices required under this Agreement shall be effective only if in writing or facsimile transmission and shall be either personally served, electronically transmitted, or sent with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement.

15. **Entire agreement.** This Agreement and its exhibit constitute the entire agreement between the parties with respect to the subject matter of this Agreement, and all prior agreements with respect to the Premises between the parties, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by Seller and Buyer.

16. **Applicable law.** This Agreement shall be applied, construed, and enforced in accordance with the laws of the State of Michigan, without giving effect to conflicts of law principles. Venue for any disputes under this Agreement shall lie in Gratiot County, Michigan.

17. **Binding Effect.** This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns. Seller and Buyer are permitted to assign this Agreement to affiliated business entities that are owned in total by either Seller or Buyer; but neither party may assign or otherwise transfer its interest under this Agreement to any other third party without the prior approval of the other party to this Agreement, which approval shall not be unreasonably withheld.

18. Counterparts. This Agreement may be executed in one or two counterparts, each of which will be an original and all of which together constitute one and the same document.

19. Exhibit. The following are exhibit to this Agreement:

a. Exhibit A— Legal description of the Premises

20. Effective date. This Agreement has been signed and is effective as of complete execution.

COUNTY OF GRATIOT (SELLER)

By /s/_____
By: Dave Owens
Its: Chairperson

Dated: _____

SHULTS EQUIPMENT, LLC (BUYER)

By /s/_____
By: Joe Vernon

Dated: _____

APPROVED AS TO LEGAL FORM FOR COUNTY OF GRATIOT:
COHL, STOKER & TOSKEY, P.C.
By: **DONALD J. KULHANEK**
On: February 23, 2026

N:\Client\Gratiot Co\Agreements\South Ithaca Industrial Park\Real Property Purchase Agreement South Ithica Industrial Park.docx

EXHIBIT A

LEGAL DESCRIPTION

Legal Description:

A PARCEL OF LAND LYING WITHIN THE NE ¼ OF SECTION 12, T.10N.-R.3W., CITY OF ITHACA, GRATIOT COUNTY, MICHIGAN; DESCRIBED AS COMMENCING AT THE N. ¼ CORNER OF SAID SECTION 12; THENCE S 00°-24'-43" W 410.07 FEET ALONG THE N-S ¼ LINE OF SAID SECTION 12 TO THE POINT OF BEGINNING, THENCE N 89°-58'-41" E 619.70 FEET TO THE W. LINE OF SOUTH COUNTY FARM DRIVE; THENCE ALONG SAID DRIVE THE FOLLOWING THREE COURSES: SOUTHEASTERLY 116.71 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 1238.00 FEET, A CENTRAL ANGLE OF 05°-24'-19" AND A CHORD WHICH BEARS S 07°-38'-35" E 116.75 FEET, S 10°-20'-39" E 179.74 FEET, AND SOUTHEASTERLY 95.94 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 1162.00 FEET, A CENTRAL ANGLE OF 04°-43'-51" AND A CHORD WHICH BEARS S 07°-58'-44" E 95.92 FEET; THENCE S 89°-58'-41" W 683.59 FEET TO SAID N-S ¼ LINE; THENCE N 00°-24'-43" E 387.51 FEET ALONG SAID N-S ¼ LINE TO THE POINT OF BEGINNING. CONTAINING 5.79 ACRES, MORE OR LESS, AND SUBJECT TO APPLICABLE EASEMENTS, RESTRICTIONS, AND RIGHTS-OF-WAY OF RECORD, IF ANY.

Parcel ID: 52-090-012-10

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A PROPOSAL FOR MEDICAL EXAMINER SERVICES

RESOLUTION NUMBER 26-395
ADOPTED MARCH 17, 2026

WHEREAS Section 1 of the County Medical Examiners Act requires that the Board of Commissioners appoint a county medical examiner to hold office for a period of four years (MCL 52.201); and

WHEREAS on January 20, 2026, a request for proposals (RFP) was issued to qualified and experienced providers seeking proposals for comprehensive medical examiner services (Project No. 02-26); and

WHEREAS two proposals for medical examiner services were received in response to the RFP and the internal review committee concluded that the proposal submitted by Mid-Michigan Medical Examiner Group was best suited to meet the needs of Gratiot County.

THEREFORE, BE IT RESOLVED, that the Gratiot County Board of Commissioners accepts the proposal submitted by Mid-Michigan Medical Examiner Group for medical examiner services active 9-1-1 page-out system at an estimated average annual cost of $98,863.00. It is understood that actual cost will be determined by the total number of Medical Examiner cases.

BE IT FURTHER RESOLVED that the Board appoints Dr. Paul A. Wagner as Chief Medical Examiner to complete a four-year term ending on December 31, 2028, in compliance with Section 1 of the Medical Examiners Act (MCL 52.201).

BE IT FURTHER RESOLVED that the County Administrator is directed to develop the necessary contract document(s), in consultation with Mid-Michigan Medical Examiner Group, to fulfill statutory Medical Examiner obligations consistent with the minimum mandatory requirements and scope of work as cited in the Request for Proposals for Comprehensive Medical Examiner Services (Project No. 02-26).

BE IT FURTHER RESOLVED that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution, subject to approval as to form by the County Attorney.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

MMMEG

Invitation to Bid – Project No. 02-26

MEDICAL EXAMINER SERVICES
Sealed Bids Due March 3, 2026, at 11:00 a.m.

Sealed Bids shall be delivered to:
Gratiot County Administrator
214 E. Center Street
Ithaca, MI 48847
Phone (989) 516-9020
tdolehanty@gratiotmi.com



Thank You	3
Our Region Map	4
Preparation of the Proposal (RFP pg 7)	6
SPECIFIC APPROACH	8
IDENTIFICATION OF POTENTIAL CHALLENGES	9
Management and Qualifications (RFP pg 4-5)	11-Oct
8-PAIN POINTS	12
Autopsy & Toxicology	13-14
Deceased Transportation	16
Law / Retention / Records	17-18
Office Administration	19
Proposed Substitution	20
Subcontracting	21
Exceptions	22
Signature Forms	23-26

Office231-510-6205 Fax231-440-0806 MidMichiganMEGroup@gmail.com

Gratiot County Board and Administration,

I would like to take a moment to describe the structure of Mid Michigan Medical Examiner Group and how we believe this structure will meet Gratiot County's needs for the comprehensive delivery of full Medical Examiner Services.

We are prepared to handle every aspect of your medical examiner system. We have a solid infrastructure ready to adapt to your individual county wishes. Our 30-year expertise and continued education will guide the technical and legal aspects of unexpected deaths from beginning to end. The services of MMMEG will feel like your own in-house professional M.E. department. We believe that the tried-and-true structure, already in place with 17 mid-northern Michigan counties, will allow us to seamlessly unfold a quality M.E. system that Gratiot County can rely on for years to come.

With Mid Michigan Medical Examiner Group (MMMEG), you don't pay an extra cushion for what you might not use. The county M.E. budget will only account for two categories: MMMEG Administrative Overhead Category and As Necessary Case-Related Category. We have many years of experience estimating county death case rates and expenses. We feel this is done quite well as the majority of our counties are around the 40,000-population size. With MMMEG, you only pay for what you use in case fees and autopsies, and overhead is simply contracted based on population size.

We continue to be known for our ability to effectively communicate and collaborate with local resources while delivering exceptional quality. With this, I look forward to addressing any specific concerns you might have about our structure. The official proposal will be submitted per the RFP requirements.

Sincerely,

Dr. Paul Wagner & Lisa Kaspriak

MMMEG
Mid Michigan Medical Examiner Group



25 YEARS OF EXCELLENCE

MID MICHIGAN MEDICAL EXAMINER GROUP

Gratiot County Medical Examiner RFP

PREPARATION OF THE PROPOSAL (Satisfying RFP Page 7)

1) General

a. Independence

- MMMEG is **independent of the County of Gratiot**.
- MMMEG and its proposed subcontractors have **no known conflicts of interest** related to this engagement.
- MMMEG will provide **written notice** of any relevant professional relationship entered into during the term of the engagement.

---

b. License to Practice in Michigan

- MMMEG affirms that all assigned key professional staff are **properly licensed or credentialed in Michigan as applicable to their roles**.
- **Dr. Paul A. Wagner, D.O.** is a **licensed Michigan physician (License #5101011554)** and is fully qualified under **Act 181 of 1953** to serve as County Medical Examiner.

---

c. Firm Qualifications and Experience

- MMMEG is a Michigan-based Medical Examiner services firm with its main **administrative, supply, and mass fatality office in Cadillac, Michigan**.
- Dr. Wagner's private medical practice is located in **Hart, Michigan**, with additional remote office support used in daily operations.
- The firm includes physician leadership, administration, investigator management, records support, systems/quality oversight, and medical staff support.
- MMMEG also maintains a regional network of approximately **63 Medical Examiner Investigator contractors**, with **ideally 4 trained investigators assigned for primary Gratiot coverage**, plus regional backup.

---

d. Partner, Supervisory, and Staff Qualifications and Experience

Principal staff assigned to this engagement include:

- **Dr. Paul A. Wagner, D.O. — Chief Medical Examiner**
  Michigan-licensed physician; 41+ years of clinical practice; approximately 30 years of County Medical Examiner experience.
- **Lisa Kaspriak, B.S. — Administrator**
  Administrative and operational oversight.
- **David Turner, ABMDI-R — Chief Investigator**
  Investigative leadership and scene support.
- **Nicole H. — Dedicated Funeral Home Liaison**
  Funeral home coordination and logistics support.

- **Taylor M., ABMDI-D — Systems & Quality Assurance**
  Database systems, education, and quality assurance oversight.
- **Madelyn D. — Deputy Chief Investigator**
  Investigative coordination and field operations support.
- **Jennifer S. — Records Specialist**
  Records processing and case finalization support.
- **Jen. — Medical Staff Assistant**
  Clerical and office support.
- Investigator qualifications include training above national standards, ongoing education, and work toward or maintenance of National **ABMDI certification**.
- Full names, credentials, and resumes for key staff are provided in the attachment.

---

e. Prior Engagements with the County of Gratiot

- MMMEG has had **no prior paid engagements with the County of Gratiot within the last five (5) years**.

---

f. Similar Engagements with Other Government Entities

Representative similar county engagements include:

- **Mecosta County** — ongoing Medical Examiner services
- **Lake County** — ongoing Medical Examiner services
- **Oceana County** — ongoing Medical Examiner services
- **Newaygo County** — ongoing Medical Examiner services
- **Montcalm County** — ongoing Medical Examiner services

---

g. Specific Approach

- MMMEG provides a **fully coordinated Medical Examiner system** beginning with prompt triage and scene response. MMMEG vets and recommends each county subcontractor for the complete system (Transport, MEI, Pathology, ect) MMMEG is the management group for your fully coordinated Medical Examiner System. This efficient approach has been in place for 30 years.
- Cases are evaluated pursuant to MCL 52.202, with investigator response, physician oversight, external examination, scene review, and autopsy referral when medically and legally necessary.
- Our approach emphasizes:
  - **prompt investigator response**
  - **timely release of law enforcement from the scene**
  - **strong communication with county partners**
  - **targeted use of autopsy (no need to order unnecessary transports to a morgue since more on scene investigation will be handled according to national standards)**
  - **timely report and death certificate completion**
- The County may choose either an **On-Call response model** or an **Active 911 call-in model**, depending on preferred response time and budget.

h. Identification of Anticipated Potential Challenges

Potential challenges may include:

- transition of current county practices – If there are no current MEI's we will recruit vet and train. Until that time, we will utilize our jurisdictions neighboring MEI's that are already vetted and trained to assist in the transition to a fully functional Gratiot system, mirroring our 17 counties.
- coordination with other services who have had to "pick up the pieces" if your current system is not running as efficiently as it could be.
- transport coordination – If all the funeral homes deny the ability to serve as an agent with the Meical Examiner Office (it is not common to not have at least one funeral home willing and exicited to provide this in-county service. 16 of our counties has at least one funeral home, but in the event Gratiot does not have any willing, we have a reliable transport service already vetted.)

MMMEG addresses these through:

- 30 years of experience and national training dedicated to a variety of solutions within our industry. We have been integrating the specifics necessary in each county for over 30 years and have 17 satisfied counties, each having the opportunity to tweak the system as necessary.

MMMEG may request County assistance with:

- Making the connections with departments that depend on us.
- We have experience transitioning into counties as the new ME Service, we know what is expected from each dependent department and will coordinate this efficiently.

---

i. Report Format

Sample formats are attached and may include:

- scene investigation report
- external examination report
- final Medical Examiner case report
- autopsy report
- cremation permit review format
- monthly or periodic statistical summary report

Final reports are typed and generally include:

- identifying information and case number
- date/time of exam or autopsy
- relevant scene and medical history
- findings and laboratory information, as applicable
- cause and manner documentation consistent with Michigan law

Management and Qualifications

1 Fully Qualified Under Michigan Law (Act 181 of 1953)
Dr. Paul A. Wagner, DO is a licensed Michigan physician (License #5101011554) with 41+ years of clinical practice, meeting and exceeding all statutory requirements to serve as County Medical Examiner.

