



CLERK

Shelli Johnson
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

WAYS & MEANS COMMITTEE MINUTES

Wednesday, January 7, 2026
10:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Eric Gustad, Jeffrey Dontz, and Richard Schmidt

Members Absent: None

Others Present: Susan Zielinski, Finance Officer; Lisa Sagala, Administrator/Controller; Gordon McLellan, IT Director; Tom Williams, Maintenance Supervisor; Miles Weaver, Airport Director; Kevin Mallison, Register of Deeds; Heather Vasquez Equalization Director (Zoom); Corbin Nickelson, Equalization Descr. Analyst/Deputy ROD (Zoom); Sheriff Brian Gutowski (Zoom); Undersheriff Jason Torrey (Zoom); Loren VanAlstine, Chief Deputy ROD (Zoom); and Shelli Johnson, County Clerk

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

FINANCE REPORT

Susan Zielinski, Finance Officer, presented the Committee with Claiming Summaries for December 1, 2025, through December 31, 2025, and a summary of the On-Demand checks for their review and approval (APPENDIX A). The totals are as follows:

MANISTEE COUNTY WAYS & MEANS REPORT

FUND #	FUND NAME	12/01/2025 THRU 12/31/2025 (CHECKS)	ON DEMAND & ACH PAYMENTS	TOTAL
101	GENERAL FUND	\$ 231,045.61	89,056.84	\$ 320,102.45
102	BUDGET STABILIZATION FUND			\$ -
201	COUNTY ROAD FUND			\$ -
208	PARK/RECREATION FUND-TRAILS			\$ -
211	NATIONAL FOREST RESERVE FUND	\$ 906.77		\$ 906.77
213	AIS GRANT FUND			\$ -
214	BEAR LAKE IMPROVEMENT FUND			\$ -
215	FRIEND OF THE COURT FUND			\$ -
216	DEPARTMENT CONTINGENCY FUND			\$ -
217	LOCAL REVENUE SHARING GRANT FUND	\$ 10,160.00		\$ 10,160.00
225	RECYCLING FUND	\$ 16,310.24		\$ 16,310.24
232	MANISTEE COUNTY DIVE EQUIPMENT FUND			\$ -
236	MAINTENANCE OF EFFORT FUND	\$ 5,687.52		\$ 5,687.52
237	HOMELAND SECURITY GRANT FUND			\$ -
239	US FISH & WILDLIFE GRANT			\$ -
242	BROWNFIELD REDEVELOPMENT-JOSLIN COVE			\$ -
243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND	\$ 2,089.02		\$ 2,089.02
245	OHSP GRANT FUNDS			\$ -
246	BROWNFIELD REDEVELOPMENT FUND			\$ -
251	CAPITAL IMPROVEMENT FUND			\$ -
252	PRE AUDIT FUND			\$ -
253	REMOUMENTATION FUND	\$ 1,785.00		\$ 1,785.00
256	REGISTER OF DEEDS AUTOMATION FUND			\$ -
260	INDIGENT DEFENSE FUND	\$ 11,342.88	986.60	\$ 12,329.48
263	CONCEALED PISTOL LICENSING FUND			\$ -
264	CORRECTIONS OFFICER TRAINING FUND			\$ -
266	LAW ENFORCEMENT TRAINING FUND	\$ 156.11		\$ 156.11
269	LAW LIBRARY FUND	\$ 2,348.14		\$ 2,348.14
272	COMMUNITY CORRECTIONS - 511	\$ 100.00		\$ 100.00
277	AIR PHOTO FUND			\$ -
279	HOUSING FUND			\$ -
280	HEALTH INSURANCE FUND	\$ 162,006.22	11,659.84	\$ 173,666.06
283	LAND BANK FUND	\$ 290,138.04		\$ 290,138.04
284	OPIOID SETTLE FUND			\$ -

292	CHILD CARE FUND	\$	12,195.83	836.10	\$	13,031.93
293	SOLDIERS & SAILORS RELIEF FUND	\$	575.40		\$	575.40
295	AIRPORT AUTHORITY FUND	\$	92,754.96	522,632.00	\$	615,386.96
296	JUVENILE JUSTICE FUND			4,333.00	\$	4,333.00
297	COMPENSATED SERVICES FUND			174,859.09	\$	174,859.09
299	UNEMPLOYMENT FUND				\$	-
369	BUILDING AUTHORITY FUND				\$	-
370	COUNTY ROAD BUILDING FUND				\$	-
481	AIRPORT CAPITAL IMPROVEMENT FUND				\$	-
516	DELINQUENT TAX FUND				\$	-
620	FORECLOSURE FUND	\$	4,461.45		\$	4,461.45
701	TRUST AND AGENCY FUND				\$	-
737	OPEB TRUST FUND	\$	26,222.49	10,404.50	\$	36,626.99
801	DRAIN FUND	\$	-		\$	-

TOTALS (Includes 2 accounts payable runs; ACH payments)	\$	870,285.68	814,767.97	\$	1,685,053.65
TOTAL PAYROLL FOR 12/01/25 THRU 012/31/25 (includes 2 payrolls)				\$	<u>720,870.08</u>
Payouts for Retention/Shift/EMT/FTO (Per Contract)					

Employee Separation Payouts

Lesya Dull
Anthony Cicchelli
Jennifer Skipski

GRAND TOTAL **\$ 2,405,923.73**

Moved by Dontz, seconded by Gustad to recommend the approval of the on-demand checks, bills and payroll, be accepted in the amount of \$2,405,923.73; and that the same be placed on file. Ayes: All. Absent: None Motion Carried.

COTT SYSTEMS CONTRACT

Kevin Mallison, Register of Deeds, appeared before the Committee to present a proposal from Cott Systems for the Hosted Online Index Books Renewal. The contract is a 3-year extension of the services that have been provided in previous years. The price has increased with this contract, however, there hasn't been an increase in the past five years.

Moved by Dontz, seconded by Gustad to recommend accepting the 3-year contract between Manistee County and Cott Systems for the Register of Deeds Hosted Online Index Books Renewal with an annual 5% increase (Appendix B). Ayes: All Absent: None Motion Carried.

INFORMATION TECHNOLOGY MANAGED SERVICES RFP

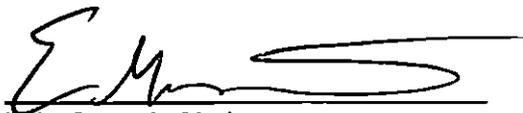
Gordon McLellan, IT Director, appeared before the Committee to present the submissions of proposals for the IT Managed Services Request For Proposal. Three out of four vendors responded to the request. Aunalytics, Dewpoint, and Karhu Cyber responded with specifics of what each offer. Karhu supports Wexford and Benzie Counties, as their secondary support currently. After review, Karhu Cyber is the vendor of choice.

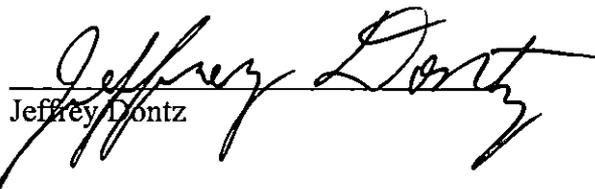
Moved by Dontz, seconded by Gustad to recommend accepting the Karhu Cyber proposal for IT Services in the amount of \$140,160. Ayes: All Absent: None Motion Carried.

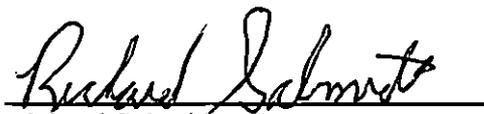
SCHEDULE 2026 WAYS & MEANS COMMITTEE MEETINGS APPENDIX D

The meeting schedule for the Ways & Means Committee will resume the schedule of the 1st Wednesday of the month, at 9:00 a.m., except for the month of October which will be held on the 2nd Wednesday of the month.

Adjourn @ 9:22 a.m.


Eric Gustad, Chairperson


Jeffrey Dontz


Richard Schmidt

COUNTY OF
manistee
MICHIGAN



Manistee County Courthouse
415 Third Street · Manistee, Michigan 49660

CLERK

Shelli Johnson
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

Board of Commissioners

CHAIRPERSON
Jeffrey Dontz

VICE-CHAIRPERSON
Karen Goodman

Eric Gustad
Nikki Koons
Shayne Machen
Janice McCraner
Richard Schmidt

WAYS & MEANS COMMITTEE

Wednesday, January 7, 2026
9:00 A.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

AGENDA

- 1) Call to Order.
- 2) Public Comment
- 3) Finance Report – Susan Zielinski, Finance Officer. (APPENDIX A)
- 4) Kevin Mallison, Register of Deeds will appear to present the contract from Cott Systems for the Hosted Online Index Books Renewal. (APPENDIX B)
- 5) Discussion of submissions for the IT Managed Services RFP. (APPENDIX C)
- 6) Schedule 2026 Ways & Means Committee meetings. (APPENDIX D)
- 7) Other Items from Committee Members.
- 8) Adjournment.

