

BOARD OF COMMISSIONERS

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS AGENDA for MEETING on July 15, 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. Executive Committee Meeting Minutes – July 8, 2025
 - B. Board Meeting Minutes – June 17, 2025
 - C. Remonumentation Contracts – Southwest Survey & Engineering LLC, Kesler Land Surveying LLC, and RD Miller Land Surveying
 - D. Commission on Aging Advisory Board Reappointments – Deborah Davis, Patricia Dane, Maggie Mead, Amanda Johnson, and John Gelvin
 - E. Deputy Medical Examiner Appointment – Nicolas Kostelecky, MD
 - F. Letter of Support for a Child and Adolescent Health Centers Grant – Beacon Health/PAWS Clinic
 - G. 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)

Suggested motion: I move to approve the consent agenda items.
6. Public Comment (4-minute limit per person)
7. Presentations
 - A. FY 2024 Gabridge & Company Audit Presentation – Presented by Matt Holland
 - B. MSU-Extension Outreach Presentation – Presented by Nicolle Ritchie
 - C. 2024 Commission on Aging Annual Report – Presented by Pam Riley

8. County Administrator's Report
9. Committee Reports and Appointments
10. Unfinished Business
11. New Business
 - A. Michigan Department of Natural Resources Grant Declaration and Notice – Presented by Erin Goff
Suggested motion: I move to adopt the Declaration and Notice for the Michigan DNR Grant, as presented.
 - B. Commission on Aging Advisory Board Amended Bylaws – Presented by Pam Riley
Suggested motion: I move to adopt the bylaw changes, as presented.
 - C. Environmental Testing Proposal – Presented by Teresa Cupp
Suggested motion: I move to approve the proposal from Fishbeck, as presented.
12. Commissioner Comments (for items not on the agenda)
13. Adjournment

EXECUTIVE COMMITTEE
Minutes
July 8, 2025, at 4:00 p.m.
HISTORIC COURTHOUSE, HISTORY ROOM

Commissioners Present: Commissioners Jared Hoffmaster, Rusty Baker, Terry Conklin, Christina Yunker, Luis Rosado, Ken Malone, and Rick Shaffer.

Commissioners Absent: None

Also Present: Teresa Cupp, County Administrator

1. EDGE Board Update – Ken Jones. No action was taken.
2. Tri-Share Informational Presentation – April Goodwin. No action was taken.
3. St. Joseph Ambulance Consortium Proposal – Steve Wolf. No action was taken.
4. Re monumentation Contracts – Jerry Happel. By consent, the item was added to the consent agenda.
5. Michigan Department of Natural Resources Grant Declaration & Notice – Erin Goff. By consent, the item was added to the agenda.
6. Commission on Aging Advisory Board Amended Bylaws – Erin Goff. By consent, the item was added to the agenda.
7. Commission on Aging Advisory Board Reappointments – Erin Goff. By consent, the item was added to the consent agenda.
8. Deputy Medical Examiner Appointment – Erin Goff. By consent, the item was added to the consent agenda.
9. Child and Adolescent Health Centers Grant Support – Commissioner Hoffmaster. By consent, the item was added to the consent agenda.
10. Environmental Testing Proposals – Teresa Cupp. By consent, the proposal from Fishbeck was added to the agenda.
11. Budget Process Discussion/Financial Reporting – Angie Steinman. No action was taken.

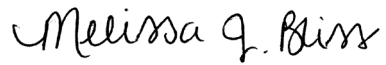
Public Comment. Prosecutor Debbie Davis.

Other Business. Monthly Financial Reporting and access to BS&A is available for Commissioners.

Commissioner Comments. Rosado, Shaffer, Baker, and Malone provided comments.

There being no further business the meeting adjourned at 5:28 p.m.

Respectfully submitted by

A handwritten signature in cursive script that reads "Melissa J. Bliss".

Melissa J. Bliss,
Deputy Clerk

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

June 17, 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 June 17, 2025, at 5:00 p.m.

1. Chairman Jared Hoffmaster called the meeting to order.
2. An invocation was given, followed by the Pledge of Allegiance.
3. County Clerk/Register Gina Everson called roll:

Present: Rusty Baker, Terry Conklin, Jared Hoffmaster, Ken Malone, Luis Rosado, Rick Shaffer, Christina Yunker

Also Present: County Administrator Teresa Cupp and Finance Director Angie Steinman

4. ADOPTION OF AGENDA

It was moved by Commissioner Rosado and seconded by Commissioner Malone to adopt the agenda as presented.

A subsequent motion was made by Commissioner Yunker to amend the agenda by removing Item C from the Consent Agenda but it was not seconded.

Chairman Hoffmaster then restated the original motion to adopt the agenda as presented. Motion carried.

5. CONSENT AGENDA

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

- Board of Commissioner Meeting Minutes for May 20, 2025
- Appointment of Fred Sawyer to the Southcentral Materials Management Planning Committee
- General Fund Financial Report, Non-General Fund Financial Report, General Ledger Activity Report – placed on file.

Motion carried 6-1 with Commissioner Yunker dissenting.

6. PUBLIC COMMENT

Sarah Main From Three Rivers, Craig Crabill from Sturgis, Pam Riley from COA, Trista Nelson from Fawn River, Andrew Brandt from Centreville, Tim Carls from Florence Township, Gordon Evilsizor from White Pigeon, Paige Willis from White Pigeon

7. PRESENTATIONS

Drain Commission Annual Report FY 2024 – Presented by Jeffrey Wenzel

Planning Commission Annual Report FY 2024 – Presented by Robert Horton

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

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

MSU-Extension Annual Report Presentation – Presented by Kai Gritter

8. COUNTY ADMINISTRATOR'S REPORT

Administrator Teresa Cupp provided various updates including renovation projects, staffing changes, the jail project, and the upcoming audit presentation.

9. COMMITTEE REPORTS AND APPOINTMENTS

Commissioners Baker, Shaffer, and Hoffmaster presented committee reports and comments.

10. UNFINISHED BUSINESS

None reported.

11. NEW BUSINESS

A. Karpel Contract Addendum Request

It was moved by Commissioner Malone and seconded by Commissioner Rosado to approve the contract addendum, as presented. Motion carried.

B. FY 2026 Community Corrections Grant Resolution

It was moved by Commissioner Rosado and seconded by Commissioner Malone to approve and sign the FY2026 Community Corrections Grant Resolution. Motion carried. Resolution XX-XX was adopted.

C. Commissioner Room Video Streaming Request

It was moved by Commissioner Baker and seconded by Commissioner Yunker to approve the Video Streaming Request. The motion failed on a roll call vote, 5–2, with Commissioners Malone, Shaffer, Conklin, Rosado, and Hoffmaster dissenting.

D. FOIA Software Request

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to approve the FOIA Software Request. Motion carried.

E. Annex Water Mitigation & Mold Remediation Project

It was moved by Commissioner Baker and seconded by Commissioner Malone to approve the Annex Water Mitigation and Mold Remediation Project Request. Motion carried.

F. FY 2025 Materials Management Planning Grant Agreement

It was moved by Commissioner Baker and seconded by Commissioner Malone to approve the 2025 Materials Management Planning Grant Agreement. Motion carried.

G. Sheriff's Office Budget Amendment

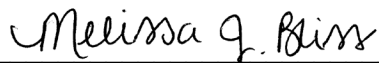
It was moved by Commissioner Malone and seconded by Commissioner Shaffer to approve the Sheriff's Office Budget Amendment. Motion carried.

12. COMMISSIONER COMMENTS

Commissioner Conklin, Yunker, Shaffer, Malone, Baker and Hoffmaster provided comments.

13. ADJOURNMENT

It was moved by Commissioner Shaffer and seconded by Commissioner Malone to adjourn the meeting at 6:50 PM. Motion carried.



Melissa J. Bliss,

Deputy 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: July 15, 2025

DEPARTMENT: GIS

PREPARED BY: Administration

SUBJECT: Remonumentation Contracts

SPECIFIC ACTION REQUESTED:

The GIS department requests entering into three contracts for Remonumentation surveyors.

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

Signed contracts with surveyors providing Remonumentation services are required per the terms of the Remonumentation Grant.

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



MOSTROM & ASSOC., INC.

Land Surveying

To: Jerry Happel, County Administrator
 St. Joseph County Remonumentation
 P.O. Box 276
 Centreville, MI 49032

December 23, 2024

From: David W. Mostrom
 County Representative/Surveyor

Re: 2025 Remonumentation Fee Schedule

Following are the requested rate changes for the 2024 St. Joseph County Survey and Remonumentation Program for your review.

<u>Standard:</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Research	\$ 280.00	\$ 280.00	\$ 300.00
Field investigation, presentation, monumentation & recordation	\$ 1200.00	\$ 1350.00	\$ 1400.00
 <u>Additions:</u>			
Set monument box (In gravel or asphalt rdwy.)	\$ 250.00	\$ 250.00	\$ 250.00
Set mon. box in state hwy.	\$ 1250.00	\$ 1250.00	\$ 1250.00
Rental equip. for excavation	\$ Cost	\$ Cost	\$ Cost
Std. mon. on private survey	\$ 550.00	\$ 550.00	\$ 550.00
Corner maintenance w/coordinates	\$ 550.00	\$ 550.00	\$ 550.00
Control station recovery	\$ 500.00	\$ 500.00	\$ 500.00
Per diem for meetings (Total for 3 meetings)	\$ 185.00 \$ 2200.00	\$ 185.00 \$ 2220.00	\$ 200.00 \$ 2220.00
Administration – County Rep./Surveyor	\$ 4950.00	\$ 4950.00	\$ 4950.00



Centreville Office
 610 W. Burr Oak St, P.O. Box 85
 Centreville, MI 49032-0085
 Phone: (269) 467-6348
 Email: info@mostromsurvey.com

Coldwater Office
 28 W. Chicago Street, Suite 3I
 Coldwater, MI 49036
 Phone: (517) 279-9707
 Web: www.mostromsurvey.com



CONTRACT FOR PROFESSIONAL SURVEYING SERVICES

THIS CONTRACT made and entered into this [] day of [] 2025 (the "Effective Date") by and between the County of St Joseph (hereinafter referred to as the "County"), of 125 West Main Street, Centreville, MI 49032 and Southwest Survey & Engineering LLC (hereinafter referred to as the "surveyor"), a professional surveyor with offices at 214 W. Michigan Avenue, Paw Paw, MI 49079.

WITNESSETH:

WHEREAS, the County has approved a remonumentation plan which was approved by the Michigan State Survey and Remonumentation Commission; and

WHEREAS, it is the intent of the County to remonument all "Remonumentation Corners" as defined by the Michigan State Survey and Remonumentation Act, Act 345 of 1990, R 54.201; and

WHEREAS, the County has received grant monies from the State of Michigan to execute this plan and requires the assistance of professional surveyors who work within the boundaries of the County.

NOW, THEREFORE. In consideration of the mutual covenants and promises hereinafter contained, the parties hereto agree as follows:

1. **SERVICES TO BE RENDERED.** The surveyor agrees to perform the following services ("Services") at real property located at various section corner locations:
 - A. Submit corner-position documentation to the Peer Group of the St Joseph County Remonumentation Program (the "Peer Group") for recommendation of a monument location.
 - B. After ratification of the monument location by the Peer Group, the Surveyor shall properly install a standard marker as supplied by the County.
 - C. After installation of the standard marker the Surveyor shall obtain geodetic coordinates on the corner based on the requirements outlined in the memorandum dated October 16, 2014 from Chris Beland, the Director of the Office of Land Survey and Remonumentation (OLSR) or another representative from the County.

