BOARD OF COMMISSIONERS

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS
AGENDA for MEETING on June 17, 2025, 5:00pm
HISTORIC COURTHOUSE, COMMISSION ROOM

1. Call to Order

2. Opening Ceremonies
   (Invocation and Pledge of Allegiance)

3. Roll Call

4. Adoption of Agenda

5. Consent Agenda

   A. Board Meeting Minutes – May 20, 2025

   B. Southcentral Materials Management Planning Committee Appointment – Fred Sawyers

   C. Acknowledgement of Receipt – Prior Month Finance Reports: General Fund Financial Report, Non-General Fund Financial Report, General Ledger Activity Report (includes all receipts and payments for services)

   I move to approve the consent agenda items.

6. Public Comment (4-minute limit per person)

7. Presentations

   A. 2024 Drain Commissioner Annual Report – Presented by Jeffrey Wenzel

   B. 2024 Planning Commission Annual Report – Presented by Robert Horton

   C. 2024 Branch-Hillsdale-St. Joseph Community Health Agency Annual Report – Presented by Rebecca Burns

   D. Area Agency on Aging Annual Implementation Plan – Presented by Laura Sutter

   E. MSU-Extension Annual Report Presentation – Presented by Kai Gritter

8. County Administrator's Report

9. Committee Reports and Appointments

10. Unfinished Business

11. New Business

A. Karpel Contract Addendum Request – Presented by Deborah Davis
I move to approve the Karpel Contract Addendum, as presented.

B. FY 2026 Community Corrections Grant Resolution – Presented by Melissa Bliss
I move to approve the FY 2026 Community Corrections Grant Application and sign the Resolution.

C. Commissioner Room Video Streaming Request – Presented by Dustin Bainbridge
I move to approve the proposal from BC Sound, as presented.

D. FOIA Software Request – Presented by David Northrop
I move to approve the JustFOIA Contract, as presented.

E. Annex Water Mitigation & Mold Remediation Project – Presented by Jody Alger
I move to accept the recommended bids, as presented.

F. FY 2025 Materials Management Planning Grant Agreement – Presented by Erin Goff
I move to approve the FY 2025 Materials Management Planning Grant Agreement with the Michigan Department of Environment, Great Lakes, and Energy.

G. Sheriff's Office Budget Amendment – Presented by David Northrop
I move to approve the budget amendment, as presented.

12. Commissioner Comments (for items not on the agenda)

13. Adjournment

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

May 20, 2025

The Regular Session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on May 20, 2025, at 5:00 p.m.

Chairman Jared Hoffmaster called the meeting to order.

An invocation was given, followed by the Pledge of Allegiance.

Chief Deputy Clerk Dena Clark called roll:

> Present: Rusty Baker, Terry Conklin, Jared Hoffmaster, Ken Malone, Luis Rosado, Rick Shaffer, Christina Yunker
> Also Present: County Administrator Teresa Cupp, Finance Director Angie Steinman

ADOPTION OF AGENDA

It was moved by Commissioner Shaffer and seconded by Commissioner Malone to adopt the agenda as presented. Motion carried.

CONSENT AGENDA

It was moved by Commissioner Rosado and seconded by Commissioner Malone to approve the consent agenda as presented. Motion carried.

Items Approved:

- Board Meeting Minutes – April 15, 2025
- Tentative Agreement – Command Officers Association of Michigan
- Emergency Management Coordinator Appointment of Joshua Shook
- Local Emergency Planning Committee Appointments of Andrew Goldberger, Joshua Shook, Sam Smallcombe
- Brownfield Redevelopment Authority Appointment of Erin Goff
- Pivotal Board Appointments – Cathi Abbs, Stacy Linihan, Luis Rosado, Darci Skrzyniarz
- Acknowledgement of Prior Month Finance Reports
- General Fund Financial Report
- Non-General Fund Financial Report
- General Ledger Activity Report

PUBLIC COMMENT

Brandon McKenzie of Sturgis, Steven Miller of Sturgis, Diane Zinsmaster of Marcellus, Allen Balog of Three Rivers, Kelly Weaver of White Pigeon, Steve VanZile of Sturgis, Brian Taylor of Sturgis, Luanna Evans of Sturgis, Jim Stuck of Three Rivers, Garratt Hall of Schoolcraft, Todd Wittick of Constantine, Sheila Kroupa of White Pigeon, Amanda Freyes of Sturgis, Jayden Conley of Sturgis, Dan Warner of Schoolcraft, Rodney Chupp of Sturgis, Jeff Bastin of Sturgis, Christy Trammel of Three Rivers, Jonathan Rice of Three Rivers, Matt Avery of Burr Oak, Rick Cordes of Three Rivers, Paige Willis of White Pigeon, Dray Perkins of Sturgis, Rebecca Shank of Constantine, Mike Stiles of Sturgis, Gary Metz of Sturgis, Steve Zarza of Sturgis, John Smoll of Sturgis.

PRESENTATIONS

Pivotal Annual Report FY 2024 – Presented by Cameron Bullock

COUNTY ADMINISTRATOR'S REPORT

No report.

COMMITTEE REPORTS AND APPOINTMENTS

Commissioners Rosado, Conklin and Shaffer presented committee reports and comments.

UNFINISHED BUSINESS

None reported.

NEW BUSINESS

2025 L-4029 Millage Request

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to approve the 2025 L-4029 Millage Request for St. Joseph County. Motion failed 4-3 upon a roll call vote with Commissioner Baker, Rosado, Yunker and Conklin dissenting.

Part-Time Deputy Clerk Position Request

It was moved by Commissioner Baker and seconded by Commissioner Yunker to approve the Part-Time Deputy Clerk Position Request. Motion carried.

Early Vote Coordinator Position Status Change Request

It was moved by Commissioner Baker and seconded by Commissioner Yunker to approve the Early Vote Coordinator Position Status Change Request. Motion carried.

AXON Justice Premier+ Program Contract

It was moved by Commissioner Baker and seconded by Commissioner Yunker to approve the AXON Justice Premier+ Program Contract. Motion carried.

Veteran's Affairs Replacement Vehicle Request

It was moved by Commissioner Rosado and seconded by Commissioner Malone to approve the replacement vehicle request for Veteran's Affairs. Motion carried 6-1 with Commissioner Baker dissenting.

Amended Veteran's Affairs Replacement Vehicle Request

It was moved by Commissioner Rosado and seconded by Commissioner Shaffer to approve the replacement vehicle request for Veteran's Affairs to include permanent markings on the vehicle and the price to add the markings. Motion carried 6-1 with Commissioner Malone dissenting.

St. Joseph County/Van Buren County Digital Information Departments Integration

It was moved by Commissioner Baker and seconded by Commissioner Malone to authorize the County Administrator to enter into an agreement integrating the St. Joseph County and Van Buren County Digital Information Departments. Motion carried.

Building Master Plan – Elevator Bid Proposal

It was moved by Commissioner Malone and seconded by Commissioner Rosado to accept the recommended elevator bid proposal from Schindler Elevator for the Centreville Courts Building. Motion carried 4-3 upon a roll call vote with Commissioner Baker, Conklin and Yunker dissenting.

Barton Group Contract Addendum

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to approve the Barton Group Contract Addendum. Motion carried 4-3 upon a roll call vote with Commissioner Baker, Conklin and Yunker dissenting.

COMMISSIONER COMMENTS

Commissioner Rosado provided comments on the constitution with regards to campgrounds and parks. Commissioner Conklin provided comments on the public attendance and United Way. Commissioner Yunker provided comments on Covered Bridge Park and campgrounds. Commissioner Shaffer provided comments on public comments. Commissioner Malone provided comments on parks. Commissioner Baker provided comments on Ax MI Tax and how to make cuts and pay the debt. Commissioner Hoffmaster provided comments on the effects of voting down the 2025 L-4029 Millage Request. Commissioner Rosado asked for reconsideration on the vote for 2025 L-4029 Millage Request.

2025 L-4029 Millage Request

It was moved by Commissioner Rosado and seconded by Commissioner Malone to reconsider the vote on the 2025 L-4029 Millage Request for St. Joseph County. Motion carried 4-3 upon a roll call vote with Commissioner Baker, Yunker and Conklin dissenting.

It was moved by Commissioner Shaffer and seconded by Commissioner Malone to amend the vote to approve the 2025 L-4029 Millage Request for St. Joseph County. Motion carried 4-3 upon a roll call vote with Commissioner Baker, Yunker and Conklin dissenting.

ADJOURNMENT

It was moved by Commissioner Shaffer and seconded by Commissioner Rosado to adjourn the meeting at 7:39 PM. Motion carried.

_____

Dena Clark, Chief Deputy Clerk

COUNTY ADMINISTRATOR Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2025

DEPARTMENT: Administration, on behalf of Southcentral Michigan Planning Council

PREPARED BY: Administration

SUBJECT: Committee Member Appointment

SPECIFIC ACTION REQUESTED:

Pursuant to the amendments made to PA 451, part 115, by the Michigan legislature and on behalf of the Southcentral Michigan Planning Council, we recommend the following individual to be a voting member of the Southcentral Materials Management Planning Committee. As this candidate is a resident of neither county in the planning region, the choice to appoint or not appoint him to the committee would require the approval of both Branch and St. Joe Counties. Please vote to determine if he will or will not be appointed to the committee.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

Recommended individual is Fred Sawyers, incoming manager of Westside Landfill. He has worked for Waste Management for 33 years, serving as a Civil / Environmental Engineer; Disposal Facility Manager, Business Account Manager, and currently as the Area Manager of Disposal Operations covering most of Michigan. He has been affiliated with Westside Landfill and St. Joseph County for almost 30 years. He is a resident of Kent County, Michigan.

SMPC Contact Person - Lee Adams, adams@upjohn.org

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

No funding is required.

COUNTY ADMINISTRATOR Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: County Commissioners

DEPARTMENT: Prosecuting Attorney

PREPARED BY: Deborah Davis

SUBJECT: Request for Permission to Obtain Karpel Interface programs

SPECIFIC ACTION REQUESTED:

I am requesting the Board of Commissioners consider allowing this office to purchase the e-Warrants interface and the JIS interface through Karpel in order to have a more efficient method to transfer data to and from the prosecutors office to the law enforcement agencies and the court offices that use JIS. The contract for Karpel was signed previously, and there are no other options suitable for obtaining the requested interfaces.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

Nearly all of the police agencies we work with use TIMS for their police investigations/reports. The e-Warrants interface is available through Karpel for an initial fee of $10,000 and a yearly maintenance fee of $2,000. This interface streamlines the transfer of data to and from the police agencies and our office without duplication of data entry for either party. The agencies using TIMS are aware of this request, and are planning to pay for the interface on their side through TIMS to have the systems work properly.
Similarly, the JIS interface allows Karpel to import and export data to the court system without duplication of data entry on either party. Circuit Court is switching to JIS paid for by the State. I have encouraged District Court to do the same. The State already provides the Court's required side for the interface. Karpel's cost to my office is $10,000 initially, then $2,000/year maintenance.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

The GL for computer software/management is 101-296-816.310

The previous budget for case management was $45,406/yr. (with yearly increases) to pay for OnBase. Karpel replaces OnBase on or about June 23,2025, and Karpel costs for 2025 and 2026 will be $0 as they are funded by PAAM. In 2027, Karpel is expected to cost $11,750 without any interfaces. If these two interfaces are approved, they would incur a total of $20,000 for the initial setup, then $4,000/year for maintenance, bringing the total annual cost for Karpel to be:
2025: $20,000 2026: $4,000 2027: $15,750

AXON, PAAM, and Karpel WITH interfaces is less than OnBase, (est. total 2027 $40,845.10)

ADDENDUM TO AGREEMENT BETWEEN KARPEL SOLUTIONS AND ST. JOSEPH COUNTY FOR SOFTWARE PRODUCTS

This Addendum to the Agreement is made and entered into by between Karpel Computer Systems Inc., a Missouri corporation, doing business as Karpel Solutions (hereinafter referred to as "Karpel Solutions") and St. Joseph County, a political subdivision of the State of Michigan (hereinafter referred to as "the Client"), and is for the purposes of amending the terms of the original Agreement between the two parties, as defined herein.

RECITALS

A. WHEREAS Karpel Solutions and the Client have entered into an Agreement, with exhibits and incorporated documents, for Software Products and Services associated with PROSECUTORbyKarpel®, to become effective on 06/23/2025 ("the Agreement"); and
B. WHEREAS Karpel Solutions and the Client wish to amend the terms of the Agreement; and
C. WHEREAS The Agreement allows the parties to amend the Agreement, contingent upon the mutual written confirmation provided by both parties.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties—with the intent to be legally bound—agree to the following:

1. Modification of "Optional Items": Firstly, the product named "Court Interface 1: JIS" which has an initial fee of $10,000 and an annual cost of $2,000 and;
2. Secondly, the product named "Law Enforcement Interface: e-Warrants", which has an initial fee of $10,000 and an annual cost of $2,000, which is hereby

incorporated into the terms of the Agreement, and which is deemed to be a part of the Agreement as set forth in full herein.

3. Incorporation and Ratification of Terms: In all other respects, including compensation and scope of work, the undersigned parties hereby ratify and confirm the Agreement as it was originally drafted and executed by the parties.

In witness whereof, each party to this Addendum to Agreement has caused it to be executed on the date(s) indicated below.

