

CONTRACTUAL SERVICES AGREEMENT

Managed Assigned Counsel Administrator

This **Contractual Services Agreement** (the "Agreement") made this 1st day of October 2025 between Alpena County (the "**County**") whose address is 720 West Chisholm Street, Suite 7, Alpena MI 49707, and William A. Pfeifer whose address is 114 S. Second Avenue, Alpena MI 49707 (the "**Contractor**").

Recitals

A. On October 31, 2017 the County approved the Alpena County Compliance Plan for Indigent Defense Standards 1-4 under which the County will transition to a Managed Assigned Counsel (MAC) system which will pay both District Court and Circuit Court attorneys an hourly rate; and Standards 5-8 having been passed;

B. The MAC system will be directly managed by the Managed Assigned Counsel Administrator who reports to the Alpena County Executive manager; and

C. The Contractor has experience providing the type of management services required of the County under the MAC system; and

D. The County desires to engage the Contractor to perform the duties of the Managed Assigned Counsel Administrator upon the terms and conditions set forth in this Agreement

E. The County having now transitioned to a Public Defender Model which is complete.

THEREFORE, IT IS AGREED AS FOLLOWS:

1. **Term of Agreement.** This Agreement shall become effective October 1, 2025 and shall continue through September 30, 2026.

2. **Services Provided by Contractor.** The Contractor shall be responsible for operating Alpena County's Indigent Criminal Defense Program in accordance with Alpena County Compliance Plan for Indigent Defense Standards 1-8 and applicable law. The functions required to be performed in order to manage Alpena County's Indigent Criminal Defense Program includes all of those requirements laid out in the state grant contract. The Contractor will determine the method, details and means to perform these services, but will be required to provide the County with reports of activities performed on a quarterly basis, including the reports sent to the state, and at such other times as may be requested.

3. **Compensation for Services.** The County shall pay \$20,280.00 to the Contractor for the services rendered under this Agreement. This payment will be made in twelve equal monthly installments of One Thousand Five Hundred Dollars (\$1,690.00) beginning the 1st day of October 2025 and continuing on the 1st day of each month thereafter through September 2026.

4. **Contractor Costs.** The fee to be paid to the Contractor set forth in Paragraph 3 above is intended to compensate the Contractor for all expenses he incurs to provide for the services required under this Agreement; and with the exception of travel expenses to attend meetings outside of Alpena County the Contractor will not be paid or reimbursed for office or administrative expenses. If travel is required outside of Alpena County, reimbursement will be made pursuant to Alpena County's Travel Policy.

5. **Other Legal or Indigent Counsel Services.** The County acknowledges that the Contractor maintains an active legal practice and will continue to accept cases that do not constitute a conflict of interest

with his services as Alpena County's Managed Assigned Counsel/MIDC Administrator or that are adverse to Alpena County. It is further understood and agreed that the Contractor may provide similar services to Alcona, Oscoda and Montmorency Counties.

6. **Independent Contractor.** The parties agree and acknowledge that the relationship between the County and the Contractor is that of an independent contractor, and that nothing in this Agreement shall be considered to create an employment relationship between the parties or make the Contractor a County employee subject to County Personnel Policies or eligible for any benefits provided to County employees. The Contractor is solely responsible for the for the payment of all local, state and federal withholding taxes as well as any other state and federal laws pertaining to workers' compensation, social security and unemployment compensation, and will provide evidence to the County upon request that required contributions are being made in a timely manner.

7. **Termination of Agreement.** In the event that the Contractor fails to carry out his responsibilities under this Agreement to the satisfaction of the County, this Agreement may be terminated by the County prior to its scheduled termination date by giving the Contractor written notification of termination at least thirty (30) calendar days prior to the termination date. This Agreement shall also terminate upon the written agreement of the parties.

8. **Entire Agreement.** This document contains the entire Agreement between the parties with regard to the subject matter of this Agreement. All previous negotiations, statements and preliminary instruments of the parties and their respective representatives are merged into this Agreement. No Modification of this Agreement shall be valid or binding unless such modification is in writing, dated and signed by the authorized representative of each party.

9. **Governing Law.** The Agreement shall be construed under the law of the State of Michigan.

10. **Assignment.** The Agreement may not be assigned without the written consent of the other party.

11. **Dispute Resolution Procedure.** Any and all disputes between the parties concerning any alleged breach of this Agreement or arising out of or relating to the interpretation of this Agreement or the parties' performance of their respective obligations under this Agreement that are unable to be resolved through discussion and negotiation shall be resolved by arbitration, and such an arbitration procedure shall be the sole and exclusive remedy for such matters. The arbitrator shall be selected from a panel provided by and in accordance with the rules of the American Arbitration Association. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association, with such variations as the parties and the arbitrator unanimously accept. Any arbitration hearing shall be conducted in Alpena, Michigan. A judgment on the award rendered by the arbitrators may be entered in any court having appropriate jurisdiction to ensure compliance with the applicable law and this Agreement. The cost of arbitration, not including attorney fees, shall be paid by the losing party. It shall be in the discretion of the arbitration panel to award reasonable attorney fees to the prevailing party, to be paid if awarded by the losing party.

ALPENa COUNTY

Dated:

By: _____

Dated: 10/1/2025

By: William A. Pfeifer
Contractor