- D. Finally, the surveyor shall file the newly adopted 2025 Land Corner Recordation Certificate from the OLSR with the County Surveyor.
2. **SECTION CORNER MAINTENANCE.** For a previously ratified corner that has been damaged or obliterated, the County may select a local survey firm to remonument the corner.
 3. **RIGHT OF ENTRY.** County will, in its sole direction, furnish Surveyor, its agents, employees, and subcontractors a right-of-entry and any other authorizations or licenses needed for Surveyor to enter the location to perform the Services contemplated by this Contract.
 4. **PRICE AND PAYMENT TERMS.** In consideration of performing the aforementioned Services, the County shall reimburse the Surveyor according to the attached Schedule "A". The Board of Commissioners may annually revise this schedule upon recommendation of the County Representative and County Grant Administrator.
 5. **TERM.** The term of this contract shall be from the Effective Date until terminated as prescribed herein.
 6. **TERMINATION.**
 - A. **FOR CONVENIENCE.** Upon 30 days prior written notice, County may terminate this Contract for convenience. Upon the effective date of such termination notice, Surveyor shall cease work on all Services set forth in this Contract.
 - B. **FOR CAUSE.** In the event of a material breach of this Contract, the non-breaching party may terminate this Contract upon 15 days written notice to the breaching party, which notice must identify the material breach. Upon receipt of such termination notice for cause, the breaching party shall have 15 days in which to cure the breach (the "Cure Period"). Should the breaching party timely cure its material breach of this Contract, this Contract may not be terminated for cause. Should the breaching party fail to timely cure its material breach, this Contract shall be terminated, effective at the end of the Cure Period. Upon the effective date of such termination for cause, Surveyor shall cease work on all Services set forth in this Contract.
 7. **APPROVAL BY COUNTY BOARD OF COMMISSIONERS.** As required by the County Remonumentation Plan, this contract must be submitted to the County Board of Commissioners for its approval and its authorization for execution.

8. **STANDARD OF CARE.** Surveyor's Services shall be conducted with the same level and degree of skill ordinarily exercised by members of its profession operating in a similar locality, at a similar time and under similar conditions and circumstances.
9. **DATE OF COMPLETION.** Surveyor shall complete all Services by or before (12/31/24).
10. **INDEMNIFICATION.** Surveyor shall indemnify and save harmless County and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Surveyor or loss of or damage to property, arising directly or indirectly from Surveyor's performance of this Contract, including, but not limited to, Surveyor's use of facilities or equipment provided by County or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on Surveyor, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Contract, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of Surveyor and is not contributed to by any act of, or by any omission to perform some duty imposed by law or Contract on Surveyor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and County's costs of investigating any claims against the County.
11. **INDEPENDENT CONTRACTOR.** The Surveyor and its employees, agents, representatives, and subcontractors are independent contractors and not employees or agents of the County. The County will not be bound by any acts or conduct of the Surveyor or its employees, agents, representatives, or subcontractors. The Surveyor agrees to include this provision in all its subcontracts under the Contract.
12. **INSURANCE.** Surveyor shall maintain at its own expense the following insurance: (1) Worker's Compensation Insurance, in the form and amounts required by statute or other applicable law; (2) Employer's Liability Insurance with a limit of \$1,000,000; (3) Commercial Automobile Liability Insurance with a combined single limit of \$500,000 (4) Commercial General Liability Insurance with limits of \$1,000,000 per occurrence; and (5) Professional Liability Insurance with limits of \$2,000,000. Certificates of insurance shall be issued by Surveyor upon County written request.

13. **NOTICES.** All notices required to be given under this Contract shall be personally delivered or mailed to the address of the party included below:

IF TO COUNTY: County of St Joseph
125 West Main Street
Centreville, MI 49032
Attention:

IF TO SURVEYOR: Southwest Survey & Engineering LLC
214 W. Michigan Avenue
Paw Paw, MI 49079
Attention:

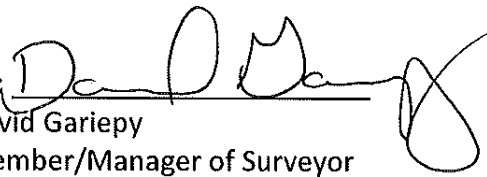
14. **MISCELLANEOUS.** The paragraph captions and headings used throughout this Contract are for convenience and reference only, and the words contained therein shall in no way be held or deemed to define, limit, describe, modify, or add to the interpretation, construction, or meaning of any provisions of or scope or intent of this Contract. Should any part, provision, term or condition of this Contract be declared, decreed or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable as part of a final, non-appealable ruling, the legality, validity or enforceability of the remaining parts, provisions, terms or conditions shall not be affected thereby and the remainder of the Contract shall be given full force and effect. Neither party may assign this Contract, in whole or in part, without the prior written consent of the other party, except for an assignment of proceeds for financing purposes. Surveyor may subcontract for the services of others upon obtaining County's consent if Surveyor deems it necessary or desirable to have others perform services necessary to the successful completion of the project. This Contract shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. No action or failure to act by Surveyor or County shall constitute a waiver of any of its rights or remedies that arise out this Contract, nor shall such action or failure to act constitute approval, acquiescence, or ratification of a breach hereunder, except as may be specifically agreed to in writing or as otherwise provided in this Contract. Unless otherwise provided in this Contract, all of the terms, provisions, representations and warranties, and all remedies available to any party, shall survive the expiration or sooner termination of this Contract. All provisions in this Contract constituting representations, making or limiting warranties, limiting liability, allocating risk, or for indemnification specifically survive this Contract. This Contract constitutes the entire

Contract and understanding between the parties relating to the Services and supersedes any and all prior negotiations, discussions, and contracts, whether written or oral, between the parties regarding same. This Contract may not be modified or amended in any manner except in writing and signed by the parties. The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first written above.

COUNTY OF ST JOSEPH

BY: _____
Jared Hoffmaster
Chairperson of Board
Of Commissioners

BY:  _____
David Gariepy
Member/Manager of Surveyor

BY: _____
Gina Everson
County Clerk

CONTRACT FOR PROFESSIONAL SURVEYING SERVICES

THIS CONTRACT made and entered into this [____] day of [_____] 2025 (the “Effective Date”) by and between the County of St Joseph (hereinafter referred to as the “County”), of 125 West Main Street, Centreville, MI 49032 and Kesler Land Surveying, LLC (hereinafter referred to as the “surveyor”), a professional surveyor with offices at 67191 Conrad Road, Edwardsburg, MI 49112.

WITNESSETH:

WHEREAS, the County has approved a remonumentation plan which was approved by the Michigan State Survey and Remonumentation Commission; and

WHEREAS, it is the intent of the County to remonument all “Remonumentation Corners” as defined by the Michigan State Survey and Remonumentation Act, Act 345 of 1990, R 54.201; and

WHEREAS, the County has received grant monies from the State of Michigan to execute this plan and requires the assistance of professional surveyors who work within the boundaries of the County.

NOW, THEREFORE. In consideration of the mutual covenants and promises hereinafter contained, the parties hereto agree as follows:

1. **SERVICES TO BE RENDERED.** The surveyor agrees to perform the following services (“Services”) at real property located at various section corner locations:
 - A. Submit corner-position documentation to the Peer Group of the St Joseph County Remonumentation Program (the “Peer Group”) for recommendation of a monument location.
 - B. After ratification of the monument location by the Peer Group, the Surveyor shall properly install a standard marker as supplied by the County.
 - C. After installation of the standard marker the Surveyor shall obtain geodetic coordinates on the corner based on the requirements outlined in the memorandum dated October 16, 2014 from Chris Beland, the Director of the Office of Land Survey and Remonumentation (OLSR) or another representative from the County.

- D. Finally, the surveyor shall file the newly adopted 2025 Land Corner Recordation Certificate from the OLSR with the County Surveyor.
2. **SECTION CORNER MAINTENANCE**. For a previously ratified corner that has been damaged or obliterated, the County may select a local survey firm to remonument the corner.
 3. **RIGHT OF ENTRY**. County will, in its sole direction, furnish Surveyor, its agents, employees, and subcontractors a right-of-entry and any other authorizations or licenses needed for Surveyor to enter the location to perform the Services contemplated by this Contract.
 4. **PRICE AND PAYMENT TERMS**. In consideration of performing the aforementioned Services, the County shall reimburse the Surveyor according to the attached Schedule "A". The Board of Commissioners may annually revise this schedule upon recommendation of the County Representative and County Grant Administrator.
 5. **TERM**. The term of this contract shall be from the Effective Date until terminated as prescribed herein.
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 - A. **FOR CONVENIENCE**. Upon 30 days prior written notice, County may terminate this Contract for convenience. Upon the effective date of such termination notice, Surveyor shall cease work on all Services set forth in this Contract.
 - B. **FOR CAUSE**. In the event of a material breach of this Contract, the non-breaching party may terminate this Contract upon 15 days written notice to the breaching party, which notice must identify the material breach. Upon receipt of such termination notice for cause, the breaching party shall have 15 days in which to cure the breach (the "Cure Period"). Should the breaching party timely cure its material breach of this Contract, this Contract may not be terminated for cause. Should the breaching party fail to timely cure its material breach, this Contract shall be terminated, effective at the end of the Cure Period. Upon the effective date of such termination for cause, Surveyor shall cease work on all Services set forth in this Contract.
 7. **APPROVAL BY COUNTY BOARD OF COMMISSIONERS**. As required by the County Remonumentation Plan, this contract must be submitted to the County Board of Commissioners for its approval and its authorization for execution.

8. **STANDARD OF CARE.** Surveyor's Services shall be conducted with the same level and degree of skill ordinarily exercised by members of its profession operating in a similar locality, at a similar time and under similar conditions and circumstances.
9. **DATE OF COMPLETION.** Surveyor shall complete all Services by or before (12/31/24).
10. **INDEMNIFICATION.** Surveyor shall indemnify and save harmless County and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Surveyor or loss of or damage to property, arising directly or indirectly from Surveyor's performance of this Contract, including, but not limited to, Surveyor's use of facilities or equipment provided by County or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on Surveyor, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Contract, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of Surveyor and is not contributed to by any act of, or by any omission to perform some duty imposed by law or Contract on Surveyor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and County's costs of investigating any claims against the County.
11. **INDEPENDENT CONTRACTOR.** The Surveyor and its employees, agents, representatives, and subcontractors are independent contractors and not employees or agents of the County. The County will not be bound by any acts or conduct of the Surveyor or its employees, agents, representatives, or subcontractors. The Surveyor agrees to include this provision in all its subcontracts under the Contract.
12. **INSURANCE.** Surveyor shall maintain at its own expense the following insurance: (1) Worker's Compensation Insurance, in the form and amounts required by statute or other applicable law; (2) Employer's Liability Insurance with a limit of \$1,000,000; (3) Commercial Automobile Liability Insurance with a combined single limit of \$500,000 (4) Commercial General Liability Insurance with limits of \$1,000,000 per occurrence; and (5) Professional Liability Insurance with limits of \$2,000,000. Certificates of insurance shall be issued by Surveyor upon County written request.

13. **NOTICES.** All notices required to be given under this Contract shall be personally delivered or mailed to the address of the party included below:

IF TO COUNTY: County of St Joseph
125 West Main Street
Centreville, MI 49032
Attention: GIS

IF TO SURVEYOR: Kesler Land Surveying
67191 Conrad Road
Edwardsburg, MI 49112

14. **MISCELLANEOUS.** The paragraph captions and headings used throughout this Contract are for convenience and reference only, and the words contained therein shall in no way be held or deemed to define, limit, describe, modify, or add to the interpretation, construction, or meaning of any provisions of or scope or intent of this Contract. Should any part, provision, term or condition of this Contract be declared, decreed or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable as part of a final, non-appealable ruling, the legality, validity or enforceability of the remaining parts, provisions, terms or conditions shall not be affected thereby and the remainder of the Contract shall be given full force and effect. Neither party may assign this Contract, in whole or in part, without the prior written consent of the other party, except for an assignment of proceeds for financing purposes. Surveyor may subcontract for the services of others upon obtaining County's consent if Surveyor deems it necessary or desirable to have others perform services necessary to the successful completion of the project. This Contract shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. No action or failure to act by Surveyor or County shall constitute a waiver of any of its rights or remedies that arise out this Contract, nor shall such action or failure to act constitute approval, acquiescence, or ratification of a breach hereunder, except as may be specifically agreed to in writing or as otherwise provided in this Contract. Unless otherwise provided in this Contract, all of the terms, provisions, representations and warranties, and all remedies available to any party, shall survive the expiration or sooner termination of this Contract. All provisions in this Contract constituting representations, making or limiting warranties, limiting liability, allocating risk, or for indemnification specifically survive this Contract. This Contract constitutes the entire Contract and understanding between the parties relating to the Services

and supersedes any and all prior negotiations, discussions, and contracts, whether written or oral, between the parties regarding same. This Contract may not be modified or amended in any manner except in writing and signed by the parties. The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first written above.