MANISTEE COUNTY
WAYS & MEANS REPORT

FUND #	FUND NAME	12/01/2025		ON DEMAND & ACH PAYMENTS	TOTAL
		(CHECKS)	THRU		
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243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND	\$ 2,089.02		\$ -	\$ 2,089.02
253	REMOUNTEMENT FUND	\$ 1,785.00		\$ 986.60	\$ 1,785.00
260	INDIGENT DEFENSE FUND	\$ 11,342.88		\$ -	\$ 12,329.48
266	LAW ENFORCEMENT TRAINING FUND	\$ 156.11		\$ -	\$ 156.11
269	LAW LIBRARY FUND	\$ 2,348.14		\$ -	\$ 2,348.14
272	COMMUNITY CORRECTIONS - 511	\$ 100.00		\$ -	\$ 100.00
280	HEALTH INSURANCE FUND	\$ 162,006.22		\$ 11,659.84	\$ 173,666.06
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292	CHILD CARE FUND	\$ 12,195.83		\$ 836.10	\$ 13,031.93
293	SOLDIERS & SAILORS RELIEF FUND	\$ 575.40		\$ -	\$ 575.40
295	AIRPORT AUTHORITY FUND	\$ 92,754.96		\$ 522,632.00	\$ 615,386.96
296	JUVENILE JUSTICE FUND	\$ -		\$ 4,333.00	\$ 4,333.00
297	COMPENSATED SERVICES FUND	\$ -		\$ 174,859.09	\$ 174,859.09
620	FORECLOSURE FUND	\$ 4,461.45		\$ -	\$ 4,461.45
737	OPEB TRUST FUND	\$ 26,222.49		\$ 10,404.50	\$ 36,626.99
TOTALS		\$ 870,285.68		\$ 814,767.97	\$ 1,685,053.65

(Includes 2 accounts payable runs; ACH payments)

TOTAL PAYROLL FOR 12/01/25 THRU 12/31/25
(includes 2 payrolls)

\$ 720,870.08

Payouts for Retention/Shift/EMT/FTO (Per Contract)

Employee Separation Payouts

Lesya Dull
Anthony Cicchelli
Jennifer Skipski

GRAND TOTAL

\$ 2,405,923.73

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000 GENERAL					
101-000-265.002	BONDS PAYABLE - COURTS	19TH CIRCUIT COURT	BONDS PAYABLE	1,000.00	71556
101-000-265.002	BONDS PAYABLE - COURTS	WELCH, KAREN, SUE	BONDS PAYABLE	500.00	71562
101-000-265.004	BONDS PAYABLE - DISTRICT	RICHARD FERREL	BONDS PAYABLE	100.00	71309
101-000-265.004	BONDS PAYABLE - DISTRICT	DARLENE CLOUSE	BONDS PAYABLE	200.00	71561
Total For Dept 000 GENERAL				1,800.00	
Dept 101 COMMISSIONERS					
101-101-807.000	DUES	MANISTEE AREA CHAMBER OF	CHAMBER INVESTMENT / 2026 APPROPRIATI	800.00	71334
101-101-901.000	ADVERTISING	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	524.00	71493
Total For Dept 101 COMMISSIONERS				1,324.00	
Dept 103 GENERAL SERVICES/CONTINGENCIES					
101-103-727.000	EMPLOYEE RECOGNITION EXPENSE	AMAZON CAPITAL SERVICES	CERTIFICATES & HOLDERS	59.88	71232
101-103-727.000	EMPLOYEE RECOGNITION EXPENSE	MANISTEE AREA CHAMBER OF	COUNTY CASH CARDS	5,577.50	71272
101-103-727.010	CENTRAL SUPPLY	AMAZON CAPITAL SERVICES	PAPER CLIPS- CENTRAL SUPPLY	10.30	71232
101-103-806.000	ATTORNEY FEES	COHL, STOKER & TOSKEY, P	LEGAL RE: UNION, M.E., ECT - NOV 2025	422.40	71505
101-103-806.001	CONFLICT ATTORNEY FEES	GRAFF, GRAFF T HELVESTON	COURT APPT ATTY	1,138.68	71255
101-103-806.001	CONFLICT ATTORNEY FEES	MCCURDY, WOTILA, & PORTE	COURT APPT ATTY	7,440.00	71267
101-103-806.001	CONFLICT ATTORNEY FEES	MCCURDY, WOTILA, & PORTE	COURT APPT ATTY	30.00	71267
101-103-806.001	CONFLICT ATTORNEY FEES	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	76.70	71297
101-103-806.001	CONFLICT ATTORNEY FEES	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	292.37	71297
101-103-930.001	COPIER LEASE PAYMENT	LESLIE VAN ALSTINE	DECEMBER 2025 - CONTRACT	2,500.00	71302
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE6/OR COPIES -PLANNING	246.55	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE6/OR COPIES -S. DEPT	173.87	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE6/OR COPIES -CIRCUIT CRT	32.71	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE6/OR COPIES -CIRCUIT CRT	156.26	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE6/OR COPIES -PROBATE CRT	137.57	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE6/OR COPIES -PROBATE/PAR	39.78	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE6/OR COPIES -REG OF DEED	85.43	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE 6/OR COPIES - PLANNING	231.00	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE 6/OR COPIES - DISTRICT	150.53	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE 6/OR COPIES - ADMIN	172.53	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE 6/OR COPIES - MAN CO	118.14	71306
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASE 6/OR COPIES	149.67	71306
101-103-930.002	POSTAGE METER LEASE	XEROX CORPORATION	NOV 25 - BASE 6/OR COPIES - JAIL	126.95	71554
101-103-930.002	POSTAGE METER LEASE	PITNEY BOWES	INK	265.59	71289
101-103-930.002	POSTAGE METER LEASE	PITNEY BOWES	ACCT# 0011253797	1,031.97	71538
101-103-967.000	DRAIN PROJECT COST	MANISTEE TOWNSHIP	WINTER TAX BILL	565.15	71271
Total For Dept 103 GENERAL SERVICES/CONTINGENCIES				21,231.53	
Dept 172 ADMINISTRATOR/CONTROLLER					
101-172-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	CALULATOR	11.69	71232
101-172-727.000	OFFICE SUPPLIES	PROFILE	96-GALLON ROLLING BIN & PICK UP	85.00	71285
101-172-727.000	OFFICE SUPPLIES	VISA	LG TV & SHIPPING CHARGES	4.00	71492
101-172-727.000	OFFICE SUPPLIES	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	2.00	71493
101-172-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	INK CARTIDGES W/2% DISCOUNT	133.26	71517
101-172-810.000	COMPUTER PROGRAMMING	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	71.97	71493
101-172-812.000	DUES AND FEES	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	140.00	71493
101-172-860.002	MILEAGE REIMBURSEMENT	LINDSEY MARQUARDT	MILEAGE REIMBURSEMENT	35.00	71536
101-172-861.000	STAFF DEVELOPMENT	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	25.00	71493
101-172-955.010	MEDC GRANT EXPENSES	HDR MICHIGAN INC.	MEDC GRANT EXPENSES	20,655.00	71259
101-172-955.010	MEDC GRANT EXPENSES	HDR MICHIGAN INC.	MEDC GRANT EXPENSES	12,000.00	71259
101-172-955.010	MEDC GRANT EXPENSES	HDR MICHIGAN INC.	MEDC GRANT EXPENSES	12,000.00	71516

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 172 ADMINISTRATOR/CONTROLLER					
Total For Dept 172 ADMINISTRATOR/CONTROLLER					
45,162.92					
Dept 215 COUNTY CLERK					
101-215-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	ENVELOPES	262.00	71261
101-215-727.000	OFFICE SUPPLIES	PROFILE	PICK UP 65-GALLON ROLLING BIN FOR SHR	70.00	71285
101-215-810.000	COMPUTER PROGRAMMING	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	23.99	71493
Total For Dept 215 COUNTY CLERK					
355.99					
Dept 228 INFORMATION TECHNOLOGY					
101-228-727.002	MISC. SUPPLIES	AMAZON CAPITAL SERVICES	CORD HIDERS FOR COURTROOM	63.98	71232
101-228-727.002	MISC. SUPPLIES	AMAZON CAPITAL SERVICES	REFRESH VIDEO CABLE INVENTORY	291.39	71232
101-228-730.000	EQUIPMENT	AMAZON CAPITAL SERVICES	UPDATED VIDEO CARD FOR IT ROOM	769.98	71232
101-228-731.000	TAX SEASON COMPUTER SUPPLIES	SMART SOURCE LLC	PPT KIT W/ENVELOPES 2026	1,044.00	71539
101-228-831.000	MISC. MAINT. CONTRACTS	AMAZON WEB SERVICES INC.	NOV 25 - WEB SERVICES FOR EMAIL DOMAI	48.12	71230
101-228-831.000	MISC. MAINT. CONTRACTS	A T & T	ACCT# 341453426 - INTERNET	92.49	71276
101-228-831.000	MISC. MAINT. CONTRACTS	A T & T	325719345 - 12/15/25	128.45	71277
101-228-831.000	MISC. MAINT. CONTRACTS	PENINSULA FIBER NETWORK	INTERNET SERVICE FOR CRT HOUSE & SHER	903.00	71290
101-228-831.000	MISC. MAINT. CONTRACTS	RECONFIGURE BUILDING MANAGEMENT SOFTW		328.00	71508
101-228-850.000	TELEPHONE	OOMA INC	ELEVATOR PHONE - DEC 2025	61.93	71535
Total For Dept 228 INFORMATION TECHNOLOGY					
3,731.34					
Dept 253 TREASURER					
101-253-803.000	TAX COLLECTION BOND	LIBERTY MUTUAL	2025 WINTER TAX COLLECTION BOND	2,525.00	71273
Total For Dept 253 TREASURER					
2,525.00					
Dept 257 EQUALIZATION					
101-257-730.000	EQUIPMENT	VERIZON WIRELESS	VERIZON MOBILE SPOT	40.01	71304
101-257-810.000	COMPUTER PROGRAMMING	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	95.96	71493
101-257-810.000	COMPUTER PROGRAMMING	ESRI, INC.	ARGGIS ONLINE MAINTENANCE	550.00	71510
101-257-861.000	STAFF DEVELOPMENT	N.M.E.D.A.	2026 MEMBERSHIP DUES	60.00	71286
Total For Dept 257 EQUALIZATION					
745.97					
Dept 262 ELECTIONS					
101-262-727.000	OFFICE/ELECTION SUPPLIES	ELECTION SOURCE	BALLOT BAGS, SEAL CUTTER, TRANSFER BA	532.86	71511
101-262-931.000	EQUIPMENT REPAIRS & MAINTENANCE	ELECTION SOURCE	EQUIPMENT MAINTENANCE	3,115.00	71511
Total For Dept 262 ELECTIONS					
3,647.86					
Dept 265 BUILDING AND GROUNDS					
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVICES	3' NUMBERED STICKERS	13.98	71232
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES	JACKPINE BUSINESS CENTER	TONER CARTRIDGE	119.99	71261
101-265-775.000	MAN016 - COURTHOUSE	GILL-ROY'S HARDWARE	MAN016 - COURTHOUSE	76.95	71513
101-265-775.000	MAN016 - COURTHOUSE	GILL-ROY'S HARDWARE	MAN016 - COURTHOUSE	98.96	71513
101-265-775.000	MAN016 - COURTHOUSE	GILL-ROY'S HARDWARE	MAN016 - COURTHOUSE	75.53	71513
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES	GILL-ROY'S HARDWARE	MAN016 - COURTHOUSE	71.98	71513
101-265-801.000	CONTRACTED SERVICES	MANPOWER	REIMER WK ENDING 11/23/2025	153.90	71274
101-265-801.000	CONTRACTED SERVICES	MANPOWER	REIMER WK ENDING 11/30/25	102.60	71274
101-265-801.000	CONTRACTED SERVICES	MANPOWER	REIMER WK ENDING 12/07/25	102.60	71274
101-265-801.000	CONTRACTED SERVICES	MANPOWER	REIMER WK ENDING 12/14/2025	153.90	71526
101-265-830.000	CH - SNOW REMOVAL SERVICES	JUS-GREEN	SNOWPLOWING - COURTHOUSE	192.00	71264
101-265-830.000	SNOW REMOVAL - 385 HEALTH DEPT	JUS-GREEN	SNOWPLOWING - 385 HEALTH DEPT/395 PLA	60.00	71264
101-265-830.001	SNOW REMOVAL - 395 THIRD STREET	JUS-GREEN	SNOWPLOWING - 385 HEALTH DEPT/395 PLA	60.00	71264
101-265-830.002	SNOW REMOVAL - JAIL	JUS-GREEN	SNOWPLOWING - JAIL	594.00	71264
101-265-830.003	SNOW-REMOVAL --JAIL	JUS-GREEN	SNOWPLOWING - JAIL	594.00	71264
101-265-850.000	TELEPHONE	TOM WILLIAMS	RAIN DEFENDER	524.25	71555