2 Experience and Expertise
Think about this number 30 years. We have had a relationship with Lake, Oceana, and Mecosta Counties for this long!! Providing consistent, statute-aligned oversight and death certification services.

Regional Trust & Stability
As of 2025, 17 counties contract within the regional system, reflecting sustained trust in his medical-legal judgment and administrative reliability.

Court-Proven Medical Testimony
The most recent proof of this provided clear, evidence-based testimony in a 2025 jury trial (drug delivery causing death), assisting prosecutors in securing conviction.

Comprehensive Death Investigation Expertise
Oversees investigation, certification, cremation permit authorization, and jurisdictional determinations in full compliance with Michigan law.

Strong Clinical Foundation
41-year physician career (Family Medicine) supporting accurate evaluation of natural disease, trauma, toxicology, and complex medical-legal cases.

3 See Attachment for Names and Credentials of Officers with Resumes

4 Number and Minimum Qualifications of Medical Examiner Investigators Assigned to Gratiot County
Ideally 4 trained investigators assigned for primary coverage, with regional backup available. Number is dependent upon each contractors overall availability pattern. All investigators trained above national standards and actively working toward or maintaining ABMDI certification. Ongoing continuing education in death scene investigation, evidence handling, and courtroom documentation.

5 We have no conflicts of Interest

Management and Qualifications

6 . Provide a comprehensive description of your approach to fulfilling the requirements of this request for proposals.

• Our approach begins at the scene, not at the autopsy table. We believe proper triage starts with a trained Medical Examiner Investigator responding to the scene, evaluating the body in place, gathering witness and medical information, and helping law enforcement understand the significance of what is present before critical details are lost.

• Scene investigation matters because some evidence is time-sensitive and cannot be recreated later. Body position, lividity, rigor, environmental conditions, medication bottles, syringes, powder residue, burned foil, emesis, hidden paraphernalia, and signs suggesting the body may have been moved can immediately guide law enforcement. Additional important examples include possible carbon monoxide or other environmental exposure, medication mismanagement in AFC or hospice settings, and subtle injury patterns or scene inconsistencies that may not be apparent once the body has been transported.

• MMMEG provides prompt response and timely scene release. Law enforcement should not be left sitting on a scene for hours waiting for direction. Under our systems, an investigator will respond within either 60 minutes under our scheduled On-Call model or 90 minutes or less under our Active 911 call-in model. In either structure, the responding investigator is trained and ready to investigate according to national standards.

• We are, to our knowledge, the only known Medical Examiner group providing on-scene qualitative pre-analysis of toxicology. This allows immediate information to be developed from the scene even when drug involvement is not obvious, including situations where drugs were taken elsewhere, hidden, or not initially suspected.

• We believe counties should avoid unnecessary autopsies and transports. Based on the county data reviewed, over 40% of cases appear to be sent for outside analysis or coded as autopsy. That is well above what we consider standard and customary. Our system generally uses autopsy in approximately 10% of cases, relying first on proper scene triage, external examination, medical records, and targeted testing when appropriate. This reduces unnecessary transport, inconvenience, delay, and expense for families during an unexpected tragedy.

• We also believe families should not wait unnecessarily for final answers. Delayed autopsy completion can delay final death certificates, which families often need quickly for insurance, Social Security, banking, and other financial continuation. When possible, we work from a verbal preliminary cause of death and keep cases moving. Approximately 95% of our autopsy cases are finalized within 90 days, which meets and exceeds the expected national timeframe. We do not leave closed cases outstanding and maintain dedicated clerical follow-up to keep finalization on track.

• Our structure is flexible and tailored to county need and budget. Counties may choose our Option A On-Call model, which provides a set investigator schedule and typically faster response, or our Option B Active 911 system, which is used in most of our counties and still provides reliable response with regional backup. This allows the county to choose the balance of response speed and price point that best fits its needs.

• Our system is already tried, tested, legal, efficient and compassionate. We coordinate the full Medical Examiner process from scene investigation through final reporting in a way that supports law enforcement, protects the county, and serves families appropriately.

7 . Provide a comprehensive description of your approach to fulfilling the requirements of this request for proposals.

Provide at least three examples of past clients to which services of a similar nature have been provided.

- Mecosta County – comparable in county size and used in this packet as a case-volume reference point.
- Newaygo County – similar rural county structure and one of our current counties utilizing an on-call response model.
- Montcalm County – neighboring county and another example of our on-call investigator response structure.
- Otsego County – a county under 40,000 population that also chose the on-call response option based on local preference.

8 8. Provide any other information that might be beneficial to the County in awarding a contract for this project.

- The real value is that we provide trained scene investigation, rapid response, early triage, immediate law-enforcement support, fewer unnecessary transports and autopsies, faster case completion, and a system that can be tailored to the County's preferred response time and budget.
- Our office is built to reduce the pain points counties actually feel: officers left waiting on scene, missed scene circumstances, excessive outside analysis, unnecessary delay for families, and unfinished cases sitting open too long.
- We keep business local whenever possible. When county preference allows, we prefer to utilize the family's chosen funeral home for transport so that local businesses remain involved and families experience less disruption. If the county prefers otherwise, we can subcontract with a professional transport company within reasonable distance.
- We welcome verification. Commissioners are encouraged to contact county clerks, administrators, prosecutors, and law enforcement agencies in counties we currently serve to confirm our response times, professionalism, case completion, and overall reliability.

Nature of Required Services and Scope of Work

SCENE INVESTIGATIONS

Our group manages local investigators who are trained above national standards. Each investigator is continually educated toward certification in the American Board of Death Scene Investigators (ABMDI) and processes death scenes in line with national standards. From the scene, our triage coordinator and Medical Examiner of 29 years provide further medical expertise on case disposition and possibly refer the case for autopsy with one of our Board Certified Forensic Pathology partners. Each investigator is trained to draw and report certain toxicological findings from the scene without the need for lengthy transport of the patient to an autopsy facility for these minimally invasive tests. And as always, the Medical Examiner will confer with the county Prosecutor's Office, as well as all law enforcement agencies.

We adhere to quick response times as we understand the importance of releasing other county departments from the scene. 90% of our scenes are responded to within 60 minutes or less with an On Call Type of Pricing and 90 minutes or less with Active 911 Dispatched Call In . Weather and safety on the roads may occasionally play a factor in response time. MMMEG has a network of investigators in nearby jurisdictions able and ready to assist any Gratiot investigator in complex cases.

MMMEG provides continual education and training to Medical Examiner Investigators in accordance with ABMDI standards. All case evaluations are also pursuant to MCL 52.202. External exams are performed, and scene investigations adhere to national standards of death scene investigation. We will also provide education and training for law enforcement and EMS as coordinated with those departments."

Satisfying RFP Pages 1-5 Number:

1. Case Evaluation: We provide case evaluation and triage pursuant to MCL 52.202, consulting with investigators, family members, treating physicians, and other authorized representatives to determine Medical Examiner jurisdiction and the appropriate next step.
2. External Exam: We perform external examinations when autopsy is not necessary, including body viewing and review of relevant medical history, records, and scene circumstances. If questions remain after external examination, we do direct the case for autopsy.
3. Case Consultation: We provide case consultation as needed, including review of medical records, laboratory results, investigative reports, and case analysis. Routine informal guidance to law enforcement and the Prosecutor is handled as part of service, and any extensive formal review is scoped in advance by mutual agreement before work begins.
8. On-Scene Examination: We send MMMEG investigators to view decedents at the scene and perform necessary investigative services, including witness interviews and scene documentation, during and after normal business hours through our employees or contractors as part of our office structure.
18. Chain of Custody: We do maintain evidence chain of custody in a manner consistent with law enforcement, court expectations, and accepted industry standards.

Autopsy & Toxicology Services

Persuant the Michigan Statute, our Medical Examiner directs autopsies to be performed after a full case evaluation is complete. MMMEG utilizes only board certified forensic pathologists.

Our autopsy partners include the Western Michigan University Homer Stryker M.D. School of Medicine (WMED) and U of M Forensic Pathology Services. MMMEG utilizes pathologists who are willing to testify in legal proceedings. In the event that a pathologist leaves the autopsy practice, the county may be liable for any fees associated with the testimony.

For Laboratory testing, MMMEG contracts with NMS Labs. Toxicological analysis is an extremely useful tool in determining the cause of death in some cases, and we pride ourselves on this service. We order autopsies when necessary but also draw for "toxicology-only" when it makes medical sense to do so. We also draw a point-of-care toxicology sample that provides law enforcement with information at the scene, and we send the full sample to a nationally acclaimed forensic lab that stays current in the latest drug detection systems.

All cases are completed within 60 days of receiving all necessary information and clinical reports, and MMMEG has a dedicated staff member who monitors every outstanding case for prompt completion and communication. MMMEG follows the laws established by the State of Michigan and partners with Forensic Pathology services for Autopsy Performance Standards and specimen retention, as set forth by the National Association of Medical Examiners and State of Michigan Department of Health and Human Services policies. Our pathology partners have privileges in forensic neuropathology, forensic anthropology, forensic odontology, and other areas

MMMEG remains in communication with law enforcement regarding the need for an autopsy versus an external exam, as well as on-scene testing. We triage and refer the case for autopsy as necessary and participate in the coordination of viewing and education during an autopsy.

To Satisfy RFP pages 1-5 Number:

4. Autopsy: We vet and direct to have autopsies performed when the Medical Examiner or Deputy determines they are necessary, and we do advise law enforcement on whether autopsy or external examination is appropriate under accepted forensic practice.
a. Triage: We participate in case triage discussions from intake through final disposition.
b. Viewing: When requested we coordinate authorized viewing of autopsies by approved individuals or agencies when the lead law enforcement agency and the Medical Examiner or Forensic Pathologist have granted permission.
c. Explanation of Procedures: We direct the explanation of autopsy procedures and questions toward the forensic pathologist who is performing the autopsy.
d. Education: We will refer to the forensic pathologist whether or not educational guidance during autopsies is appropriate and when it does not interfere with the work being performed; any special training arrangement can be handled separately if requested.

To Satisfy RFP Page 1-5 Number:

5. Laboratory Testing: We do order and coordinate toxicological, bacteriological, serological, and other necessary testing through qualified laboratory partners when needed to assist in determining cause and manner of death.
6. Histology: In most instances the forensic pathology fees inlcude cover histology testing when reasonably necessary to assist in determining cause of death. There may be special circumstances in which this would vary, however, it is rare.
19. Minimum Staffing: We do maintain access to Board Certified forensic pathology coverage sufficient to complete necessary autopsies and reviews within the required time frames.
21. Facility/Equipment: We have priveleges with four board certified forensic pathology centers that provide access to equipped autopsy facilities through our contracted forensic pathology partners for autopsies and other postmortem examinations.
22. Operational Supplies: We do ensure that the supplies and equipment necessary to conduct required examinations are available through our office systems and pathology partners, including protective equipment, examination instruments, containers, and cleaning materials.
23. Laboratory Services: We provide direct coordination and payment arrangements with authorized laboratory contractors for services ordered, consistent with the practice of the forensic pathology is subcontracted by the county though vetted by MMMEG management group.
24. Histology Services: We provide direct coordination and payment arrangements with authorized laboratory contractors for services ordered, consistent with the practice of the forensic pathology is subcontracted by the county though vetted by MMMEG management group.
26. Forensics Contractors: We do obtain specialty forensic consultation as needed, including neuropathology, anthropology, odontology, and other disciplines through qualified partners. This is vetted and coordinated as a subcontracted service of the county by MMMEG.
27. Specimen/Tissue Storage: We have privileges with four board certified forensic pathology centers that provide access to specimen storage facilities through our contracted forensic pathology partners. This is rare but can be coordinated when necessary.

Deceased Transportation

MMMEG will subcontract with licensed funeral homes and transport agencies. With either option, the Chain of Custody will be maintained as required by law enforcement and the courts, aligning with industry standards and best practices.

Our current model for transportation involves utilizing local resources for necessary transportation and storage. If any local funeral home is unable to subcontract for these services, transport agencies will be utilized. However, we find that most funeral homes enjoy staying in the transportation-autopsy loop when a family has selected them for funeral services. MMMEG carefully coordinates a down-and-back appointment with the funeral home and the morgue. The funeral home is then reimbursed for the service, which keeps transportation business local and efficient.

Most of the counties MMMEG serves are similar in population to Gratiot County. After a full analysis, including our ability to do on-scene testing, we can anticipate an average of seven cases per year for autopsy transportation services in a county this size.