COUNTY OF ST JOSEPH

BY: _____
Jared Hoffmaster
Chairperson of Board
Of Commissioners

BY: 
Dale Kesler
Member/Manager of Surveyor

BY: _____
Gina Everson
County Clerk

CONTRACT FOR PROFESSIONAL SURVEYING SERVICES

THIS CONTRACT made and entered into this [____] day of [_____] 2025 (the “Effective Date”) by and between the County of St Joseph (hereinafter referred to as the “County”), of 125 West Main Street, Centreville, MI 49032 and RD Miller Land Surveying (hereinafter referred to as the “surveyor”), a professional surveyor with offices at PO Box 309, Olivet, MI 49076.

WITNESSETH:

WHEREAS, the County has approved a remonumentation plan which was approved by the Michigan State Survey and Remonumentation Commission; and

WHEREAS, it is the intent of the County to remonument all “Remonumentation Corners” as defined by the Michigan State Survey and Remonumentation Act, Act 345 of 1990, R 54.201; and

WHEREAS, the County has received grant monies from the State of Michigan to execute this plan and requires the assistance of professional surveyors who work within the boundaries of the County.

NOW, THEREFORE. In consideration of the mutual covenants and promises hereinafter contained, the parties hereto agree as follows:

1. **SERVICES TO BE RENDERED.** The surveyor agrees to perform the following services (“Services”) at real property located at various section corner locations:
 - A. Submit corner-position documentation to the Peer Group of the St Joseph County Remonumentation Program (the “Peer Group”) for recommendation of a monument location.
 - B. After ratification of the monument location by the Peer Group, the Surveyor shall properly install a standard marker as supplied by the County.
 - C. After installation of the standard marker the Surveyor shall obtain geodetic coordinates on the corner based on the requirements outlined in the memorandum dated October 16, 2014 from Chris Beland, the Director of the Office of Land Survey and Remonumentation (OLSR) or another representative from the County.

- D. Finally, the surveyor shall file the newly adopted 2025 Land Corner Recordation Certificate from the OLSR with the County Surveyor.
2. **SECTION CORNER MAINTENANCE**. For a previously ratified corner that has been damaged or obliterated, the County may select a local survey firm to remonument the corner.
 3. **RIGHT OF ENTRY**. County will, in its sole direction, furnish Surveyor, its agents, employees, and subcontractors a right-of-entry and any other authorizations or licenses needed for Surveyor to enter the location to perform the Services contemplated by this Contract.
 4. **PRICE AND PAYMENT TERMS**. In consideration of performing the aforementioned Services, the County shall reimburse the Surveyor according to the attached Schedule "A". The Board of Commissioners may annually revise this schedule upon recommendation of the County Representative and County Grant Administrator.
 5. **TERM**. The term of this contract shall be from the Effective Date until terminated as prescribed herein.
 6. **TERMINATION**.
 - A. **FOR CONVENIENCE**. Upon 30 days prior written notice, County may terminate this Contract for convenience. Upon the effective date of such termination notice, Surveyor shall cease work on all Services set forth in this Contract.
 - B. **FOR CAUSE**. In the event of a material breach of this Contract, the non-breaching party may terminate this Contract upon 15 days written notice to the breaching party, which notice must identify the material breach. Upon receipt of such termination notice for cause, the breaching party shall have 15 days in which to cure the breach (the "Cure Period"). Should the breaching party timely cure its material breach of this Contract, this Contract may not be terminated for cause. Should the breaching party fail to timely cure its material breach, this Contract shall be terminated, effective at the end of the Cure Period. Upon the effective date of such termination for cause, Surveyor shall cease work on all Services set forth in this Contract.
 7. **APPROVAL BY COUNTY BOARD OF COMMISSIONERS**. As required by the County Remonumentation Plan, this contract must be submitted to the County Board of Commissioners for its approval and its authorization for execution.

8. **STANDARD OF CARE.** Surveyor's Services shall be conducted with the same level and degree of skill ordinarily exercised by members of its profession operating in a similar locality, at a similar time and under similar conditions and circumstances.
9. **DATE OF COMPLETION.** Surveyor shall complete all Services by or before (12/31/24).
10. **INDEMNIFICATION.** Surveyor shall indemnify and save harmless County and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Surveyor or loss of or damage to property, arising directly or indirectly from Surveyor's performance of this Contract, including, but not limited to, Surveyor's use of facilities or equipment provided by County or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on Surveyor, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Contract, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of Surveyor and is not contributed to by any act of, or by any omission to perform some duty imposed by law or Contract on Surveyor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and County's costs of investigating any claims against the County.
11. **INDEPENDENT CONTRACTOR.** The Surveyor and its employees, agents, representatives, and subcontractors are independent contractors and not employees or agents of the County. The County will not be bound by any acts or conduct of the Surveyor or its employees, agents, representatives, or subcontractors. The Surveyor agrees to include this provision in all its subcontracts under the Contract.
12. **INSURANCE.** Surveyor shall maintain at its own expense the following insurance: (1) Worker's Compensation Insurance, in the form and amounts required by statute or other applicable law; (2) Employer's Liability Insurance with a limit of \$1,000,000; (3) Commercial Automobile Liability Insurance with a combined single limit of \$500,000 (4) Commercial General Liability Insurance with limits of \$1,000,000 per occurrence; and (5) Professional Liability Insurance with limits of \$2,000,000. Certificates of insurance shall be issued by Surveyor upon County written request.

13. **NOTICES.** All notices required to be given under this Contract shall be personally delivered or mailed to the address of the party included below:

IF TO COUNTY: County of St Joseph
125 West Main Street
Centreville, MI 49032
Attention: GIS

IF TO SURVEYOR: Ryan Miller, P.S.
PO Box 309
Olivet, MI 49076

14. **MISCELLANEOUS.** The paragraph captions and headings used throughout this Contract are for convenience and reference only, and the words contained therein shall in no way be held or deemed to define, limit, describe, modify, or add to the interpretation, construction, or meaning of any provisions of or scope or intent of this Contract. Should any part, provision, term or condition of this Contract be declared, decreed or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable as part of a final, non-appealable ruling, the legality, validity or enforceability of the remaining parts, provisions, terms or conditions shall not be affected thereby and the remainder of the Contract shall be given full force and effect. Neither party may assign this Contract, in whole or in part, without the prior written consent of the other party, except for an assignment of proceeds for financing purposes. Surveyor may subcontract for the services of others upon obtaining County's consent if Surveyor deems it necessary or desirable to have others perform services necessary to the successful completion of the project. This Contract shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. No action or failure to act by Surveyor or County shall constitute a waiver of any of its rights or remedies that arise out this Contract, nor shall such action or failure to act constitute approval, acquiescence, or ratification of a breach hereunder, except as may be specifically agreed to in writing or as otherwise provided in this Contract. Unless otherwise provided in this Contract, all of the terms, provisions, representations and warranties, and all remedies available to any party, shall survive the expiration or sooner termination of this Contract. All provisions in this Contract constituting representations, making or limiting warranties, limiting liability, allocating risk, or for indemnification specifically survive this Contract. This Contract constitutes the entire Contract and understanding between the parties relating to the Services

liability, allocating risk, or for indemnification specifically survive this Contract. This Contract constitutes the entire Contract and understanding between the parties relating to the Services and supersedes any and all prior negotiations, discussions, and contracts, whether written or oral, between the parties regarding same. This Contract may not be modified or amended in any manner except in writing and signed by the parties. The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first written above.

COUNTY OF ST JOSEPH

BY: _____

Jared Hoffmaster
Chairperson of Board
Of Commissioners

BY:  _____

Ryan Miller
Member/Manager of Surveyor

BY: _____

Gina Everson
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: July 15, 2025

DEPARTMENT: COA

PREPARED BY: Pam Riley

SUBJECT: COA Advisory Board Reappointments

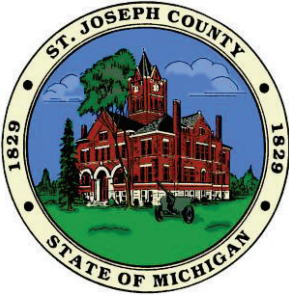
SPECIFIC ACTION REQUESTED:

Request the following Advisory Board Members be reappointed to 2 year terms by the Board of Commissioners: Deborah Davis, Patricia Dane, Maggie Mead, Amanda Johnson, and John Gelvin.

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

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

N/A



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: July 15, 2025

DEPARTMENT: On behalf of WMED Medical Examiner's Office

PREPARED BY: Administration

SUBJECT: Deputy Medical Examiner Appointment

SPECIFIC ACTION REQUESTED:

Per MCL 52.201a, request appointment of Nicolas Kostelecky, MD as Deputy Medical Examiner. Dr. Kostelecky is an assistant faculty member and forensic pathologist in the Office of the Medical Examiner, Department of Pathology, at the WMU Homer Stryker MD School of Medicine.

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

The current list of Deputy Medical Examiners includes:

Patrick Hansma, DO
Amanda Fisher-Hubbard, MD
Edmund Donoghue, MD
Thomas Koster, DO
Christine James, DO

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

No additional county funds are requested.

Nicolas Alexander Kostelecky, M.D.
Western Michigan University Homer Stryker MD School of Medicine
Department of Pathology
300 Portage Street
Kalamazoo, MI 49007
(269) 337 6029
Nicolas.kostelecky@wmed.edu
Last updated: July 2, 2025

Current Position(s)

Assistant Professor Jul 2025
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine, Kalamazoo, MI

Forensic Pathologist/Deputy Medical Examiner Jul 2025
Medical Examiner and Forensic Services
Western Michigan University Homer Stryker M.D. School of Medicine, Kalamazoo, MI

Past Positions

Forensic Pathology Fellow 2024-2025
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine, Kalamazoo, MI

Instructor 2024-2025
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine, Kalamazoo, MI

Neuropathology Fellow 2022-2024
Northwestern Memorial Hospital of Northwestern University, Chicago, IL

Chief Resident, Anatomic Pathology 2021-2022
Department of Pathology and Immunology
Barnes-Jewish Healthcare/Washington University St. Louis, St. Louis, MO

Autopsy Senior Resident Educator 2021-2022
Department of Pathology and Immunology
Barnes-Jewish Healthcare/Washington University St. Louis, St. Louis, MO

Resident, Anatomic Pathology 2019-2022
Department of Pathology and Immunology
Barnes-Jewish Healthcare/Washington University St. Louis, St. Louis, MO

Education

Fellowship – Forensic Pathology 2024-Present
Western Michigan University Homer Stryker M.D. School of Medicine, Kalamazoo, MI

Fellowship – Neuropathology 2022-2024
Northwestern Memorial Hospital of Northwestern University, Chicago, IL

Residency – Anatomic Pathology 2019-2022
Barnes-Jewish Healthcare/Washington University St. Louis, St. Louis, MO

MBBCh BAO (MD Equivalent), *Second Class Honors Grade 1* 2015-2019
Royal College of Surgeons in Ireland, Dublin, Republic of Ireland