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 265 BUILDING AND GROUNDS					
101-265-920.000	UTILITIES	CITY OF MANISTEE	10/16/25 - 11/12/25	599.56	71243
101-265-920.000	UTILITIES	CONSUMERS ENERGY	1000 0006 7197	43.16	71244
101-265-920.000	UTILITIES	CONSUMERS ENERGY	1000 0010 7761	3,436.97	71244
101-265-920.000	UTILITIES	DTE ENERGY	9100 211 9975 7	505.75	71531
101-265-920.001	UTILITIES-HEALTH DEPARTMENT	CITY OF MANISTEE	10/16/25 - 11/12/25	158.35	71243
101-265-920.001	UTILITIES-HEALTH DEPARTMENT	CONSUMERS ENERGY	1000 3998 1178 - HEALTH DEPT	544.91	71506
101-265-920.001	UTILITIES-HEALTH DEPARTMENT	DTE ENERGY	9100 211 9836 1 (385 3RD ST)	308.46	71531
101-265-920.001	UTILITIES-HEALTH DEPARTMENT	REPUBLIC SERVICES #239	ACCT# 3-0239-0034399	182.60	71545
101-265-920.002	UTILITIES (395 THIRD)	CITY OF MANISTEE	10/16/25 - 11/12/25	65.22	71243
101-265-920.002	UTILITIES (395 THIRD)	CONSUMERS ENERGY	1030 0626 8637 (395 3RD ST)	32.98	71244
101-265-920.002	UTILITIES (395 THIRD)	CONSUMERS ENERGY	1030 0626 8454 (395 3RD ST)	187.44	71244
101-265-920.002	UTILITIES (395 THIRD)	DTE ENERGY	9100 343 3423 (395 3RD ST)	218.61	71531
101-265-920.002	UTILITIES (395 THIRD)	REPUBLIC SERVICES #239	ACCT# 3-0239-0034399	182.61	71545
101-265-930.001	COURTHOUSE CONTRACTUAL REPAIRS	CUSTOM SHEET METAL & HEA	PM HVAC UNITS	2,252.00	71247
101-265-930.001	COURTHOUSE CONTRACTUAL REPAIRS	CUSTOM SHEET METAL & HEA	SERVICE CALL	335.00	71247
101-265-930.002	JAIL/SHERIFF CONTRACTUAL REPAIR	HAGLUND'S FLOOR COVERING	PATCH CARPET 3RD FLOOR	100.00	71258
101-265-930.002	JAIL/SHERIFF CONTRACTUAL REPAIR	PARADIGM ELECTRIC	REPLACED ELECTRICAL COOLER JAIL	731.50	71299
101-265-930.002	JAIL/SHERIFF CONTRACTUAL REPAIR	PARADIGM ELECTRIC	CARD READER JAIL	337.50	71299
101-265-930.002	JAIL/SHERIFF CONTRACTUAL REPAIR	PARADIGM ELECTRIC	REPLACED LIGHT IN JAIL	535.75	71299
101-265-930.002	JAIL/SHERIFF CONTRACTUAL REPAIR	PARADIGM ELECTRIC	JAIL BREAKER REPLACEMENT	161.00	71299
			Total For Dept 265 BUILDING AND GROUNDS	13,320.01	
Dept 283 CIRCUIT COURT					
101-283-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	176.38	71232
101-283-727.000	OFFICE SUPPLIES	PROFILE	OFFICE SUPPLIES	143.00	71285
101-283-802.000	TRANSCRIPTS	MAT COURT RECORDING & CO	TRANSCRIPTS	120.00	71527
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NICHOLAS BROWN LAW, PLLC	COURT APPT ATTY	1,765.05	71240
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	BARE & WESTFALL, P.C.	COURT APPT ATTY	75.00	71287
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	15.00	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	210.00	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	337.50	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	195.00	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	450.00	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	105.00	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	7.50	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	7.50	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	7.50	71297
101-283-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTY	2,012.50	71300
101-283-805.004	APPELLATE ATTORNEYS	JOHN SPILLAN	COURT APPT ATTY	750.00	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	80.00	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	184.40	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	300.00	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	139.36	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	220.00	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	140.00	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	191.62	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	350.00	71249
101-283-805.004	APPELLATE ATTORNEYS	PATRICK DOUGHERTY	COURT APPT ATTY	50.00	71249
101-283-812.000	DUES AND FEES	MICHIGAN JUDGES ASSOCIAT	ANNUAL DUES (THOMPSON)	275.00	71279
101-283-812.000	DUES AND FEES	MANISTEE COUNTY BAR ASSO	ANNUAL DUES - (THOMPSON)	25.00	71280
101-283-812.000	DUES-AND_FEES	M.C.A.A.	DUES (K.FELICZAK)	75.00	71530
101-283-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND	80.02	71549