To Satisfy RFP Page 1-5 Number:

10. Transportation: We arrange and provide transportation associated with Medical Examiner cases through BOTH the option of local funeral homes and transport agencies, maintaining chain of custody and coordinating efficient movement of decedents as required by the case.

Nature of Required Services and Scope of Work

LAW - RETENTION - RECORDS

We ensure 100% compliance with the Gift of Life - Michigan Anatomical Donation Law. Additionally, we maintain professional memberships and advance our field education to keep Gratiot at the forefront of new technology and national death scene investigation standards. All data and records of Gratiot County will be compiled and released as appropriate, with regular monthly reports provided to Commissioners and County Administration. Additionally, we are available to meet, even virtually, for county business meetings. Our office staff maintains office hours, and our triage staff is available 24/7.

For sudden infant death autopsies, we file reimbursement requests with the State of Michigan for applicable child autopsies to ensure repayment to Gratiot County. We also coordinate appropriate staff for attendance at countywide child death review and domestic violence review committees.

Our office is responsible for making all unclaimed decedent applications with MDHHS to ensure state coverage and provide adequate disposition for unclaimed residents. Additionally, we file the State of Michigan SER program application, ensuring that Gratiot County is not billed for the disposition of valid unclaimed decedents.

Satisfying RFP Pages 1-5 Number:

9. Examination Report: We provide a complete typed final report within 60 days after receipt of the clinical results and supporting materials needed to close the case.

a. Name of individual tested, identifying information (such as age, sex, and other vital statistics), and applicable case number. We do include the decedent's identifying information, vital statistics, and applicable case number in the final report.

b. Date external examination concluded or date and time of autopsy. We do include the date an external examination was completed or the date and time of autopsy, as applicable.

c. Description of external examination of individual/records. We include a description of the external examination and the records reviewed in reaching the case determination.

d. When an autopsy is performed, the contracted forensic pathologist provides a description of the internal examination, and follows National Association Of Medical Examiners Standards of autopsy.

e. Summary of relevant historical and scene information (when appropriate), results/findings from examinations performed, and determination of probable cause of death. We do include the relevant history, scene findings, examination results, and the probable cause of death determination.

g. Signature of forensic pathologist licensed to practice medicine in the State of Michigan. We provide vetting of the Board certified forensic pathologists. Per the contract with each forensic subcontractor they may be made available for prosecutable cases. We provide autopsy reporting signed by a licensed Michigan forensic pathologist. We cannot guarantee the Board Certified forensic pathologists are available for prosecutable cases through our pathology partner, however, the Chief Medical Examiner of MMMEG will be made available for such as coordinated and scheduled.

Satisfying RFP Pages 1-5 Number:

14. Expert Witness: We can direct the prosecutor toward expert testimony as subcontracted and not performed by us when subpoenaed in legal proceedings arising from cases in which our examination or contracted pathology work was performed.
17. Advice/Retention: We utilize a certified laboratory for the standards that are met in following the State of Michigan Department of Health and Human Services policy on record and specimen retention.
25. Prior Case Review: We will perform prior case review, written report work, and, when appropriate, expert testimony in cases where the original examination was not performed by a pathologist associated with our office.

OFFICE ADMINISTRATION

To Satisfy RFP Pages 1-5 Number:

7. Transcription: We provide the database system for supporting the completed final reporting and case documentation by the Medical Examiner Investigator, Chief Medical Examiner, and any supporting document recovered for the case completing..
11. Sudden Unexpected Infant Death Cases (SUID): We do follow the required procedures under MCL 52.205a and any other applicable law or regulation governing sudden unexpected infant death cases. We also file for county reimbrsement found for Child Death Cases through the stat, when applicable. There is a fund for that through the state.
12. County Committee Meetings: We do attend and coordinate Countywide Child Death Review, Domestic Violence Death Review, and other related meetings as scheduled through our main office, subject only to illness, court obligations, or emergency circumstances. Subcontractors may submit an additional stipend for their time as outlined in subcontractor fees through the official contract.
13. Business Meetings: We do attend meetings related to legal or public health functions as coordinated through our main office. No more than two per year are customary. Additional staff may be secured for these special circumstances and an additional fee if beyond customary in person attendance is requested. Online meetings are preferred for most special meetings when appropriate.
15. Anatomical Gifts: We cooperate with Gift of Life and support the authorized removal and disposition of donor tissue, consulting with transplant personnel and physicians when those requests arise in cases under Medical Examiner jurisdiction.
16. Staff Training: We provide education and training for law enforcement, EMS, investigators, and other personnel as coordinated with those departments, including scene expectations, safety issues, and the information needed for effective Medical Examiner case evaluation.
20. Availability: We remain available during normal business hours and off hours to consult with law enforcement and the Prosecutor regarding Medical Examiner activities.

Proposed Substitution to Contract

Proposed Indemnification:

The bidder agrees to assume all liability for any loss, damage, claims, demands, costs, or judgments arising from its activities related to the direct service delivery required under this Agreement. The bidder will be solely responsible for any liability, loss, or damage resulting from its negligent actions or failure to act, including those of its officers, employees, and agents, which specifically includes the individuals serving as Medical Examiner and Deputy Medical Examiners. However, nothing in this clause shall be construed as a waiver of any immunity to which the bidder, its officers, employees, or agents may be entitled by statute or court decisions.

In the event that any liability to third parties, loss, or damage arises as a result of joint activities conducted by both the County and the bidder in fulfillment of their responsibilities under this Agreement, the liability, loss, or damage shall be allocated between the parties based on each party's proportionate responsibility for the joint activities. However, nothing in this clause shall be construed as a waiver of any immunity by the County, the bidder, or their officers, employees, or agents, respectively, which they may be entitled to by statute or court decisions.

It should be noted that when the bidder's employees are acting as Gratiot County Medical Examiners and Deputy Medical Examiners"and any necessary and incidental subordinate support employees of the same, when acting within the scope of their appointment as County Medical Examiner or Deputy Medical Examiner, such individuals are acting as agents of the County. As such, they do not forfeit any governmental immunity to which such functions are otherwise entitled, by virtue of entering into this contractual Agreement.

Subcontracting

- MMMEG will only recommend subcontractors with Board Certified Forensic Pathologists for the performance of autopsies. National Association of Medical Examiners Autopsy Standards will be met regarding Histology, Transcription, Examination Report. All Facility, equipment, and operational supplies to perform examinations are provided with this service.
- MMMEG will only recommend subcontractors with licensed funeral homes and transport agencies that meet all transportation requirements. Chain of Custody requirements are a priority and will be upheld.

- Expert Witnesses - MMMEG utilizes pathologists that are willing to testify in legal proceedings. In the event that a pathologist leaves the autopsy practice, the county might be liable for any fees associated with the testimony.

- Laboratory Services- MMMEG will only recommend a fully accredited laboratory and any testimony required for prosecution is not covered by this contract.

Exceptions:

During the term of any Agreement resulting from this RFP, the selected Contractor will be expected to furnish all labor, materials, tools, equipment, permit fees, bonds, insurance, and services necessary to perform and complete the managerial tasks. Pricing in this RFP is divided into two categories, Management and Case Related. Case Related fees are estimated utilizing 30 years of experience. Please see the budgets attached of counties of similar size for verification. Laboratory Testing (including Autopsy & Toxicology, & Histology), On-Scene Examinations, Transportation and Case Related services are contracted services directed by the MMMEG management group for the county. All medical certification and case review is certified by our Medical Examiner physician. MMMEG reviews and monitors contracts and only Case Related expenses of the county medical examiner system before submitting to the county for payment processing .

The following shall be billed separate: Expert Witnesses, Extenuating Prior Case Review, Extenuating education and training for law enforcement EMS (Routine operational guidance is included)

Transportation to be vetted then provided by a licensed Funeral Home or Transportation Company.

Neuropathology, Anthropology, Odontology, and any other specialty shall be considered the same as Forensic Case Service Category and paid as a contracted service of the county

Business Meetings shall be limited to one annual in person. Additional monthly meetings, as stated, shall be included at no cost if virtual.

Facility/Equipment: MMMEG and Dr. Paul Wagner utilize Autopsy Facilities that are certified through the National Association of Medical Examiners.

Insurance Requirements: Dr Wagner shall be included as the Appointed Medical Examiner of the County. He will maintain not less than $1,000,000 Liability Insurance. All management staff and are included under the MMMEG policy and proof of insurance will be provided annually to the county. Performance Bond is asked to be waived due to professional services contract status. If mandated this shall be priced separately.

Cremation Permit Fees of $50 to be paid to the county before the permit is issued; $12.50 /of each permit reconciled to MMMEG in quarterly voucher. If another payment time frame is chosen the rate shall be $15.

One Time Overhead Start Up Fee: $ 7,625 Start up Fee covers equipping the Medical Examiner Investigators with Equipment Go-Bags and all supplies, Database setup, and Computer Based Training, etc.

MMMEG (Mid Michigan Medical Examiner Group)

Signature Form

Project No. 02-26

(Please Type or Print Clearly in Ink)

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete legal name of firm: MidMichigan ME Group, LLC

Order from address: 2141 Plett Rd
Cadillac, MI 49601

Remit to address: 2141 Plett Rd
Cadillac, MI 49601

Federal Identification Number: 82-2503379

Signature: Lisa Kaspriak

Name (type/print): Lisa Kaspriak

Title: Chief Administrative Officer

Telephone: (231) 510-6205 Fax: ( )

Date: March 2, 2026

Send notification of award to: Lisa Kaspriak
(First and last name)

Email address of person receiving award notification: kaspriak@gmail.com

Non-Collusion Affidavit Form

Project No. 02-26

(Please Type or Print Clearly in Ink)

I, Lisa Kaspriak, Chief Administrative Officer , of MidMichigan ME Group, LLC
(Name and Title) (Company Name)

Attest to the following:

1. That I am fully informed respecting preparation and content of the attached Proposal and of all pertinent circumstances respecting such Proposal;

2. That my Proposal is genuine and not a collusive or sham proposal;

3. Neither myself nor any of our officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, connived, or agreed directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost element of the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed Contract;

4. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any other collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Lisa Kaspriak
Signature

March 2, 2026
Date

Proposer Guarantees and Warranties

Project No. 02-26

1. Proposer warrants that it is willing and able to comply with State of Michigan laws with respect to foreign (non-state of Michigan) corporations.

2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.

3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the County of Gratiot.

4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

5. Proposer certifies it can and will provide and make available, at a minimum, all services set forth in under Minimum Mandatory Requirements on page 1.

Name of Firm MidMichigan ME Group, LLC	
Name of Official Lisa Kaspriak	Title Chief Administrative Officer
Signature of Official Lisa Kaspriak	Date March 2, 2026

Company Profile

Official Name of Bidder Mid Michigan ME Group, LLC	Type of Entity/Organization (check one): ☐ Corporation ☐ Joint Venture ☒ Limited Liability Partnership ☐ Partnership ☐ Limited Liability Corporation ☐ Non-Profit Corporation ☐ Other: _____
Street Address 2141 Plett Rd	
City Cadillac	
State: MI / Zip Code: 49601	
Website www.MedicalExaminerGroup.com	
Primary Contact Name Lisa Kaspriak	
Primary Contact Phone Number 231-510-6205	
Primary Contact Email Address kaspriak@gmail.com	
Tax Identification Number 82-2503379	

Has your company been debarred by the Federal Government? ☐ Yes ☑ No
If yes, has it been lifted and if so, when?

Has your company been debarred by State Governments? ☐ Yes ☑ No
If yes, has it been lifted and if so, when?

Signature


Name and Title of Signer
Lisa Kaspriak, Chief Administrative Officer

Date
March 2, 2026

Thank you for your time.

I look forward to answering any questions you may have.