Karpel Solutions

By: _____

LeeAnn Karpel
President

Date: _____

St. Joseph County, Michigan

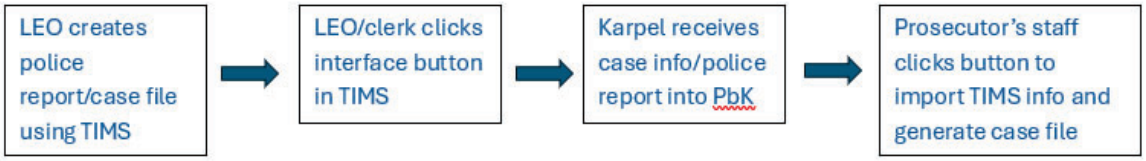
By: _____

Name:
Title:

Date: _____

1. **E-Warrants**: This is the interface that simplifies the transfer of all case information from law enforcement agencies using the TIMS program through Talon to Karpel at the prosecutor's office. Without this interface, the staff/clerks on the law enforcement side will have to manually input all of the data through Karpel for each criminal case/warrant request. This is how it is done currently, and is horribly inefficient and causes not only more work but also results in more clerical errors which can be extremely problematic in criminal cases.

   COST: $10,000 install fee June 2025, $2,000/year maintenance thereafter



WITHOUT the interface there are hours of additional work involved on both Law Enforcement Officer (LEO)/ LE Clerk side as well as on the Prosecutor's Clerks side:

2. **JIS**: This is the interface for the Court docketing system to transfer case information, notice of hearings, etc. directly from the Court to Karpel for the Prosecutor. Again, without this feature, both the Court side and the Prosecutorial side will be manually inputting case information and data for each court date, document filed, case opened, etc. This causes inefficiencies on both sides, and increased costs along with the increased chance for clerical errors.

   COST: $10,000 first year setup, $2,000/year maintenance

   SAVINGS/BENEFITS:

   - Several hours per day in clerical work in both the Court and the Prosecutorial Clerks offices
   - Reduced clerical errors as information is directly imported
   - Quicker turnaround time for information processing

   Note: Circuit Court is switching to JIS as part of a statewide process and per Dena the Court side of the JIS interface is already created and won't cost anything additional on the Court's side of this interface. District Court is staying with JMS, which will be obsolete soon and it is not worth spending $25,000 to have Karpel create an interface for it and then pay an additional $5,000/year maintenance fees for the few years that JMS will still be used here. *I encourage you to look into the possibility of District Court switching to JIS now while the State of Michigan is assisting with the implementation costs as we could interface with BOTH District and Circuit Court without additional costs if they are both using JIS.*

COUNTY ADMINISTRATOR Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2025
DEPARTMENT: Community Corrections
PREPARED BY: Melissa J. Bliss - Community Corrections Director
SUBJECT: Fiscal Year 2026- Community Corrections Grant

SPECIFIC ACTION REQUESTED:

Request for the St. Joseph County Board of Commissioners to approve the FY 2026 Community Corrections Grant Application of St. Joseph County, by resolution.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

FY 2026 Community Corrections Grant- total grant request is $133,664.68; 70% ($96,613.27) of the request is for programs and services and 30% ($40,051.41) of the request will cover administration

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

State of Michigan- Department of Corrections- Office of Community Corrections funds this grant

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number)

N/A

NEW OR RENEWAL:

New

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

N/A

CONTACT PERSON WITH PHONE NUMBER:

Melissa J. Bliss, Community Corrections Director (269) 467-5606

RECOMMENDATION - Completed by Administrative Team

Approval of the
FY 2026 Community Corrections Grant Application of
St. Joseph County

WHEREAS, the St. Joseph County Board of Commission serves as the Fiscal Agent and Program Manager for the St. Joseph County Community Corrections Advisory Board (CCAB), and

WHEREAS, this County strongly desires to continue to participate with Community Correction's Programs and Services, and

WHEREAS, the St. Joseph County CCAB has worked with the OCC to develop a Community Corrections FY 2026 Grant Application, and

WHEREAS, the FY 2026 Community Corrections Grant Application has been prepared by the St. Joseph County CCAB in the amount $133,664.68 for Community Corrections Programs and Services in St. Joseph County, and

WHEREAS, the St. Joseph County CCAB, has approved this Grant Application, and recommends its approval by the Board of Commission.

THEREFORE BE IT RESOLVED, that St. Joseph County Board of Commission hereby approves the St. Joseph County Community Corrections Advisory Board's, FY 2026 Grant Application in the annual amount of $133,664 for Programs and Services.

Approved _____, 2025

_____
St. Joseph County Clerk

COUNTY ADMINISTRATOR Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2025

DEPARTMENT: Information Technology

PREPARED BY: Dustin Bainbridge

SUBJECT: Commissioner Room Video Streaming

SPECIFIC ACTION REQUESTED:

Review proposals for adding video streaming to the Commissioner Room and determine if the Board would like to move forward with a solution.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

The Board requested options for adding video streaming to the Commissioner meetings. We reached out to four potential vendors requesting a quote. Three vendors agreed to look at the room and the existing audio system to develop a proposal. Two of those vendors have submitted quotes for adding video streaming to the room utilizing the existing equipment. The third vendor has not replied to multiple voice mails left since their site visit.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

Fund balance

Midwest Visual Works

2810 Lauryl Dr
Commerce Twp, Michigan, 48382
248-363-9760 248-366-9915 FAX

Quote **46809**

Quote

Client

Name St. Joseph County Michigan Govt
Address 125 W Main St
City Centreville St MI 49032
Phone (269) 467-5509

Ship To

Name
Address
City St ZIP
Phone

Qty	ITEM#	Description	Unit Price	TOTAL
2	1	Aver Cam 520 Pro 3	$1,154.00	$2,308.00
2	1	Extron DTP 330 TX 4K	$555.00	$1,110.00
2	1	Extron DTP 330 RX 4k	$555.00	$1,110.00
80	1	Total 2 person Labor time, Wiring, Installation & Training	$94.00	$7,520.00
40	1	Total programming time for Backend 2 Camera Integraton	$94.00	$3,760.00
1	1	D-Link DGS-1210-10P POE Switch	$150.00	$150.00
1	1	Premium Cat6 Plenum Rated Cable 1000'	$312.00	$312.00
1	1	USB 3.2 Hub for Camera's	$92.00	$92.00
1	1	Travel & Expense	$1,000.00	$1,000.00
1	1	Data Track Package	$400.00	$400.00
1	1	Data Track Corners and Edges	$85.00	$85.00
1	1	Q-SYS Flex8 Core Processor	$1,785.00	$1,785.00
1	1	Q-SYS UCI Deployment Software License	$195.00	$195.00

SubTotal	$19,827.00
Sales Tax	
TOTAL	$19,827.00

Approval

Date	5/9/2025
Order No	
Sales Rep	Todd Carrick
Ship Via	

Notes/Remarks

Docusign Envelope ID: 896FE81D-4C41-44CE-B47D-9C8D6BF16B15

BC Sound
9836 Bellevue Rd.
Battle Creek, MI 49014

Proposal:
Streaming System

Prepared for:

St. Joseph County, Michigan

Prepared by:

Matt Kaynor

on

May 2, 2025

Project 1679 1.0

Docusign Envelope ID: 896FE81D-4C41-44CE-B47D-9C8D6BF16B15

ABOUT US

BC Sound

For over 20 years BC Sound has provided Audio, Video, Lighting and Staging to clients throughout lower Michigan. Whether its an Installation, Event, or Rental, we have you covered. With countless system designs and installations like the ones below, you know you can count on us to bring your project to life.

Let us help you create a system you will enjoy using for years to come.
BC Sound's Office is located at 9836 Bellevue Rd. Battle Creek, MI 49014
269 965 7500

Our Story

For over 20 years BC Sound, Audio Visual Services has provided Audio, Video, Lighting and Staging to clients throughout lower Michigan. We provide Audio/Visual Installation, Sales and Service, Training, Corporate AV Events, Outdoor Festivals and Events.

Our Passion

We enjoy not only installing AV Systems, but also provide Sound, Lighting, and Video for corporate events, outdoor events and festivals. We know how to use the equipment and will help you understand your installed system and provide training to you and your team whenever you need it..

Our Team

Our friendly staff will listen to your needs to make sure you get a system that you will enjoy using for years to come. We will also be there for service whenever you need us.

-- Kellogg Arena Recently Installed

Docusign Envelope ID: 896FE81D-4C41-44CE-B47D-9C8D6BF16B15

Proposal Overivew

A new streaming system will be installed that leverages the QSC Q-Sys systems that were previously installed.

Two QSC PTZ (Pan, Tilt, Zoom) cameras will be installed in the commission chamber. These cameras will allow for coverage of the commission seating area, the public comment podium, and the front floor area. The cameras will be programmed to follow the microphones that are in use.

The stream will be encoded and fed from an Epiphan Pearl Nexus unit. This will take the audio and video provided by Q-sys and send them to the customer's desired streaming platform. The starting, stopping, and muting of the stream will be controlled from the existing Q-Sys touchscreen. A preview display of the stream image will also be provided on the touchscreen,

**The customer is respoinsible for providing an internet connection to the Epiphan Pearl Nexus, located in the main rack. The customer is also respoinsible for providing stream keys for their chosen streaming platform. The Epiphan unit can simultaneously send streams to up to three different platforms.

Docusign Envelope ID: 896FE81D-4C41-44CE-B47D-9C8D6BF16B15

BC Sound

7838 Bellevue Rd.
Battle Creek, MI 49014
269-965-7500
BCProSound.com - Contact@BCProSound.com

Confidential Proposal

COMMISSION CHAMBER

LABOR

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR EXT
	1	BC Sound Labor Labor/Programming/Rigging/Training/Wiring/Testing	$0.00	$0.00	$4,560.00
		LABOR TOTAL			$4,560.00

VIDEO

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR EXT
	1	Epiphan ESP1882 Epiphan Pearl Nexus Automated Video Capture Device - 2x HDMI/1x 3G-SDI/2x USB Inputs - 1080p	$3,299.00	$3,299.00	$0.00
	2	QSC NC-12x80 12x Optical Zoom 80° Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket	$5,100.00	$10,200.00	$0.00
	2	PTZOptics PT-WM-3-BK PT-WM-3-BK	$121.00	$242.00	$0.00
	250	Bulk Cat 6 Bulk Cat 6 Black Cat 6 wire per foot	$0.28	$70.00	$0.00
	1	BC Sound Misc Hardware Misc Hardware, Fasteners, Bolts, Ties, Silicone, Wiremold, etc.	$125.00	$125.00	$0.00
	1	BC Sound Misc Parts and Connectors Cables and fittings	$35.00	$35.00	$0.00
		VIDEO TOTAL			$13,971.00
		EQUIPMENT TOTAL			$13,971.00
		COMMISSION CHAMBER TOTAL			**$18,531.00**

Docusign Envelope ID: 896FE81D-4C41-44CE-B47D-9C8D6BF16B15

BC Sound

9836 Bellevue Rd.
Battle Creek, MI 49014
t. 269-965-7500 BCProSound.com
Contact@BCProSound.com

Confidential Proposal

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE

60% down to order equipment and get started. Balance due on completion.
If the job is of a retrofit/remodel nature on an existing structure, and the scope of work exceeds time estimated to complete because of unforeseen circumstances, the owner agrees that he/she will be back-charged at a rate of $95 per man, per hour for all extra labor involved in completing the job.

EQUIPMENT TOTAL	$13,971.00
SHIPPING TOTAL	$228.50
LABOR TOTAL	$4,560.00
SUBTOTAL	$18,759.50
TOTAL SALES TAX	$0.00
PROJECT TOTAL	$18,759.50

TERMS

I accept this proposal and hereby authorize BC Sound to proceed with the installation of the included systems at the facilities of St. Joseph County, Michigan constructing at Centreville, MI as described in the totality of this document. I further authorize BC Sound to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to BC Sound. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until St. Joseph County, Michigan and BC Sound agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by St. Joseph County, Michigan or their staff, construction, other building trades or any other party, and additional costs may be incurred by St. Joseph County, Michigan from BC Sound. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by St. Joseph County, Michigan and BC Sound. BC Sound will also remove replaced equipment items as salvage. Installations have full factory warranty on all installed products. This proposal is valid only if accepted in writing by St. Joseph County, Michigan and deposit payment received no later than .
* The Client acknowledges that any tariffs, import duties, taxes, or similar charges imposed by the United States or other government on goods, materials, or equipment provided under this Quote/Agreement are beyond BC Sound control and shall be the sole responsibility of the Client. The Client further agrees that all price quotes, including those already accepted, are subject to adjustment at any time based on the imposition, modification, or evolution of such tariffs or duties. Any resulting cost increases will be passed on to the Client. BC Sound shall not be liable for any delays or additional expenses arising from these circumstances.

ACCEPTANCE

ST. JOSEPH COUNTY, MICHIGAN

SIGNED

DATE

Dustin Bainbridge

PRINT NAME

Director of Information Technology

TITLE

BC SOUND

SIGNED

DATE

PRINT NAME

TITLE

COUNTY ADMINISTRATOR Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:

DEPARTMENT: Sheriff's Office

PREPARED BY: D. Northrop

SUBJECT: FOIA

SPECIFIC ACTION REQUESTED:

Authorization and monies for the purchase of non-budgeted request tracking software for FOIA (Freedom of Information Act) and public records requests.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

The Sheriff's Office receives between 500-750 FOIA requests per year (no past records could be found- these projects are based on the current records requests.) Unanswered or unresolved requests can subject the County to lawsuits if not addressed within statutory time frames. A team with FOIA responsibilities (Sheriff's Office, Central Dispatch, and County) took part in demo presentations. They reviewed three FOIA software providers. Both NextRequest and JustFOIA are very similar in capabilities. The third company, GovQA, has deficiencies that disqualify it from further consideration.The most significant difference is NextRequest offers a Social Media Archiving Option. Both companies will prorate the cost of the first year. JustFOIA will reduce their Annual Uplift from 5% to 3%.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

Requesting JustFOIA be approved as the County's records request tracking solution.