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 283 CIRCUIT COURT					
101-283-931.000	EQUIPMENT REPAIRS & MAINTENANCE	B.I.S. DIGITAL	BIS ANNUAL & REMOTE SUPPORT	1,025.00	71239
101-283-931.000	EQUIPMENT REPAIRS & MAINTENANCE	B.I.S. DIGITAL	BIS ANNUAL & REMOTE SUPPORT	1,025.00	71239
			Total For Dept 283 CIRCUIT COURT	10,537.33	
Dept 284 CIRCUIT COURT - JUVENILE DIVISION					
101-284-727.000	OFFICE SUPPLIES	EXCEL SYSTEMS GROUP, INC	CASEBINDERS, 2026 YEAR CODE GRAY	956.60	71512
			Total For Dept 284 CIRCUIT COURT - JUVENILE DIVISION	956.60	
Dept 286 DISTRICT COURT					
101-286-601.001	COURT COSTS	TIMOTHY J. FIGURA	OCT 25 - OUIL/OUID REIMBURSEMENT	50.00	71314
101-286-601.001	COURT COSTS	LRBOI DEPARTMENT OF PUBL	NOV 25 - OUIL/OUID REIMBURSMENT	155.00	71521
101-286-601.001	COURT COSTS	MANISTEE CO. SHERIFF DEP	NOV 25 - OUIL/OUID REIMBURSMENT	125.00	71547
101-286-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	BUSINESS CARDS	178.00	71261
101-286-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	CALENDARS, PENS, BLUE INK	89.31	71261
101-286-727.000	OFFICE SUPPLIES	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	47.98	71493
101-286-729.000	BOOK & PERIODICALS	THOMSON REUTERS - WEST	NOV 25 - SUBSCRIPTION CHARGES	807.59	71305
101-286-730.000	EQUIPMENT	VISA	LG TV & SHIPPING CHARGES	399.99	71492
101-286-811.000	INTERPRETING SERVICES	FIDELITY LANGUAGE RESOUR	INTERPRETER SERVICES	280.00	71252
101-286-850.000	TELEPHONE	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	18.99	71493
101-286-955.002	MISC EXP-MDCGP SOBRIETY COURT	ALLEN MAYS	SOBRIETY COURT PEER COACH	852.00	71228
101-286-955.002	MISC EXP-MDCGP SOBRIETY COURT	CORRECTIONAL COUNSELING,	MRT WORKBOOKS FOR SOBRIETY CRT PARTIC	324.07	71246
101-286-955.002	MISC EXP-MDCGP SOBRIETY COURT	HOUSE ARREST SERVICES, I	SOBERLINK SERVICES FOR SOBRIETY COURT	631.25	71260
101-286-955.002	MISC EXP-MDCGP SOBRIETY COURT	AMANDA KOON	MRT FACILITATOR SERVICES	198.00	71541
			Total For Dept 286 DISTRICT COURT	4,157.18	
Dept 289 FRIEND OF THE COURT					
101-289-625.002	MEDIATION FEES	CAMERON RENWICK	REFUND MEDIATION	150.00	71311
101-289-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	RETURN LABLES	14.98	71232
101-289-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	HEAVY DUTY STAPLER	52.06	71232
101-289-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	WIRELESS DOOR CHIME	15.99	71232
101-289-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	57.63	71232
101-289-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - CHAIR MAT	(43.65)	71232
101-289-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - CHAIR MAT	(36.46)	71232
101-289-727.000	OFFICE SUPPLIES	MCCARDEL WATER CONDITION	WATER COOLER RENTAL	20.00	71283
101-289-727.000	OFFICE SUPPLIES	MCCARDEL WATER CONDITION	WATER COOLER RENTAL	12.00	71283
101-289-727.000	OFFICE SUPPLIES	PROFILE	SHREDS PICKUP	55.00	71285
101-289-727.000	OFFICE SUPPLIES	PROFILE	SHREDS PICKUP ON 12/9/25	85.00	71534
101-289-801.000	CONTRACTED SERVICES	LINGUISTICA INTERNATIONAL	INTERPRETING SERVICES	5.41	71564
101-289-801.001	PROFESSIONAL SERVICES	ALLEN COUNTY SHERIFF'S D	PROCESS SERVER	60.00	71312
101-289-801.014	FAMILY COUNSEL(CUSTODY/VISITATI	SUSANNE E. GLYNN	MEDIATION SERVICES	1,125.00	71253
101-289-801.014	FAMILY COUNSEL(CUSTODY/VISITATI	SOLUTION FOCUSED COUNSEL	NOV 2025 - MEDIATION BILLING	150.00	71548
101-289-931.000	EQUIPMENT REPAIRS & MAINTENANCE	XEROX-CORPORATION	BASE/PRINT CHARGES - NOV 2025	163.52	71306
101-289-931.000	EQUIPMENT REPAIRS & MAINTENANCE	XEROX CORPORATION	PRINT/BASE CHARGES NOV 2025	143.99	71306
			Total For Dept 289 FRIEND OF THE COURT	2,030.47	
Dept 294 PROBATE COURT					
101-294-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	22.36	71232
101-294-727.000	OFFICE SUPPLIES	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	47.98	71493
101-294-727.000	OFFICE SUPPLIES	VISA	96-GALLON SHRED BIN	90.00	71534
101-294-730.000	EQUIPMENT	NICHOLAS BROWN LAW, PLLC	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	449.83	71493
101-294-805.000	COURT APPOINTED ATTORNEYS	WILLIAM GRANT	CONTRACT - DECEMBER 2025	1,354.17	71240
101-294-805.000	COURT APPOINTED ATTORNEYS	NICHOLAS BROWN LAW, PLLC	CONTRACT - DEC 2025	1,354.17	71257
101-294-805.003	CT. APPT. ATTY. - NON CONTRACT	NICHOLAS BROWN LAW, PLLC	COURT APPT ATTY	550.00	71240

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 294 PROBATE COURT					
101-294-805.003	CT. APPT. ATTY. - NON CONTRACT	BRENT H. GREEN	COURT APPT ATTY	110.00	71497
101-294-805.003	CT. APPT. ATTY. - NON CONTRACT	STACY LEE SALISBURY	COURT APPT ATTY	150.00	71498
		Total For Dept 294 PROBATE COURT		4,128.51	
Dept 296 PROSECUTING ATTORNEY					
101-296-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	LETTERHEAD AND ENVELOPES	650.00	71517
101-296-727.000	OFFICE SUPPLIES	PROFILE	96-GALLON ROLLING SHRED BIN	90.00	71534
101-296-801.001	PROFESSIONAL SERVICES	RELX INC. DBA LEXISNEXIS	LEXIS NEXIS - NOVEMBER 25	202.09	71236
101-296-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE PHONES	112.80	71550
101-296-931.000	EQUIPMENT REPAIRS & MAINTENANCE	XEROX CORPORATION	BASE/PRINT CHARGES - NOVEMBER	142.79	71306
		Total For Dept 296 PROSECUTING ATTORNEY		1,197.68	
Dept 301 SHERIFF					
101-301-716.018	LEGAL REPRESENTATION PLAN	POLC LEGAL SERVICE PLAN	LEGAL SERVICE PLAN - DEC 2025	238.00	71292
101-301-716.018	LEGAL REPRESENTATION PLAN	POLC LEGAL SERVICE PLAN	LEGAL SERVICE PLAN - NOV 2025	238.00	71292
101-301-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	6.29	71315
101-301-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	37.29	71315
101-301-727.001	MISC. SUPPLIES	VISA	MEALS/SUPPLIES/REPAIRS	(250.89)	71490
101-301-730.000	EQUIPMENT	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	469.99	71315
101-301-730.000	EQUIPMENT	GALLS, LLC	SAFETY VESTS	66.91	71318
101-301-730.000	EQUIPMENT	KIESLER POLICE SUPPLY	EQUIPMENT/GEAR	915.40	71520
101-301-730.000	EQUIPMENT	MICHIGAN SHERIFF'S ASSOC	PATCHES	325.00	71321
101-301-742.000	UNIFORMS - OFFICERS & DEPUTYS	NYE UNIFORM	UNIFORMS	121.00	71324
101-301-742.000	UNIFORMS - OFFICERS & DEPUTYS	NYE UNIFORM	UNIFORMS	130.04	71324
101-301-742.000	UNIFORMS - OFFICERS & DEPUTYS	MICHIGAN STATE POLICE	VIP CONNECTION 10/1/25 - 12/31/25	387.00	71333
101-301-801.000	CONTRACTED SERVICES	LERMA, INC	DUES	150.00	71563
101-301-812.000	DUES AND FEES	AT&T MOBILITY	CELL PHONES	298.98	71529
101-301-850.000	TELEPHONE	VISA	MEALS/SUPPLIES/REPAIRS	20.00	71490
101-301-852.000	INVESTIGATION EXPENSES	VISA	MEALS/DETECTIVE GEAR/ LODGING/ DOG/RA	333.71	71491
101-301-852.000	INVESTIGATION EXPENSES	VISA	MEALS/SUPPLIES/REPAIRS	82.26	71490
101-301-862.000	OFFICER AND DEPUTY MEALS	VISA	MEALS/SUPPLIES/REPAIRS	75.41	71491
101-301-862.000	EQUIPMENT REPAIRS & MAINTENANCE	PRECISION LOCKER COMPANY	PISTOL LOCKERS	1,640.08	71558
101-301-931.000	AUTO REPAIRS & MAINTENANCE	WYATT MANISTEE	51-002	99.95	71325
101-301-931.001	AUTO REPAIRS & MAINTENANCE	VISA	MEALS/SUPPLIES/REPAIRS	45.74	71490
101-301-931.001	AUTO REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS	SUPPLIES	23.76	71499
101-301-931.001	AUTO REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS	SUPPLIES	9.47	71499
101-301-931.001	AUTO REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS	SUPPLIES	59.28	71499
		Total For Dept 301 SHERIFF		5,522.67	
Dept 307 COURT SECURITY					
101-307-801.000	CONTRACTED SERVICES	MICHIGAN STATE POLICE	LIVE SCAN - NOV 2025	252.00	71323
		Total For Dept 307 COURT SECURITY		252.00	
Dept 331 MARINE PATROL					
101-331-931.001	AUTO REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS	SUPPLIES	78.61	71229
		Total For Dept 331 MARINE PATROL		78.61	
Dept 332 SNOWMOBILE PATROL					
101-332-931.000	EQUIPMENT REPAIRS & MAINTENANCE	PEACOCK LTD.	PRESERASON SERVICES	712.74	71326
		Total For Dept 332 SNOWMOBILE PATROL		712.74	
Dept 351 JAIL					
101-351-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	2 PART INTAKE FORMS	65.50	71319