Feel free to call or email

231-510-6205

kaspriak@gmail.com

Main@mmmeg.org

Lisa Kaspriak

Administrator

Mid Michigan Medical Examiner Group

Cost Proposal

Project No. 02-26

Schedule of Professional Fees and Expenses
Medical Examiner Services

Active 911 Response System - 90 Minutes or less

Pricing submitted by: Lisa Kaspriak

Service / Function	Standard Rate per Case	Estimated Annual Cases	Estimated Annual Cost
Office Administration			$ 45,519
Investigations (case fee and mileage)			$ 24,994
Pathology (autopsy and transport)			$ 41,400
Other (specify)			$
Cremation Permit Revenue			$ (13,050)
			$
		Subtotal	$
Out-of-Pocket Expenses			
Transportation			
Other (specify)			
Total for Medical Examiner Services			$ 98,863

Lisa Kaspriak
Signature

March 2, 2026
Date

Cost Proposal

Project No. 02-26

Schedule of Professional Fees and Expenses
Medical Examiner Services

On Call MEI System (60 min response time 90%)

Pricing submitted by: Lisa Kaspriak

Service / Function	Standard Rate per Case	Estimated Annual Cases	Estimated Annual Cost
Office Administration			$ 45,519
Investigations (case fee and mileage)			$ 37,347
Pathology Inc. Transportation (autopsy and transport)			$ 41,400
Other (specify)			$
Cremation Permit Revenue			$ (13,050)
			$
		Subtotal	$
Out-of-Pocket Expenses			
Transportation			
Other (specify)			
see attachment for calculation			
Total for Medical Examiner Services			$ 111,216

Lisa Kaspriak
Signature

March 2, 2026
Date

PRICING DETAIL
ACTIVE 911 PAGE OUT SYSTEM

GRATIOT COUNTY - ACTIVE 911 Page Out System)

Revenue		Expected Cases		Revenue
Cremation Permit County Revenue	-50	348		$ (13,050)
Cremation Fees@25% of $50	$ 12.50			

Administrative Fees	41,761 POPULATION		$ 45,519
Fixed Overhead per Capita	1.09		
(Support Staff, Doctor, Database, Training, Supplies, Licenses ect)			

Forensic Pathology	Expected Cases	Budget		$ 41,400
Autopsy $2,600 ea	8	$ 30,400		
Limited $275-$600 ea	25	$ 7,750		
Body Transport $350 avg ea	10	$ 3,250		

MEI Case Investigation (Private Contractors)	45			
Facility Cases	20	$20	$ 400	
Shift Holiday Premium	24	$130	$ 3,120	
Level 1 Investigator Cases	10	$205	$ 2,050	
Level 2 Investigator Cases	67	$235	$ 15,745	
Level 3 Investigator Cases	4	$260	$ 1,040	
Mileage	91	29	$ 2,639	$ 24,994

TOTAL MEDICAL EXAMINER SERIVCES (Cases are estimated and residua	$ 98,863

PRICING DETAIL
ON CALL SYSTEM

GRATIOT COUNTY - ON CALL SYSTEM				
Revenue		Expected Cases		Revenue
Cremation Permit County Revenue	-50	348		$ (13,050)
Cremation Fees@25% of $50	$ 12.50			
Administrative Fees	41,761 POPULATION			$ 45,519
Fixed Overhead per Capita	1.09			
(Support Staff, Doctor, Database, Training, Supplies, Licenses ect)				
Forensic Pathology	Expected Cases	Budget		$ 41,400
Autopsy $2,600 ea	8	$ 30,400		
Limited $275-$600 ea	25	$ 7,750		
Body Transport $350 avg ea	10	$ 3,250		
MEI Case Investigation (Private Contractors)				
Shift Pay	730	$36	$ 26,280	
Shift Holiday Premium	24	$20	$ 480	
Level 3 Investigator Cases	4	$118	$ 472	
Level 2 Investigator Cases	77	$88	$ 6,776	
Facility Cases	20	$35	$ 700	
Mileage	91	29	$ 2,639	$ 37,347
TOTAL MEDICAL EXAMINER SERIVCES (Cases are estimated and residual $ stays with the count				**$ 111,216**

Pricing Structure

Explanation of Pricing Structures

On-Call System:
An investigator is placed on a scheduled on-call rotation dedicated to the county during assigned hours. This structure typically allows for a faster average response time (generally within 60 minutes) due to assigned coverage. It carries a higher cost because it requires guaranteed scheduled availability.4 of our 17 Counties Operate in this manner. 3 of our 17 Counties Operate in this manner.

Active 911 Call-In System:

Investigators are notified through an integrated 911 paging system and may accept or pass a case based on availability. If no in-county investigator is available, a neighboring county investigator responds. This model provides reliable coverage with a response time of less than 90 minutes or less and is generally more cost-efficient. 14 of our 17 Counties Operate in this manner.

Counties with populations around 40,000 residents are typically at the threshold where either system may be appropriate. The decision is often based on county preference, desired response time, budget considerations, and available local resources. We are willing to discuss in detail the operational advantages, cost differences, and resource implications of each system to determine the best fit for Gratiot County.

*90% of cases response time. Extenuating circumstances (ie. weather, may occur).

At this time, we do not utilize an all-inclusive pricing model, as our experience over the past 30 years serving 17 counties has demonstrated that this structure is not the most effective or cost-efficient approach for our partner counties.

- We process Infant Death Autopsy reimbursement and funds deposited to County Account
- We assist in processing Cremation Fees ($50 ea), funds (minus processing Fee), deposited to County
- We process all applicable Unclaimed Bodies with the state of Michigan SER Fund, no unclaimed body fees charged to the county.

Preparation of the Proposal

1. General Requirements

The proposal has been prepared in accordance with the requirements outlined in the Request for Proposal (RFP). All required documentation, statements, certifications, and supporting materials have been included and organized in the order specified by the RFP instructions.

I. Report Format

All reports generated under this proposal will follow a standardized professional format consistent with medicolegal documentation standards. Reports will include clear headings, structured sections, proper identification information, investigative summaries, findings, and determinations where applicable.

II. Sample Format for Requested Reports

Sample report formats have been included within this proposal to demonstrate the structure, organization, and level of detail provided in official documentation. These samples are representative of final reports and reflect professional standards for clarity and evidentiary documentation.

Proposal Attachment Checklist

■ Sample External Examination Report

■ Sample Autopsy Report (de-identified)

■ Sample Case Consultation Summary (Included within Examination/Investigation Report)

■ On-Scene Investigation Notes / Scene Summary (Included within Examination/Investigation Report)

■ Toxicology Summary or Interpretation Example

■ Chain-of-Custody Form / Evidence Log

■ Specimen / Tissue Retention Log

■ Training Outline or Slide (Law Enforcement / EMS)

■ Expert Testimony Summary (including 2025 case)

■ Facility & Equipment Capability Statement

■ Transportation Capability Statement

■ Record Retention Policy Compliance Statement

SAMPLE MEDICOLEGAL DEATH INVESTIGATION REPORT

De-Identified for Public Presentation

CASE OVERVIEW

County: Michigan County (Redacted)
Case Type: Scene Investigation
Disposition: Sent to Autopsy Facility
Medical Examiner Authorization: Board-Certified Forensic Pathologist
Investigator: Medicolegal Death Investigator

CIRCUMSTANCES

A 65-year-old adult female was reportedly struck by a motor vehicle while outside her vehicle on a roadway at night. Emergency services were notified and responded to the scene. Resuscitative efforts were initiated but were unsuccessful. The cause of death was determined to be blunt force trauma. The manner of death was classified as accident.

NARRATIVE SUMMARY

An investigation into the unexpected death of an adult female was conducted under statutory authority pursuant to Michigan law. Scene investigation, witness statements, and physical findings were reviewed. The decedent had exited her vehicle after pulling to the side of the roadway. A second vehicle traveling in the opposite direction struck the decedent. Law enforcement and EMS responded promptly. Scene conditions included clear weather and dry roadway surfaces.

BACKGROUND INFORMATION

Medical History: None documented at scene.
Social History: Reported daily alcohol use and tobacco use.
Medications: None reported.

EXTERNAL BODY EXAMINATION

Clothing: Dark pants, dark shoes (displaced during impact), dark top, patterned blouse, undergarments.
General Appearance: Fully developed adult female.
Medical Treatment: Resuscitative equipment present including defibrillator pads and airway adjunct.

Head: Scalp injury noted on right side; skull palpably intact.
Face: No significant deformity noted.
Eyes: Right periorbital swelling; no petechiae.
Ears: No deformity or discharge.
Nose: Bleeding from right nostril.
Mouth: No obvious trauma.
Neck: No deformity noted.
Chest: Bilateral crepitus; resuscitation device markings present.
Back: Crepitus to lower back.
Abdomen: No visible deformity.
Pelvis: Crepitus noted on right side.
Right Arm/Hand: Abrasions and laceration to hand.
Left Arm/Hand: Deformity and crepitus to upper arm; possible open fracture.
Right Leg/Foot: Abrasions; toenail avulsion noted.
Left Leg/Foot: Abrasions to toes.

POSTMORTEM OBSERVATIONS

Body Temperature: Cool
Rigor Mortis: Absent
Livor Mortis: Absent
Decomposition: None observed
Approximate Height: 61 inches
Approximate Weight: 190 lbs

CONCLUSION

Based on scene findings, investigative information, and examination findings, the cause of death was determined to be blunt force trauma. The manner of death was classified as accident.

FORENSIC AUTOPSY REPORT (DE-IDENTIFIED SAMPLE)

CAUSE OF DEATH

Blunt Force Injuries

MANNER OF DEATH

Accident

CIRCUMSTANCES AND INVESTIGATION

An adult female with reported daily alcohol consumption stopped her vehicle along a roadway and exited prior to being struck by an oncoming motor vehicle. Law enforcement and emergency medical services responded and initiated resuscitative efforts. Despite advanced life support measures, resuscitation was unsuccessful and death was pronounced at the scene.

RADIOLOGIC FINDINGS

Postmortem imaging demonstrated multiple displaced fractures involving the cervical spine, clavicle, bilateral humeri, ribs, sternum, scapula, pelvis, and sacrum. Free air was identified within the pleural and peritoneal cavities. Imaging findings were consistent with severe blunt thoracic trauma, including disruption of major vascular structures.

EXTERNAL EXAMINATION

The body is that of a well-developed adult female consistent with the reported age. The body was refrigerated and not embalmed. Rigor mortis was present; livor mortis was posterior and fixed. Evidence of medical intervention included adhesive defibrillator pads and electrocardiographic leads. External injuries included multiple scalp lacerations with partial avulsion, facial contusions and abrasions, cervical deformity consistent with fracture, extensive chest wall instability, abrasions and lacerations of the upper extremities, deformities consistent with bilateral humeral fractures, abdominal abrasions, pelvic instability, and extensive abrasions and lacerations of the lower extremities including nail avulsion.

INTERNAL EXAMINATION

Internal examination revealed extensive blunt force injuries. There were displaced fractures of the cervical spine and thoracic vertebrae. The pericardial sac was lacerated with full-thickness lacerations of the cardiac atria and right ventricle. The thoracic aorta was completely transected. Multiple bilateral rib fractures resulted in penetrating lung injuries and bilateral hemothoraces.
Additional findings included hepatic capsular lacerations, mesenteric hemorrhage and lacerations, renal hilar laceration with retroperitoneal hemorrhage, and multiple pelvic fractures with associated soft tissue injury. The extremities demonstrated fracture-related hemorrhage and soft tissue trauma.
Incidental findings included mild to moderate atherosclerotic cardiovascular disease, moderate aortic atherosclerosis, granular renal cortices, a small intraparenchymal hepatic mass, and a small uterine myometrial mass.

ANCILLARY STUDIES (TOXICOLOGY)

Toxicological testing detected ethanol in femoral blood (0.300%) and vitreous fluid (0.313%).

SPECIMENS COLLECTED

Specimens collected at autopsy included fingerprints, formalin-fixed tissue samples, vitreous fluid, and peripheral blood for toxicological analysis.

SUMMARY OF AUTOPSY FINDINGS

1. Blunt force injuries of the head and neck.
2. Blunt force injuries of the torso including cardiac lacerations and aortic transection.
3. Blunt force injuries of the extremities including bilateral humeral fractures.
4. Rib fractures with associated bilateral lung injuries and hemothoraces.
5. Hepatic, mesenteric, renal, and pelvic traumatic injuries.
6. Atherosclerotic cardiovascular disease (mild to moderate).
7. Incidental small hepatic and uterine masses.

CONCLUSION

Based on the autopsy examination, radiologic findings, toxicological studies, and investigative information, the cause of death is blunt force injuries sustained in a motor vehicle versus pedestrian incident. The manner of death is classified as accident.

Sample Toxicology Testing Report

Web: [REDACTED]
Phone: [REDACTED]

Laboratory Case Number: [REDACTED]
Subject's Name: [REDACTED]

Report To:
Medical Examiner Office (Michigan) – [REDACTED ADDRESS]

Agency Case #: [REDACTED]
Date of Death: [REDACTED]
Investigator: [REDACTED]
Date Received: [REDACTED]
Date Reported: [REDACTED]

Laboratory Specimen No: [REDACTED]
Container(s): Femoral Blood
Test(s): Drugs of Abuse Panel, Blood

Analyte	Result	Quantitative Result	Units
Methanol	Negative		
Ethanol	Positive	0.300	% (w/v)
Acetone	Negative		
Isopropanol	Negative		
Amphetamines	Negative		
Barbiturates	Negative		
Benzodiazepines	Negative		
Cannabinoids	Negative		
Hallucinogens	Negative		
Muscle Relaxants	Negative		
Opioid Analgesics	Negative		
Stimulants	Negative		

Specimens retained per laboratory policy. Identifiers and signatures redacted.