Requesting funding in the amount of: $14,186 that would allow us to enter into a contract for JustFOIA's services. (See attached quotes from NextRequest and JustFOIA.)

(866) 761-5301
3717 Apalachee Parkway
Suite 201
Tallahassee, Florida 32311
sales@justfoia.com
www.justfoia.com

Danielle Brandenburg
FOIA Coordinator
St. Joseph County ("Client")
PO Box 189
Centreville, MI 49032

Dear Danielle Brandenburg,

Thank you for considering **JustFOIA's Proposal** in your organization's search for a Records Request Tracking Solution. Please consider the following benefits included with your JustFOIA partnership and subscription:

- **Long-Term Partnership Ensuring Client Success:** We are with you every step of your JustFOIA Client Journey. Our Delivery Team conducts live trainings and partners with you to ensure the system is configured to your unique needs. Our partnership continues throughout your journey, supported by our Technical Support & dedicated Client Success Teams.
- **Continuous Training:** In addition to live training, JustFOIA provides a complimentary subscription to a Learning Management System (LMS) including on-demand continuing educational videos and content.
- **Government Security & Compliance:** All JustFOIA client sites are deployed exclusively on the Microsoft Azure Government Cloud, the Gold Standard in government-level security. As a certified SOC 2 organization, JustFOIA ensures the foundational principles of security, privacy, compliance, and transparency.
- **Unlimited Administrators, Power Users & General Users:** No matter the number of staff involved in records requests, JustFOIA allows unlimited users for all contracted modules at no additional charge.
- **Configurability & Flexibility:** JustFOIA is more than *just* FOIA. Receive a better return on investment by leveraging the solution for more than public records. Liens, Permits and Subpoenas are just a few client examples. With JustFOIA, you have more control over system settings and functionality than any other solution. Dynamic fields recognize keywords entered by citizens to point them to the right place.
- **Having a Voice:** JustFOIA was created based on client feedback, which continues to be the main source of product roadmap ideas. Clients play an essential role in our product feedback loop, collaborating with JustFOIA's Product Development & Quality Assurance Teams to ensure powerful and easy-to-use releases.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your consideration and hope that we will have the pleasure of partnering with you.

Sincerely,

Harris Rosendahl
Solution Consultant
(503) 803-2455 | harrisr@justfoia.com

Proposal

St. Joseph County

Issued: May 16, 2025

EXECUTIVE SUMMARY

Records request challenges continue to increase, and the call for transparency is at an all-time high. Organizations are selecting JustFOIA to bridge the transparency gap with their community to create an environment of trust and accountability. JustFOIA licenses a software-as-a-service solution (the "Solution"), which is the **easiest-to-use records requests software** that manages every step of the process from intake to delivery. Our Solution can help you save valuable time by automating repetitive tasks, such as redactions, assignments, reminders, and communication with requesters and responders. It is now essential to leverage technology to streamline your records requests process.

OUR COMPANY

Built by users, for users

JustFOIA, Inc. ("JustFOIA") began as a product built for MCCi's public sector clients from a deep understanding gained through 20+ years of servicing municipal clerks, records managers, and the public sector. From its founding roots as a Municode company, MCCi has accelerated more than 1,600 clients' digital transformation journeys by adding intelligence to their processes.

Because many of these clients were searching for a way to better manage the rise in complexity and volume of their organizations' records requests, MCCi's development team and leadership worked hand-in-hand with these clients to simplify the process and provide a better user experience for records managers and the constituents they serve. **In 2014, the JustFOIA Solution was launched.** Fast forward to 2020, JustFOIA's success sparked the need for its own brand and evolution into becoming a sister-company to MCCi. In 2022, we celebrated the milestone of over 1 MILLION records requests processed in JustFOIA, serving more than 500 clients in 44 states.

WHAT MAKES US DIFFERENT

Development fueled by client ideas

Our clients continue to be a vital component of our product feedback loop with client success, implementation, and support teams all regularly contributing ideas to product management. With the launch of our Ideas Portal, **we ensure clients have a voice**, providing a direct line to submit ideas for development consideration, see the status of their development request, and actively vote for the most important features and improvements.

We believe ideas get better when you create an environment of sharing. We regularly organize specialized group discussions, where users with similar challenges engage with our team to make the system work better for them. In addition to testing done by our seasoned, in-house development and quality assurance testing teams, when large features are ready to be tested, we gather beta clients for focus groups and trial usage before releases make it to prime time.

Personalized, consultative services approach

When choosing a records request management solution partner, there are many things to consider. Features and functionality are certainly part of any software partner buying decision, but what will truly dictate your overall experience will be the support you receive during the initial implementation and beyond. We know records requests are only a part of your overall responsibilities, so we start by taking a personalized, consultative approach to the implementation. You're not expected to figure this out on your own – we take the time to fully understand your unique needs and conduct multiple live trainings with your Administrators and Power Users, making sure the end result is the desired one.

Best-in-class technical support

Once your project is complete, you will have access to our stellar Technical Support Team, maintaining a documented **100% client satisfaction rate**, for troubleshooting and supporting the Solution. We offer optional supplementary support packages as well, giving you more access to our staff based on your needs.

Proactive client success

We are fanatical about client success. Don't just take our word for it—check out our G2 Reviews. Success starts with our eagerness to understand our clients' needs and where they are headed on their journey to streamlining their records requests processes. We believe in a proactive support methodology, which begins with client education, excellent service, and communication. Your organization will have a **dedicated Client Success Specialist** that can:

- Identify any needs that could easily be addressed by the Solution
- Serve as a resource for questions and answers, best practices, how other clients are using the system with the use of documented case studies, support center, etc.
- Provide continued education for existing and new users through webinars, workshops, user groups, and more
- Coordinate with our sales operations team for pricing/renewals inquiries and budgetary information

Easiest-to-use or we'll retrain you free

We understand that software – no matter how many features it has – can't be great unless it's easy to use. **We guarantee that JustFOIA is the easiest-to-use records request software, or we will train you again at no extra cost.**

To back this up and to supplement our **live trainings**, we offer our industry-exclusive Learning Management Software platform – The Training Center for JustFOIA – to our clients for free. With unlimited, on-demand access to hundreds of help videos and product documentation, live monthly learning sessions, and peer-based user groups, training new departments and employees is a breeze. We leverage the platform as we roll out JustFOIA to new clients every day, using it to store custom training videos and designing courses for users that simplify training on new features and functionality. If you are as passionate about learning as we are about training, get JustFOIA certified. We offer certifications for Administrators, Power Users and General Users.

WHAT'S INCLUDED WITH JustFOIA PRO PLUS?

FEATURES & SERVICES	Pro Plus
Security & Compliance	
SOC 2 Certified Organization Partner	✓
Annual Employee Certified CJIS & HIPAA Training	✓
ADA/Section 508 Compliant	✓
CJIS ACE Seal of Compliance	✓
Secure Hosting on Microsoft Azure Government Cloud (FedRAMP Authorized at Level High)	✓
Texas Risk and Authorization Management Program (TX-RAMP) Certified Cloud Product	✓
System Updates	✓
Single Sign-On (SSO)	✓+
Data Storage & Users	
Standard Data Storage	Unlimited
Unlimited Administrators, Power Users, General Users, & Viewers	✓
Requester Experience	
One (1) Configurable Public Portal for Requesters to Submit & Track Requests	✓
Search Archive to Allow Requesters to Search Previous Requests	✓
Dynamic Form Fields (e.g., conditional fields or messages)	✓
User Experience	
Retention Schedules	✓
Configurable Workflow for User(s)/Department(s) to Work Concurrently	✓
DirectRoute Workflow	+
Notifications, Reminders & Alerts	✓
In-App Internal & External (Requester) Communication Tools	✓
In-App Redaction with Auto-Redaction (Unlimited Users)	✓
Unlimited File Size in Release to Requester	✓
Any & All Document Management with .PST File Extraction, Response Doc Folder Organization, In-App Document Viewer & Batch Auto-Redaction	✓
Time & Materials Tracking	✓
Invoicing Module	✓
Payment Portal for Credit Card Processing	✓+
Laserfiche Integration for Importing/Exporting Files	+
Reporting Dashboard	✓
Standard & Custom Reports through Advanced Reporting	✓
Training/Onboarding	
Dedicated Project Lead	✓
Live, Remote Administrator & Power User Training	✓
Live, Onsite Administrator & Power User Training	+
Two-Week Hypercare Period after Go-Live	✓
24/7/365 Training Center LMS with Client-Specific & General Trainings & Videos	✓
Client Service & Support	
Live Technical Support from 8 a.m. to 8 p.m. Eastern	✓
Dedicated Client Success Specialist	✓
Monthly Webinars	✓
JustFOIA Administration Assistance Hours	+

✓ *Included* + *Optional* ✓+ *Client choice of SSO* ***or*** *Payment Portal Included (Also available as an Optional Add-on)*

PRICING

3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Client Name: St. Joseph County **Quote Date:** 5/16/2025
Client Address: PO Box 189, Centreville, MI 49032
Quote Number: 36150
Quote Type: New JustFOIA System

Product Description:	*Qty.*	*Unit Cost*	*Total*
JustFOIA ANNUAL RECURRING SERVICES			
☑ **JustFOIA Pro Plus**	1	$9,835.00	$9,835.00
☑ **Payment Portal for JustFOIA Pro Plus**	1	$1,475.25	$1,475.25
☑ **Single Sign-On (SSO)**	1	Included	Included
☑ **Any & All Document Management**	1	Included	Included
☑ **Unlimited Admins, Power Users & General Users**	1	Included	Included
☑ **Unlimited Storage**	1	Included	Included
JustFOIA SUPPLEMENTAL SUPPORT SUBSCRIPTION			
☑ **JustFOIA Managed Support Services**	1	$1,386.00	$1,386.00
Up to 10 hours of JustFOIA staff time to be used post-implementation for training, consultation, configuration or adjustments to workflows. Hours expire when subscription period ends.			

SUBTOTAL - RECURRING ANNUAL SERVICES	***$12,696.25***

Service Description:	*Qty.*	*Unit Cost*	*Total*
JustFOIA SERVICE PACKAGES			
☑ **Pro Implementation**	1	Included	Included
☑ **Configuration of 1 Request Form**	1	Included	Included
1. General Records Requests			
☑ **Redaction Exemption Codes Configuration**	1	$1,500.00	$1,500.00
☑ **Additional Request Form Configuration**	1	$1,500.00	$1,500.00
General Records Requests			
☑ **Payment Portal Configuration**	1	$750.00	$750.00
☑ **Single Sign-On Configuration**	1	Included	Included
☑ **Any & All Document Management Configuration**	1	Included	Included
☑ **Dynamic Fields Configuration (up to 10/package)**	2	$370.00	$740.00
☑ ***JustFOIA One-time Services Discount for New St. Joseph County Client*** *Discount is based on this quote and if the quote changes the discount amount is subject to change. Expires 06/30/2025*			($3,000.00)

SUBTOTAL - ONE-TIME SERVICES	***$1,490.00***

YEAR 1 ORDER COST	***$14,186.25***

All Quotes Expire 30 Days from Quote Date

This is NOT an invoice. Please use this confirmation to initiate Client's purchasing process.

NOTE: *The information presented in this document is based on the results of JustFOIA's and Client's collaborative preliminary discovery thus far. As planning and discovery continue, the project scope and costs may change to meet the specific needs of Client.* ***JustFOIA will provide Master Services Agreement and Addendum with Assumptions, Terms & Conditions for review and approval prior to the start of any project.***

RECURRING SERVICES

Client has elected to license the JustFOIA software provided as a service (the "**Solution**").

The Recurring Services portion of this Order and/or applicable Addendum will systematically renew unless written notice of termination has been provided. An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts) unless Client has terminated the Order and/or Addendum earlier, as set forth below, or provided sixty (60) days written notice prior to the scheduled renewal date of the Recurring Services.

SALES TAX

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

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TECHNICAL & SUPPLEMENTAL SUPPORT

To support your journey, it's important to have a plan in case issues or needs arise.

Technical Support

JustFOIA Technical Support is provided for all clients through the online support center, by email (support@JustFOIA.com), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the JustFOIA Training Center.

	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
Description	**Technical**	**JMSS**	**JPASS**
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional			■
Institutional Knowledge of Client's Solution			■
Proactive recurring consultation calls upon the Client's request			■
Adjust Current SSO or Payment Portal Connections			■

***Current System Modifications** includes Public Portal, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings.

****New System Configurations** includes Users, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings. This will also include new additional features that are added to Client's subscription in the future.

Note on Hours usage: JustFOIA allows clients to use their hours for a multitude of post-implementation services, as long as a request will not start a service that cannot be completed within the hours available. The creation of new DirectRoute Workflows is not included in Supplemental Support Services.

JustFOIA Supplemental Support Services

Want an enhanced level of post-implementation support? JustFOIA offers two supplemental support packages, Managed Support Services (JMSS) or Process Administration Support Services (JPASS), to cover ongoing consultation, training, and configuration services. A supplemental support package is strongly encouraged to be included with every renewal and is an annual subscription. Pricing is based on the package purchased and is an advanced discounted block of hours, which expires on the same date as Client's annual renewal. JMSS pricing for the advanced block of hours is based on JustFOIA's Support Technician hourly rate discounted by 10%. JPASS pricing for the advanced block of hours is based on JustFOIA's Senior Support Technician hourly rate discounted by 10%.