B.A. in Biology, *Magna cum Laude* 2010-2014
Boston University, Boston, MA

Certification and Licensure

Diplomate: American Board of Pathology (ABPath) – 119569

Board Certified in Neuropathology by the American Board of Pathology Oct 2, 2024
Board Certified in Anatomic Pathology by the American Board of Pathology July 8, 2022

Michigan State Medical Doctor – Active, 4301513424 2025-Present
Illinois State Medical License – Active, 036.158663 2021-Present

Professional Memberships

American Medical Association (AMA) 2024-Present
American Association of Neuropathologist (AANP) 2022-Present
National Association of Medical Examiners (NAME) 2020-Present

Committee Assignments and Administrative Services

Future Forensic Pathologist 2025-Present
National Association of Medical Examiners

Ad Hoc Website 2025-Present
National Association of Medical Examiners

Strategic Planning 2024-Present
National Association of Medical Examiners

Strategic Planning – Workforce Development Subcommittee 2024-Present
National Association of Medical Examiners

Education, Program and Publications: Forensic Pathology Training 2024
National Association of Medical Examiners

Autopsy Quality Improvement Committee 2021-2022
Department of Pathology and Immunology
Barnes-Jewish Healthcare/Washington University St. Louis, St. Louis, MO

Resident Librarian – Department of Pathology and Immunology 2020-2021
Department of Pathology and Immunology
Barnes-Jewish Healthcare/Washington University St. Louis, St. Louis, MO

Trainee Leadership Committee – Department of Pathology and Immunology 2019-2020
Department of Pathology and Immunology
Barnes-Jewish Healthcare/Washington University St. Louis, St. Louis, MO

Publications

*Denotes co-first author publication

1. **Kosteletzky N**, Wadhvani N, Golubovich I, et al. Transdifferentiation of metastatic melanoma into cerebellar angiosarcoma. *J Neuropathol Exp Neurol*. Published online July 4, 2024. doi:10.1093/jnen/nlae075
2. **Kosteletzky N**, Loxas M, Multz R, et al. Amniotic Fluid Embolism: An Illustrated Report and Review of Literature. *Am J Forensic Med Pathol*. Published online June 12, 2024. doi:10.1097/PAF.0000000000000956
3. Kahaki S, Hagemann I, Cha K, Trindade C, Petrick N, **Kosteletzky N**, et al. End-to-end deep learning method for predicting hormonal treatment response in women with atypical endometrial hyperplasia or endometrial cancer. *J Med Imaging (Bellingham)*. 2024;11(1):017502. doi:10.1117/1.JMI.11.1.017502
4. Stamm B, DiBiase R, Lee J, Primdahl D, Malavia T, Dixit K, Horbinski C, **Kosteletzky N**, et al. Stamm B, DiBiase R, Lee J, et al. A Woman With Multifocal Ischemic Strokes and Progressive Cognitive Impairment due to Intravascular Lymphoma. *Stroke*. 2023;54(10):e448-e451. doi:10.1161/STROKEAHA.123.043934
5. Wu SA, Tong Jia D, Schwartz M, Mulcahy M, Guo K, Tate MC, Sachdev S, **Kosteletzky N**, et al. HER2+ esophageal carcinoma leptomeningeal metastases treated with intrathecal trastuzumab regimen. *CNS Oncol*. 2023;12(3):CNS99. doi:10.2217/cns-2022-0018
6. Kahaki S, Hagemann IS, Cha K, Trindade CJ, Petrick N, **Kosteletzky N**, Chen W. Weakly supervised deep learning for predicting the response to hormonal treatment of women with atypical endometrial hyperplasia: a feasibility study. *SPIE Proceedings 12471, Medical Imaging: Digital and Computational Pathology*. 2023;124710T. doi:https://doi.org/10.1117/12.2652912
7. Jimenez J*, **Kosteletzky N***, Mitchell JD, et al. Clinicopathological classification of immune checkpoint inhibitor-associated myocarditis: possible refinement by measuring macrophage abundance. *Cardiooncology*. 2023;9(1):14. Published 2023 Mar 13. doi:10.1186/s40959-023-00166-1
8. **Kosteletzky N***, Kreutz K*, Lin CY. Sensitivity of Antemortem Imaging for Pericarditis: An Institutional Experience. *Am J Forensic Med Pathol*. 2023;44(1):21-24. doi:10.1097/PAF.0000000000000808
9. Bermea KC*, **Kosteletzky N***, Rousseau ST, et al. The human myocardium harbors a population of naive B-cells with a distinctive gene expression signature conserved across species. *Front Immunol*. 2022;13:973211. doi:10.3389/fimmu.2022.973211
10. **Kosteletzky N**, Ozhegov E, Cao D, Krigman H. Metastatic Cholangiocarcinoma to the Uterus Morphologically Imitating Primary Intestinal-type Endometrioid Adenocarcinoma. *Int J Gynecol Pathol*. 2023;42(4):398-402. doi:10.1097/PGP.0000000000000904
11. Mitchell SG, Schultz KAP, Rytting H, **Kosteletzky N**, et al. DICER1-associated hepatic cystic neoplasm with pleuropulmonary blastoma-like features: a novel clinicopathologic diagnosis. *Mod Pathol*. 2022;35(5):676-679. doi:10.1038/s41379-021-00947-y

12. Moreno JD, Verma AK, Kopecky BJ, Dehner C, **Kostelecky N**, et al. Angiotensin II Type 1 Receptor Antibody-mediated Rejection Following Orthotopic Heart Transplant: A Single-center Experience. *Transplantation*. 2022;106(2):373-380. doi:10.1097/TP.0000000000003712

Manuscripts in Preparation

1. Castellani RJ, JT, Ahrendsen JT, ..., **Kostelecky N**. The aftermath of abusive head trauma: role for arterial vasospasm in disease pathogenesis
2. Castellani RJ, **Kostelecky N**, Ahrendsen JT, et al. Neurological Disorders and Clinical Progression in Boxers from the 20th Century: A Narrative Review.
3. Fridland S*, **Kostelecky N***, Multz R, Jamshidi P, Ahrendsen JT. Metastatic ossifying fibromyxoid tumor to the brain: case report and review of literature.
4. D'Souza A, **Kostelecky N**, Dehner LP. Effects of Zip Code on Placental Weight Curves: An Institutional Experience.

Other Online Publications

Pathology Outlines

1. **Kostelecky N**, Ahrendsen JT. Huntington disease. PathologyOutlines.com website. <https://www.pathologyoutlines.com/topic/cnshuntingtondisease.html>. Accessed December 7th, 2023.
2. **Kostelecky N**, Ahrendsen JT. Cerebral amyloid angiopathy. PathologyOutlines.com website. <https://www.pathologyoutlines.com/topic/cnscerebralamyloid0.html>. Accessed February 13th, 2023.

MedLink Neurology

1. **Kostelecky N**, Jamshidi P, Lukas R. Glioneuronal and neuronal tumors. MedLink.com website. <https://www.medlink.com/articles/glioneruonal-and-neuronal-tumors-brief>
2. **Kostelecky N**, Jamshidi P, Lukas R. Circumscribed astrocytic gliomas. MedLink.com website. <https://www.medlink.com/articles/circumscribed-astrocytic-gliomas-brief>
3. **Kostelecky N**, Jamshidi P, Lukas R. Adult-type diffuse gliomas. MedLink.com website. <https://www.medlink.com/articles/adult-type-diffuse-gliomas-brief>
4. **Kostelecky N**, Jamshidi P, Lukas R. Pediatric-type diffuse high grade gliomas. MedLink.com website. <https://www.medlink.com/articles/pediatric-type-diffuse-high-grade-gliomas-brief>
5. **Kostelecky N**, Jamshidi P, Lukas R. Mesenchymal non-meningothelial tumors. MedLink.com website. <https://www.medlink.com/articles/mesenchymal-non-meningothelial-tumors-brief>

National Association of Medical Examiners Educational Action Committee Case of the Week

1. *Wernicke's Encephalopathy due to prolonged gastrointestinal illness* Jan 24, 2025
Case of the Week #116

2. *Charcot-Bouchard Microaneurysm* Sep 15, 2023
Case of the Week #80
3. *Hyaloserositis of the Spleen/"Sugar Coated Spleen"* Apr 16, 2021
Case of the Week #20

Oral Presentations

National/International Meetings

1. *Medical Examiner and Coroner Data for Public Health* June 2025
Council of State and Territorial Epidemiologists 2025 Annual Meeting
2. *Peripartum & Postpartum Manners of Death in Western Michigan, 2016-2024* Feb 2024
American Academy of Forensic Sciences 2025 Annual Meeting
3. *Is it Time To Rethink How We Train Forensic Pathologists?* Oct 2024
National Association of Medical Examiners 2024 Annual Meeting
4. *Diagnostic Slide Session Case 2024-6* June 2024
American Association of Neuropathologists 2024 Annual Meeting

Local/Regional Meetings

1. *The Autopsy as a Career* April 2025
Autopsy Seminar Guest Speaker Series
Department of Pathology
Barnes-Jewish Hospital/Washington University St. Louis
St. Louis, MO
2. *Peripartum & Postpartum Manners of Death in Western Michigan, 2016-2024* April 2025
Research Day 2025
Western Michigan University Homer Stryker M.D. School of Medicine
Kalamazoo, MI
3. *Scars, scars, and more scars:* Nov 2024
What the skin can tell us of a patient's medical history
Michigan Association of Medical Examiners 2024 Annual Meeting
Mt. Pleasant, MI
4. *Sight, Sound, and a Bloody cloud: A Review of Alport Syndrome* Aug 2021
AMP Talk Series
Washington University St. Louis Department of Pathology and Immunology
St. Louis, MO
5. *Post-mortem Examination of Anaphylaxis* Apr 2021
AMP Talk Series
Washington University St. Louis Department of Pathology and Immunology
St. Louis, MO

6. *Immune Checkpoint Inhibitor Myocarditis: Histologic Findings and Diagnostic Criteria*
AMP Talk Series
Washington University St. Louis Department of Pathology and Immunology
St. Louis, MO

Apr 2020

Poster Presentations

National/International Meetings

1. **Kostelecky N**, Primdahl D, Smith H, et al. Primary intracranial sarcoma, DICER1-mutant: Report of two cases and review of literature (Abstract 202). Abstracts of the 100th Annual Meeting June 6–9, 2024 Olympic Valley, California. *JNEN*, Volume 83, Issue 6, June 2024, Pages 427–563, <https://doi.org/10.1093/jnen/nlae036>
2. **Kostelecky N**, Ahrendsen J, Gjzeli A. An Unusual Cause of Wernicke’s Encephalopathy – Case Report and Review of Literature (Abstract 247). Abstracts of the 100th Annual Meeting June 6–9, 2024 Olympic Valley, California. *JNEN*, Volume 83, Issue 6, June 2024, Pages 427–563, <https://doi.org/10.1093/jnen/nlae036>
3. **Kostelecky N**, Loxas M, Multz R, et al. Amniotic Fluid Embolism: A Case Report, Review of Literature, and Recommendations for Postmortem Examination (P49). National Association of Medical Examiners Abstracts of the 57th Annual Meeting October 13 – 17, 2023. *AJFMP* 45(2):p e22-e93, June 2024. | DOI: 10.1097/PAF.0000000000000935
4. **Kostelecky N**, Kreutz K, Lin C. Sensitivity of Antemortem Imaging for Pericarditis: An Institutional Experience (P3). National Association of Medical Examiners Abstracts of the 56th Annual Meeting. *AJFMP* 44(2):p e18-e79, June 2023. | DOI: 10.1097/PAF.0000000000000820
5. **Kostelecky N**, Hageman I. Single Cell Retained Expression of Mismatch Repair Proteins in Endometrioid Endometrial Carcinoma (Poster No. 2). Abstracts and Case Studies for the College of American Pathologists 2020 Annual Meeting (CAP20 Virtual). *Arch Pathol Lab Med* (2020) 144 (9s1): e2–e212. <https://doi.org/10.5858/arpa.2020-0991-AB>
6. **Kostelecky N**, Hsiang-Chih L, Perrin R, et al. Autopsy Findings in Two Siblings with TWNK Mutation and Progressive External Ophthalmoplegia with Parkinsonism (Abstract 173) *JNEN*, Volume 79, Issue 6, June 2020, Pages 654–716, <https://doi.org/10.1093/jnen/nlaa036>