Sample Toxicology Testing Report

Laboratory Specimen No: [REDACTED]
Container(s): Vitreous Fluid

Analyte	Result	Quantitative Result	Units
Methanol	Negative		
Ethanol	Positive	0.313	% (w/v)
Acetone	Negative		
Isopropanol	Negative		

Certification Statement:
The specimen identified by the laboratory accession number was handled and analyzed in accordance with applicable laboratory standards. Laboratory director, reviewer, and analyst identifiers have been removed for de-identification purposes.

Mid Michigan ME Group via Pathology at
WESTERN MICHIGAN UNIVERSITY
HOMER STRYKER M.D. SCHOOL OF
MEDICINE AUTOPSY & FORENSIC SERVICES
CHAIN OF CUSTODY / EVIDENCE LOG

CASE INFORMATION

Case Number:	
Decedent Name:	
Date of Birth:	
Date of Death:	
Submitting Agency:	
Agency Case Number:	
Pathologist:	
Medicolegal Death Investigator:	
Autopsy Date:	

EVIDENCE INVENTORY

Item #	Description	Condition	Packaging	Seal #	Collected By	Date/Time

TRANSFER / CUSTODY RECORD

Date	Time	Released By (Print & Sign)	Agency	Received By (Print & Sign)	Agency	Purpose

FINAL DISPOSITION

Disposition (check one):
Transferred to Law Enforcement
Released to Laboratory
Retained as Evidence

Destroyed (per policy)
Returned to Family
Final Disposition Date:
Authorized By (Print & Sign):
Title:

Mid Michigan ME Group via Pathology at
WESTERN MICHIGAN UNIVERSITY
HOMER STRYKER M.D. SCHOOL OF MEDICINE
AUTOPSY & FORENSIC SERVICES
SPECIMEN / TISSUE RETENTION LOG

CASE INFORMATION

Case Number:	
Decedent Name:	
Date of Autopsy:	
Pathologist:	
Medical Examiner Jurisdiction:	

SPECIMEN INVENTORY

Item #	Specimen Type	Collection Date	Container	Preservative	Qty	Initial Storage	Collected By

RETENTION STATUS TRACKING

Item #	Current Storage Location	Retention Policy (Years)	Destruction Eligible Date	Released/Destroyed Date	Authorized By	Method

RELEASE / TRANSFER DOCUMENTATION

Date	Released To	Agency/Laboratory	Purpose	Released By (Print & Sign)	Received By (Print & Sign)

DESTRUCTION CERTIFICATION

Date of Destruction:	
Method of Destruction:	
Witness (Print & Sign):	
Authorized Official (Print & Sign):	

Sample Training Outline – Forensic CT Scanner Overview

Law Enforcement Training | January 27 | Otsego County

Purpose of Training

- Introduce regional law enforcement to new forensic CT capabilities
- Explain integration into medicolegal death investigations
- Clarify case types appropriate for CT imaging
- Outline workflow and evidence preservation benefits

When CT May Be Utilized

- Firearm-related deaths
- Blunt force trauma
- Suspicious or undetermined deaths
- In-custody deaths
- Complex motor vehicle fatalities

What Forensic CT Provides

- Non-invasive 3D internal imaging
- Projectile and fragment localization
- Skeletal injury documentation
- Digital image reconstruction
- Permanent evidentiary archive

Operational Workflow Overview

- Scene investigation and transport
- Pre-autopsy CT imaging
- Image review by forensic pathologist
- Determination of autopsy necessity
- Integration into final report

Training conducted January 27 in Otsego County for regional law enforcement agencies to discuss implementation and investigative use of the Crawford County forensic CT scanner.

Expert Testimony Summary

Dr. Paul Wagner, D.O.
Forensic Pathologist

Qualifications

- Licensed physician in the State of Michigan
- Serving as Medical Examiner for multiple Michigan counties

Courtroom Experience

Dr. Wagner has provided expert testimony in Michigan Circuit Courts, District Courts, and Probate proceedings in both criminal and civil matters.
He has testified in cases involving homicide, drug toxicity and overdose, blunt force trauma, firearm injuries, asphyxia, motor vehicle fatalities, in-custody deaths, and sudden natural deaths.

Scope of Expert Testimony

Dr. Wagner has been qualified as an expert in forensic pathology, cause and manner of death determination, interpretation of toxicology results, wound interpretation, postmortem interval estimation, injury biomechanics, and death certification.

Professional Standards

All opinions are rendered in accordance with Michigan law (MCL 52.202), Michigan Rules of Evidence 702, National Association of Medical Examiners standards, and accepted forensic pathology principles.

Facility and Equipment Capability Statement

Western Michigan University Homer Stryker M.D. School of Medicine

Facility Overview

The Autopsy and Forensic Services facility is designed to support comprehensive medicolegal death investigations. The facility includes secure access-controlled areas, designated autopsy suites, evidence storage areas, specimen processing rooms, refrigeration units, and secure record storage systems. Operations are conducted in accordance with applicable Michigan law and accepted forensic pathology standards.

Autopsy & Examination Suites

The facility includes modern autopsy suites equipped with stainless steel autopsy tables, overhead lighting systems, surgical instrumentation, oscillating saws with vacuum systems, evidence collection stations, photography equipment, and digital documentation capabilities. Each suite supports full postmortem examinations and evidence preservation.

Radiologic Imaging Capabilities

The facility has access to advanced postmortem imaging capabilities including computed tomography (CT) scanning. CT imaging provides non-invasive internal documentation, projectile localization, skeletal injury assessment, and digital reconstruction for evidentiary purposes. Imaging data is securely stored and maintained for investigative and prosecutorial review.

Evidence & Specimen Handling

Secure evidence storage areas and specimen retention systems are maintained in compliance with chain-of-custody standards. The facility includes refrigeration and freezer units for temporary storage, formalin fixation areas for tissue preservation, and tracking logs for specimen retention and release.

Toxicology & Laboratory Support

Specimens collected at autopsy are submitted to accredited forensic toxicology laboratories for analysis. The facility supports proper collection, packaging, and documentation of blood, vitreous fluid, urine, tissue, and other biological samples for comprehensive forensic testing.

Digital Documentation & Records Management

The facility utilizes secure digital case management systems for documentation, image storage, report preparation, and archival retention. Access to records is restricted to authorized personnel and maintained in accordance with confidentiality requirements.

Safety & Compliance

All operations adhere to OSHA standards, biosafety protocols, and applicable state regulations. Personnel utilize appropriate personal protective equipment (PPE), and the facility maintains infection control procedures and equipment maintenance schedules.

Transportation Capability Statement

Mid Michigan Medical Examiner Group

Overview

Mid Michigan Medical Examiner Group (MMMEG) maintains a structured and reliable transportation program to ensure the secure, timely, and respectful transfer of decedents for medicolegal investigation. Transportation operations are conducted in coordination with law enforcement agencies, hospitals, emergency services, and contracted professional removal providers.

Contracted Transport Provider

MMMEG utilizes the professional services of Secure Removal Services for scheduled and on-demand decedent transport needs. Secure Removal Services provides trained personnel, appropriate transport vehicles, and established procedures designed to preserve dignity, maintain chain of custody, and ensure regulatory compliance.
Service Provider Website: https://secureremoval.org/

Chain of Custody & Documentation

All transports are documented through standardized logs capturing time of removal, location of transfer, personnel involved, and receiving facility intake verification. Seal numbers and identifying information are recorded when applicable to ensure evidentiary integrity and court defensibility.

Operational Readiness

MMMEG coordinates transportation services across multiple counties within its service region. Established communication protocols allow for efficient dispatch coordination, after-hours response capability, and collaboration with law enforcement and first responders.

Compliance & Safety Standards

Transportation procedures adhere to applicable Michigan statutes, public health standards, and infection control protocols. Personnel utilize appropriate protective equipment, and transport vehicles are maintained in accordance with safety and sanitation requirements.

Summary

Through coordinated logistics and partnership with Secure Removal Services, MMMEG ensures reliable decedent transport services that support medicolegal investigations, maintain chain of custody, and meet RFP performance expectations.

David G. Turner, BS, F-ABMDI, EMT-P/IC

215 West Main Street, Marion, Michigan 49665
Cell 231-667-0018
david@mmmeg.org

Professional Summary

Dedicated **Chief Medical Examiner Investigator** with over **40 years** of experience in medicolegal death investigation. Skilled in **supervision**, **quality assurance**, **training**, and **complex case review** for a **multi-county medical examiner system**. Proven ability to lead daily operations, ensure compliance with professional standards, and collaborate with forensic pathologists, law enforcement, and public health partners.

Professional Experience

Chief Medical Examiner Investigator – Office of the Medical Examiner 17 Counties
2017 – Present

- **Supervise** all Medical Examiner Investigators in a **multi-county** medical examiner system.
- Manage **day-to-day operations**, including employee schedules, supply levels, training programs, vehicle maintenance, and case review.
- Conduct **employee evaluation, discipline**, and quality oversight to maintain operational standards.

Medical Examiner Investigator – Osceola County, Michigan
1983 – 2017

- Led **death scene investigations** under direct supervision of the Medical Examiner.
- Collected and documented **evidence**, interviewed witnesses, photographed scenes, and **prepared detailed investigative reports.**

Lisa Kaspriak - Professional Profile

Lisa Kaspriak has served as the Administrator of the Michigan Medical Examiner Group since 1997, overseeing operations for 17 rural Michigan counties. She holds a Bachelor's Degree in Healthcare Administration and brings nearly three decades of experience in medicolegal death investigation management, interagency coordination, and public health data initiatives.

She is an active member of the National Association of Medical Examiners (NAME), the International Association of Coroners & Medical Examiners (IACME), and the Michigan Association of Medical Examiners (MAME). She maintains a strong commitment to professional development, regularly attending the American Academy of Forensic Sciences (AAFS) annual scientific meetings.

Her most recent educational participation includes both domestic and international topics of high relevance to opioid mortality surveillance, toxicology, death investigation standards, and forensic science advancements:

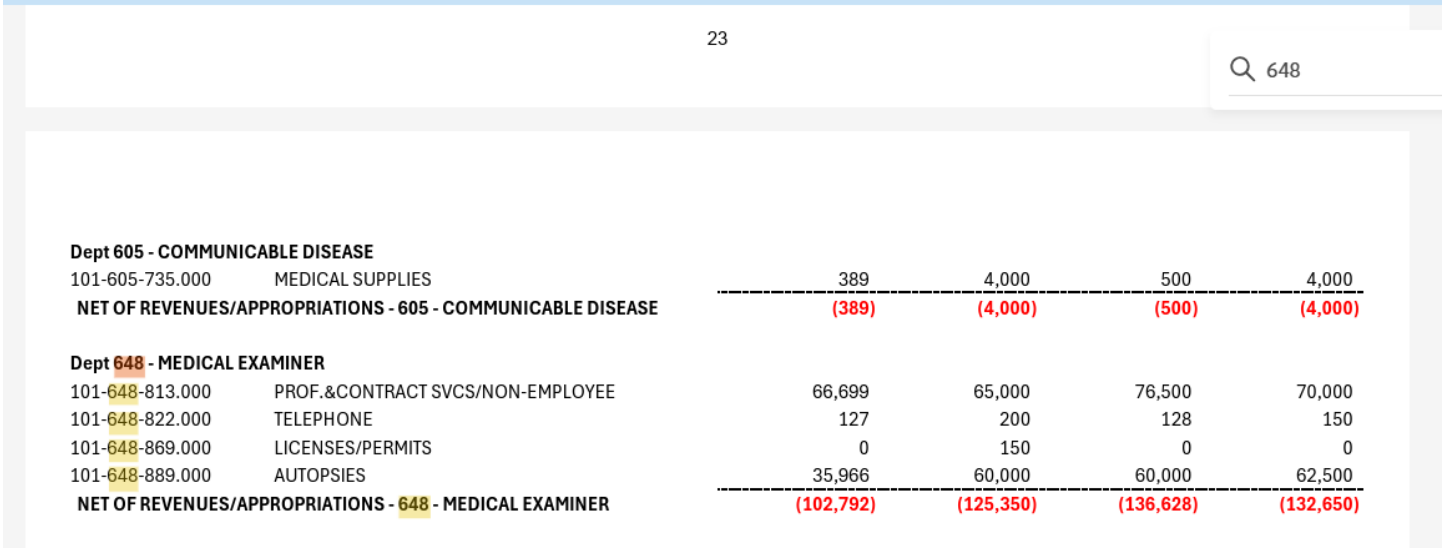
- Leveraging Surveillance Data: Trends and drug adulteration analysis
- Mapping Mortality: Drug usage in Maryland (2014–2024)
- Death in Custody Toxicology: Ten-year retrospective review
- Postmortem Toxicology & Drug Adulteration: Casework and research needs
- Enhancing Medicolegal Death Investigations: Adoption of new practices
- Standards Implementation Across Forensic Sciences: Notes and trends
- Technology for Data Exchange: Transforming forensic communication
- Washington, DC DFS: Innovative forensic operations
- Social Belonging in Online Forensics: Community and connectedness
- Standards Development in Death Investigations: Ongoing activities
- Forensic Sciences for Social Impact: Improving population outcomes

SIMILAR COUNTIES SERVED WITH VARYING STRUCTURES AND EXCEPTIONS.