Supplemental Support Package Definitions

ENHANCED KNOWLEDGE

You'll have access to our team of more knowledgeable support technicians.

REMOTE TRAINING

Additional remote training is conducted to train new users or as refresher training for existing users.

SYSTEM CONSULTATION

JustFOIA offers best practices consultation that includes recommendations for adding additional departments, statuses, email templates, etc.

CONFIGURATION/MODIFICATION SERVICES

Configuration/modification services for request forms, standard workflows, email templates, dynamic form fields, and more.

CHANGES TO ROUTING OF CURRENT DIRECTROUTE WORKFLOWS

For clients with a DirectRoute Workflow, we will make minor adjustments such as changing the routing individual to maintain your DirectRoute Workflow.

DEDICATED SUPPORT PROFESSIONAL & INSTITUTIONAL KNOWLEDGE

You will be assigned a dedicated support professional who will gain institutional knowledge of your agency's unique setup and configuration of the JustFOIA solution.

PROACTIVE, RECURRING CALLS UPON REQUEST

Clients can request to have a recurring call with their dedicated support professional (monthly or quarterly) to discuss recommended changes, questions, or concerns.

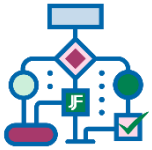
ADJUSTMENT OF CURRENT SINGLE-SIGN ON OR PAYMENT PORTAL CONNECTIONS

JustFOIA can assist with adjusting the current SSO or Payment Portal connection.

HOW DOES IT WORK?

Receive Records Requests through Your Configurable Public Portal
Direct requesters to an online experience to submit and track the status of their requests, search previous requests, pay invoices, and more. Requesters are automatically notified of receipt.

Create Custom Request Forms
Modernize paper forms and emailed PDF requests with as many configurable, web-based forms as you want. Digital forms allow you to quickly collect all the information you need from the start!



Reduce Response Times through Workflow
Streamline your process by automating repetitive tasks and communications through process mapping. Departments and users can be assigned and automatically notified of tasks and due dates. Reminders, escalations, reassignments, and approvals are configurable within each task.

Centralize All Communications – With the Requester and Internal
Create transparency and simplify your communications both internally and externally. Design and automate common communications with templated messages and workflows.

Redact Sensitive Information
Automatically redact documents with one click or manually remove sensitive data. Features include text search, proximity search, redact selected text and/or full page(s). There is no per-user fee, so any user can redact a document if they are permitted by your organization. An exemption log can be automatically generated to accompany each request to explain any redactions.

Estimate & Log Time & Materials
Keep track of the labor, time, and materials costs of fulfilling requests. Configure individual user hourly rates and standard material fees, so invoicing is made simple.

Generate Invoices and Receive Payments
Issue invoices and receive payments inside the Public Portal. Accept all forms of payments including credit cards via our optional, PCI-Compliant Payment Portal, using third-party payment processors.

Import & Organize Response Documents
Easily upload documents from your computer, network or via our optional Laserfiche integration for the requestor to retrieve through your secure JustFOIA Public Portal. Using our optional Any & All Document Management module, extract .PST files and simplify managing hundreds of files.

Analyze Comprehensive Reports
Custom reports are available, in addition to standard reports, such as:

- Processed Requests
- Bottlenecks
- User Activity
- Paused Requests
- Fees Totals
- Time and Materials
- Deleted Requests
- User Task Activity
- Correspondence
- Open Requests
- Request Retention
- Payment Details

WORLD-CLASS, STANDARD SECURITY & COMPLIANCE

JustFOIA is committed to providing a secure platform for our clients that meets or exceeds industry standards. JustFOIA's SOC 2 Type 2 certification, as defined by the American Institute of Certified Public Accountants (AICPA) demonstrates that an external auditing firm has verified the implementation of strict information security and risk management policies and procedures. JustFOIA's CIO is CISSP certified. **All JustFOIA client sites are deployed exclusively on the Azure Government Cloud**, which was built upon the foundational principles of security, privacy and control, compliance, and transparency. JustFOIA is also the only TX-RAMP Certified records request management cloud product.

SOC 2 COMPLIANCE

The official SOC 2 audit report provides a thorough review of processes relating to risk management, including:

- Internal Controls
- IT Infrastructure
- Logical Security
- Environmental Security
- Disaster Recovery Plans
- Access Management Policies
- Software Development Lifecycle
- Network Security
- Computer Operations
- Acceptable Use Policies
- Subservice Due Diligence
- Change Management Procedures
- Physical Security
- Business Continuity
- Corporate Ethics

MICROSOFT AZURE GOVERNMENT CLOUD

Microsoft Azure Government Cloud is FedRAMP Authorized at Level High and designed to handle data subject to certain government regulations and requirements, such as NIST800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. Azure Government uses physically isolated datacenters and networks (located in U.S. only).

ENCRYPTED DATA

The Solution is a web-based application, and all HTTP communications are secured in transit by TLS 1.2 (aka HTTPS). Your data is encrypted at rest transparently using 256-bit AES encryption, one of the strongest block ciphers available, and is FIPS 140-2 compliant.

WEB APPLICATION FIREWALL

Azure Web Application Firewall (WAF) provides protection of your web applications from common exploits and vulnerabilities. SQL injection and cross-site scripting are among the most common attacks. WAF on Application Gateway is based on Core Rule Set (CRS) 3.1, 3.0, or 2.2.9 from the Open Web Application Security Project (OWASP). With no additional configuration required, the WAF automatically updates to protect against new vulnerabilities.

LAYER 7 LOAD BALANCING & NETWORK SECURITY GROUPS

Load Balancing distributes traffic across multiple servers to improve availability and performance. Azure Application Gateway serves as a web traffic load balancer that directs traffic to web applications. While traditional load balancers operate at the transport layer (OSI layer 4), Azure Application Gateway makes routing decisions based on additional attributes of an HTTP request, such as URI path or host headers. Application layer (OSI layer 7) load balancing gives the JustFOIA team greater control in managing the Solution's infrastructure. As a second layer of protection, Network Security Groups applied will only allow traffic that is explicitly defined as allowed.

MONITORING & PERFORMANCE ANALYSIS

Our monitoring and alerting systems notify our Network Operations Center (NOC) of any issues with availability or performance. Our engineers are available 24/7 to address any cloud infrastructure issues.

P2S = POINT TO SITE VPN

Support & administrative personnel access the Solution's backend infrastructure via secure VPN connections only.

UPDATE MANAGEMENT

Updates for Windows Server OS and SQL Server are managed through Azure Automation Update Management, deploying critical and security updates monthly and classification updates quarterly.

AZURE BACKUP & SITE RECOVERY SERVICES

Azure's backup service provides independent and isolated backups to guard against accidental destruction of original data. Backups are encrypted and stored in a Recovery Services Vault with built-in management of recovery points.

The Solution's Disaster Recovery is built upon Azure Site Recovery (ASR), a native disaster recovery as a service that replicates all Virtual Machine disks (OS and Data for all web, application, and database servers) from the Azure Region hosting your production environment to a geographically disparate Azure Region. Replicas are kept up to date within five (5) minutes.

ONGOING SECURITY INNOVATION

As you can see, we take numerous measures to secure your data. While we're confident in our technology, we recognize that no system can guarantee data security with 100% certainty. For that reason, we will continue to innovate, maintain state of the art security measures, and thoroughly investigate any reported security issues concerning JustFOIA's services or software.

508/ADA COMPLIANCE

As part of our ongoing commitment to providing the easiest-to-use records requests software, we are dedicated to providing a web application that is accessible to the widest possible audience, regardless of technology or ability. As such, we strive to remove barriers that might prevent a person with disabilities from using our products by adhering to the Revised Section 508 Standards published by the United States Access Board.

ADA
Americans with Disabilities Act

The WCAG level of compliance is approved by the ADA for websites and provides recommendations for making content accessible. JustFOIA's citizen-facing pages perform at a Level AA (or level two) conformance to these guidelines, including:

- **Text Equivalents:** Alternative text for appropriate images and other non-text elements
- **Full Keyboard Access:** Built so that it can be accessed using a keyboard
- **Site Consistency:** Feature and functions perform the same way every time
- **Site Structure:** Appropriate headings, lists, paragraphs, style sheets, and other format features to enable easy use with assistive technology
- **Links:** Descriptive link titles, unless the link text already fully describes the target

JustFOIA routinely completes a Voluntary Product Accessibility Template (VPAT) and engages with external consultants certified by the International Association of Accessibility Professionals to ensure our Solution conforms with required standards. Our VPAT Report allows us to provide the data needed for your procurement team to verify that the JustFOIA Solution complies with Section 508 technical requirements.

CLIENT JOURNEY TO EMPOWERMENT

We're going to walk with you hand-in-hand throughout your JustFOIA Client Journey, actively supporting and guiding your team as they interact and engage with the Solution – thus, empowering your team to manage the system post-implementation. This journey is not viewed as a one-time transaction but as an ongoing partnership, where we remain committed to client success and satisfaction at every stage.

DELIVERY TEAM

Once you have selected your "destination" of JustFOIA, our Delivery Team will guide you through four phases of implementation, ensuring a smooth path to Go-Live:

Phase 1: Pre-Implementation

We think it's important that we get to know each other first – building upon the knowledge gained during the decision-making process to configure the Solution to your specific needs. Your Project Coordinator will gather configuration data and outline expectations for the upcoming implementation phases. During our "Implementation Launch Session," your assigned Project Coordinator will discuss training, confirm the timeline and key milestone dates, and introduce you to the public-facing side of your JustFOIA site and request form(s).

Phase 2: System Training & Configuration

This phase will consist of two remote/live *"System Training Sessions"* for Administrators and Power Users, focusing on the practical application of the Solution through a hands-on experience submitting and working with mock requests to create a deep practical understanding of requests and administration settings. Clients are introduced to form configurations, retention options, redaction capabilities, communication tools, and more.

Phase 3: Request Training, Processing & Testing

Administrators and Power Users will be guided through the designed request form workflow, creating a collaborative, problem solving experience that results in a more intimate understanding of the process.

As Administrators and Power Users become experts in the Solution, the JustFOIA Delivery Team will collaborate with you to assist in onboarding general users. With numerous resources to onboard and introduce your staff to the Solution including custom training outlines, workflow maps, and guides for long-term reference, JustFOIA empowers you to create an internal training program while reinforcing your own knowledgebase.

Following training, a designated testing window reinforces training principles while preparing to launch the JustFOIA Solution to the public. Your assigned Project Coordinator will be on stand-by to make necessary system modifications.

Phase 4: Launching JustFOIA

Now, the moment we've been waiting for – it's time to Go-Live with JustFOIA! The Delivery Team is invested in your success and will be with you every step of the way. We will remove test data from your JustFOIA site and provide a press kit to spread the word about your efforts to promote transparency. High-level priority is given to inquiries and adjustments during our *Hypercare Check-in Service* period until you are transitioned to your long-term Client Success and Technical Support Teams.

CLIENT SUCCESS

Once you have launched JustFOIA to the public, your journey is only just beginning. Every JustFOIA client is assigned a dedicated Client Success Specialist to ensure they are getting the most out of their investment. Your Client Success Specialist can consult with you to recommend best practices and solutions to common records request issues. We invite clients to participate in periodic user webinars, training opportunities, user communities, and focus groups. Regardless of user type, there is something for everyone.

In addition to ensuring your satisfaction with JustFOIA, your Client Success Specialist will recommend resources found in the Training Center for JustFOIA, our complimentary learning management system with unlimited, on-demand access to hundreds of help videos and product documentation.

JUSTFOIA DEFINITIONS

To determine which modules are applicable, please refer to the Pricing section. Your specific implementation may not include all modules described below.

REDACTION MODULE

Our powerful in-App Redaction Module allows you to upload and redact documents automatically with one click or manually remove sensitive data. Features include text search, pattern matching, proximity search, redact selected text and/or full page(s). Easily apply exemption codes to cite redaction reasons. Once applied, redacted areas are burnt into the document and cannot be recovered or removed so only the redacted version can be released. There is no per-user fee, so any permitted user can redact a document.

JUSTFOIA TRAINING CENTER

The JustFOIA Training Center is a robust Learning Management System that offers remote learning, ongoing training and certification. This complimentary subscription provides an easy solution for new users and refresher training. Benefits include:

- 24/7 access to on-demand JustFOIA training videos, certification courses and other resources
- Reduction in training time and expenses
- Catered learning for all skill levels from Basic Users to System Administrators
- Unlimited access for Client's entire organization
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption of JustFOIA
- Customized with fully indexed, recorded training sessions

ADVANCED REPORTING

The Advanced Reporting module will allow Client to select data points to create custom reports and includes the following:

- User-selectable data points
- User-defined date ranges
- Saving created reports
- Ability to export data

SINGLE SIGN-ON (SSO)

The JustFOIA authentication system enables Single Sign-On ("SSO") integration by allowing connection to one of many supported identity providers. This allows users to login to JustFOIA via trusted connections established with their IT infrastructure (e.g., Microsoft Entra ID (formerly known as Azure Active Directory) login) instead of using username and password authentication within JustFOIA. This feature eliminates the need for users to maintain two sets of credentials, is easier for Client's IT organization to maintain security protocols and gives Client better control over managing user access.