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY
 EXP CHECK RUN DATES 12/01/2025 - 12/31/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 351 JAIL					
101-351-727.002	MISC. SUPPLIES	SERVPRO OF MANISTEE	BIOHAZARD - CLEANUP	600.00	71544
101-351-742.000	UNIFORMS - OFFICERS & DEPUTYS	MALLOY SAFETY AND SUPPL	SUPPLIES	91.41	71322
101-351-744.000	LAUNDRY EXPENDITURES	ENVIRO-BRITE SOLUTIONS,	CLEANING SUPPLIES	550.00	71316
101-351-760.002	PRISONER MEDICAL - MEDICATION/S	JASON TRAEGER	INMATE EXPENSES	20.50	71320
101-351-801.000	CONTRACTED SERVICES	CENTRA WELLNESS NETWORK	MONTHLY APPROPRIATION - DEC 2025	11,928.25	71332
101-351-850.000	TELEPHONE	AT&T MOBILITY	CELL PHONES	49.83	71529
101-351-920.000	UTILITIES	CITY OF MANISTEE	10/16/25 - 11/12/25	832.95	71243
101-351-920.000	UTILITIES	CONSUMERS ENERGY	1000 1926 6558 - FRONT SIGN	31.99	71244
101-351-920.000	UTILITIES	CONSUMERS ENERGY	ACCT: 100000222016	4,780.17	71506
101-351-920.000	UTILITIES	DTE ENERGY	ACCT# 9200 618 4054 1	1,627.40	71531
101-351-930.005	GARBAGE COLLECTION	REPUBLIC SERVICES #239	GARBAGE COLLECTION - NOV 2025	1,460.41	71327
		Total For Dept 351 JAIL		22,038.41	
Dept 426 EMERGENCY MANAGEMENT					
101-426-727.000	OFFICE SUPPLIES	MCCARDEL WATER CONDITION	COOLER FEES	43.00	71283
101-426-850.000	TELEPHONE	AT&T MOBILITY	CELL PHONES	49.83	71529
		Total For Dept 426 EMERGENCY MANAGEMENT		92.83	
Dept 430 ANIMAL CONTROL					
101-430-730.000	EQUIPMENT	VISA	MEALS/DETECTIVE GEAR/ LODGING/ DOG/RA	197.83	71491
101-430-741.000	ANIMAL FOOD	VISA	MEALS/DETECTIVE GEAR/ LODGING/ DOG/RA	219.89	71491
101-430-816.000	VETERINARIAN SERVICES	ACES ANIMAL CARE	EQUIPMENT	102.17	71313
101-430-816.000	VETERINARIAN SERVICES	VISA	MEALS/SUPPLIES/REPAIRS	181.37	71490
101-430-816.000	VETERINARIAN SERVICES	VISA	MEALS/DETECTIVE GEAR/ LODGING/ DOG/RA	228.89	71491
101-430-850.000	TELEPHONE	AT&T MOBILITY	CELL PHONES	49.83	71529
101-430-940.000	RENT	MANISTEE CO. HUMANE SOCI	RENT - OCTOBER 2025	3,416.67	71523
101-430-940.000	RENT	MANISTEE CO. HUMANE SOCI	RENT - JANUARY 2026	3,416.67	71523
		Total For Dept 430 ANIMAL CONTROL		7,812.32	
Dept 648 MEDICAL EXAMINER					
101-648-837.000	AUTOPSY/TOXIC./LAB FEES	MICHIGAN FORENSICS	LAB TESTS	312.00	71275
101-648-837.000	AUTOPSY/TOXIC./LAB FEES	NMS LABS	LAB TESTS	520.00	71294
101-648-837.000	AUTOPSY/TOXIC./LAB FEES	NMS LABS	LAB TEST	899.00	71294
		Total For Dept 648 MEDICAL EXAMINER		1,731.00	
Dept 701 PLANNING					
101-701-727.000	OFFICE SUPPLIES	KATIE GRUENBERG	SUPPLIES	13.97	71266
101-701-810.000	COMPUTER PROGRAMMING	VISA	ADOBE/EFAX/LG TV/ADVERTISING/WEBINAR	257.91	71493
101-701-851.000	STAFF DEVELOPMENT	MICHIGAN STATE UNIVERSIT	STAFF DEVELOPMENT	40.00	71281
		Total For Dept 701 PLANNING		311.88	
Dept 710 MSU COOPERATIVE EXTENSION					
101-710-801.020	MOA PROGRAM ASSESSMENT FEE	MICHIGAN STATE UNIVERSIT	MOA FY 2025 WORK PLAN (JAN-MAR 2026)	12,847.00	71281
		Total For Dept 710 MSU COOPERATIVE EXTENSION		12,847.00	
Dept 711 REGISTER OF DEEDS					
101-711-675.024	CASH OVER AND SHORT	JOHN MILO CURRIE JR	REFUND	30.00	71310
		Total For Dept 711 REGISTER OF DEEDS		30.00	
Dept 957 APPROPRIATIONS					
101-957-969.002	APPROPRIATIONS - DISTRICT HEALT	DISTRICT HEALTH DEPARTME	MONTHLY APPROPRIATION - DEC 2025	13,392.42	71333
101-957-969.006---	APPROPRIATIONS - CENTRA WELLNES	CENTRA WELLNESS NETWORK	MONTHLY APPROPRIATION - DEC 2025	9,371.34	71332
101-957-969.041	APPROPRIATIONS - ECONOMIC DEVEL	MANISTEE AREA CHAMBER OF	CHAMBER INVESTMENT / 2026 APPROPRIATI	40,000.00	71334

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 101 GENERAL FUND
 Dept 957 APPROPRIATIONS

Total For Dept 957 APPROPRIATIONS 62,763.76
 Total For Fund 101 GENERAL FUND 231,045.61

Fund 211 NATIONAL FOREST RESERVE FUND

Dept 000 GENERAL	FEDERAL GRANT - USDA FOREST SER	USDA FOREST SER	BROWN TOWNSHIP TREASURER	FY 2025	- NATIONAL FOREST DISTRIBUTI	16.36	71142
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	DICKSON TOWNSHIP TREASUR	FY 2025	- NATIONAL FOREST DISTRIBUTI	68.57	71143
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	KALEVA NORMAN DICKSON SC	FY 2025	- NATIONAL FOREST DISTRIBUTI	584.05	71145
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	MANISTEE AREA PUBLIC SCH	FY 2025	- NATIONAL FOREST DISTRIBUTI	74.34	71146
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	MANISTEE TOWNSHIP	FY 2025	- NATIONAL FOREST DISTRIBUTI	3.04	71147
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	MARILLA TOWNSHIP TREASUR	FY 2025	- NATIONAL FOREST DISTRIBUTI	14.27	71148
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	MESICK CONSOLIDATED SCHO	FY 2025	- NATIONAL FOREST DISTRIBUTI	14.12	71149
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	MASON COUNTY EASTERN SCH	FY 2025	- NATIONAL FOREST DISTRIBUTI	7.56	71150
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	NORMAN TOWNSHIP TREASURE	FY 2025	- NATIONAL FOREST DISTRIBUTI	65.94	71151
211-000-507.000	FEDERAL GRANT - USDA FOREST SER	FEDERAL GRANT - USDA FOREST SER	STRONACH TOWNSHIP TREASU	FY 2025	- NATIONAL FOREST DISTRIBUTI	58.52	71152
			Total For Dept 000 GENERAL			906.77	
			Total For Fund 211 NATIONAL FOREST RESERVE FUND			906.77	

Fund 217 LOCAL REVENUE SHARING GRANT FUND

Dept 000 GENERAL	MISC. EXPENSE		MOORE MECHANICAL		BOILER & INSTALL (LOCAL REVENUE SHARI	10,160.00	71331
217-000-955.001						10,160.00	
			Total For Dept 000 GENERAL			10,160.00	
			Total For Fund 217 LOCAL REVENUE SHARING GRANT FUND			10,160.00	

Fund 225 RECYCLING FUND

Dept 000 GENERAL	CONTRACTED SERVICES		GFL ENVIRONMENTAL		ACCT#002275101 - JAN 2025 (MONTHLY RE	4,833.33	71254
225-000-801.000	CONTRACTED SERVICES		GFL ENVIRONMENTAL		ACCT# 002275101 SEPT 25 (MONTHLY RECY	5,833.33	71254
225-000-801.001	PROFESSIONAL SERVICES		BAY AREA RECYCLING FOR C		RECYCLING EDUCATION - NOV 2025	4,243.58	71231
225-000-801.001	PROFESSIONAL SERVICES		CARISSA SMITH		RECYCLING SITE MONITOR - DICKSON	50.00	71242
225-000-801.001	PROFESSIONAL SERVICES		CHRISTOPHER LEE URSUM		RECYCLING SITE MONITOR - CLEON	100.00	71251
225-000-801.001	RECYCLING SITE MONITOR - SPRING		MICHAEL J. LONGO		RECYCLING SITE MONITOR - CLEON	50.00	71268
225-000-801.001	RECYCLING SITE MONITOR - ARCADI		JAMES M. ROBINSON		RECYCLING SITE MONITOR - ONEKAMA/BL/	450.00	71295
225-000-801.001	PROFESSIONAL SERVICES		MICHELLE PIENTA		RECYCLING SITE MONITOR - BROWN TWP	50.00	71296
225-000-801.001	PROFESSIONAL SERVICES		CARISSA SMITH		RECYCLING SITE MONITOR - DICKSON	50.00	71509
225-000-801.001	PROFESSIONAL SERVICES		CHRISTOPHER LEE URSUM		RECYCLING SITE MONITOR - MAPLE GROVE	100.00	71509
225-000-801.001	PROFESSIONAL SERVICES		MICHAEL J. LONGO		RECYCLING SITE MONITOR - CLEON	50.00	71522
225-000-801.001	PROFESSIONAL SERVICES		JAMES M. ROBINSON		RECYCLING SITE MONITOR - ONEKAMA/BL/A	450.00	71542
225-000-801.001	PROFESSIONAL SERVICES		MICHELLE PIENTA		RECYCLING SITE MONITOR - BROWN TWP	50.00	71543
			Total For Dept 000 GENERAL			16,310.24	
			Total For Fund 225 RECYCLING FUND			16,310.24	

Fund 236 MAINTENANCE OF EFFORT FUND

Dept 000 GENERAL	MISC. EXPENSE		STATE OF MICHIGAN		MOE - 11/01/25 - 11/30/25	5,687.52	71301
236-000-955.001						5,687.52	
			Total For Dept 000 GENERAL			5,687.52	

Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND

			Total For Fund 236 MAINTENANCE OF EFFORT FUND			5,687.52	
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GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
Dept 000 GENERAL					
243-000-801.000	CONTRACTED SERVICES	FISHBECK	CONTRACTED SERVICES	136.25	71317
243-000-801.000	CONTRACTED SERVICES	FISHBECK	CONTRACTED SERVICES	1,205.27	71317
243-000-801.000	CONTRACTED SERVICES	FISHBECK	CONTRACTED SERVICES	747.50	71317
			Total For Dept 000 GENERAL	2,089.02	

			Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY	2,089.02	
Fund 253 REMONUMENTATION FUND					
Dept 000 GENERAL					
253-000-707.001	PER DIEM - PEER GROUP	ALEX S ALTMAYER	PEER GROUP	595.00	71495
253-000-707.001	PER DIEM - PEER GROUP	PATRICK JOHNSON	PEER GROUP	595.00	71519
253-000-707.001	PER DIEM - PEER GROUP	PAPINEAU P.C. - LAND SUR	PEER GROUP	595.00	71553
			Total For Dept 000 GENERAL	1,785.00	

			Total For Fund 253 REMONUMENTATION FUND	1,785.00	
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Fund 260 INDIGENT DEFENSE FUND					
Dept 000 GENERAL					
260-000-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	LETTERHEAD	70.00	71261
260-000-727.000	OFFICE SUPPLIES	MCCARDEL WATER CONDITION	COOLER RENTAL	12.00	71283
260-000-729.000	BOOK & PERIODICALS	THOMSON REUTERS - WEST	DEC 25 - MI COURT RULES/MI SENTENCING	152.15	71305
260-000-730.000	EQUIPMENT	INSIGHT PUBLIC SECTOR, I	PFOCE SERVER EQUIPMENT	3,968.85	71262
260-000-730.000	EQUIPMENT	INSIGHT PUBLIC SECTOR, I	OFFICE SERVER EQUIPMENT BATTERY	1,126.27	71262
260-000-730.000	EQUIPMENT	INSIGHT PUBLIC SECTOR, I	OFFICE SERVER EQUIPMENT HARD DRIVE	3,103.92	71518
260-000-730.000	COPY SUPPLIES	XEROX CORPORATION	BASE/PRINT CHARGES NOV 2025	143.95	71306
260-000-733.000	COPY SUPPLIES	XEROX CORPORATION	BASE/PRINT CHARGES - NOV 2025	52.51	71306
260-000-735.000	SOFTWARE PURCHASES	RELX INC. DBA LEXISNEXIS	NEXIS LEXIS	330.00	71237
260-000-735.000	SOFTWARE PURCHASES	JUSTICE WORKS	9-ACTIVE USERS - NOV 2025	234.00	71265
260-000-735.000	SOFTWARE PURCHASES	VISA	CUJO - NOVEMBER 2025	556.00	71494
260-000-801.000	CONTRACTED SERVICES	GRAND SLAM INVESTIGATION	INVESTIGATION SERVICES	530.90	71256
260-000-802.000	TRANSCRIPTS	MCCURDY, WOTILA, & PORTE	TRANSCRIPTS	77.18	71267
260-000-802.000	TRANSCRIPTS	MAT COURT RECORDING & CO	TRANSCRIPTS	281.25	71527
260-000-808.000	WITNESS FEES	217 RECOVERY	TRANSPORTATION TO TREATMENT	152.75	71496
260-000-808.000	WITNESS FEES	217 RECOVERY	TRANSPORTATION TO TREATMENT	378.50	71496
260-000-850.000	TELEPHONE	VERIZON WIRELESS	4-CELL PHONES	172.65	71303
			Total For Dept 000 GENERAL	11,342.88	

			Total For Fund 260 INDIGENT DEFENSE FUND	11,342.88	
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Fund 266 LAW ENFORCEMENT TRAINING FUND					
Dept 000 GENERAL					
266-000-860.000	TRAVEL/MEALS/TRAINING	VISA	MEALS/DETECTIVE GEAR/ LODGING/ DOG/RA	156.11	71491
			Total For Dept 000 GENERAL	156.11	

			Total For Fund 266 LAW ENFORCEMENT TRAINING FUND	156.11	
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Fund 269 LAW LIBRARY FUND					
Dept 000 GENERAL					
269-000-729.000	BOOK & PERIODICALS	MATTHEW BENDER & CO., IN	LAW LIBRARY - MI MCLS	872.46	71235
269-000-729.000	BOOK & PERIODICALS	RELX INC. DBA LEXISNEXIS	NOV 25 - ONLINE ACCESS CHARGES	394.00	71238
269-000-729.000	BOOK & PERIODICALS	THOMSON REUTERS - WEST	NOV 25 - SUBSCRIPTION CHARGES	284.41	71305
269-000-729.000	BOOK & PERIODICALS	THOMSON REUTERS - WEST	DEC 25 - SUBSCRIPTION PRODUCT CHARGES	797.27	71305
			Total For Dept 000 GENERAL	2,348.14	

APPENDIX A - 12

Invoice Line Desc Amount Check #

GL Number Invoice Line Desc Vendor Invoice Description

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 293 SOLDIERS & SAILORS RELIEF FUND					
Total For Fund 293 SOLDIERS & SAILORS RELIEF FUND 575.40					
Fund 295 AIRPORT AUTHORITY FUND					
295-000-727.002	MISC. SUPPLIES	ORCHARD BEACH AVIATION,	ZOOM, SUPPLIES, FUEL, REPAIRS	173.13	71335
295-000-730.000	EQUIPMENT	CDW-G	NETWORK EQUIPMENT	2,311.33	71241
295-000-730.000	EQUIPMENT	CDW-G	NETWORK EQUIPMENT	661.64	71241
295-000-743.000	GAS AND OIL	ORCHARD BEACH AVIATION,	SUPPLIES & FUEL	698.21	71335
295-000-743.000	GAS AND OIL	ORCHARD BEACH AVIATION,	ZOOM, SUPPLIES, FUEL, REPAIRS	298.41	71335
295-000-743.000	GAS AND OIL	BLARNEY CASTLE OIL COMPA	FUEL FOR AIRPORT	810.39	71500
295-000-743.000	GAS AND OIL	BLARNEY CASTLE OIL COMPA	ACCT# 62735	309.59	71500
295-000-801.015	CONTRACTED SERVICES - MAINT.(OR	ORCHARD BEACH AVIATION,	NOV 25 - AIRPORT MAINTENANCE/PART 139	29,456.25	71291
295-000-812.000	DUES AND FEES	AMERICAN ASSOCIATION OF	AFFILIATE MEMBERSHIP	325.00	71565
295-000-901.000	ADVERTISING	MANISTEE AREA CHAMBER OF	VACATION MODE PROMO	149.38	71272
295-000-901.000	ADVERTISING	ORCHARD BEACH AVIATION,	ZOOM, SUPPLIES, FUEL, REPAIRS	15.00	71335
295-000-901.000	ADVERTISING	MANISTEE AREA CHAMBER OF	ANNUAL CHAMBER INVESTMENT	350.00	71524
295-000-911.000	LIABILITY INSURANCE	MID-CONTINENT CASUALTY C	INSURANCE - TANK OWNERS	2,495.00	71282
295-000-920.000	UTILITIES	CONSUMERS ENERGY	1030 3888 5267 - AIRPORT	51.98	71245
295-000-920.000	UTILITIES	CONSUMERS ENERGY	1000 1891 6138 - AIRPORT	266.29	71245
295-000-920.000	UTILITIES	CONSUMERS ENERGY	1000 5377 5407 - AIRPORT	391.90	71245
295-000-920.000	UTILITIES	CONSUMERS ENERGY	1000 6500 7096 - HANGERS	36.23	71245
295-000-920.000	UTILITIES	ORCHARD BEACH AVIATION,	ZOOM, SUPPLIES, FUEL, REPAIRS	69.55	71335
295-000-920.000	UTILITIES	DTE ENERGY	9100 282 2469 9 AIRPORT	276.64	71532
295-000-920.000	UTILITIES	DTE ENERGY	9200 533 0150 2 AIRPORT	324.41	71532
295-000-920.000	UTILITIES	DTE ENERGY	9100 200 6286 5 - AIRPORT	881.49	71532
295-000-931.000	REPAIRS & MAINTENANCE	AUTOMATIC EQUIPMENT SALE	LOCK AWSEMBLY	1,917.92	71141
295-000-931.000	REPAIRS & MAINTENANCE	AUTOMATIC EQUIPMENT SALE	LABOR - INSTALLING ELECTRON LOCK	648.00	71141
295-000-931.000	REPAIRS & MAINTENANCE	CITY OF MANISTEE	ORTLY BACTERIA TEST	35.00	71243
295-000-931.000	REPAIRS & MAINTENANCE	PRECISE DOOR CO	DOOR ADJUSTMENTS	405.00	71288
295-000-931.000	REPAIRS & MAINTENANCE	ORCHARD BEACH AVIATION,	SUPPLIES & FUEL	623.33	71335
295-000-931.000	REPAIRS & MAINTENANCE	ORCHARD BEACH AVIATION,	ZOOM, SUPPLIES, FUEL, REPAIRS	763.52	71335
295-000-931.000	REPAIRS & MAINTENANCE	CUSTOM SHEET METAL & HEA	SERVICE CALL	650.05	71507
295-000-931.000	MAN018 - REPAIRS & MAINTENANCE	GILL-ROYS HARDWARE	MAN 018	107.55	71514
295-000-931.000	REPAIRS & MAINTENANCE	PRECISE DOOR CO	SERVICE CALL	315.00	71537
295-000-931.000	REPAIRS & MAINTENANCE	WEST COAST FARM SERVICE	FIX SPINNER ON SPREADER	840.00	71552
295-000-931.000	REPAIRS & MAINTENANCE	PRECISION CONCRETE INC.	STDEWALK TRIP HAXARDS, CURB REDUCTION	816.88	71559
295-000-955.001	MISC. EXPENSE - PFC (AIRPORT)	MEAD&HUNT	PFC ADMIN SERVICES	1,421.50	71528
295-000-955.001	MISC. EXPENSE - PFC (AIRPORT)	STATE OF MICHIGAN	CONTRACT NO: 2025-0253	39,720.00	71546
295-000-955.011	MISC EXPENSE - MCGUINEAS DRAIN	MANISTEE TOWNSHIP	MCGUINEAS DRAIN ASSESSMENT	4,139.39	71271
Total For Dept 000 GENERAL				92,754.96	
Total For Fund 295 AIRPORT AUTHORITY FUND				92,754.96	
Fund 620 FORECLOSURE FUND					
620-000-806.000	ATTORNEY FEES	CUMMINGS, MCCLOREY, DAVI	PRICE LAWSUIT	8.80	71248
620-000-806.000	ATTORNEY FEES	CUMMINGS, MCCLOREY, DAVI	GEE LAWSUIT	44.00	71248
620-000-806.000	ATTORNEY FEES	LUCAS MIDDLETON	PROCEEDS MOTIONS RETRO	187.50	71270
620-000-806.000	ATTORNEY FEES	ISABELLA COUNTY TREASURE	PUNG USSC LITIGATION SUPPORT	4,000.00	71560
620-000-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	NOV 25 - BASEL/OR COPIES - TREASURER	221.15	71306
Total For Dept 000 GENERAL				4,461.45	
Total For Fund 620 FORECLOSURE FUND				4,461.45	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 737 OPEB TRUST FUND					
Dept 000 GENERAL					
737-000-717.001	HEALTH INSURANCE PREMIUMS - BC/B	BLUE CROSS BLUE SHIELD O	007016448 - 0006	7,367.73	71501
737-000-717.005	DENTAL INSURANCE PREMIUM	BLUE CROSS BLUE SHIELD O	007016448 - 0005	817.24	71501
737-000-717.005	HEALTH INSURANCE PREMIUMS - BCN	BLUE CARE NETWORK OF MIC	GROUP 00189746 - 0010	(1,401.43)	71501
737-000-717.008	HEALTH INSURANCE PREMIUMS - BCN	BLUE CARE NETWORK OF MIC	GROUP 00189746 - 0001	2,034.31	71330
737-000-717.008	HEALTH INSURANCE PREMIUMS - BCN	BLUE CARE NETWORK OF MIC	GROUP 00189746 - 0003	598.33	71330
737-000-717.008	HEALTH INSURANCE PREMIUMS - BCN	BLUE CARE NETWORK OF MIC	GROUP 00189746 - 0003	598.33	71330
737-000-717.008	HEALTH INSURANCE PREMIUMS - BCN	BLUE CARE NETWORK OF MIC	GROUP 00189746 - 0003	6,044.32	71330
737-000-717.008	HEALTH INSURANCE PREMIUMS - BCN	BLUE CARE NETWORK OF MIC	GROUP 00189746 - 0003	2,413.66	71502
737-000-801.002	CONTRACTED SERVICES - GASB	GABRIEL ROEDER SMITH & C	PREPARATION GASB STATEMENT NO 74 & 75	7,750.00	71515
		Total For Dept 000 GENERAL		26,222.49	
		Total For Fund 737 OPEB TRUST FUND		26,222.49	