NEWAYGO 50,000 Population, On Call Structure, Higher Autopsy Rate due to Morgue Buy In with Mecosta County

05/27/2025	BUDGET REPORT FOR NEWAYGO COUNTY						
	Calculations as of 09/30/2025						
		2023-24	2024-25	2024-25	2024-25	2025-26	2025-26
		ACTIVITY	ORIGINAL	AMENDED	ACTIVITY	INITIAL REVIEW	DEPT REQUESTED
GL NUMBER	DESCRIPTION		BUDGET	BUDGET	THRU 09/30/25	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 648.000 - MEDICAL EXAMINER							
101.000-648.000-607.000	FEES	20,200	19,200	19,200	11,800		20,300
Totals for dept 648.000 - MEDICAL EXAMINER		20,200	19,200	19,200	11,800		20,300
TOTAL ESTIMATED REVENUES		20,200	19,200	19,200	11,800		20,300
OTHER SERVICES AND CHARGES							
101.000-648.000-802.890	SERVICE FEES - CREMATIONS	4,788	4,800	4,800	2,513		5,075
101.000-648.000-835.710	SERVICE FEES - AUTOPSIES	35,081	35,540	35,540	6,965		33,606
101.000-648.000-835.730	SERVICE FEES - ME INVESTIGATORS	20,962	31,153	31,153	17,132		35,151
101.000-648.000-835.760	SERVICE FEES - TOXICOLOGY/LABS	10,151	7,445	7,445	4,916		8,060
101.000-648.000-835.770	SERVICE FEES - BODY REMOVAL	4,160	3,600	3,600	300		3,600
101.000-648.000-835.790	SERVICE FEES - ADMINISTRATIVE	55,585	57,252	57,252	28,626		58,970
101.000-648.000-864.000	MILEAGE	3,219	3,321	3,321	1,706		3,487
101.000-648.000-958.000	INDIRECT COST - CENTRAL SERV ALLOCATIC	8,300	9,397	9,707	5,482		9,998
101.000-648.000-965.200	INDIRECT COST - INSURANCE & BONDS-MM	100	121	121	71		125
OTHER SERVICES AND CHARGES		142,346	152,629	152,939	67,711		158,072
Totals for dept 648.000 - MEDICAL EXAMINER		155,650	152,629	152,939	67,711		158,072
TOTAL APPROPRIATIONS		155,650	152,629	152,939	67,711		158,072
NET OF REVENUES/APPROPRIATIONS - FUND 101.000		(135,450)	(133,429)	(133,739)	(55,911)		(137,772)

Mecosta – 40,000 Population, Owns the Morgue listed in the Autopsy Line, Active 911 Call System (Not On Call)



Mecosta County	2025	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	**FY 2025**	% +/- from prev. year	FY 2024	**FY 2023**	**FY 2022**	**FY 2021**	FY 2020	FY 2019	FY 2018
# Cases Investigated by MMMEG		16	11	11	6	6	11	12	12	10	13	8	17	**133**	13%	118	**108**	**141**	119	133	109	95
	Scene Investigations	14	10	10	6	4	10	8	10	6	9	6	11	**104**	21%	86	**76**	**108**	84	102		
	Cremation Permits	28	22	20	22	23	33	22	21	26	18	15	25	**275**	-1%	278	**243**	**330**	316	322	197	
Manner of Death	Homicide	0	0	0	0	0	1	0	0	0	0	0	0	**1**	0%	1	**1**	**5**	0	0	1	1
	Suicide	1	0	1	1	0	2	1	0	0	0	0	2	**8**	-20%	10	**8**	**14**	2	2	6	6
	Accident	1	1	1	1	2	2	3	3	1	5	1	0	**21**	-28%	29	**16**	**25**	18	21	15	15
	Natural	14	10	9	4	4	6	7	9	8	8	7	13	**99**	29%	77	**83**	**94**	99	109	86	73
	Pending	0	0	0	0	0	0	0	0	1	0	0	1	**2**		0	**0**	**0**	0	0	0	0
	Indeterminate	0	0	0	0	0	0	1	0	0	0	0	1	**2**	100%	1	**0**	**3**	0	1	1	0
Confirmed Drug Related Death	Age <40yrs	0	0	0	0	0	0	0	0	0	0	0	0	**0**	-100%	2	**2**	**4**				
	Age >40yrs	0	0	0	0	0	1	0	0	0	0	0	0	**1**	-83%	6	**2**	**5**				
Special Cases	UnClaimed Bodies	1	1	1	0	1	0	0	0	1	0	0	0	**5**	0%	5	**3**	**2**	1	1	2	1
	Unidentified Bodies	0	0	0	0	0	0	0	0	0	0	0	0	**0**		0	**0**	**0**	0	0	0	0
	Exhumations	0	0	0	0	0	0	0	0	0	0	0	0	**0**		0	**0**	**0**	0	0	0	0
Ordered	Toxicology	4	2	1	1	0	2	3	1	3	3	0	5	**25**	-17%	30	**16**	**26**	8	9	10	11
	Autopsy	1	0	0	1	2	2	1	2	2	3	1	2	**17**	113%	8	**8**	**22**	8	18	7	8
Donations	Whole Body Accepted	0	0	0	0	-	-	0	1	-	-	-	-	**1**	0%	2	**0**	**5**	1	2	4	1
	Eyes/Cornea Accepted	0	0	0	0	-	-	0	0	-	-	-	-	**0**	-100%	2	**0**	**0**	1	3	2	8

Newaygo County	2025-2026	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	June 2026	July 2026	Aug 2026	Sept 2026	**FY 24-25 Total**	% +/- from prev. year	FY 24-25 Total	FY 23-24 Total	FY 22-23 Total	FY 21-22 Total	FY 20-21 Total	FY 19-20 Total	FY 18-19 Total	FY 16-17 Total	FY 15-16 Total
# Cases Investigated by MMMEG		17	11	12	6									**46**	-7%	148	154	141	172	150	122	123	117	105
	Scene Investigations	16	9	11	2									**38**	-3%	117	117	113	141	111	92.0			
	Cremation Permits	31	22	29	24									**106**	-19%	391	384	362	367	349	305	250		
Manner of Death	Homicide	0	0	0	0									**0**		0	0	0	2	1	1	1	2	0
	Suicide	2	0	2	0									**4**	200%	4	11	9	7	10	5	5	12	12
	Accident	3	4	0	1									**8**	-20%	30	37	36	31	33	30	25	13	13
	Natural	11	7	10	5									**33**	-12%	113	106	94	131	104	85	91	80	80
	Pending	0	0	0	0									**0**		0	0	0	0	0	0	0	0	0
	Indeterminate	1	0	0	0									**1**		0	0	2	1	2	1	1	0	0
Confirmed Drug Related Death	Age <40yrs	0	0	0	0									**0**		0	5	2	3					
	Age >40yrs	2	1	0	0									**3**		3	5	7	14					
Special Cases	UnClaimed Bodies	0	0	0	0									**0**	-100%	2	1	0	1	1	2	1		
	Unidentified Bodies	0	0	0	0									**0**		0	0	0	0	0	0	0		
	Exhumations	0	0	0	0									**0**		0	0	0	0	0	0	0		
Ordered	Toxicology	3	0	3	1									**7**	-16%	25	39	24	25	14	12	15		
	Autopsy	6	2	1	0									**9**		8	10	13	12	21	17	14	40	41
Ordered	CT Scan				0																			

Please find below statistical information provided by the current Medical Examiner provider for the past three years:

	2023	2024	2025
Total annual number of deaths reported to the medical examiner	102	108	111
Total annual number of autopsies	36	32	46
Total annual number of cases investigated	102	108	111

The current Medical Examiner does not produce an annual report for Gratiot County.

I hope this information is useful to you.

Timothy J. Dolehanty

vitalstats.michigan.gov/osr/chi/deaths/frame.asp?Topic=13

QUINCY TECH https://www.amazo... QuickBooks ADP RUN Schedule - Pacific B... Current Flight Deals... Mid Michigan Medi...

Gratiot Local Cities and Townships

CITY | LOCAL HEALTH DISTRICT | STATE Help Full Screen

Gratiot County, Michigan and United States Residents, 2024

Michigan Rank & Cause of Death	Number of Deaths			Age-adjusted Mortality Rates		
	Gratiot	MI	U.S.	Gratiot	MI	U.S.
All Causes of Death	465	102,848	3,072,666	847.3	775.0	744.1
1. Heart Disease	119	26,221	683,492	215.0	194.5	162.7
2. Cancer	93	21,171	619,876	163.4	150.5	143.5
3. Stroke	30	6,151	166,855	52.6	46.1	40.0
4. Unintentional Injuries	25	5,435	197,448	54.0	47.8	54.4
5. Chronic Lower Respiratory Diseases	29	5,258	145,643	49.2	36.9	33.5
6. Alzheimer's Disease	17	4,165	116,022	*	31.7	28.2
7. Diabetes Mellitus	14	3,225	94,445	*	23.5	22.3
8. Kidney Disease	11	1,966	55,081	*	14.4	13.0
9. Chronic Liver Disease and Cirrhosis	1	1,562	52,274	*	12.5	13.0
10. Intentional Self-harm (Suicide)	6	1,443	48,821	*	13.6	14.0

Mecosta | Local Cities and Townships

CITY | LOCAL HEALTH DISTRICT | STATE | Help | Full Screen

Mecosta County, Michigan and United States Residents, 2024

Michigan Rank & Cause of Death	Number of Deaths			Age-adjusted Mortality Rates		
	Mecosta	MI	U.S.	Mecosta	MI	U.S.
All Causes of Death	432	102,848	3,072,666	757.6	775.0	744.1
1. Heart Disease	108	26,221	683,492	187.1	194.5	162.7
2. Cancer	105	21,171	619,876	169.9	150.5	143.5
3. Stroke	19	6,151	166,855	*	46.1	40.0
4. Unintentional Injuries	29	5,435	197,448	64.5	47.8	54.4
5. Chronic Lower Respiratory Diseases	24	5,258	145,643	41.0	36.9	33.5
6. Alzheimer's Disease	15	4,165	116,022	*	31.7	28.2
7. Diabetes Mellitus	11	3,225	94,445	*	23.5	22.3
8. Kidney Disease	5	1,966	55,081	*	14.4	13.0
9. Chronic Liver Disease and Cirrhosis	4	1,562	52,274	*	12.5	13.0
10. Intentional Self-harm (Suicide)	8	1,443	48,821	*	13.6	14.0

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A SUBSCRIBER AGREEMENT FOR CORRECTIONS COMMUNICATIONS SERVICES

RESOLUTION NUMBER 26-400
ADOPTED MARCH 17, 2026

WHEREAS Gratiot County is responsible for the operation of, and supervisory and protective care, custody and control of, all buildings, grounds, property and matters connected with its facilities including the correctional facility (MCL 46.7); and

WHEREAS Stellar Services is engaged in the provision of InTouch Voice-Data (Phones) and InTouch Video Visitation and related communication services; and

WHEREAS, upon recommendation of the Sheriff, Gratiot County desires to engage Stellar Services to provide the services outlined in the attached service agreement, and Stellar Services desires to provide these services to Gratiot County.

THEREFORE, BE IT RESOLVED that the Gratiot Board of Commissioners does hereby accept the quote submitted by Stellar Services for the provision of InTouch Voice-Data (Phones) and InTouch Video Visitation and related communication services, consistent with the subscriber agreement attached to this Resolution.

BE IT FURTHER RESOLVED that the that the Chairperson of the Board of Commissioners is authorized to sign any necessary documents consistent with this Resolution, subject to approval as to form by the County Attorney.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____

Angie Thompson, Gratiot County Clerk

Docusign Envelope ID: 888BEC1C-F3EC-4BDA-A926-25D7A2D521B6

STELLAR SERVICES, LLC

STELLAR SERVICES CORRECTIONAL COMMUNICATIONS SERVICE SUBSCRIBER AGREEMENT

CORRECTIONAL TELEPHONE SERVICES, VIDEO VISITATION SERVICES, MESSAGING, TABLETS AND RELATED COMMUNICATIONS SERVICES FOR INCARCERATED PERSONS

CONTRACT BETWEEN GRATIOT COUNTY SHERIFF'S OFFICE AND STELLAR SERVICES, LLC.