The following types of enterprise connections can be made:

- Microsoft Entra ID (formerly known as Azure Active Directory)
- ADFS
- Open ID Connect
- Active Directory
- PingFederate
- Google Workspace (formerly G Suite, formerly Google Apps)
- SAML
- Duo

PAYMENT PORTAL

JustFOIA integrates with Authorize.net, PayPal, NIC, and NCR/JetPay to collect payments from requestors online. These third-party payment processors handle all monetary transactions and sensitive credit card data. The requestor enters the request number/security key to see any fees that they owe. If they owe fees, they can pay through a secure Authorize.net, PayPal, NIC, or NCR/JetPay site. Once they pay, users are able to make the request documents available for immediate release.

LASERFICHE INTEGRATION

Our exclusive Laserfiche integration is a seamless bridge, allowing your organization to leverage Laserfiche to fulfill records requests more quickly and efficiently. From inside the JustFOIA Solution, users can securely connect to their Laserfiche repository to search and browse for responsive documents, sending selected documents to a specific request in the same file format as they are in the repository. As part of your Laserfiche Integration, you can export custom system reports directly into your Laserfiche repository, as well as all parts of a request including communications, response documents, invoices, and a full timeline history of activity on the request. This integration requires each user to have a full Laserfiche license. Please see the Laserfiche Integration User & Configuration Guide.

ANY & ALL DOCUMENT MANAGEMENT

For clients who receive requests for "Any and All" communications, the effort to determine the responsive documents can be overwhelming. Built for clients who need to work with a large number of files, JustFOIA's Any & All Document Management tool helps simplify and speed up this process with a variety of features, including:

- Extract .PST files (emails and attachments)
- Bulk redact and sort all files with one-click
- Create custom folders and review documents in the document viewer
- Detect duplicate emails
- Combine files into one PDF

DIRECTROUTE WORKFLOWS

DirectRoute Workflows enhance your organization's efficiency by automating the initial routing of requests. This empowers requestors to pinpoint the exact department responsible for receiving and addressing their submission. This leads to a significant reduction in processing time, a streamlined user experience, and assurance that requests are routed accurately.

Like JustFOIA's standard workflow capabilities, DirectRoute Workflows can include due dates, reminders, escalations, approvals and trigger the dispatch of system and customized emails.

DYNAMIC FORM FIELDS

For clients looking for a more advanced form experience, Dynamic Form Fields provides a way to create highly interactive and user-centric request forms. These fields adapt the form's behavior to requestor input and predefined conditions, specifically enhance the requestor experience. Dynamic Form Fields can be especially valuable in complex forms where all fields are not relevant to every requestor. The use of Dynamic Form Fields ensures all data necessary to process a request is collected at the initial submission.

A JustFOIA Dynamic Form Field is defined as a single form field (Dropdown, Checkbox, Text Area, Test Input, Date or Label) that becomes visible and/or required based on form selections or requestor input.

SANDBOX

For clients that prefer to test proposed changes before making updates to their live system, JustFOIA offers a Sandbox environment. JustFOIA will provide a sandbox/testing environment based on a snapshot of the configuration and database on the day requests begin being processed via the JustFOIA Public Portal. An update can be requested at any time, for an additional cost.

INSTANCE

For agencies that prefer to have multiple instances of JustFOIA, there are options available. Ideal for shared services environments with centralized IT administration and billing needs, an additional instance can be used for an additional agency, division or even a sandbox environment. An additional instance includes:

- Per-instance administration interface
- A separate, unique URL
- Independent branding and separate Public Portal
- A different SSO domain and/or payment account
- Same add-ons as initial system
- Unique set of system email templates
- Independent reporting

SERVICE PACKAGES

GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that all services contracted for must be done as part of the initial implementation. For the avoidance of doubt, if there are services or portions thereof that the Client does not elect to implement as part of the initial implementation, such services are forfeited.
- All services, unless otherwise noted, will be performed remotely.

PRO IMPLEMENTATION

CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of current records request process(es) and requirements
- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
  - Create General User and Viewer accounts and respective departments
  - Create user-created email templates
- Conduct internal end-user (General User) trainings
- Perform user acceptance testing
- Complete JustFOIA Training Center trainings and certification
- Configure Deflection/Dynamic Fields, unless Dynamic Fields Configuration Package is quoted

JustFOIA TASKS & DELIVERABLES

- Deploy site in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (1 hour) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (1 hour) to identify implementation milestones and introduce Client to public facing JustFOIA site and request form(s)
- Establish and configure initial Administrator and Power User security credentials and respective departments
- Personalize Public Portal with Client branding

- Configure number of request forms defined in Order and necessary request statuses and workflow task lists
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct two (2) Remote System Trainings (1.5 hours and 1 hour respectively); recordings made available in Training Center
- Conduct one (1) Remote Workflow Training (1 hour per form process); recording made available in Training Center
- Provide training support and resources to Administrator and Power User Team for end-user trainings
- Provide technical support through user testing before going live
- Assist with transition to Client Success and Support Teams
- Provide Go-Live Marketing Press Kit

REDACTION EXEMPTION CODES CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide list of desired Exemption Codes for entry into JustFOIA with desired descriptions

JustFOIA TASKS & DELIVERABLES

- Configure Redaction Exemption Codes and Exemption Log
- Complete testing and training

ADDITIONAL REQUEST FORM CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of desired records request process(es) and request form requirements

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure and implement desired form and necessary request statuses and workflow task lists
- Complete testing

EXCEPTIONS

- Creation of DirectRoute Workflows

PAYMENT PORTAL CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review Payment Portal Guide
- Set up an account with a valid Payment Processor (JetPay/NCR, NIC, PayPal or Authorize.net)*
  **Recommended that merchant account application be completed at the time of JustFOIA contract execution to avoid project delays.*
- Supply necessary credentials from Payment Processor. Examples include:
  - Client Key
  - Web Key
  - API Identifier
  - Payment Type Name
  - Allowed Payment Method
- Participate in testing process

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure and implement Payment Portal

SINGLE SIGN-ON (SSO) CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review Single Sign-on Guide
- Follow the Single Sign-on Guide and best practices documentation for your Identity Provider of choice
- Choose a protocol to connect with (e.g.: SAML, Open ID Connect)
- Attend an Integration Call with JustFOIA to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities

- Work with JustFOIA to determine what pieces of information will be needed
- Participate in testing

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure JustFOIA SSO:
  - Deliver any relevant documentation for connection type to the client
  - Integration call with Client to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
  - Information gathered by client is provided to JustFOIA
  - Enterprise Connection is created and established in the JustFOIA system
    - Client tests the connection to validate it is configured and working correctly
- Complete testing

ANY & ALL DOCUMENT MANAGEMENT CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Attend remote Document Management training and respond promptly to requests for information

JustFOIA TASKS & DELIVERABLES

- Configure and implement Any & All Document Management module
- Conduct one (1) remote Document Management training session (30 minutes); recording uploaded to Training Center

DYNAMIC FIELDS CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide a list of desired dynamic form field(s), keywords and/or external links

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering (not to exceed 1 hour)
- Configure and implement up to 10 dynamic form fields (not to exceed 1 hour)
- Complete testing

READY TO PARTNER?

If you're ready to take the next step with JustFOIA, what happens next?

Checklist	Step/Activity	Responsible Party
☐	Client notifies JustFOIA Solution Consultant (SC) of Vendor Selection	Client
☐	Client reviews the What's Included and Pricing pages to confirm all necessary components are included and requests any necessary updates.	Client
☐	JustFOIA SC requests information below to provide official Contract/Order with Assumptions, Terms & Conditions: ▪ Legal Name ▪ Bill to Contact(s)/Email(s) ▪ Ship to Contact(s)/Email(s) ▪ Accounts Payable Email (if applicable) ▪ Desired Request Forms ▪ Desired URL (Example: bryantx.justfoia.com)	JustFOIA SC

☐	Ensure your IT Department has reviewed and agreed to the prerequisites for:
	▪ Single Sign-on
	  ▪ Determine enterprise connection (i.e., Microsoft Entra ID (formerly known as Azure Active Directory), ADFS, SAML)
	▪ Laserfiche Integration
	  ▪ Must be on version 10.4 or higher
	  ▪ What type of Laserfiche environment do you have (i.e., On-prem, Laserfiche Cloud, MCCi Managed Cloud, etc.)?
		Client IT

☐	Ensure your Finance Department has reviewed and agreed to the supported payment gateways for the Payment Portal (Authorize.NET, PayPal, NIC, or NCR/JetPay) ▪ Determine desired payment gateway ▪ Determine/setup merchant account compatible with payment gateway	Client Finance
☐	Client/JustFOIA Legal Review	Client & JustFOIA SC
☐	Client executes Contract and becomes part of the JustFOIA family!	Client

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-95388-1
Date: 3/10/2025 2:44 PM
Expires On: 5/31/2025

Client:
St. Joseph County - Sheriff, MI

Bill To:
SAINT JOSEPH COUNTY, MICHIGAN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kemp Wyatt		kemp.wyatt@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	NextRequest Standard Implementation	Standard Implementation (Virtual Only): Admin Users: 1 Kickoff Call, 1 Admin Training. Staff Users have Access to a monthly webinar for general training and questions	USD 1,500.00
1.00	NextRequest External Processor Implementation - Forte	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	USD 1,500.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	NextRequest PT Standard Plan	NextRequest Standard Plan; Unlimited Staff Users, Up to 10 Admin-Publisher Users, Up to 2TB Storage. Core Features. Review & Redaction Features. Payments. IT & Compliance Features.	USD 10,788.00
1.00	NextRequest External Processor Annual Fee - Forte	Pay Maintenance and Support Annual Fee	USD 1,785.00

Initial Term	6/1/2025 - 12/31/2026, Renewal Term 1/1 each calendar year

Initial Term Invoice Schedule		Year One Annual Total invoiced 6/1/2025. Subsequent Annual Totals invoiced on renewal date.	
	Annual Subscription	**One Time Fees**	**Annual Total**
Year One	USD 3,596.00	USD 3,000.00	USD 6,596.00
Year Two	USD 11,327.40		USD 11,327.40
Subtotal			USD 17,923.40
Annual Recurring Services Starting Year 3			USD 11,893.77
Renewal Procedure		Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date	
Annual Uplift		5% to be applied in year 2	

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-95388-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Organization Legal Name:

_____

Billing Contact:

_____

Title:

_____

Billing Phone Number:

_____

Billing Email:

_____

Billing Address:

_____

_____

Mailing Address: (If different from above)

_____

_____

PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

COUNTY ADMINISTRATOR Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 17 June 2025
DEPARTMENT: Building and Grounds
PREPARED BY: Jody Alger
SUBJECT: Mold Remediation at Annex 1

SPECIFIC ACTION REQUESTED:
Asking the County Board to approve commencement of mold remediation at Annex 1 by ServiceMaster and L&J Mechanical.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):
Original quote is in the amount of $46,857.47. After discussions with the Physical Resources Committee it was decided that we remove all flex duct cleaning and replace all flex duct (which will lead to a cost savings of $4,381.82). This option was decided on because of the fragile nature of the flex duct. Cleaning and encapsulation could lead to problems in the future.

This brings the ServiceMaster Mold Remediation quote to $42,475.65
L&J Mechanical quoted replacement of the Flex Pipe at $3,316.00

That brings total value of the project to: $45,791.65

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

PERSONNEL IF REQUIRED:
(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number)
Outside contracted Commercial Water Damage Restoration Service and a Mechanical Contractor.

NEW OR RENEWAL:
New

PROCUREMENT INFORMATION:
(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)
Contract was bid out. Lowest bidder is being presented today.

CONTACT PERSON WITH PHONE NUMBER:
Jody Alger: 269.467.5655

KAL KLEEN, INC., d/b/a: ServiceMaster of Kalamazoo

3344 Ravine Rd
Kalamazoo, MI, 49006-1423
PH: 269-344-3600 FAX: 269-342-1401
Tax I.D. #38.2356368

Recap by Category

O&P Items	Total	%
HAZARDOUS MATERIAL REMEDIATION	5,126.66	10.94%
O&P Items Subtotal	5,126.66	10.94%

Non-O&P Items	Total	%
HAZARDOUS MATERIAL REMEDIATION	40,705.49	86.87%
Non-O&P Items Subtotal	40,705.49	86.87%
O&P Items Subtotal	5,126.66	10.94%
Overhead	512.66	1.09%
Profit	512.66	1.09%
Total	46,857.47	100.00%

KAL KLEEN, INC., d/b/a: ServiceMaster of Kalamazoo

3344 Ravine Rd
Kalamazoo, MI, 49006-1423
PH: 269-344-3600 FAX: 269-342-1401
Tax I.D. #38.2356368

Recap by Room

Estimate: MOLD_ANNEX1_CENTRE

Area: Source - DocuSketch

Area: Basement	2,881.44	6.29%
Basement hall	475.08	1.04%
Basement Bathroom	376.73	0.82%
Basement Office 1	608.19	1.33%
Basement Office 2	695.03	1.52%
Basement Office 3	724.11	1.58%
Basement office 4	609.31	1.33%
Main stairway 3	198.24	0.43%
Stairs1	99.70	0.22%
Waiting Room	685.46	1.50%
Back Stairwell	89.01	0.19%
Back Stairwell 3	143.99	0.31%
Back Hallway	320.97	0.70%
Landing	711.57	1.55%
Area Subtotal: Basement	8,618.83	18.81%
Area: Ground Floor	5,268.51	11.50%
Main entry	219.79	0.48%
South West Office	939.25	2.05%
Foyer	616.68	1.35%
Unknown room 2	186.62	0.41%
Fireplace Room	717.10	1.56%
Firepalce	54.26	0.12%
Tile room	855.52	1.87%
Main stairway 2	393.45	0.86%
Corridor room	1,041.05	2.27%
Landing	291.00	0.63%
Stairs5+Foyer Closet	374.98	0.82%
Stairs1	91.45	0.20%
Kitchen Bath	344.64	0.75%
Janitor hall	217.47	0.47%
Janitor Closet	277.08	0.60%
Kitchen	957.32	2.09%
Kitchen Hall	240.82	0.53%
Void	42.88	0.09%
Area Subtotal: Ground Floor	13,129.87	28.65%
Area: 2nd Floor	5,893.55	12.86%