Other Abstracts

1. Castellani R, Jamshidi P, **Kostelecky N**, et al. Reactive Tauopathy Following Severe Traumatic Brain Injury (Abstract 99). Abstracts of the 100th Annual Meeting June 6–9, 2024 Olympic Valley, California. *JNEN*, Volume 83, Issue 6, June 2024, Pages 427–563, <https://doi.org/10.1093/jnen/nlae036>
2. Horbinski C, Dumm M, McCord M, **Kostelecky N**, et al. Multidimensional characterization of supratentorial adult-type diffuse gliomas that migrate to the brainstem (Abstract 119). Abstracts of the 100th Annual Meeting June 6–9, 2024 Olympic Valley, California. *JNEN*, Volume 83, Issue 6, June 2024, Pages 427–563, <https://doi.org/10.1093/jnen/nlae036>

3. Multz RA, **Kostelecky N**, Jamshidi P, et al. Molecular Confirmation of Glioblastoma with Multiple Extracranial Metastases: A Case Report and Literature Review (Abstract 131). Abstracts of the 100th Annual Meeting June 6–9, 2024 Olympic Valley, California. *JNEN*, Volume 83, Issue 6, June 2024, Pages 427–563, <https://doi.org/10.1093/jnen/nlae036>
4. Kahaki S, Hagemann I, Cha K, Trindade CJ, Petrick N, **Kostelecky N**, Chen W. Weakly Supervised Deep Learning for Predicting the Response to Hormonal Treatment of Women with Atypical Endometrial Hyperplasia: A Feasibility Study. *SPIE Medical Imaging* 2023.
5. Gomez Ferrer M, Sun L, Castro E, Wu A, **Kostelecky N**, Hageman I. Increased Pathologist Effort Required for Review of Total Versus Partial Salpingectomy Specimens. Abstracts and Case Studies From the College of American Pathologists 2022 Annual Meeting (CAP22). *Arch Pathol Lab Med* 1 September 2022; 146 (9): e2–e186. doi: <https://doi.org/10.5858/arpa.2022-0231-AB>

Educational Activities/Presentations

Resident/Fellow Education

1. Forensic Pathology Fellow Teaching: Fire-related Deaths and Electrocution May 15, 2025
Department of Pathology
Western Michigan University Homer Stryker School M.D. of Medicine Department of Pathology
2. Forensic Pathology Fellow Teaching: Fire-related Deaths and Electrocution Apr 17, 2025
Department of Pathology
Western Michigan University Homer Stryker School M.D. of Medicine Department of Pathology
3. Forensic Pathology Fellow Teaching: Pediatric Deaths Mar 20, 2025
Department of Pathology
Western Michigan University Homer Stryker School M.D. of Medicine Department of Pathology
4. Forensic Pathology Fellow Teaching: Forensic Toxicology, Part 2 Jan 16, 2025
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine
5. Forensic Pathology Fellow Teaching: Forensic Toxicology, Part 1 Jan 9, 2025
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine
6. Forensic Pathology Fellow Teaching: Postmortem changes Nov 21, 2024
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine
7. Forensic Pathology Fellow Teaching: Sharp and Blunt Force Injuries Oct 17, 2024
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine
8. Forensic Pathology Fellow Teaching: Firearm injuries Sept 12, 2024
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine

9. Forensic Pathology Fellow Teaching: Sudden Natural Death Aug 15, 2024
 Department of Pathology
 Western Michigan University Homer Stryker School of Medicine Department of Pathology
10. Neuropathology Fellow Teaching: Neuropathology of Ageing May 20, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
11. Neurology Resident Teaching: Neuropathology Slide Review May 15, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University
12. Neuropathology Fellow Teaching: Neuropathology of Psychiatric Disorders May 13, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
13. Neurology Resident Teaching: Neuropathology Brain Cutting Apr 3, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
14. Neuropathology Fellow Teaching: Extrapyrarnidal disorders of movement Mar 18, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
15. Resident in-service exam (RISE) Review Lecture: Neuropathology Mar 7, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
16. Resident in-service exam (RISE) Review Lecture: Forensics 2 Mar 5, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
17. Neurology Resident Teaching: Neuropathology Slide Review Feb 28, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
18. Resident in-service exam (RISE) Review Lecture: Forensics 1 Feb 27, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
19. Neuropathology Fellow Teaching: Epilepsy Feb 5, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
20. Neurology Resident Teaching: Neuropathology Brain Cutting Jan 17, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology
21. Neuropathology Fellow Teaching: Central Nervous System Trauma Jan 15, 2024
 Department of Pathology
 Northwestern Memorial Hospital of Northwestern University Department of Pathology

22. Neurology Resident Teaching: Neuropathology Slide Review Dec 6, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
23. Neuropathology Fellow Teaching: Peroxisomal Disorders Nov 30, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
24. Pathology Resident Teaching: Autopsy Neuropathology Nov 17, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
25. Neuropathology Fellow Teaching: Lysosomal Storage Disorders Nov 16, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
26. Neurology Resident Teaching: Neuropathology Brain Cutting Oct 25, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
27. Neuropathology Fellow Teaching: Perinatal Neuropathology Sep 28, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
28. Pathology Resident Teaching: Non-neoplastic neuropathology unknowns Sep 22, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
29. Neurology Resident Teaching: Neuropathology Slide Review Sep 20, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
30. Neuropathology Fellow Teaching: Malformations of the CNS Aug 24, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
31. Neurology Resident Teaching: Neuropathology Brain Cutting Aug 16, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
32. Pathology Resident Teaching: Non-neoplastic neuropathology Jul 21, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
33. Neuropathology Fellow Teaching: General pathology of the CNS Jul 20, 2023
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology
34. Pathology Resident Teaching: Prion Disease Dec 21, 2022
Department of Pathology
Northwestern Memorial Hospital of Northwestern University Department of Pathology

35. Resident in-service exam (RISE) Review Lecture: Cardio-thoracics Jan 3, 2022
Department of Pathology and Immunology
Barnes-Jewish Hospital/Washington University in St. Louis

36. Resident in-service exam (RISE) Review Lecture: Forensics Mar 10, 2021
Department of Pathology and Immunology
Barnes-Jewish Hospital/Washington University in St. Louis

Medicolegal Death Investigation Field Staff Education

1. Training Tuesdays: Environmental Deaths/Hypothermia Feb 11, 2025
Department of Pathology
Western Michigan University Homer Stryker M.D. School of Medicine

Social Media Engagement/Webinars

Forensic Pathology Fellowship Applicant Webinar Oct 16, 2024
National Association of Medical Examiners

Honors and Awards

Best Oral Presentation Apr 3, 2025
Presented at Western Michigan University Homer Stryker M.D. School of Medicine Research
Day 2025
Kalamazoo, MI

O. T. Bailey-Helena Riggs Award – Best Case (Case 2024-6) Jun 9 2024
Presented at 100th American Association of Neuropathologists Annual Meeting 2024

Resident of the month Nov 2019
Department of Pathology and Immunology
Barnes-Jewish Healthcare/Washington University St. Louis, St. Louis, MO

Barker Dissection Prize Participant Jun 2016
Royal College of Surgeons in Ireland, Dublin, Republic of Ireland

References

Rudolph Castellani MD

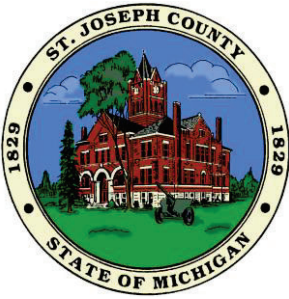
Professor of Pathology (Neuropathology), Department of Pathology
Northwestern University Feinberg School of Medicine
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Jared T. Ahrendsen MD PhD

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Chieh-yu Lin MD PhD

Associate Professor, Department of Pathology and Immunology
Director of Autopsy Services, Department of Pathology and Immunology
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314-273-6993
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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: July 15, 2025

DEPARTMENT: On behalf of Beacon Health

PREPARED BY: Administration

SUBJECT: Permission/Support for PAWS Clinic Grant Application

SPECIFIC ACTION REQUESTED:

Beacon Health System requests permission and support from St. Joseph County for the acceptance and use of a \$500,000 grant for the PAWS Clinic.

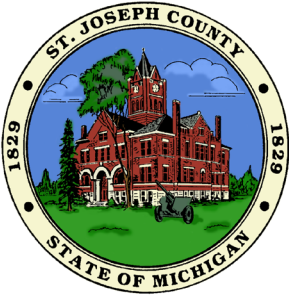
DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

Beacon Health System (formerly Three Rivers Health) PAWS Clinic is located across the street from Three Rivers High School and provides primary care services to students and other adolescents in the community. The building was deeded to the County as a pass through entity as part of a grant agreement that paid for the building. The term of the grant has concluded and Beacon Health System wishes to use a \$500,000 Child and Adolescent Health Centers Grant to renovate the PAWS Clinic and continue serving the community.

As soon as practicable following this process, the transfer of the property to Beacon Health System will occur, now that the terms of the original purchase grant have been satisfied.

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

No county funds are requested or have been expended.



BOARD OF COMMISSIONERS

Telephone: (269) 467-5617

125 Main St.
P.O. Box 130
Centreville, MI 49032-0277

July 15, 2025

Beacon Health System
Three Rivers Health
701 S. Health Parkway
Three Rivers, MI 49093

Dear Beacon Health Leadership,

The St. Joseph County Board of Commissioners is pleased to offer this letter of support for your continued work through the PAWS Clinic for adolescent health and your efforts to secure and use grant funding for facility renovations.

The PAWS Clinic plays a vital role in delivering accessible, compassionate, and comprehensive healthcare services to adolescents in our county. We value your commitment to supporting the physical, emotional, and behavioral well-being of local youth, particularly those who may face barriers to receiving timely and appropriate care.

We understand that the proposed renovations will enhance the clinic's capacity to serve the growing needs of our community, providing a safe and effective environment for both patients and staff. This investment in infrastructure reflects a forward-looking approach to care that aligns with the county's broader goals of promoting public health, youth development, and community resilience.

The St. Joseph County Board of Commissioners fully supports Beacon Health's application for funding and commends your ongoing dedication to improving the lives of adolescents throughout our community. We appreciate your partnership in fostering a healthier future for St. Joseph County.

Sincerely,

Jared Hoffmaster
Chair, St. Joseph County Board of Commissioners



For additional information, visit extension.msu.edu

Hello
my name is

Nicolle Ritchie
Field Crops Agronomy Educator
269-858-8739; ritchi67@msu.edu



Programs/Events

SW MI Crop and Pest Update
MDARD Pesticide Testing in English
and Spanish
Virtual Breakfast
Scouting School
Seed Treatment Workshop
And more!

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Answer questions, walk through ideas. Best value is for time-consuming or labor-intensive tasks.

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- **Equipment calibration**
- Soil health
- Farm safety or preparedness
- Farm business
- **On-farm research**

My goal is to provide practical support and education for field crop producers.

Educational Materials

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- Weekly crop updates in-season
- Regional newsletter
(sign up here to receive the SW MI newsletter: bit.ly/SWMInews)
- MSU Extensión Noticias
- Record-keeping documents
- Emergency farm plan guides

Help Me Out

- Spread the word
- Let me meet you, visit your farm or shop, ride along with you, visit your fields, etc.
- Host an on-farm research plot
- Share feedback** on challenges you're seeing or how I can serve you better

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

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Have a home gardening or lawn question?