This Stellar Services Communications Service Subscriber Agreement ("Agreement") is made this _____("Effective Date"), by and between Stellar Services, LLC (Provider), a Wisconsin corporation, having its principal place of business at 301 Bus Park Circle, Stoughton, WI 53589 and Gratiot County Sheriff's Office ("Subscriber") having its principal place of business at:

Address: 226 E. Center Street

City, State & Zip Code: Ithaca, MI 48847

Contact: Sheriff Tom Clark

Phone: 989-875-5211

Email address: **tclark@gratiotmi.com**

WITNESSETH

Whereas, Subscriber is the governmental or private entity responsible for the management, supervision, custody, protective care and control of 1) incarcerated persons housed in the following jail(s) and/or prison(s):

Name: Gratiot County Jail
Address: 226 E. Center Street, Ithaca, MI 48847

(the jail(s) and/or prison(s) are referred to in this Agreement as the "Facility" or "Facilities") and 2) all buildings, grounds, property and matters connected with the Facility or Facilities.

Whereas, Provider is qualified and willing to provide Subscriber with the InTouch Correctional Communications System for correctional telephone, video visitation, messaging, educational tablets and related communication services for incarcerated populations;

Now, therefore, in consideration of the mutual benefits to be derived hereby, Subscriber and Provider do hereby agree as follows:

I. TERM

This Agreement shall begin on the Effective Date of _____and continue in full force and effect for a period of five (5) years from such date ("Initial Term") and will automatically renew under the same terms and conditions for Terms of five (5) year ("Renewal Terms") if notice of non-renewal is not received at least ninety (90) days prior to the completion of the Initial Term. Upon completion of the Initial and Renewal Terms, this Agreement shall continue in full force and effect for additional periods of five (5) years each if no action is taken by either Party.

Docusign Envelope ID: 888BEC1C-F3EC-4BDA-A926-25D7A2D521B6

II. TERMINATION

Subscriber may terminate this Agreement for cause, pursuant to the provisions of Paragraph IV(A). Provider shall have the right to terminate this Agreement pursuant to the provisions of Paragraph IV(A).

III. COMMUNICATIONS SYSTEMS FOR INCARCERATED POPULATION

A. Installation of Correctional Communications System

Provider shall provide to Subscriber, at no cost, a fully operational, high-security and reliable Correctional Communications System to be installed at the Facility. The system provided to Subscriber shall include all equipment, installation, infrastructure and network, training, operation, ongoing repairs and maintenance of the entire system and its components which, at a minimum, shall meet Subscriber's requirements and be in compliance with any industry standard. The Correctional Communications System shall, depending on the requirements of Subscriber, be capable of providing traditional correctional telephone service, both on-site (standard) and off-site (remote) visitation sessions, educational and communication tablets well as a range of complementary paperless applications such as secure electronic messaging, tickets / kites, digital mail delivery and access to approved third-party applications based on the preferences and allowances of Subscriber.

B. Provider's Responsibilities

Provider shall be responsible for the following regarding the Correctional Communications System:

1. Adhering to any and all municipal, state or federal requirements for equipment installation, certification, training or registration during the life of the Agreement;

2. Complying with all FCC regulatory requirements and any other requirements imposed by local, state and federal regulatory agencies for all correctional communications and related services provided throughout the duration of the Agreement;

3. Making any system modifications necessary to allow incarcerated persons to participate in calls, video visits and secure messaging in compliance with any industry standards or requirement change(s) at no cost to Subscriber;

4. Complying with and updating the Correctional Communications System for any regulatory changes and requirements during the life of the Agreement. These changes include federal, state or local municipal regulatory changes. These changes shall be made within a reasonable time frame at no cost to Subscriber;

5. Providing a comprehensive Correctional Communications System that will allow for all required call types, video visitations and secure messages;

6. Providing a Correctional Communications System which includes, but is not limited to, system infrastructure, network, database, servers, call / video processors, digital and analog communications circuits, telecommunications capabilities, monitoring and recording functionality, and any additional required system functionality;

7. Installing new communications equipment at all included Facilities and any required station cabling as determined necessary;

Docusign Envelope ID: 888BEC1C-F3EC-4BDA-A926-25D7A2D521B6

8. Providing systems and equipment that support the Facility's or Facilities' monitoring/security needs, including terminals and digital recording equipment as determined necessary;

9. Providing a centralized database which shall contain all data elements necessary for provision of monitoring services, reporting and historical transaction information;

10. Providing personnel to include field repair/site technicians to perform oversight, operational assistance and preventative maintenance/repair to the communications equipment;

11. Providing ongoing maintenance, repair, replacement and/or upgrades of all equipment and systems as determined necessary to ensure adequate service delivery;

12. Providing all required training and instructional materials required for use of the telephone services as applicable to incarcerated persons, families, and/or Facility staff; and

13. Providing all related support services not otherwise indicated herein.

C. Correctional Communications System Installation

As part of the installation process of the Correctional Communications System at the Facility, Provider shall:

1. Provide all required materials, equipment, hardware, software and station cabling (where re-using existing station cabling is unavailable or new locations are required) for installation and maintenance of the Correctional Communications System;

2. Wherever possible, re-use existing station cabling installed at each Facility for the Correctional Communications System. In cases where existing station cabling cannot be used, Provider shall install new station cabling (Category 6 minimum) at no cost. Any new cabling shall include wall plate, cross connection, patch cords, etc. as required. Provider shall comply with all applicable electrical codes;

3. Comply with the security guidelines on institutional security policies; and

4. Provide all coordination required with any local bandwidth provider and other carriers during installation and for the duration of the Agreement.

D. Correctional Communications System Functionality

The system installed by Provider shall have the following functions:

1. Be fully supported by an infrastructure which has the capability to provide specified services such as secure and real-time monitoring of all communications (phone, video and messaging);

2. Be fully capable of completing on-site visitation sessions at no cost to the general public or incarcerated person; however, Provider will charge a per-minute rate for any off-site (remote) calls and visitation sessions connected;

3. Provide security features which prevent unauthorized individuals from accessing any information held by Provider;

4. Offer secured access to the system and the database for Subscriber's authorized users;

Docusign Envelope ID: 888BEC1C-F3EC-4BDA-A926-25D7A2D521B6

5. Provide complete support of all systems and software necessary to ensure provision of services at all times for the duration of the Agreement, and;

6. Ensure that informational flyers, placards or other media is provided to incarcerated population and visitors showing communication systems use instructions, rate information and any other information deemed essential to the utilization of the system.

E. Ownership of Correctional Communications Equipment

Throughout the term of the Agreement, Provider shall own all systems and equipment installed at the Facility and shall conduct all maintenance, repairs, upgrades and replacement to systems and equipment at no cost to Subscriber. Provider and Subscriber agree that at no time shall any of the systems and equipment installed at the Facility become a fixture such that it becomes a part of the real property where the Facility is located. Provider and Subscriber agree that all systems and equipment installed at the Facility will remain personal property owned by Provider.

F. Responsibilities of Subscriber

Subscriber shall be responsible for the following:

1. Obtaining all necessary written consents from any applicable governmental or private entity for Provider and/or its subcontractors to:

   a. Access any part of the Facility deemed necessary by Provider;

   b. Perform any and all work necessary to install, repair, replace, or remove the Correctional Communications System and its components; and

   c. Perform any contractual duty imposed on Provider in this Agreement;

2. Supplying Provider and/or its subcontractors with security guidelines on institutional security policies;

3. Providing security, where needed, to Provider's employees and/or contractors during the installation, replacement, maintenance, or removal of the Correctional Communications System and its components;

4. Properly accounting for the commissions received under this Agreement to any other necessary governmental or private entity;

5. Providing prompt notice to Provider of any damage, defect, or needed repair to the Correctional Communications System or any of its components;

6. Allowing up at least 16 hours per day access to installed communications systems, and;

7. Restricting non-administrator access to changing calling, video and messaging profiles of equipment or specific users (visitors and incarcerated users) which may harm usage and revenue expectations.

G. Correctional Communications System Commission Payment to Subscriber

Provider will forward a monthly payment to Subscriber on or about the last day of each month following the applicable traffic month. Such payment shall be based on gross revenue generated by Provider originating



from the Facility, net of federal, state and local taxes, FCC-regulated account funding fees, approved free calls, visits or messages and any other permitted cost recovery mechanism(s). The complete details regarding payments and revenue-share are provided within **Attachment A – Rates, Fees and Revenue-Share** of this Agreement. Provider and Subscriber agree that in the event that rates and/or fees are decreased as mandated by any local, state, or federal agency that adversely affects Provider's profitability under this Agreement, Provider shall have the sole right and discretion to decrease commission payments to Subscriber in such a manner as it sees fit in order for the Agreement to be profitable for Provider. Monthly revenue and commission statements will be provided to Subscriber for commission payments based on gross revenue, upon request.

H. Equipment Service & Maintenance

With regard to the Correctional Communications System, Provider shall provide fully functional equipment to support service delivery as specified herein at all designated Facilities with regard to all labor, materials, service hardware and/or software. Provider shall further warrant that any equipment installed for Subscriber shall be free of defects, irregularities, code violations and shall operate as designed and proposed or negotiated. Time is of the essence in completing emergency and other service repairs or replacements. Thus, Provider is required to meet all response times as reasonably required by the Facility to return the system to normal operating status. In the event of extraordinary obstacles to service delivery for which Provider exceeds the time-to-service requirement, notification and a detailed plan of service shall be provided to Subscriber, and Subscriber shall accept the detailed plan of service.

IV. MISCELLANEOUS

A. Termination

Either party may terminate this Agreement for cause prior to expiration of the Initial Term if there is an alleged breach of the term(s) by the offending party. If an alleged breach of this Agreement occurs, the offended party shall provide written notice to the offending party, demanding that the offending party cure said breach within thirty (30) days. The cure period may be extended to a mutually agreeable date up to ninety (90) days if the default cannot be reasonably cured within the specified time and if the defaulting party has begun to cure the default. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. Either party may terminate this Agreement during any Renewal Term upon ninety (90) days written notice with or without cause.

B. Indemnification

Provider shall be liable, and agrees to be liable for, and shall indemnify, defend and hold Subscriber, its employees, agents, officers, heirs, and assignees harmless from any and all demands, claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by Provider, or its employees or agents, in the course of the operations of this Agreement. This obligation by Provider to indemnify, defend, and hold Subscriber harmless includes without limitation all costs, expenses, and attorney's fees incurred on account of any demands, claims, suits, judgments, or damages.

Subscriber shall be liable, and agrees to be liable for, and shall indemnify, defend and hold Provider, its employees, agents, officers, heirs, and assignees harmless from any and all demands, claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by Subscriber, or its employees or agents, in the course of the operations of this Agreement. This obligation by Subscriber to indemnify, defend, and hold Provider harmless includes without limitation all costs, expenses, and attorney's fees incurred on account of any demands, claims, suits, judgments, or damages.

Docusign Envelope ID: 888BEC1C-F3EC-4BDA-A926-25D7A2D521B6

C. Provider's Insurance

Provider agrees to maintain the insurance coverage required to be maintained by Provider and to maintain such insurance in effect at all times during the existence of this Agreement.

D. Assignment

In the event that Provider transfers, sells, or assigns its rights under this Agreement, there shall be no required consent by Subscriber to the assignment of this Agreement.

E. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

F. Severability

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes of this Agreement can still be determined and effectuated.

G. Governing Law

This Agreement is executed and entered into in the State of Wisconsin, and shall be construed, performed and enforced in all respects in accordance with the laws, rules and regulations of the State of Wisconsin.

H. No Third-Party Beneficiaries

Except as otherwise expressly provided herein, neither this Agreement, nor any amendment, addendum or exhibit attached hereto, nor term, provision or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to any party not a signatory hereto.

I. Exclusivity and Right of First Refusal

In consideration of the compensation and services to be provided herein, Subscriber grants to Provider the exclusive right to install and maintain telephones and/or Correctional Communications Systems of any type, including the Telephone System, Video Visitation System, Secure Electronic Messaging System and hand-held tablets (the "Correctional Communications Systems") within its Facility or on its private property (Location) during the term of this Agreement. Provider and Subscriber have agreed upon specific rates for calls, remote video visitation and messaging, as well as ancillary correctional communications technologies as described in **Attachment A – Rates, Fees and Revenue-Share** of this Agreement.

Except for existing third-party vendors and only until such third-party vendor's contract expires, Subscriber will not allow any products or services that compete with any of those products or services that are or could be supplied by Provider during the term of this Agreement to be, or to remain, installed at Subscriber's Facility, including any present or future Subscriber Facilities. Provider will have the exclusive right to provide those products and services to be installed, implemented, or used at Subscriber's Facility throughout the term of this Agreement, including any renewals and/or extensions of this Agreement, and shall also have the exclusive right to install, monitor, and provide services for any other Correctional Communication Systems, including but not limited to communications, educational or entertainment

Docusign Envelope ID: 888BEC1C-F3EC-4BDA-A926-25D7A2D521B6

products or services, tablets, video visitation, secure electronic messaging and electronic mail, sought by Subscriber to be used, installed, or implemented at the Facility during the term of this Agreement, whether the products or services are for incarcerated persons located at Subscriber's Facility or at third-party Facilities owned and/or managed by Subscriber; however, Provider shall not be obligated to exercise this exclusive right.