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund Totals:					
Fund 101	GENERAL FUND			231,045.61	
Fund 211	NATIONAL FORE			906.77	
Fund 217	LOCAL REVENUE			10,160.00	
Fund 225	RECYCLING FUN			16,310.24	
Fund 236	MAINTENANCE O			5,687.52	
Fund 243	BROWNFIELD RE			2,089.02	
Fund 253	REMONUMENTATI			1,785.00	
Fund 260	INDIGENT DEFE			11,342.88	
Fund 266	LAW ENFORCEME			156.11	
Fund 269	LAW LIBRARY F			2,348.14	
Fund 272	COMMUNITY COR			100.00	
Fund 280	HEALTH INSURA			162,006.22	
Fund 283	LAND BANK FUN			290,138.04	
Fund 292	CHILD CARE FU			12,195.83	
Fund 293	SOLDIERS & SA			575.40	
Fund 295	AIRFORT AUTHO			92,754.96	
Fund 620	FORECLOSURE F			4,461.45	
Fund 737	OPEB TRUST FU			26,222.49	

Total For All Funds: 870,285.68

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 103 GENERAL SERVICES/CONTINGENCIES	EQUIPMENT - VEHICLES (LEASED)	ENTERPRISE FM TRUST	ACCT#594177 - ENTERPRISE FLEET MANAGEM	786.91	581
101-103-730.001		Total For Dept 103 GENERAL SERVICES/CONTINGENCIES		786.91	
Dept 172 ADMINISTRATOR/CONTROLLER					
101-172-728.000	POSTAGE - ACCT#34575944	RESERVE ACCOUNT	ACCT#34575944 - MANISTEE COUNTY	11,333.00	576
101-172-728.000	POSTAGE - ACCT#34575944	RESERVE ACCOUNT	ACCT#34575944 - MANISTEE COUNTY	2,598.96	594
101-172-728.000	POSTAGE - ACCT#34575944	RESERVE ACCOUNT	ACCT#34575944 - MANISTEE COUNTY	2,909.94	594
101-172-728.000	POSTAGE - ACCT#34575944	RESERVE ACCOUNT	ACCT#34575944 - MANISTEE COUNTY	3,999.06	594
101-172-801.000	CONTRACTED SERVICES	KENNIS CONSULTING LLC	PROFESSIONAL SERVICES (11/26/25-12/10	3,000.00	572
101-172-801.000	CONTRACTED SERVICES	KENNIS CONSULTING LLC	PROFESSIONAL SERVICES (12/10/25 - 12/	3,095.14	588
101-172-850.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	54.34	577
		Total For Dept 172 ADMINISTRATOR/CONTROLLER		26,990.44	
Dept 215 COUNTY CLERK					
101-215-850.000	TELEPHONE	MICHILLE JOHNSON	PHONE REIMBURSEMENT	25.00	574
101-215-850.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	14.49	577
101-215-860.000	TRAVEL	MICHILLE JOHNSON	MILEAGE REIMBURSEMENT	92.96	574
101-215-860.000	TRAVEL	MELISSA BJORKQUIST	MILEAGE REIMBURSEMENT	33.60	586
		Total For Dept 215 COUNTY CLERK		166.05	
Dept 228 INFORMATION TECHNOLOGY					
101-228-831.000	MISC. MAINT. CONTRACTS	PROVANTAGE LLC	HP WARRANTY EXTENSION	105.00	593
101-228-850.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	25.36	577
		Total For Dept 228 INFORMATION TECHNOLOGY		210.36	
Dept 253 TREASURER					
101-253-850.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	10.88	577
		Total For Dept 253 TREASURER		10.88	
Dept 257 EQUALIZATION					
101-257-850.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	18.11	577
		Total For Dept 257 EQUALIZATION		18.11	
Dept 265 BUILDING AND GROUNDS					
101-265-743.000	GAS AND OIL	FUELMAN	BGL167973 - FLEET#171260 (COURTHOUSE)	387.89	569
		Total For Dept 265 BUILDING AND GROUNDS		387.89	
Dept 283 CIRCUIT COURT					
101-283-850.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	28.98	577
		Total For Dept 283 CIRCUIT COURT		28.98	
Dept 284 CIRCUIT COURT - JUVENILE DIVISION					
101-284-850.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	50.72	577
		Total For Dept 284 CIRCUIT COURT - JUVENILE DIVISION		50.72	
Dept 286 DISTRICT COURT					
101-286-801.000	CONTRACTED SERVICES	LESYA DULL	CONTRACT SERVICES	225.00	567
101-286-811.002	INDIGENT SCREENING FEES	OPEN DOOR ASSESSMENTS, L	INDIGENT SCREENING	100.00	575
101-286-850.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	21.74	577
101-286-955.002	MISC EXP-MDCGP SOBRIETY COURT	JOHN NAGY	SC CAS MANAGER - MDCGP SOBRIETY CRT	89.60	571
101-286-955.002	MISC EXP-MDCGP SOBRIETY COURT	JOHN NAGY	SC CAS MANAGER - MDCGP SOBRIETY CRT	924.00	571
101-286-955.002	MISC EXP-MDCGP SOBRIETY COURT	JOHN NAGY	SC CAS MANAGER - MDCGP SOBRIETY CRT	924.00	597
		Total For Dept 286 DISTRICT COURT		2,284.34	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 289 FRIEND OF THE COURT	CONTRACTED SERVICES	MGT OF AMERICA CONSULTIN	PREP OF DHS BILLING (OCT, NOV, DEC 2025	4,094.40	590
101-289-801.000	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	32.61	577
101-289-850.000		Total For Dept 289 FRIEND OF THE COURT		4,127.01	
Dept 294 PROBATE COURT	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	25.36	577
101-294-850.000		Total For Dept 294 PROBATE COURT		25.36	
Dept 296 PROSECUTING ATTORNEY	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	50.72	577
101-296-850.000		Total For Dept 296 PROSECUTING ATTORNEY		50.72	
Dept 301 SHERIFF	ENTERPRISE VEHICLES (MAINTENANC	ACCT#594177 - ENTERPRISE FLEET MANAGEM		19,359.14	581
101-301-730.001	GASOLINE AND OIL	FUELMAN	ACCT# 167971 - FLEET#171258 (SHERIFF'	2,810.33	568
101-301-743.000	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	ACCT# BC397 - MANISTEE COUNTY SHERRIF	2,044.48	580
101-301-743.000	TELEPHONE	TELNET WORLDWIDE	ACCT# 9945 (SHERIFF OFFICE)	261.83	583
101-301-850.000		Total For Dept 301 SHERIFF		24,475.78	
Dept 302 SSCENT DRUG TEAM	GAS AND OIL	FUELMAN	ACCT# 167971 - FLEET#171258 (SHERIFF'	192.76	568
101-302-743.000	GAS AND OIL	BLARNEY CASTLE FLEET PRO	ACCT# BC397 - MANISTEE COUNTY SHERRIF	19.44	580
101-302-743.000		Total For Dept 302 SSCENT DRUG TEAM		212.20	
Dept 307 COURT SECURITY	GAS AND OIL	BLARNEY CASTLE FLEET PRO	ACCT# BC397 - MANISTEE COUNTY SHERRIF	115.08	580
101-307-743.000		Total For Dept 307 COURT SECURITY		115.08	
Dept 332 SNOWMOBILE PATROL	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	ACCT# BC397 - MANISTEE COUNTY SHERRIF	61.08	580
101-332-743.000		Total For Dept 332 SNOWMOBILE PATROL		61.08	
Dept 351 JAIL	PRISONER MEDICAL-CONTRACT	ALL ACCESS CARE PLLC	INMATE HEALTHCARE CONTRACT - NOV 25	13,363.83	564
101-351-760.000	PRISONER MEDICAL - CLAIMS	CORRECTIONAL RECOVERY	CLAIMS & FEES	999.68	566
101-351-760.001	PRISONER MEDICAL - CLAIMS	ALL ACCESS CARE PLLC	CLAIMS	200.00	584
101-351-760.001	PRISONER MEDICAL - MEDICATION/S	ALL ACCESS CARE PLLC	INMATE HEALTHCARE MEDICATION/SUPPLIES	1,681.50	564
101-351-760.002	PRISONER MEALS	CANTEEN SVCS. OF NORTHER	INMATE MEALS - 11/16/25 - 11/22/25	3,092.67	582
101-351-814.000	PRISONER MEALS	CANTEEN SVCS. OF NORTHER	INMATE MEALS - 11/23/25 - 11/29/25	2,918.05	582
101-351-814.000	PRISONER MEALS	CANTEEN SVCS. OF NORTHER	INMATE MEALS - 11/30/25-12/6/25	2,938.79	591
101-351-814.000	PRISONER MEALS	CANTEEN SVCS. OF NORTHER	INMATE MEALS - 12/7/25 - 12/13/25	3,079.66	599
101-351-814.000		Total For Dept 351 JAIL		28,274.18	
Dept 426 EMERGENCY MANAGEMENT	MILEAGE REIMBURSEMENT	ALVIN RISCHEL	MILEAGE REIMBURSEMENT	333.20	585
101-426-860.002		Total For Dept 426 EMERGENCY MANAGEMENT		333.20	
Dept 430 ANIMAL CONTROL	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	ACCT# BC397 - MANISTEE COUNTY SHERRIF	418.57	580
101-430-743.000		Total For Dept 430 ANIMAL CONTROL		418.57	
Dept 701 PLANNING	TELEPHONE	TELNET WORLDWIDE	ACCOUNT# 9940 (COURTHOUSE)	18.11	577
101-701-850.000					