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Call the gardening hotline at 1-888-678-3464 (Mon., Weds. and Fri. 9am to noon)

MSU Extension Crop Production SW MI Directory:

Nicolle Ritchie

Field Crops Agronomy

Cell: 269-858-8739

ritchi67@msu.edu

Office: St. Joseph County

Fertility, pest management, pesticide, soil health, on-farm research, etc. for corn, soy, small grains, large-scale potato, forages.

Angie Gradiz

Water Use Efficiency and Irrigation

gradizme@msu.edu

Office: Branch County

Irrigation scheduling, pivot performance evaluations, etc.

Eric Anderson

Soybeans

Cell: 269-359-0565

eander32@msu.edu

Office: St. Joseph County

All things soybean, soybean on-farm research, etc.

Benjamin Phillips

Commercial Vegetable Production

Cell: 616-901-7513

benp@msu.edu

Office: Berrien County

Jon LaPorte

Farm Business Management

Cell: 269-414-6418

laportej@msu.edu

Office: St. Joseph County

Finance, business, budgeting, marketing, "beginning" farmer (beginning decision-makers on the farm), etc.

Christine Charles

Regenerative Agriculture

charl122@msu.edu

Office: Barry County

No-till, reduced till, cover cropping, soil health, etc.

Lyndon Kelley

Irrigation

Cell: 269-535-0343

kelleyl@msu.edu

Office: St. Joseph County

Irrigation, water policy, MIWATT, etc.

Cheyenne Sloan

Blueberries, Small Fruits

Office: 269-657-8213

sloanche@msu.edu

Office: Van Buren County

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

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ANNUAL REPORT

St. Joseph County
Commission on Aging

2024



From the Director



Greetings!

As I look back on 2024 and what the Commission on Aging provided to older adults in St. Joseph County, I am incredibly proud of the work our agency did to serve, protect and support some of the most vulnerable people in our community. In addition to helping seniors receive nutritious meals or help in their home so they could remain independent, we also operate two centers that offer a wide range of programs to help keep older adults in our community healthy and engaged.

Studies show that seniors with strong social connections and community engagement often experience better physical and mental health outcomes, including reduced risk of chronic diseases and improved cognitive function. The Commission on Aging plays an essential role in providing seniors with a place to go to make those strong social connections. We offer close to two dozen exercise classes at our centers each week, in addition to arts and crafts, lectures, health screenings, card games and so much more.

As you read through this report, you will see that whether it is providing food to seniors who would struggle to prepare a meal on their own, or offering an aide to help a senior take a shower and have a clean house to live in, or an enrichment center where a senior can go to talk to other seniors, eat lunch and play a card game, the Commission on Aging is providing older adults in our community with the support they need to stay healthy, safe and independent.

Pam Riley
Executive Director



Nutrition Services

The Nutrition Department had a fun-filled year of special celebrations for seniors who came to eat at our centers, and for those who received home-delivered meals.

Some ways we blended nutrition and activities at the centers were with themed desserts and other fun food items such as chocolate chip cookies and ice cream during Women's History Month, kerosene pickles for Ron Howard's birthday, a cookout for Older Americans Month, and much more. Our seniors were happy to learn that it was women who invented chocolate chip cookies and the ice cream maker.

The Nutrition Department also provided the food for several special celebrations such as the Volunteer Breakfast, the Summer Picnic, the Water Festival Luncheon, the Holiday Party, and Dogs and Donuts, just to name a few.

Presentations were made at both centers on nutrition topics, such as cooking with grains, and included samples and recipes to allow the seniors the opportunity to taste things they might not have a great deal of familiarity with, while also giving them education about the health benefits of eating particular foods.

The COA received the Community Agency of the Year Award from the St. Joseph County Intermediate School District's Parent Advisory Committee for its work with YATC. Throughout the school year the COA welcomed students in the program to help pack item for Meals on Wheels and perform a multitude of tasks commonly performed in commercial kitchens to help develop their job skills.

In 2024 the Nutrition Department served more than 200,000 meals. Approximately 550 seniors at our centers and almost 500 seniors received home delivered meals. About 1,700 seniors participated in our restaurant program, which is a program where the seniors can purchase up to three coupons each month for a suggested donation of \$5.00 to eat at area restaurants. This ensures seniors have an opportunity to receive much needed socialization.

Many of the seniors who receive meals in the home are socially isolated. Groups of volunteers from the Young Adult Transitions Center, Immaculate Conception School and Girls on the Run from Andrews Elementary created cards and assembled treats that were distributed to our Meals on Wheels recipients on a regular basis, which let them know that they are important to us and we care about their well-being.



Katie Hughes

Nutrition Services Manager

Residential Services



Residential Services at the COA saw a slight decrease in 2024. The COA served 157 vulnerable adults in St. Joseph County, providing a total of 8,758 hours for homemaking, personal care and respite care services. In serving the most vulnerable adults in St. Joseph County, homemaking services were found to be the most needed service in 2024 with a total of 7,606 hours for this year. Respite care to caregivers was utilized for 587 hours and personal care for 555 hours. The COA held an average staff of 12 in-home aides during 2024 and dropped to 8 active aides later in the year. As a result, the program was able to manage an ongoing waitlist of clients requesting services. The COA also provided chore services to clients through a part time chore worker to help seniors with heavier duty chores in their homes such as yardwork, installing grab bars and small handy-man tasks. This program utilized 32 hours in the year 2024.

The apartments at the Rivers Enrichment Center have remained a valuable resource to our community. During 2024, there was a turnover of ten apartments, which were able to be filled from a robust waiting list within a few short days. Interest in senior housing at Rivers Residences remains strong, with our waiting list continuing to grow - reflecting a consistent and vested demand within the community. We experience a steady stream of seniors scheduling tours and joining our list with genuine enthusiasm and intent to make Rivers their home. The apartment community itself continues to thrive, fostering close-knit relationships among residents. Daily gatherings for coffee, conversation, games, potlucks, and social events illustrate the deep sense of connection and belonging shared among our residents.

Participation in COA programs remains high, with many residents actively engaging in enrichment activities offered right within the building. This unique integration of housing and enrichment creates a dynamic environment that supports both social engagement and well-being without the need to leave home.

Rivers Enrichment Center and Residences continues to serve as a cornerstone for senior living in our county. We are proud of the meaningful impact we've made in the lives of our residents and look forward to continued growth, community engagement, and excellence in senior care.

Nicole Notestine

Residential Services Manager

Life Enrichment



Our members enjoyed a wide range of activities in 2024 to help keep them healthy, active and engaged. The highlights of 2024 include our annual summer picnic as well as our holiday party. Both events drew more than 150 participants. Throughout the year there were many other events our members enjoyed in addition to the daily programming we offer such as exercise classes, cards and games, crafts and more.

We celebrated Women's History Month with lectures from local historians, we celebrated National Pretzel Day with warm soft pretzels for our seniors to enjoy, and we celebrated Older Americans Month with a cookout provided by the Nutrition Department followed by an afternoon of fun games. This is just a small sampling of the special days we celebrated throughout the year with games and other activities, guest speakers and special treats.

Our trip program was very popular with 44 trips offered in 2024 and almost 200 seniors who participated in at least one trip. This represents a 50 percent increase in the number of trips offered in 2023. We visited the Henderson Castle in Kalamazoo, the University of Notre Dame in South Bend and Meadowbrook Hall in Rochester Hills. One of the highlights of the year was an outing to see the Detroit Tigers. More than two dozen seniors enjoyed a wonderful afternoon at the ballpark.

In June the COA offered a special dinner and presentation called *Mrs. Kelly's Journey Home* that shed a spotlight on the stress of caregiving, especially when your loved one has dementia. The event featured professional speaker, author and storyteller Breeda Miller and drew 180 people.

In 2024, the COA offered 30,000 hours of activities at its centers in Sturgis and Three Rivers. More than 1,300 individuals visited our centers, resulting in almost 52,000 sign-ins to exercise classes, Bingo, crafts, educational presentations & more.

The COA offered more than 2,000 hours of exercise classes at its centers in 2024. Several of the classes receive grant funding to help offset the cost of our instructors' salaries. Those classes are classified as Evidence Based Disease Prevention programs and help combat the effects of arthritis exercise or lower the risk of falling.

One area we saw a significant increase in usage at both our centers is the fitness rooms. For members who might not want to participate in a group exercise class, our fitness rooms feature a variety of equipment for seniors to use to help keep them healthy and fit.

Ruth Mancina

Marketing & Life Enrichment Manager



Life Enrichment at the COA

Helping Seniors Stay Fit, Active & Engaged



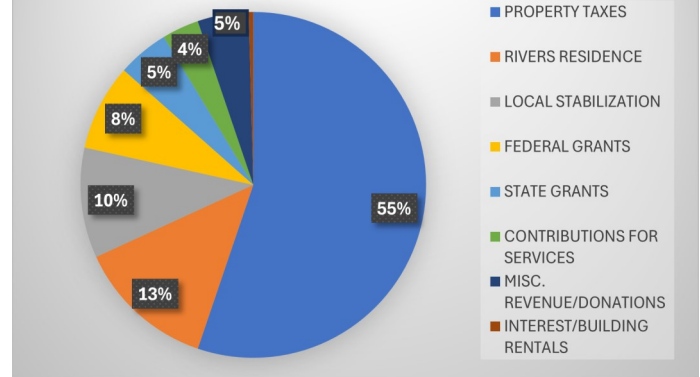
2024 Budget

St. Joseph County Commission on Aging

Revenues

PROPERTY TAXES	1,835,931	55%
RIVERS RESIDENCE	430,861	13%
LOCAL STABILIZATION	342,930	10%
FEDERAL GRANTS	268,002	8%
STATE GRANTS	159,785	5%
CONTRIBUTIONS FOR SERVICES	114,913	3%
MISC. REVENUE/DONATIONS	159,329	5%
INTEREST/BUILDING RENTALS	13,960	0%
TOTAL	3,325,711	100%

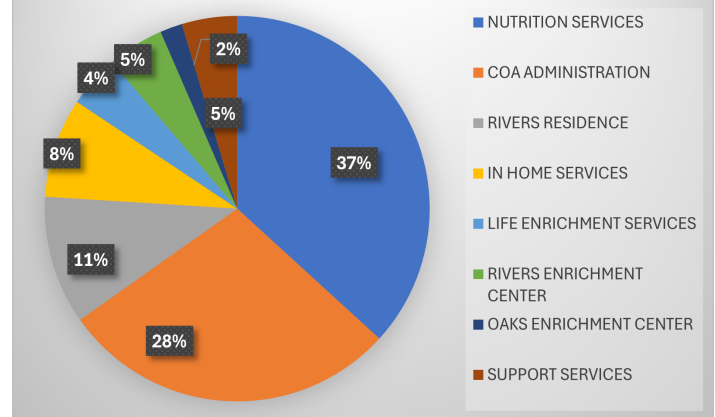
Where the money comes from...



Expenditures

NUTRITION SERVICES	1,134,588	37%
COA ADMINISTRATION	877,137	28%
RIVERS RESIDENCE	332,518	11%
IN HOME SERVICES	257,731	8%
LIFE ENRICHMENT SERVICES	135,363	4%
RIVERS ENRICHMENT CENTER	146,580	5%
OAKS ENRICHMENT CENTER	57,943	2%
SUPPORT SERVICES	143,227	5%
TOTAL	3,085,086	100%

Where the money goes...



The federal government's fiscal year runs from October 1 to September 30.