KAL KLEEN, INC., d/b/a: ServiceMaster of Kalamazoo

3344 Ravine Rd
Kalamazoo, MI, 49006-1423
PH: 269-344-3600 FAX: 269-342-1401
Tax I.D. #38.2356368

Summary for Dwelling

Line Item Total	45,832.15
Overhead	512.66
Profit	512.66
Replacement Cost Value	**$46,857.47**
Net Claim	**$46,857.47**

Matt Grove

KAL KLEEN, INC., d/b/a: ServiceMaster of Kalamazoo

3344 Ravine Rd
Kalamazoo, MI, 49006-1423
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Tax I.D. #38.2356368

CONTINUED - DUCT CLEANING

CAT	SEL CALC	QTY	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
164. HMR	BIDITM		+ Hazardous Material Remediation (Bid Item)					Clean
	1	1.00 EA	[*]	0.00+	1,801.52 =	0.00	360.30	2,161.82
Duct cleaning for what you have installed now, no guarantees recommendation for replacement of all flex ducting								
165. HMR	BIDITM		+ Hazardous Material Remediation (Bid Item)					then encapsulate
	1	1.00 EA	[*]	0.00+	1,850.00 =	0.00	370.00	2,220.00
Encapsulation additional to cleaning of flex ducting								
166. HMR	BIDITM		+ Hazardous Material Remediation (Bid Item)					
	1	1.00 EA	[*]	0.00+	1,475.14 =	0.00	295.02	1,770.16
Labor to clean Furnace system only, no FLEX DUCT CLEANING.(would require new flex duct)								
Totals: DUCT CLEANING						**0.00**	**1,025.32**	**6,151.98**
Line Item Totals: MOLD_ANNEX1_CENTRE						**0.00**	**1,025.32**	**46,857.47**

Grand Total Areas:

14,012.45	SF Walls	5,203.97	SF Ceiling	19,216.42	SF Walls and Ceiling
5,384.36	SF Floor	598.26	SY Flooring	1,724.56	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	2,005.99	LF Ceil. Perimeter
5,384.36	Floor Area	5,677.75	Total Area	12,602.71	Interior Wall Area
6,079.54	Exterior Wall Area	765.64	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Flex Duct Replacement Bid
HMR = Hazardous Material Removal

KAL KLEEN, INC., d/b/a: ServiceMaster of Kalamazoo

3344 Ravine Rd
Kalamazoo, MI, 49006-1423
PH: 269-344-3600 FAX: 269-342-1401
Tax I.D. #38.2356368

Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Material Sales Tax (6%)	Storage Tax (6%)
Line Items	512.66	512.66	0.00	0.00
Total	**512.66**	**512.66**	**0.00**	**0.00**

3344 Ravine Rd
Kalamazoo, MI, 49006-1423
PH: 269-344-3600 FAX: 269-342-1401
Tax I.D. #38.2356368

Hallway	**854.41**	**1.86%**
Office 2	**754.79**	**1.65%**
Office 1	**654.22**	**1.43%**
Office 3	**745.69**	**1.63%**
Bathroom	**339.49**	**0.74%**
Office 5	**656.15**	**1.43%**
Office 4	**792.59**	**1.73%**
Kevin's Office	**786.84**	**1.72%**
Conference/storage	**869.11**	**1.90%**
Hallway Closet	**180.09**	**0.39%**
Stairway	**199.56**	**0.44%**
Main Hallway	**825.51**	**1.80%**
Probation/Parole	**760.50**	**1.66%**
W. Up Office 1 Closet	**250.42**	**0.55%**
W. Up Office 1	**723.85**	**1.58%**
W. Up Office 2	**815.51**	**1.78%**
W. Up Office 2 Closet	**230.76**	**0.50%**
West Upstairs Hallway	**545.52**	**1.19%**
W. Up Office 3	**791.76**	**1.73%**
W. Up Bathroom	**397.99**	**0.87%**
W. Up Office 3 Closet	**234.10**	**0.51%**
Stairs	**146.37**	**0.32%**
Stairway	**508.01**	**1.11%**
Area Subtotal: 2nd Floor	**18,956.79**	**41.36%**
Area Subtotal: Source - DocuSketch	**40,705.49**	**88.81%**
DUCT CLEANING	**5,126.66**	**11.19%**
Subtotal of Areas	**45,832.15**	**100.00%**
Total	**45,832.15**	**100.00%**

L & J MECHANICAL

P.O. Box 397 Sturgis, MI 49091 Ph: (269) 651-6656 Fax: (269) 651-6686

QUOTE

Quoted price good for 30 days

6/5/2025

St. Joesph County Buildings
Jody Alger
Annex #1

Dear Jody:

We are pleased to submit the following proposal for your consideration:

We will furnish and install the following:

- (2) 12" x 25' R6 Flex Duct
- (12) 6" x 25' R6 Flex Duct
- (2) Rolls Foil Tape
- 36" Zip Tie Bag
- 48" Zip Tie Bag

Total Investment: $ 3,316.00

Thank you for considering L & J Mechanical for this project. We look forward to working with you.

Sincerely,

John Poff
L & J Mechanical Services

COUNTY ADMINISTRATOR Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2025

DEPARTMENT: Administration

PREPARED BY: Administration

SUBJECT: Materials Management Planning Grant Agreement FY 2025

SPECIFIC ACTION REQUESTED:

Request approval of the FY 2025 Materials Management Planning Grant Agreement with Michigan Department of Environment, Great Lakes, and Energy (EGLE). This is in conjunction with the BOC-approved Branch-St. Joseph Counties 2025 Materials Management Work Program that was presented in April.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

In March 2023, the Michigan Legislature updated the Natural Resources and Environmental Protection Act, requiring all counties to develop a new Materials Management Plan (MMP) to replace existing Solid Waste Management Plans. Branch and St. Joseph Counties elected to create a joint, multi-county plan and designated the Southcentral Michigan Planning Council (SMPC) as the planning agency. The Southcentral Materials Management Planning Committee (SMMMPC) developed and approved the 2025 Work Program, which outlines key tasks including community outreach, data collection, goal-setting, and development of a regional profile for solid waste diversion and recycling efforts. This agreement with EGLE provides for funds associated with execution of the Work Program.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

No county general fund dollars are required. Grant funds in the amount of $100,469.50 will cover costs associated with planning, public participation, data collection, and administrative staffing.

MATERIALS MANAGEMENT PLANNING PROGRAM GRANT AGREEMENT

BETWEEN THE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

AND **ST JOSEPH COUNTY**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Materials Management Division** ("State"), and **St Joseph County** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. Legislative appropriation of Funds for grant assistance is set forth in **Public Act No. 0087 of 2021.** This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: MMP-St. Joseph

Project #: PLA-25-045

Amount of grant: $100,469.50

100% of grant state/ 0% of grant federal

PROJECT TOTAL: $100,469.50 (grant plus match)

Start Date (executed by EGLE):

End Date: 12/7/2026

GRANTEE CONTACT INFORMATION:

Name/Title: Angie Steinman, Finance Director

Organization: St. Joseph County

Address: 125 W. Main St.

City, State, ZIP: Centreville, MI 49032

Phone Number: (269) 467-5631

Fax Number: N/A

E-Mail Address: steinmana@stjosephcountymi.gov

Federal ID Number (Required for Federal Funding): N/A

Grantee DUNs/UEI Number (Required for Federal Funding): N/A

SIGMA Vendor Number: CV0048279

STATE'S CONTACT INFORMATION:

Name/Title: Christina Miller/Materials Management Planning Specialist

Division/Bureau/Office: Materials Management Division (MMD)

Address: 525 W. Allegan

City, State, ZIP: Lansing, MI 48909

Phone Number: 517-614-7426

Fax Number: N/A

E-Mail Address: EGLE-MMP@Michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature	Name/Title	Date

FOR THE STATE:

Signature	Name/Title	Date
JM	Tracy Kecskemeti, Acting Division Director MMD	

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement other than budget line-item revisions less than 10% percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October

for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) The Grantee must provide electronic copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by Materials Management Grant, EGLE, per the guidelines provided by the program.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. 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.

VII. 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.

VIII. 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.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. 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.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.

(2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

(4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of seven years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService).

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) 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.

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

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
b. 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, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
c. Convicted under State or federal antitrust statutes; or
d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. 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.

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GRANT PROJECT SCOPE

The scope of this project is to ultimately develop and implement a Materials Management Plan (MMP). The detailed scope of work and proposed timeline for the project is included in this Agreement in Attachment C – Work Program. The detailed budget in Attachment C is for reference only. The executed budget for this project can be found in Attachment A – Grant Budget.

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following

a. Development of a work program as described in subsection (4)(b) and R 299.4704 and R 299.4705 of the Michigan Administrative Code, including a prior work program.
b. Developing an initial MMP and amending the MMP.
c. Ensuring public participation.
d. Determining whether new materials management facilities are consistent with the MMP.
e. Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
f. Recycling education and outreach.
g. Recycling and materials utilization programs.
h. Preparation of required reports to the department
i. MMP implementation.
j. Efforts to obtain support for the MMP and planning process from local units of government.

NOTE: Grantee shall keep records documenting specific use of the MMP Grant funds.

COMPENSATION

Expenses related to the development of the Notice of Intent and Work Program are eligible for reimbursement from January 8, 2024, until the grant end date. Any other expenses outside of the grant period will not be reimbursable.

GRANT REIMBURSEMENT PROCESS

The Grantee is responsible for the payment of all eligible costs necessary to complete the project. The Grantee shall submit reimbursement requests to the State which specify the time period covered by the reimbursement request and the payments made by the Grantee during the time period. Grant reimbursements will be for the documented purchase expenditures, not to exceed the awarded grant amount. Grantees must agree to supply data related to the development and implementation of the MMP as requested by Michigan Department of Environment, Great Lakes, and Energy (EGLE)

All grants are paid through a reimbursement process. All grantees will submit proof of payment (i.e., canceled checks, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods to EGLE proving that the vendor has been paid prior to receiving reimbursement from the grant program. Reimbursement must be requested in conjunction with required, quarterly progress

reports. Total payment made to the Grantee by the State shall not exceed the amount identified in this grant agreement. Any costs associated with the project that exceed the awarded grant amount shall be the responsibility of the Grantee.

The Grantee is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

TRAVEL EXPENSES

If travel expenses are included in the Budget, the Grantee must follow the State of Michigan Travel Rates found in Attachment B of this Agreement. The most recent State of Michigan Travel Rates can be found at DTMB - Travel (michigan.gov).

PURCHASE OF EQUIPMENT

The purchase of equipment not specifically listed in the Budget must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year and a true value of $10,000 or more. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

Equipment purchases of $10,000 or more will require the EGLE be listed on a Lien or Uniform Commercial Code (UCC) for 5 years, or until the equipment depreciates to less than $10,000.

To the greatest extent practicable, all equipment and products purchased with funds made available under this award should be Michigan-made as a first choice, or American-made.

RECAPTURE: The Grantee is hereby notified and hereby acknowledges that the Grant is subject to recapture and that the Grantee will incur an obligation to repay the Grant (the "Recapture Obligation") immediately, in full, if:

a. it fails to comply with the entirety of the grantee's grant application attached, including all budget, tasks and timeline.
b. it sells, exchanges, or disposes of any equipment described in this Agreement without the Grantor's written approval; or
c. the State of Michigan determines that there has been a default under the Agreement and seeks reimbursement.

In the event that the Grantee becomes liable for a Recapture Obligation, it shall satisfy the Recapture Obligation within the time specified in the written notice thereof to the Grantee by the Grantor.

REPORTING REQUIREMENTS

The Grantee shall submit progress reports quarterly using a reporting form provided by the Grant Manager. These reports shall be due according to the table in **Part IV** of this Agreement.

QUARTERLY REPORTS

The Grantee shall submit the final quarterly status and financial report, including all supporting documentation for expenses, by January 31, 2027.