J. Circumstances Uncontrollable by Provider

Provider reserves the right to renegotiate or terminate this Agreement upon thirty (30) days written notice upon the occurrence of circumstances outside Provider's control related to the Facilities including, without limitation, 1) changes in rates, regulations, or operations mandated by law; 2) reduction in incarcerated population or capacity; 3) changes in jail policy or economic conditions; 4) acts of God or actions constituting force majeure, as stated in Paragraph IV(E) above; or 5) actions taken by the Facility that negatively impact the Providers business. Subscriber acknowledges that Provider's provision of the services is subject to certain federal, state or local regulatory requirements and restrictions which are subject to change from time to time and nothing contained herein shall restrict Provider from taking the necessary actions in order to be in compliance with those federal, state, or local regulatory requirements.

K. Suspension of Unused Applications

With regard to applications, software, or products that are licensed to Subscriber such as Educational Courses, Rehabilitation Programs and other features, products or applications licensed as part of the Correctional Communication System, if the features, products, or applications are not accessed or used within ninety (90) consecutive days, Provider reserves the right to disable such applications and only re-enable such applications when requested.

L. Cooperative Purchasing for other Agencies

Subscriber will permit other City, County and State agencies to utilize the terms and conditions of this Agreement, offering the prices, terms and conditions offered herein to other government agencies who wish to participate in a Cooperative Purchase program with Subscriber's agency, where such cooperative usage will contribute to any volume discounts or incentives for participating agencies. Participating agencies may include the services, purchase and installation, removal, modifications, and maintenance. Other agencies will be responsible for entering into separate Agreements with Provider and for all payments thereunder.

M. Successors and Assigns

Each of the covenants in this Agreement shall be binding upon and inure to the benefit of the successors and assigns of Provider and Subscriber.

N. Entire Agreement

Unless the parties agree otherwise in a written Agreement which specifically identifies this Agreement, including any attachments, amendments, addendums or exhibits, by date of execution and signatories, any services requested by Subscriber and any goods, services, or equipment furnished by Provider shall be provided by Provider under the terms of this Agreement. In the event of any conflict between this Agreement and any work order or purchase order, this Agreement shall control. This Agreement supersedes all other agreements, oral or written, previously entered into with respect to the subject matter contained in this Agreement and the transactions which it contemplates, and it contains the entire Agreement of the parties, including without limitation all Agreements with respect to warranties.

O. Counterpart Execution and Electronic Signatures

Docusign Envelope ID: 888BEC1C-F3EC-4BDA-A926-25D7A2D521B6

This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together constitute but one and the same instrument. All parties consent to the use of DocuSign or a similar electronic document execution service to take place of a physical signature on this Agreement, and that the electronic signatures will be the same as if physically signed by each party.

P. Further Assurances

The provisions of this Agreement are intended to be self-operative and shall not require further agreement by the parties unless otherwise specifically provided herein. Nonetheless, all parties shall cooperate fully to execute any and all supplementary documents, and to take all additional actions that are consistent with and which may be necessary or appropriate to give full force and effect to the terms of this Agreement.

Q. Dispute Resolution

Prior to the filing of a lawsuit by any party to this Agreement, Provider and Subscriber agree that any disputes between them shall be resolved in the following manner:

a. The parties shall refer the dispute to a certified mediator in order for the mediator to conduct a mediation of the dispute and attempt to reach a mutual agreement between the parties concerning the dispute. Said mediation shall commence no later than thirty (30) days after the receipt of notice by the other party that mediation of the dispute is requested. The parties shall mediate the dispute in good faith and use all reasonable measures to resolve the dispute. The cost of the mediation shall be divided equally between the parties.

R. Authority of Signatories

Each of the individuals signing this Agreement have full power and authority to enter into this Agreement on behalf of Provider and Subscriber and to fully bind Provider and Subscriber to the terms of this Agreement.

SIGNED on this _____ day of _____, 2026.

SUBSCRIBER	**PROVIDER**
_____	_____
Signature	Signature
_____	_____
Print Name	Print Name
_____	_____
Title	Title
_____	_____
Date	Date

Docusign Envelope ID: 888BEC1C-F3EC-4BDA-A926-25D7A2D521B6

STELLAR SERVICES, LLC

ATTACHMENT A
RATES, FEES AND REVENUE-SHARE

CORRECTIONAL TELEPHONE SERVICE				
CALL TYPE	PREPAID COLLECT		DEBIT	
	CONNECTION FEE	PER MINUTE	CONNECTION FEE	PER MINUTE
ALL CALLS WITHIN THE UNITED STATES:	$0.00	$0.16	$0.00	$0.16
MEXICO / CANADA:	$0.00	$0.25	$0.00	$0.25
CUBA:	$0.00	$0.99	$0.00	$0.99
OTHER INTERNATIONAL:	$0.00	$0.35	$0.00	$0.35
INBOUND VOICEMAIL:	$1.50 (up to 3-Minutes duration)			
COMMISSION AMOUNT:	45% on Gross Phone Call Revenue			

VIDEO VISITATION and SECURE MESSAGING	
CHARGE/FEE NAME	AMOUNT
REMOTE (OFF-SITE) VIDEO VISITATION – PER MINUTE RATE:	$0.30
ON-SITE VIDEO VISITATION – PER MINUTE RATE:	$0.00
SECURE MESSAGING – RATES:	Text Messages - $0.25 Picture Attachments - $0.35 Video Messages (30 Seconds) - $0.35 GIFs - $0.05
REMOTE VIDEO VISITATION– COMMISSION:	20% of Gross Video Visitation Revenue
MESSAGING – COMMISSION:	20% of Gross Messaging Revenue

PREMIUM ENTERTAINMENT CONTENT	
PREMIUM ENTERTAINMENT CONTENT – PER MINUTE RATE:	$0.02 - $0.04 Per Minute (Varies)
PREMIUM ENTERTAINMENT CONTENT – REVENUE-SHARE:	10% of Gross Revenue

CORRECTIONAL COMMUNICATION SYSTEM – TRANSACTION FEES	
CHARGE/FEE NAME	AMOUNT
LIVE OPERATOR TRANSACTION FEE:	$5.95
AUTOMATED OPERATOR TRANSACTION FEE:	$3.00
WEB TRANSACTION FEE:	$3.00

Subscriber Initials: _____ Provider Initials: _____

Date:_____ Date:_____

GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR TASER PURCHASE AND ASSOCIATED SERVICES

RESOLUTION NUMBER 26-401
ADOPTED MARCH 17, 2026

WHEREAS a taser is a less-lethal option for law enforcement officials to use to subdue belligerent or fleeing suspects, who might otherwise need to be subdued with more lethal means such as firearms; and

WHEREAS Axon Enterprises, Inc. provided a quote for purchase of taser hardware, software, on-demand certification, and duty cartridge replacement for a five-year period from 2026 to 2030; and

WHEREAS upon recommendation of the Sheriff, Gratiot County desires to engage Axon Enterprises, Inc. to provide the services outlined in the attached budgetary estimate, and Axon Enterprises, Inc. desires to provide these services to Gratiot County; and

WHEREAS Axon Enterprises, Inc. is a recognized State of Michigan Extended Purchasing Program (MiDeal) vendor; and

WHEREAS funding for tasers and associated services is available in the Sheriff's Office budget in line items 101-301-727.060 and 101-301-957.000

THEREFORE, BE IT RESOLVED that the Gratiot Board of Commissioners does hereby accept the budgetary estimate submitted by Axon Enterprises, Inc. for the purchase of taser hardware, software, on-demand certification, and duty cartridge replacement for a five-year period from 2026 to 2030 at an annual cost of $10,398.72.

BE IT FURTHER RESOLVED that the that the Chairperson of the Board of Commissioners is authorized to sign any necessary documents consistent with this Resolution, subject to approval as to form by the County Attorney.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic:(800) 978-2737
International: +1.800.978.2737

Q-815785-46080TM
Issued: 02/27/2026
Quote Expiration: 03/31/2026
Estimated Contract Start Date: 09/01/2026
Account Number: 127824
Payment Terms: N30
Mode of Delivery: AUTO-GND
Credit/Debit Amount: $0.00

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Gratiot County Sheriff's Office - MI 226 E Center St Ithaca, MI 48847-1438 USA	Gratiot County Sheriff's Office - MI 226 E Center St Ithaca MI 48847-1438 USA Email:	Tony Marietti Phone: Email: amarietti@axon.com Fax:	Chad Rousseau Phone: 2314927559 Email: crousseau@gratiotmi.com Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	$51,993.60
ESTIMATED TOTAL W/ TAX	$51,993.60

Discount Summary

Average Savings Per Year	$7,604.56
TOTAL SAVINGS	$38,022.78

TASER 7
END of March

101.301.727.060 TASERS
101.301.957.000 TRAINING

Non-Binding Budgetary Estimate

Payment Summary

Date	Subtotal	Tax	Total
Aug 2026	$10,398.72	$0.00	$10,398.72
Aug 2027	$10,398.72	$0.00	$10,398.72
Aug 2028	$10,398.72	$0.00	$10,398.72
Aug 2029	$10,398.72	$0.00	$10,398.72
Aug 2030	$10,398.72	$0.00	$10,398.72
Total	**$51,993.60**	**$0.00**	**$51,993.60**

Quote Unbundled Price:	$90,019.20
Quote List Price:	$82,156.80
Quote Subtotal:	$51,993.60

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
C00018	BUNDLE - TASER 7 CERTIFICATION	16	60	$93.77	$85.58	$54.16	$51,993.60	$0.00	$51,993.60
Total							**$51,993.60**	**$0.00**	**$51,993.60**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 7 CERTIFICATION	100591	AXON TASER - CLEANING KIT	1	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	16	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	19	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	20063	AXON TASER 7 - HOLSTER - SAFARILAND RH	16	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	80	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	80	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	32	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	32	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	22179	AXON TASER 7 - CARTRIDGE - INERT STANDOFF (3.5-DEGREE) NS	16	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	22181	AXON TASER 7 - CARTRIDGE - INERT CLOSE QUART (12-DEGREE) NS	16	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	08/01/2026
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	32	1	08/01/2027
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	32	1	08/01/2027
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	32	1	08/01/2028
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	32	1	08/01/2028
BUNDLE - TASER 7 CERTIFICATION	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	32	1	08/01/2028

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 7 CERTIFICATION	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	32	1	08/01/2028
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	32	1	08/01/2029
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	32	1	08/01/2029
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	32	1	08/01/2030
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	32	1	08/01/2030

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 7 CERTIFICATION	101180	AXON TASER - DATA SCIENCE PROGRAM	16	09/01/2026	08/31/2031
BUNDLE - TASER 7 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	16	09/01/2026	08/31/2031
BUNDLE - TASER 7 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	1	09/01/2026	08/31/2031

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 7 CERTIFICATION	101193	AXON TASER - ON DEMAND CERTIFICATION	16
BUNDLE - TASER 7 CERTIFICATION	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	16

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 7 CERTIFICATION	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	19	08/01/2027	08/31/2031
BUNDLE - TASER 7 CERTIFICATION	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	16	08/01/2027	08/31/2031
BUNDLE - TASER 7 CERTIFICATION	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	08/01/2027	08/31/2031

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	226 E Center St	Ithaca	MI	48847-1438	USA

Payment Details

Aug 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	C00018	BUNDLE - TASER 7 CERTIFICATION	16	$10,398.72	$0.00	$10,398.72
Total				**$10,398.72**	**$0.00**	**$10,398.72**

Aug 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	C00018	BUNDLE - TASER 7 CERTIFICATION	16	$10,398.72	$0.00	$10,398.72
Total				**$10,398.72**	**$0.00**	**$10,398.72**

Aug 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	C00018	BUNDLE - TASER 7 CERTIFICATION	16	$10,398.72	$0.00	$10,398.72
Total				**$10,398.72**	**$0.00**	**$10,398.72**

Aug 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	C00018	BUNDLE - TASER 7 CERTIFICATION	16	$10,398.72	$0.00	$10,398.72
Total				**$10,398.72**	**$0.00**	**$10,398.72**

Aug 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	C00018	BUNDLE - TASER 7 CERTIFICATION	16	$10,398.72	$0.00	$10,398.72
Total				**$10,398.72**	**$0.00**	**$10,398.72**

Non-Binding Budgetary Estimate

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of Axon goods or services.

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Exceptions to Standard Terms and Conditions

Rewrite Estimates

Estimated Amounts and Contract Terminations. Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

Refresh Shipment Timing

Technology Assurance Plan (TAP) Refresh Prior to Renewal. For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

Shipment Timing

Shipment Variance. Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.