Britt Buscher
Finance Manager



COA Advisory Board



Sarah Apwisch*



Timothy Barron**



Terry Conklin**



Pat Dane



Deb Davis



John Gelvin



Phil Kline



George Letts



Kathy Pangle*



Rick Shaffer



Jon Withers*

2024 COA STAFF

Executive Director

Pamela Riley

Nutrition Manager

Katie Hughes

Marketing & Life Enrichment Manager

Ruth Mancina

Residential Services Manager

Nicole Notestine

Finance Manager

Britt Buscher

Life Enrichment Coordinator

Cynthia Batten

Referral/Intake Specialist

Jeanette Cage

In-Home Assessor

Cassie Graber

Three Rivers Receptionist

Ann Happel
Tina Gales

Sturgis Receptionist/Meal Site Coordinator

Diana Hile

Program Assistant

Amy Peebles

Cook

Angie Skeen

Meal Site Coordinator/Kitchen Assistant

Corrina Oberlander

Custodian

Melton Powell

Maintenance

Gary Oberlander

*Sarah Apwisch, Kathy Pangle and Jon Withers resigned in 2024.

**Timothy Barron and Terry Conklin joined the COA Advisory Board in 2024.



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: July 15, 2025

DEPARTMENT: Parks and Recreation

PREPARED BY: Administration

SUBJECT: MDNR Grant Conclusion - Declaration and Notice

SPECIFIC ACTION REQUESTED:

Declaration and Notice in accordance with MDNR Grant requirements for reimbursement.

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

As part of the DNR grant reimbursement process for the new bathroom building constructed and Rawson's King Mill, St. Joseph County is required to have a Declaration and Notice recorded.

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

N/A

Declaration and Notice

This Declaration made this _____ day of _____ 20_____, by St. Joseph County, a Michigan municipal corporation, 125 West Main, Centreville, MI 49032, being the owner of all the property described as Rawson's King Mill County Park - ALL THAT PART OF NE ¼ OF SEC 20 T5S R9W DESCRIBED AS FOLLOWS: COM AT THE SE COR OF NE ¼ SD SEC 20 AND RUNNING TH N 89D 39M 54S W 1319.37 FT TO A CAPPED REBAR FOUND AT THE SW COR OF THE E ½ OF NE ¼ OF SEC 20 TH N 00D 16M 24S E ALG W LN OF E ½ OF NE ¼ OF SEC 20 1088.97 FT TO CENTER LINE OF KING RD AND THE POB OF THIS DESC. THE BOUNDARY RUNS TH N 88D 30M 36S W ALG SD CENTERLINE 81.02 FT TO A MAG NAIL SET IN CENTERLINE OF KRUPP RD TH N 00D 18M 16S W ALG CENTER LINE OF KRUPP RD 491 FT TO A CAPPED REBAR SET; TH S 89D 37M 39S E 529.69 FT TO A CAPPED REBAR; TH S 14D 59M 07S W ALG AN INTERMEDIATE TRAVERSE LN 346.65 FT TO A PIPE FOUND; TH N 88D 30M 38S W 220.91 FT TO A CAPPED REBAR FOUND; TH S 00D 14M 42S W 164.05 FT TO A MAG NAIL SET IN CENTER LN OF KING RD; TH N 88D 30M 36S W ALG SD CENTER LN 134.95 FT TO POB. EXC COM AT SE COR OF NE ¼ SD SEC AND RUNNING TH N 89D 39M 54S W 1319.37 FT TO A CAPPED REBAR AT THE SW COR OF E ½ OF NE ¼ OF SEC 20 TH N 00D 16M 24S E ALG W LN OF E ½ OF NE ¼ SD SEC 20 1088.97 FT TO CTR LN OF KING RD TH S 88D 30M 36S E ALG SD CTR LN 134.95 FT TO A MAG NAIL TH N 00D 14M 42S E 164.05 FT(RECORDED AS N 165 FT) TO A CAPPED SPIKE FOUND AT POB OF THIS DESC, TH BOUNDARY RUNS TH N 00D 14M 42S E 150 FT TO A CAPPED REBAR SET TH S 88D 08M 58S E 258.38 FT TO A CAPPED REBAR TH S 14D 28M 23S W ALG INTERMEDIATE TRAVERSE LN 152.23 FT TO A PIPE FOUND TH N 88D 30M 38S W(RECORDED AS WEST) 220.91 FT TO POB. 3.84 AC +- ALSO ALL THAT LAND LY BETWEEN INTERMEDIATE TRAVERSE LINE AND MILL POND AND MILL RACE BOUNDED ON THE SIDE LOT LINES EXTENDED SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD SPLIT 06/04/12 TO 020-005-01 FOR 2013 herein after referred to as the Property, attached hereto, located in Leonidas, St. Joseph County, Michigan, hereby makes the following declaration regarding uses to which the Property may be put.

WITNESSETH:

The declaration contained herein is based on the flowing factual recitals:

- A. St. Joseph County developed the Property, in part, through the grant money from the Michigan Natural Resource Trust Fund.
- B. As a condition of the grant by the DNR, St. Joseph County has agreed to impose certain restrictions on the Property.

NOW, THEREFORE, St. Joseph County hereby declares that the portion of the property identified as the project area is and shall be held, transferred, sold,



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: July 15, 2025

DEPARTMENT: COA

PREPARED BY: Pam Riley

SUBJECT: COA By Laws Amendment

SPECIFIC ACTION REQUESTED:

Notification to the Board of Commissioners of a change to the COA By Laws. On 6/18/25 the COA Advisory Board voted unanimously in favor to change the By Laws on page 1, Section 5 a and b. Since the BOC has changed from five commissioners to 7 commissioners and now two commissioners are appointed to the AB, the By Laws now reflect that five (5) AB member terms expire each year instead of six (6). The commissioners terms only expire if they request to no longer be on the COA Advisory Board or are not re-elected. The changes are highlighted on the attached document.

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

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

N/A

St. Joseph County Commission on Aging

BYLAWS

- SECTION 1. Name:** The Commission on Aging shall be called the St. Joseph County Commission on Aging, hereafter referred to as the COA.
- SECTION 2. Origin:** The COA was established by a unanimous vote of the St. Joseph County Board of Commissioners in September of 1973 as the officially designated local body to provide for and plan services for senior citizens of St. Joseph County.
- SECTION 3. Purpose:** The COA shall have as its basic purpose the establishment of and provision of services to aging persons in the County, and shall encourage, promote, assist, or safeguard the rights and abilities of our older people to maintain maximum health, well-being, and independence.
- SECTION 4. Duties:** It shall be the duty of the COA Board to do the following:
- a. Provide leadership, consultation and assistance to governmental bodies, agencies, and individuals, who are charged with responsibility for or who provide services to aging persons.
 - b. Acquire, accumulate, compile, evaluate and study data relating to aging persons and the resources available to promote the purpose of the COA.
 - c. Provide, publish, or otherwise make known to interested persons the data obtained, for the purpose of more effective planning by local groups, bodies, agencies, or persons to meet the needs of aging person.
 - d. To plan, offer coordination and encourage or develop programs including applications for and administration of programs available through various governmental grants, which address themselves to the needs of aging persons, whether such programs are public, private, or individual.
 - e. Maintain an updated inventory of resources available to aging persons, both for purposes of planning and for individual referrals.
 - f. Provide leadership, public information, and educational opportunities in order to inform the public of the needs and problems of the aging person.
 - g. Advise local units of government on monetary needs of aging persons, including solicitation of local matching funds where indicated.
 - h. Provide information and referral services to individuals and groups in need of or seeking to provide services for aging persons.
 - i. Develop policy and procedures, including defining administrative staff's functions consistent with these Bylaws.
 - j. Establish proper accounting procedures to administer funds.
- SECTION 5. Membership:** The COA Board shall consist of not more than eleven (11) board members with individual appointments made in the following manner:
- a. The St. Joseph County Board of Commissioners shall have the power to appoint and re-appoint not more than eleven (11) board members (two Commissioners and nine COA Advisory Board members) to the COA Board.
 - b. The terms for the COA Board members will be for two (2) years with the exception of the member-at-large who will be appointed for a one (1) year term. Each year, five (5) members shall have their terms expire.

- c. Vacancies in the COA Board shall be filled by appointments of the St. Joseph County Board of Commissioners, preferably from a list recommended by the COA.
- d. All new appointees shall serve for the duration of the original term.
- e. Absenteeism of a member without cause shall be brought to the attention of the COA Board. In addition, annual attendance reports shall be made to the COA Board, and any member exceeding twenty-five (25%) absenteeism shall be recommended for removal and replacement by the COA Board to the Board of Commissioners.
- f. Members may be re-appointed to the COA Board.
- g. Terms of office begin on July 1st and end on June 30th of the appropriate year.
- h. Total membership should reflect the geographic composition of the County, with the recommendation that at least fifty percent (50%) of the members be over sixty (60) years of age.

SECTION 6. Quorum: A simple majority of appointed members shall constitute a quorum for business transactions.

SECTION 7. Officers: The COA Board shall elect from its membership a Chairperson, Vice-Chairperson, Secretary and Treasurer, and such other officers, as it deems necessary. Terms of office shall be for one year, ending June 30th.

SECTION 8. Election of Officers: Shall be held at the meeting preceding June 30th.

SECTION 9. Staff: The director of the COA shall be appointed by the Board of Commissioners following a recruitment process established by the Board of Commissioners which, shall include members of the COA Board. The directors shall report to the COA Board and the County Administrator/Controller and/or Board of Commissioners. The director shall serve as the chief administrative officer for the COA, oversee day-to-day operations, fulfill COA Board goals and plans, develop programs, prepare grants, and supervise and assign work to COA staff.

SECTION 10. Wages: The COA Board shall recommend the wage and benefits for the COA director and all other COA staff to the Board of Commissioners annually.

SECTION 11. Travel Expense: Reimbursement for travel and other expenses shall be at the rate determined as reasonable by the COA Board in conformance with budgeting limitations.

SECTION 12. Committees: The COA Board shall include three (3) standing committees whose members are appointed from within its membership. These committee appointments shall be from July 1st to June 30th. The standing committees shall be the following:

- 1) Executive Committee: Composed of the elected officers with one at-large member appointed by the COA Chairperson. The COA Chairperson shall serve as the Chairperson of the Executive Committee. Meetings shall be monthly, or as necessary.
- 2) Personnel Committee: Composed of the COA Vice-Chairperson with an additional three (3) at-large members appointed by the COA Chairperson. The COA Vice-Chairperson shall serve as Chairperson of the personnel committee. Meetings shall be as necessary.
- 3) Finance Committee: Composed of the COA Treasurer with an additional three (3) members appointed by the COA Chairperson. The COA Treasurer shall serve as Chairperson of the Finance Committee. Meetings shall be annually with additional meetings as necessary.

The COA Board shall appoint from within or outside its membership additional advisory or study committees as it deems necessary or appropriate.

The COA Director shall be an ex-officio member of all committees.

**COMMISSION ON AGING BYLAWS AMENDMENT
NUMBER OF MEETINGS PER YEAR
Adopted October 18, 2023**

SECTION 13. Meetings: Regular meetings shall be held six (6) times per year, on dates established by majority vote of the COA Board and posted within 10 days after the first meeting of the public body in each calendar or fiscal year. Notice of dates, times, and locations of meetings shall be distributed in accordance with the Open Meetings Act (“OMA”), PA 267 of 1976, MCL 15.265, et. seq. In addition, notice of such meetings may be published in the COA newsletter, and on the COA website at least three (3) days prior to the date of meetings.

Special meetings may be called by the Chairperson provided notice is posted pursuant to the OMA. In addition, electronic notice will be provided at least eighteen (18) hours in advance via publication on the COA website.

Standing committee meetings may be called at the discretion of the Committee Chairperson or by a request signed by the majority of the committee members.

All meetings of the COA Board and any committee of the COA Board shall be open to the public.