Quarterly progress and must be submitted at least every three months during the Agreement Period, even if no funds were expended. Provide the following narrative using the numbers and headings listed below for all tasks and funds expended during the time reporting period:

Submit the quarterly project reports using the following survey: Materials Management Planning Grants Quarterly Report Submittals Survey.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

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ATTACHMENT A – GRANT BUDGET

EGLE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

MATERIALS MANAGEMENT DIVISION

MATERIALS MANAGEMENT PLANNING PROGRAM

FINANCIAL STATUS REPORT

Grantee / Vendor Name: St Joseph County

Vendor Number: CV0048279

Project Name: MMP - Southcentral - St Joseph

Grant Given Number:

Contract Date From: | **To:** 12/7/2026

Contact Name: Angie Steinman **Contact Number:** 269-467-5631

Contact Email: steinmana@stjosephcountymi.gov

Category	Category Number	Amount
Salary and Benefits	1	$ 18,393.66
Contractual	2	$ 78,025.34
Equipment	3	
Supplies	4	$ 1,767.08
Travel	5	$ 1,283.42
Other Direct Costs	6	$ 1,000.00
Category Subtotal		**$ 100,469.50**

INDIRECT BUDGET	Percentage	
		$ -
PROJECT BUDGET		
Total		**$ 100,469.50**
MATCH BUDGET	**Percentage**	
Total		$ -
GRANT BUDGET		
Total		**$ 100,469.50**

Retention Rate: 0%

ATTACHMENT B – STATE OF MICHIGAN TRAVEL RATES

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
FY 2025 – Effective January 1, 2025

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$98.00	
Breakfast	$11.75	$14.75
Lunch	$11.75	$14.75
Dinner	$28.00	$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$98.00	
Breakfast	$9.75	$12.75
Lunch	$9.75	$12.75
Dinner	$22.00	$25.00

Lodging	$66.00
Breakfast	$9.75
Lunch	$9.75
Dinner	$22.00
Per Diem Total	**$107.50**

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	$15.00	$18.00
Lunch	$15.00	$18.00
Dinner	$29.00	$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	$11.75	$14.75
Lunch	$11.75	$14.75
Dinner	$27.00	$30.00

Lodging	$66.00
Breakfast	$11.75
Lunch	$11.75
Dinner	$27.00
Per Diem Total	**$104.75**

Incidental Costs Per Day (with overnight stay) $5.00

Mileage Rates	**Current**
Premium Rate	$0.70 per mile
Standard Rate	$0.440 per mile

* See Select Cities Listing
** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.concursolutions.com

SELECT CITY LIST

SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES

Effective October 1, 2024

Michigan Select Cities/Counties		
	CITIES	**COUNTIES**
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	**CITIES**	**COUNTIES**
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plaines	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

ATTACHMENT C – WORK PROGRAM

Branch-St. Joe Counties
2025 Materials Management Work Program

County Approval Agencies (CAAs)	
CAA Name: Branch County Board of Commissioners CAA Contact: Frank Walsh, County Administrator fwalsh@branchcounty.gov	CAA Name: St. Joe County Board of Commissioners CAA Contact: Erin Goff, Assistant to the County Administrator Goffe@stjosephcountymi.gov
Designated Planning Agency (DPA)	
DPA Name: Southcentral Michigan Planning Council (SMPC) DPA Contact: Lee Adams, Southcentral Michigan Planning Council Consultant	
Branch MMP Grant Manager	**St. Joe MMP Grant Manager**
Name: Steve Rutz, County Treasurer Contact: srutz@branchcounty.gov	Name: Angie Steinman, Finance Director Contact: steinmana@stjosephcountymi.gov

Work Program was approved by the Southcentral Materials Management Planning Committee on March 18th, 2025.

EGLE ONLY FIELD		
EGLE Work Program Approval Date:	4/29/25	
Single or Multicounty Effort:	MULTICOUNTY	
Standard Grant Amount:	$70,000/County	
Per Capita Population:	Branch	St. Joseph
Total Grant Amount Allowed:	44,862	60,939
Grant Amount Requested:	$92,431	$100,469.50
Grant Amount Remaining Balance:	$92,431	$100,469.50
	$0	$0

Southcentral Materials Management Planning Committee (SMMMPC) Members

Listed Alphabetically

County Elected Official	Regional Planning Agency
Name: Terry Conklin Title: County Commissioner for St. Joseph County and SMMMPC Chair	Name: Randall Hazelbaker Title: Vice Chair, Southcentral Michigan Planning Council and SMMMPC Secretary
Environmental Interest Group	**Solid Waste Disposal Facility I**
Name: Carol Higgins Title: Board Member, St. Joseph County Conservation District and SMMMPC Vice Chair	Name: Michael O'Rourke Title: Manager, Westside Landfill (WM)
Solid Waste Disposal Facility II	**Compost Facility**
Name: Eric Shafer Title: Former Manager, Westside Landfill (WM)	Name: Tom Sikorski Title: Director of Public Services, City of Sturgis
Township Elected Official	**City or Village Elected Official**
Name: Steve Wolf Title: Sherman Township Supervisor	Name: Randall Hazelbaker Title: Mayor Pro Tem, City of Coldwater

Section 1: Timetable and Tasks in Year 1

Task 1: MMP Work Program

Task 1.1: Drafting MMP Work Program

- DPA develops a draft Year 1 MMP Work Program and adjusts the Work Program based on feedback from all approving groups
- DPA distributes the draft Year 1 Work Program to the SMMMPC on February 19, 2025, for their review and comment

Task 1.2: MMP Work Program Approvals

- The Year 1 MMP Work Program is approved by the SMMMPC at their March 18, 2025, meeting
- The Year 1 MMP Work Program is approved by the Branch CAA at their April 11, 2025, meeting
- The Year 1 MMP Work Program is approved by the St. Joseph CAA at their April 15, 2025, meeting
- DPA assists CAAs with submitting the Year 1 MMP Work Program to EGLE

Task 2: Materials Management Planning Grant Application

- The DPA will assist the CAAs with preparing all required information and documentation mandated by EGLE by the Materials Management Planning Grant Request for Work Programs
- The DPA will assist the CAAs with submitting the final Grant Application to EGLE

Task 3: Public Participation and Outreach

Task 3.1: Regular Meetings and Information

- The SMMMPC will hold quarterly public meetings, with time reserved for public comment, at a time convenient to attend for the general public
- The DPA will maintain one central repository where all plan documents may be viewed by the public - https://smpcregion3.org/materialsmanagement/
- The DPA will alert the chief elected official of each municipality and interested individuals in advance of public meetings pursuant to section 324.11574(d)
- See Section 2 for further details

Task 3.2: Active Outreach

- The DPA will determine the best methods of communication with stakeholder groups listed below, such as surveys, questionnaires, or meetings
  - Elected Officials
  - Business Community
  - Materials Management Professionals
  - General Public
- The DPA will conduct a consultation of that group as determined, and results will be synthesized to create final products from Task 4 and Task 5

Task 4: Planning Area Profile

Task 4.1: Data Collection

- The DPA will complete an initial assessment of the Managed Materials ecosystem in the planning area, including, but not limited to:
  - Current and projected populations
  - Current types, sources, and quantities or managed materials generated in the planning area
  - Inventory of existing materials management facilities and capacities of those facilities

Task 4.2: Evaluation and Summary

- Evaluating results from communications with stakeholders and initial assessments, the DPA will
  - Calculate the current municipal solid waste recycling rate for the planning area
  - Note existing areas of strength and areas for improvement

Task 5: Plan Goals

Task 5.1: Materials Management Goals

- Under the direction of the SMMMPC, the DPA will develop measurable, specific, and objective goals to include in the Materials Management Plan for solid waste diversion from disposal areas under section 324.1158(1). These goals will include, but are not limited to:
  - Municipal solid waste recycling rate
  - Benchmark recycling standards
  - Material utilization and reduction activities
  - Recycling access expansion activities

Task 5.2: Implementation Goals

- Under the direction of the SMMMPC, the DPA will identify implementation strategies for the planning area to progress towards or meet the Materials Management Goals under section 324.11578(1). The strategies shall include but are not limited to:
  - Organic material reduction progress
  - Recyclable material reduction progress
  - Recycling access progress
  - Resource needs or facility enhancement/development
  - Education and outreach

		2024			2025											
Task	Completion Date/Deadline	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
1.1 Draft Work Program																
1.2 Approvals	(January 2, 2025)															
2 MMP Grant Application	(January 2, 2025)															
3.1 Regular Meetings																
3.2 Active Outreach																
4.1 Data Collection																
4.2 Evaluation and Summary																
5.1 Materials Management Goals																
5.2 Implementation Goals																

Section 2: Public Participation in Year 1

The SMMMPC will hold regular public meetings quarterly. Public comment periods are included in each meeting. A schedule of the meetings can be found at https://smpcregion3.org/wp-content/uploads/2025/01/2025-SCMMPC-Public-Notice-1-15-25.pdf and is also listed below. The SMMMPC will also hold monthly non-business meetings via a virtual platform. These meetings are open to the public as well.

Q1	Q2	Q3	Q4
Date: March 18, 2025 Time: 9:00 am Location: Branch County Administrative Offices Annex Building 23 East Pearl Street Coldwater, MI 49036	Date: June 17, 2025 Time: 9:00 am Location: St. Joseph County Administrative Offices History Room (3rd Floor) 125 West Main Street Centreville, MI 49032	Date: September 16, 2025 Time: 9:00 am Location: Branch County Administrative Offices Annex Building 23 East Pearl Street Coldwater, MI 49036	Date: December 16, 2025 Time: 9:00 am Location: St. Joseph County Administrative Offices History Room (3rd Floor) 125 West Main Street Centreville, MI 49032

Minutes from these meetings will be made available to the public at https://smpcregion3.org/materialsmanagement/, which will also serve as a central repository for all documents related to Materials Management Planning in the planning region.

Moreover, as described in Section 1, Task 3.2, the DPA will determine the most effective way of communicating with stakeholder groups, including the general public. The general public may be surveyed, given questionnaires, or invited to further meetings.

Section 3: Costs in Year 1

Table

County	2020 Census Population
Branch	44,862
St. Joseph	60,939

Table

County	Base Sum	Multicounty Plan Bonus	Population Funding
Branch	$60,000.00	$10,000.00	$ 22,431.00
St. Joseph	$60,000.00	$10,000.00	$ 30,469.50
		Annual Total	$192,900.50

Table 3.3: 2025 SMMMP Combined Budget

	Administrative Tasks	Task 1: MMP Work Program	Task 2: MMP Grant Application	Task 3: Public Participation	Task 4: Area Profile	Task 5: Plan Goals	Implementation	Total
Revenue								
EGLE Grant	53,580.10	7,500.00	10,000.00	19,500.00	35,000.00	25,000.00	42,320.40	192,900.50
Total	53,580.10	7,500.00	10,000.00	19,500.00	35,000.00	25,000.00	42,320.40	**192,900.50**
Expenses								
Wages & Fringe	35,179.62	-	-	-	-	-	-	35,179.62
Branch County Staff	16,785.96							16,785.96
St. Joseph County	18,393.66							18,393.66
Professional Development and Training	2,000.00							2,000.00
Meeting Expenses (materials, food, room, travel reimbursement)	1,000.00			1,500.00				2,500.00
Printing and Postage	400.48			3,000.00				3,400.48
Outside Contracts	15,000.00	7,500.00	10,000.00	15,000.00	35,000.00	25,000.00	42,320.40	149,820.40
Total Expense	**53,580.10**	**7,500.00**	**10,000.00**	**19,500.00**	**35,000.00**	**25,000.00**	**42,320.40**	**192,900.50**
Expense	53,580.10	7,500.00	10,000.00	19,500.00	35,000.00	25,000.00	42,320.40	192,900.50
Revenue	53,580.10	7,500.00	10,000.00	19,500.00	35,000.00	25,000.00	42,320.40	192,900.50
Net Income (Expense)	-	-	-	-	-	-	-	-

Table 3.4: 2025 Branch County Budget

	Administrative Tasks	Task 1: MMP Work Program	Task 2: MMP Grant Application	Task 3: Public Participation	Task 4: Area Profile	Task 5: Plan Goals	Implementation	Total
Revenue								
EGLE Grant	25,986.20	3,582.90	4,777.20	9,315.55	16,720.22	11,831.61	20,217.32	92,431.00
Total	25,986.20	3,582.90	4,777.20	9,315.55	16,720.22	11,831.61	20,217.32	**92,431.00**
Expenses								
Wages & Fringe	16,785.96	-	-	-	-	-	-	16,785.96
Branch County Administrative Staff	8,392.98							8,392.98
Branch County Grant Manager	8,392.98							8,392.98
Professional Development and Training	1,000.00							1,000.00
Meeting Expenses (materials, food, room, travel reimbursement)	500.00			716.59				1,216.59
Printing and Postage	200.24			1,433.16				1,633.40
Outside Contracts	7,500.00	3,582.90	4,777.20	7,165.80	16,720.22	11,831.61	20,217.32	71,795.05
Total Expense	**25,986.20**	**3,582.90**	**4,777.20**	**9,315.55**	**16,720.22**	**11,831.61**	**20,217.32**	**92,431.00**
Expense	25,986.20	3,582.90	4,777.20	9,315.55	16,720.22	11,831.61	20,217.32	92,431.00
Revenue	25,986.20	3,582.90	4,777.20	9,315.55	16,720.22	11,831.61	20,217.32	92,431.00
Net Income (Expense)	-	-	-	-	-	-	-	-

Table 3.5: 2025 St. Joseph County Budget

	Administrative Tasks	*Task 1: MMP Work Program*	*Task 2: MMP Grant Application*	*Task 3: Public Participation*	*Task 4: Area Profile*	*Task 5: Plan Goals*	*Implementation*	*Total*
Revenue								
EGLE Grant	*27,593.90*	*3,917.10*	*5,222.80*	*10,184.45*	*18,279.78*	*13,138.39*	*22,103.08*	*100,469.50*
Total	*27,593.90*	*3,917.10*	*5,222.80*	*10,184.45*	*18,279.78*	*13,138.39*	*22,103.08*	***100,469.50***
Expenses								
Wages & Fringe	*18,393.66*	-	-	-	-	-	-	*18,393.66*
St. Joseph County Administrative Staff	*9,196.83*							*9,196.83*
St. Joseph County Grant Manager	*9,196.83*							*9,196.83*
Professional Development and Training	*1,000.00*							*1,000.00*
Meeting Expenses (materials, food, room, travel reimbursement)	*500.00*			*783.42*				*1,283.42*
Printing and Postage	*200.24*			*1,566.84*				*1,767.08*
Outside Contracts	*7,500.00*	*3,917.10*	*5,222.80*	*7,834.19*	*18,279.78*	*13,138.39*	*22,103.08*	*78,025.34*
Total Expense	***27,593.90***	***3,917.10***	***5,222.80***	***10,184.45***	***18,279.78***	*13,138.39*	***22,103.08***	***100,469.50***
Expense	*27,593.90*	*3,917.10*	*5,222.80*	*10,184.45*	*18,279.78*	*13,138.39*	*22,103.08*	*100,469.50*
Revenue	*27,593.90*	*3,917.10*	*5,222.80*	*10,184.45*	*18,279.78*	*13,138.39*	*22,103.08*	*100,469.50*
Net Income (Expense)	-	-	-	-	-	-	-	-

Section 4: Staffing

Please describe staffing needs and responsibilities for plan preparation in Year 1. Full-time equivalent is abbreviated below to "FTE."

Position	FTE	Responsibilities
Branch County MMP Administration	0.10	• Communication with DPA • Planning implementation • Administrative tasks
Branch County MMP Grant Manager	0.10	• Communication with DPA and EGLE • Documentation of invoicing and payments • Regular submission of MMP Grant Funding expenditures
St. Joe County MMP Administration	0.09	• Communication with DPA • Planning implementation • Administrative tasks
St. Joe County MMP Grant Manager	0.07	• Communication with DPA and EGLE • Documentation of invoicing and payments • Regular submission of MMP Grant Funding expenditures

MATERIALS MANAGEMENT PLANNING PROGRAM GRANT AGREEMENT

BETWEEN THE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

AND **ST JOSEPH COUNTY**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Materials Management Division** ("State"), and **St Joseph County** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. Legislative appropriation of Funds for grant assistance is set forth in **Public Act No. 0087 of 2021.** This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: MMP-St. Joseph

Project #: PLA-25-045

Amount of grant: $100,469.50

100% of grant state/ 0% of grant federal

PROJECT TOTAL: $100,469.50 (grant plus match)

Start Date (executed by EGLE):

End Date: 12/7/2026

GRANTEE CONTACT INFORMATION:

Name/Title: Angie Steinman, Finance Director

Organization: St. Joseph County

Address: 125 W. Main St.

City, State, ZIP: Centreville, MI 49032

Phone Number: (269) 467-5631

Fax Number: N/A

E-Mail Address: steinmana@stjosephcountymi.gov

Federal ID Number (Required for Federal Funding): N/A

Grantee DUNs/UEI Number (Required for Federal Funding): N/A

SIGMA Vendor Number: CV0048279

STATE'S CONTACT INFORMATION:

Name/Title: Christina Miller/Materials Management Planning Specialist

Division/Bureau/Office: Materials Management Division (MMD)

Address: 525 W. Allegan

City, State, ZIP: Lansing, MI 48909

Phone Number: 517-614-7426

Fax Number: N/A

E-Mail Address: EGLE-MMP@Michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature	Name/Title	Date

FOR THE STATE:

Signature	Name/Title	Date
JM	Tracy Kecskemeti, Acting Division Director MMD	

COUNTY ADMINISTRATOR Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 2025

DEPARTMENT: Sheriff's Office

PREPARED BY: D. Northrop

SUBJECT: Patrol unit and upfitting

SPECIFIC ACTION REQUESTED:

Transfer funds from general budget for the purchase of an unfunded patrol cruiser.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

May 23rd Deputy TJ Baker was contacted by Berger Chevrolet that our two Sheriff's Office vehicles were ready for pick up. The two units were picked up and signed for by US Northrop. Upon checking the budget it appears we were approved for one squad car. These units were ordered in October or November of 2024.
Each unit is $53,942.00, $15.00 for Title Fee, and $17,000 for up fitting.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

$73,500 101-212-675.010 BUDGETED USE OF FUND BALANCE
$73,500 101-965-995.445 TRANSFER TO F445 CAPITAL

$73,500 445-001-699.101 TRANSFER IN FROM GENERAL FUND
$73,500 445-001-986.301 CAPITAL - SHERIFF

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2525 28th Street SE
Grand Rapids, MI 49512
Phone: (616) 949-5200
Fax: (616) 988-9178

Invoice No. 273967

INVOICE

Customer

Name	ST JOSEPH COUNTY
Address	650 E MAIN ST
City	CENTREVILLE State MI ZIP 49032-9627
Phone	269/467-9045

Date	05/21/2025
P.O. #	11132024-7504
Contact	TJ BAKER
Salesperson	ROBERT EVANS

Qty	Description	Unit Price	TOTAL
	2025 CHEVROLET TAHOE	53942.00	53957.00
	TITLE FEE	15.00	
	Vehicle Numbers 1GNS6UED5SR273967		

Payment Details

- ☐
- ☐
- ☐

Please submit payment upon receipt

Subtotal	53957.00
Shipping & Handling	
Taxes	
TOTAL	53957.00

Office Use Only

28097*1*BC-FI

Berger
Since 1925
It's Always Better at Berger

2525 28th Street SE
Grand Rapids, MI 49512
Phone: (616) 949-5200
Fax: (616) 988-9178

Invoice No. 273839

INVOICE

Customer

Name	ST JOSEPH COUNTY
Address	650 E MAIN ST
City	CENTREVILLE State MI ZIP 49032-9627
Phone	269/467-9045

Date	05/21/2025
P.O. #	11132024-7504
Contact	TJ BAKER
Salesperson	ROBERT EVANS

Qty	Description	Unit Price	TOTAL
	2025 CHEVROLET TAHOE	53942.00	53957.00
	TITLE FEE	15.00	
	Vehicle Numbers 1GNS6UED7SR273839		

Payment Details

- ☐
- ☐
- ☐

Please submit payment upon receipt

Subtotal	53957.00
Shipping & Handling	
Taxes	
TOTAL	53957.00

Office Use Only

28097*1*BC-FI

EMERGENCY VEHICLE PRODUCTS.

Quotation

2975 Interstate Pkwy , Kalamazoo, MI, 49048 Phone: 269-978-1700 Fax: 269-342-8351

Quote Date: 05/23/2024
Quote #: 019017
FOB: Origin
PO #: 25 TAHOE PKG
Ship Via: Customer Pickup
Terms: Upon Receipt
Quoted By: JHiscock

BILL TO:

ST JOSEPH SHERIFF DEPT
650 E MAIN ST

CENTERVILLE, MI 49032
Phone #: ***Fax #:***

Customer ID: ST J CO SHERIFF

SHIP TO:

ST JOSEPH COUNTY SHERIFF DEPT
650 E MAIN ST

CENTERVILLE, MI 49032

Line Item #	*Product ID*	*Product Description*	*Quantity*	*Unit Cost*	*Extended Cost*
001	LABOR- JH # M235579	LABOR-JH # M235579	1	$2,500.00	$2,500.00
		BUILD OUT A 2025 TAHOE POLICE PKG. INSTALL ALL EMERGENCY EQUIPMENT AS NEEDED.	Related Order	0000000 #: 000	
002	C399	CENCOM CORE AMPLIFIER CONTROLLER MODULE	1	$1,223.30	$1,223.30
			Related Order	0000000 #: 000	
003	C-VS-1012 TAHOE 21-	CONSOLE TAHOE 2021-24	1	$764.41	$764.41
			Related Order	0000000 #: 000	
004	C-ARM-102	ARMREST SIDE MOUNT	1	$92.12	$92.12
			Related Order	0000000 #: 000	
005	CUP2-1001	DOUBLE CUP HOLDER	1	$65.66	$65.66
			Related Order	0000000 #: 000	
006	PKO355TAH21	21+TAHOE 10VSRP COATED POLY HORIZONTIAL RECESS PARTITION	1	$979.03	$979.03
			Related Order	0000000 #: 000	
007	QK2024TAH21	21+ TAHOE FULL REP/SEAT TPO PLASTIC, W.CPSB., POLY WINDOW	1	$1,640.64	$1,640.64
			Related Order	0000000 #: 000	
008	WK0514TAH21	WINDOW BARRIER STEEL, STOCK DOOR PANELS	1	$312.62	$312.62
			Related Order	0000000 #: 000	

TERMS: NET 15; FOB BIRD IN HAND, PA; QUOTE VALID FOR 30 DAYS

EMERGENCY VEHICLE PRODUCTS.

Quotation

2975 Interstate Pkwy , Kalamazoo, MI, 49048 Phone: 269-978-1700 Fax: 269-342-8351

Quote Date: 05/23/2024
Quote #: 019017
FOB: Origin
PO #: 25 TAHOE PKG
Ship Via: Customer Pickup
Terms: Upon Receipt
Quoted By: JHiscock

BILL TO:

ST JOSEPH SHERIFF DEPT
650 E MAIN ST

CENTERVILLE, MI 49032
Phone #: ***Fax #:***

Customer ID: ST J CO SHERIFF

SHIP TO:

ST JOSEPH COUNTY SHERIFF DEPT
650 E MAIN ST

CENTERVILLE, MI 49032

Line Item #	*Product ID*	*Product Description*	*Quantity*	*Unit Cost*	*Extended Cost*
009	BK2020TAH21	21+TAHOE PG450 W /IONS MAR RESI PAD	1 Related Order	$1,135.83 0000000 #: 000	$1,135.83
010	M4J REAR PLATE AREA	RED/BLUE SPLIT SUPER LED CLEAR LENS	2 Related Order	$228.15 0000000 #: 000	$456.30
011	LINSV2R	UNDER MOUNT MIRROR LIGHT RED	1 Related Order	$207.03 0000000 #: 000	$207.03
012	LINSV2B	UNDER MOUNT MIRROR LIGHT BLUE W PUDDLE	1 Related Order	$207.03 0000000 #: 000	$207.03
013	LSVBKT45	TAHOE UNDER SIDE VEIW MIRROR MT KIT	1 Related Order	$31.85 0000000 #: 000	$31.85
014	DK0100TAH21	21- TAHOE DOOR PANEL ,TPO PLASTIC	1 Related Order	$302.82 0000000 #: 000	$302.82
015	TLI2E INNER GATE	WHELEN ION T SERIES DUO BLUE/WHITE	2 Related Order	$127.17 0000000 #: 000	$254.34
016	SA315	100 WATT SPEAKER , BLACK PLASTIC	1 Related Order	$197.40 0000000 #: 000	$197.40
017	SA315M	SPEAKER MOUNT	1 Related Order	$57.40 0000000 #: 000	$57.40
018	CCTL7	WECANX21 BUTTON/SLIDE CONTROL CENTER	1 Related Order	$330.96 0000000 #: 000	$330.96

TERMS: NET 15; FOB BIRD IN HAND, PA; QUOTE VALID FOR 30 DAYS

EMERGENCY VEHICLE PRODUCTS.

Quotation

2975 Interstate Pkwy , Kalamazoo, MI, 49048 Phone: 269-978-1700 Fax: 269-342-8351

Quote Date: 05/23/2024
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650 E MAIN ST

CENTERVILLE, MI 49032
Phone #: ***Fax #:***

Customer ID: ST J CO SHERIFF

SHIP TO:

ST JOSEPH COUNTY SHERIFF DEPT
650 E MAIN ST

CENTERVILLE, MI 49032

Line Item #	*Product ID*	*Product Description*	*Quantity*	*Unit Cost*	*Extended Cost*
019	CV2V	VEHICLE TO VEHICLE SYNC MODULE	1 Related Order	$208.60 0000000 #: 000	$208.60
020	C399K3	WECAN X OBD 11 CAN PORT	1 Related Order	$271.43 0000000 #: 000	$271.43
021	EB2SP3J	LEGACY WCX 54" LIGHTBAR	1 Related Order	$3,071.40 0000000 #: 000	$3,071.40
022	C-HDM-204	HAVIS 8.5 SIDE MOUNT TELESCOPING POLE	1 Related Order	$225.40 0000000 #: 000	$225.40
023	MISC REAR EQUIPMENT COVER, WIRE TUNNEL, REAR FLOOR PLATE.	MISC	1 Related Order	$700.00 0000000 #: 000	$700.00
024	MISC SHOP SUPPLIE WIRE, WIRE LOOM, CONNECTORS, ZIP TIES, MISC FASTNERS ETC.	MISC SHOP SUPPLIES	1 Related Order	$175.00 0000000 #: 000	$175.00
025	SHIPPING	SHIPPING CHARGES	1 Related Order	$675.00 0000000 #: 000	$675.00
026	390-5711-0	POWER DIST SYSTEM / TIMER	1 Related Order	$385.00 0000000 #: 000	$385.00
027	MISC CONTENGENCY COST- INCREASE COST IN EQUIPMENT, SHIPPING.	MISC	1 Related Order	$1,500.00 0000000 #: 000	$1,500.00

TERMS: NET 15; FOB BIRD IN HAND, PA; QUOTE VALID FOR 30 DAYS

EMERGENCY VEHICLE PRODUCTS.

Quotation

2975 Interstate Pkwy , Kalamazoo, MI, 49048 Phone: 269-978-1700 Fax: 269-342-8351

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CENTERVILLE, MI 49032

Phone #: ***Fax #:***

Customer ID: ST J CO SHERIFF

SHIP TO:

ST JOSEPH COUNTY SHERIFF DEPT
650 E MAIN ST

CENTERVILLE, MI 49032

Line Item #	*Product ID*	*Product Description*	*Quantity*	*Unit Cost*	*Extended Cost*

Sub Total: $17,970.57

TERMS: NET 15; FOB BIRD IN HAND, PA; QUOTE VALID FOR 30 DAYS