SECTION 14. Powers:

- a. The COA Board shall have the power to establish COA rules, policies, and procedures, except as they may conflict with legislative or regulatory edicts or these Bylaws.
- b. The COA Director shall have the power to act as the administration officer, including selection of agency staff, grants preparation and routine administrative procedures.
- c. The COA Director shall have the power to authorize disbursement of funds for payroll and payables, upon approval by the Finance Committee. The County Finance Department shall keep records and funds shall be issued by the St. Joseph County Treasurer and County Clerk.

SECTION 15. COA Assets: Upon the dissolution of the St. Joseph County Commission on Aging, all assets, real property, and personal property of the COA will revert back to the benefit of the St. Joseph County Board of Commissioners which is the local body of government that empowers and directs the COA.

This action of reverting aforementioned, to the St. Joseph County Board of Commissioners, is to ensure continuing services to the County’s senior citizens.

SECTION 16. Amendments to Bylaws:

**COMMISSION ON AGING BYLAWS AMENDMENT
PUBLIC PARTICIPATION AT BOARD MEETINGS
Adopted January 19, 2022**

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Commission on Aging (COA) Advisory Board recognizes the value of public comment on older adult issues and the importance of allowing members of the public to express themselves on COA matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- Public participation shall be permitted as indicated on the order of business, and/or at a time as determined by the presiding officer.
- Anyone with concerns related to the COA or to matters within the authority of the Board may participate during the public portion of a meeting.
- Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- Each statement made by a participant shall be limited to four (4) minutes duration.
- No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- Participants shall direct all comments to the Board and not to staff or other participants.
- All statements shall be directed to the presiding officer; no person may address or question Board members individually.

The presiding officer may:

- prohibit public comments which are repetitive, or harassing;
- interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, or obscene;
- request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;

- request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
- waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

Tape or video recordings are permitted subject to the following conditions:

- No obstructions are created between the Board and the audience.
- No interviews are conducted in the meeting room while the Board is in session.
- No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- The person operating the recorder should contact the COA Executive Director prior to the Board meeting to review possible placement of the equipment.



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: July 15, 2025

DEPARTMENT: Administration

PREPARED BY: Administration

SUBJECT: Environmental Testing

SPECIFIC ACTION REQUESTED:

Review proposals received and move forward with environmental testing on recommended properties.

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

At this time, we do not have any indication of environmental concerns on our property. However, due to historical environmental issues identified on nearby parcels, we believe it is prudent to take proactive steps to assess conditions at our own facilities.

This testing is being done out of an abundance of caution to ensure the safety and well-being of our staff and the public.

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

General fund.

July 3, 2025

Teresa Cupp
St. Joseph County Administrator
St. Joseph County
125 West Main Street
Centreville, MI 49032

**Proposal for Professional Services
St. Joseph County Building Preliminary Vapor Intrusion Investigation
650 and 652 East Main Street, Centreville, Michigan**

Fishbeck is pleased to provide St. Joseph County (County) with this proposal for professional services. This proposal describes the scope of services and estimated fees to conduct a limited soil vapor investigation. The investigation objective is to evaluate potential vapor intrusion (VI) risks resulting from tetrachloroethylene (PCE) impacts reportedly detected in soil, groundwater, and/or soil vapor in close proximity to multiple occupied County buildings.

Fishbeck understands that the Site (Parcel #: 042 777 046 01) includes the County Jail (650 East Main Street) and Animal Control (652 East Main Street) in Centreville, Michigan. The County Jail building reportedly has multiple foundation types, including basements and crawl spaces; no information was provided regarding the foundation type(s) of the Animal Control building.

It is our understanding that the reported source of PCE impacts is historical dry cleaning operations near the north end of the strip mall at 660 East Main Street. It is our understanding that environmental impacts have been identified at the strip mall and the Pharmacy structure located at 658 East Main Street. Based on this information, the County is concerned about potential VI risks for occupants of the adjacent County buildings.

Fishbeck's services will be provided under our 2023 Environmental Services Indefinite Scope – Indefinite Delivery (ISID) Contract No. 00930, which serves the State of Michigan's MiDEAL program.

Scope of Services

The anticipated scope of services for the VI investigation includes development of a sampling plan, field investigation/sampling, reporting of results, and meetings as described in the following sections.

Sampling Plan Development

Prior to mobilizing to the field, Fishbeck will review available data regarding the PCE vapor source including, but not limited to, a *Baseline Environmental Assessment for 662 and 664 East Main Street, Centreville, St. Joseph County, Michigan* (Lakeshore Environmental, Inc., October 31, 2017) (2017 BEA)¹ and any analytical information the County can obtain regarding reported recent indoor air concerns at the evacuated structures located east of the County Buildings. Available information for the potentially affected County structures (i.e., building construction, access/security information, underground utility locations, etc.) will also be assessed to inform an effective sampling strategy. We will also submit a Freedom of Information Act (FOIA) request to EGLE for

¹ The 2017 BEA was obtained from the Michigan Department of Environment Great Lakes, and Energy (EGLE) Remediation Information Database Exchange (RIDE) system.

additional files related to the former dry cleaning operations. NOTE: It is unlikely that the FOIA results will be available until after the proposed investigation is complete; however, any additional information will be reviewed and summarized in the investigation report and will be used to guide next steps.

Field Investigation

The approach taken for the field investigation will depend on the data review findings. If the data review indicates the presence of a potential vapor source beneath or adjacent to the site buildings, then soil vapor sampling will be performed inside/beneath the buildings (Approach A). If the existing data indicate that a potential vapor source is unlikely to be present beneath or within 100 feet of the site buildings, then sampling (groundwater and soil vapor) could alternatively be performed outside/adjacent to the buildings (Approach B). In either case, indoor air sampling will be performed during the initial site visit to provide an initial indication of potential risk to building occupants.

Project Strategy and Rationale

EGLE guidance indicates structures located within 100 feet of a PCE vapor source (in soil or groundwater) must be evaluated to determine vapor intrusion risks. Based solely on the information obtained from the 2017 BEA and reports of environmental impacts at the strip mall and pharmacy, it is unclear how far the vapor source(s) in soil and/or groundwater may extend. In the absence of additional information, groundwater samples collected adjacent to the structures would not adequately address potential vapor risks in accordance with EGLE guidance. Further, if groundwater sample results indicated PCE concentrations exceeding EGLE screening levels adjacent to or within 100 feet of the building, EGLE guidance indicates sub-slab vapor sampling is necessary to evaluate VI risks. Extensive soil and groundwater sampling would be required to define all vapor sources and demonstrate that no part of the jail building(s) is within 100 feet of a contaminant source. Conversely, sub-slab soil vapor sampling is an effective means of evaluating potential risks to occupants regardless of the location of the vapor source. This one-step sampling is the primary advantage of Approach A, resulting in a quick and definitive assessment of risk. In the absence of additional sampling data, a groundwater sampling approach (e.g., Approach B) is more likely to require multiple phases of sampling and a longer timeframe to definitively evaluate potential VI risks (i.e., the number of additional phases of investigation will depend on the findings from the first phase and may ultimately lead to the need to implement Approach A).

Scope of Work

Assuming Approach A is taken, Fishbeck anticipates performing a site walkover to assess foundation types, sumps, etc. and determine appropriate locations for sampling. We are assuming most locations will be conducive to installation of a vapor pin (a small sampling port installed in the concrete floor slab using a 5/8-inch drill bit) to collect sub-slab soil vapor samples. The objective of the vapor pins will be to provide a representative picture of the soil vapor concentrations beneath the buildings. We anticipate installing approximately 10 vapor pins in the jail building and three vapor pins in the Animal Control Building. These numbers are less than what is required per EGLE's recommended sampling density for commercial buildings; however, in the interest of assessing the immediate risk in a timely manner, we have scaled back the total number and will plan to focus on the following highest risk areas of the buildings:

1. Areas that are closest to the estimated vapor source (i.e., PCE impacts in soil and groundwater on the north end of the adjacent strip mall)
2. Areas that are most likely to be occupied
3. Areas with deeper foundations for basements/crawl spaces

The vapor pins will be left in place with a small protective cover, so they may be resampled in the future, if needed. Fishbeck will also be prepared to install up to five soil gas wells outside the buildings in the event that vapor pins are not feasible in any given area. We have also included a contingency for up to four indoor air samples which may be collected in the event that soil vapor field screening results (collected using a

photoionization detector [PID] just prior to soil vapor sample collection) for any vapor pin indicates that volatile organic compounds (VOCs) are present beneath the slab.

Following installation, vapor samples will be collected from each vapor pin and submitted to an analytical laboratory for analysis of chlorinated volatile organic compounds (CVOCs). Analytical laboratory selection will be based on availability. Field activities (i.e., vapor pin and/or soil gas well installation, and vapor sampling) will be performed in accordance with EGLE’s VI guidance document.

Reporting

Within 14 days from receipt of laboratory analytical results, a brief report will be prepared to summarize the field activities and results. The report will include a scaled site map and analytical data table with results summarized and compared to regulatory criteria. The report will also provide an interpretation of results and recommended next steps.

Meetings

This scope of services includes Fishbeck time for up to two virtual meetings with County representatives and other stakeholders to discuss the VI evaluation approach and results of the investigation.

Professional Services Fees

The proposed services will be performed for an estimated time-and-reimbursable expenses based fee of Eighteen Thousand Seven Hundred Dollars (\$18,700). A breakdown of these estimated fees is summarized as follows:

County Building VI Investigation	
Task	Fee Estimate
Sampling Plan Development	\$2,400
Field Investigation	\$12,100
Report	\$2,200
Meetings	<u>\$2,000</u>
Total Fee	\$18,700

Assumptions


- Execution of the field investigation scope is dependent upon the County to provide access to the structures to assess all foundation types and install and sample vapor pins.
- If Approach A is taken, the unoccupied storage structures present on the County property are not included as part of this initial investigation.
- The scope of the investigation proposed herein may not be sufficient to evaluate all potential risks from the reported PCE impacts in soil and groundwater. Rather, this investigation is intended to identify potential *immediate* risks to the occupied County structures. Additional information regarding the vapor source, additional sampling, and communication with EGLE will likely be required to more comprehensively evaluate potential VI risks. Fishbeck will provide the County with a change order for approval prior to conducting any additional tasks required to supplement the initial investigation.
- This proposal is based on the limited information available at the time that the County reached out to Fishbeck. If additional information becomes available following County authorization that requires a significant alteration of the scope, Fishbeck will provide a change order for County approval as needed.

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to Dawn M. Grates (dgrates@fishbeck.com). This proposal is subject to the terms and conditions of Fishbeck's 2023 Environmental ISID contract with the DTMB for Professional Services – Contract No. 00930.

If you have any questions or require additional information, please contact David Stegink at 269.544.6977 (dstegink@fishbeck.com) or me at 231.714.4989 (eschneider@fishbeck.com).

Sincerely,



Erin Schneider, PE

Environmental Engineer

Attachments

By email

Copy: David Stegink – Fishbeck

Professional Services Agreement

PROJECT NAME: Preliminary Vapor Intrusion Investigation
PROJECT LOCATION: 650 and 652 East Main Street, Centreville, Michigan
FISHBECK CONTACT: David Stegink
CLIENT CONTACT: Teresa Cupp
CLIENT: St. Joseph County, 125 West Main Street, Centreville, MI 49032

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Conduct a limited VI Investigation of the referenced Site in accordance with the attached Fishbeck proposal letter.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services
- Proposal Dated:** July 3, 2025.
- Other:** Fishbeck's 2023 Environmental Services Indefinite Scope – Indefinite Delivery (ISID) Contract No. 00930 (MiDeal Program).

METHOD OF COMPENSATION:

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates Plus Reimbursable Expenses
- Other:

Budget for Above Scope of Services: Eighteen Thousand Seven Hundred Dollars (\$18,700).

ADDITIONAL PROVISIONS (IF ANY): None.

APPROVED FOR:

St. Joseph County

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE: Peter Lepczyk

NAME: Peter A. Lepczyk, CPG

TITLE: Vice President

DATE: July 3, 2025