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 101 GENERAL FUND					
Dept 701 PLANNING					
	TELEPHONE		Total For Dept 701 PLANNING	18.11	
Dept 711 REGISTER OF DEEDS			ACCOUNT# 9940 (COURTHOUSE)	10.87	577
101-711-850.000			Total For Dept 711 REGISTER OF DEEDS	10.87	
			Total For Fund 101 GENERAL FUND	89,056.84	
Fund 260 INDIGENT DEFENSE FUND					
Dept 000 GENERAL	HUMANITARIAN SUPPORT EXPENSE	MCKENZIE BRADFORD	HUMANITARIAN SUPPORT	137.67	573
260-000-727.007	HUMANITARIAN SUPPORT EXPENSE	MCKENZIE BRADFORD	HUMANITARIAN SUPPORT	144.19	598
260-000-727.007	WITNESS FEES	OPEN DOOR ASSESSMENTS, L	COURT ASSESSMENTS	200.00	592
260-000-808.000	WITNESS FEES	OPEN DOOR ASSESSMENTS, L	COURT SCREENINGS	100.00	600
260-000-808.000	TRAVEL	MCKENZIE BRADFORD	MILEAGE REIMBURSEMENT	404.74	589
260-000-860.000			Total For Dept 000 GENERAL	986.60	
			Total For Fund 260 INDIGENT DEFENSE FUND	986.60	
Fund 280 HEALTH INSURANCE FUND					
Dept 000 GENERAL	HEALTH INSURANCE - BUNDLE FEE (HRA/FLEX, VSP, BUNDLE - SEPT 2025	3,349.31	579
280-000-717.000	HEALTH INSURANCE - ADMIN		HRA/FLEX, VSP BUNDLE - DEC 2025	3,243.23	579
280-000-717.000	VSP - INSURANCE		HRA/FLEX, VSP, BUNDLE - SEPT 2025	1,424.01	579
280-000-717.011	VSP - INSURANCE		HRA/FLEX, VSP BUNDLE - DEC 2025	1,680.01	579
280-000-717.011			Total For Dept 000 GENERAL	9,696.56	
			Total For Fund 280 HEALTH INSURANCE FUND	9,696.56	
Fund 292 CHILD CARE FUND					
Dept 000 GENERAL	NON SCHEDULED PAYMENTS	GLORY LINKE	SUPPLIES REIMBURSEMENT	60.50	570
292-000-840.000	NON SCHEDULED PAYMENTS	GLORY LINKE	SUPPLIES	188.00	587
292-000-840.000	TELEPHONE	CARLY BAILEY	NOVEMBER MILEAGE REIMBURSMENT	50.00	565
292-000-850.000	TRAVEL	CARLY BAILEY	NOVEMBER MILEAGE REIMBURSMENT	537.60	565
292-000-860.000			Total For Dept 000 GENERAL	836.10	
			Total For Fund 292 CHILD CARE FUND	836.10	
Fund 295 AIRPORT AUTHORITY FUND					
Dept 000 GENERAL	CONTRACTED SERVICES - AIR SERVI		CORPORATE FLIGHT MANAGEM	522,632.00	576
295-000-801.001			AEAS ROUTE MBL-ORD-MBL (NOVEMBER 2025		
			Total For Dept 000 GENERAL	522,632.00	
			Total For Fund 295 AIRPORT AUTHORITY FUND	522,632.00	
Fund 296 JUVENILE JUSTICE FUND					
Dept 000 GENERAL	CONTRACTED SERVICES - SOCIAL SE	GLORY LINKE	DEC 25 - SOCIAL WORK SERVICES	4,333.00	570
296-000-801.000			Total For Dept 000 GENERAL	4,333.00	
			Total For Fund 296 JUVENILE JUSTICE FUND	4,333.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 737 OPEB TRUST FUND					
Dept 000 GENERAL					
737-000-717.000	HEALTH INSURANCE - HRA FEES	ADVANCED BENEFIT Solutio	HRA/FLEX, VSP, BUNDLE - SEPT 2025	487.04	579
737-000-717.000	HEALTH INSURANCE - HRA FEES	ADVANCED BENEFIT Solutio	HRA/FLEX, VSP BUNDLE - DEC 2025	513.27	579
737-000-717.002	HEALTH INSURANCE PREMIUMS - AMA	SILVERSCRIPT	RETIREE PRESCRIPTIONS	2,045.03	595
737-000-717.002	HEALTH INSURANCE PREMIUMS - AMA	AMA INSURANCE AGENCY, IN	RETIREE'S MEDICAL INSURANCE - JAN 202	6,597.00	596
737-000-717.011	VSP - INSURANCE	ADVANCED BENEFIT Solutio	HRA/FLEX, VSP, BUNDLE - SEPT 2025	293.06	579
737-000-717.011	VSP - INSURANCE	ADVANCED BENEFIT Solutio	HRA/FLEX, VSP BUNDLE - DEC 2025	293.06	579
		Total For Dept 000 GENERAL		10,228.46	
		Total For Fund 737 OPEB TRUST FUND		10,228.46	

GL Number Invoice Line Desc Invoice Description Amount Check #

Fund Totals:

Fund 101	GENERAL FUND	89,056.84	
Fund 260	INDIGENT DEEE	986.60	
Fund 280	HEALTH INSURA	9,696.56	
Fund 292	CHILD CARE FU	836.10	
Fund 295	AIRPORT AUTHO	522,632.00	
Fund 296	JUVENILE JUST	4,333.00	
Fund 737	OPEB TRUST FU	10,228.46	

Total For All Funds: 637,769.56



Contract for

Hosted Online Index Books Renewal

Manistee County, Michigan

Kevin Mallison, Register of Deeds

July 18, 2025



Valsoft Corporation Inc., dba Cott Systems
2800 Corporate Exchange Dr.
Columbus, OH 43231
(800) 234-2688 | www.cottsystems.com



MASTER AGREEMENT FOR PRODUCTS AND SERVICES

This **Master Agreement for Products and Services** ("Master Agreement") is by and between Valsoft Corporation Inc., dba Cott Systems an Ohio Corporation with principal offices at 2800 Corporate Exchange Drive, Suite 300, Columbus, Ohio 43231 ("Cott") and Manistee County, Michigan ("Customer").

Cott will provide, and Customer will acquire, the products and services described in any applicable Addendum(s) to be executed by the parties. One or more Addendum(s) may be executed at any time during the term of this Master Agreement and will become part of, and be incorporated in, this Master Agreement at the time of execution.

TERMS AND CONDITIONS

1. **Term.** This Master Agreement will begin when it is signed ("Executed") by Customer and Cott and will continue to be binding until the Master Agreement and all Addendums have expired or terminated.
2. **Construction and Interpretation.** Subject headings are for convenience only. They do not define, limit or describe the scope or intent of the provisions of the Master Agreement. The Master Agreement, and any Addendum(s) shall be deemed to have been prepared jointly and any ambiguity shall not be interpreted against any party and shall be interpreted as if each of the parties had prepared the Master Agreement or Addendum(s). Statements set forth in any preamble or recitals are made for the purpose of providing background information. Such statements do not constitute representations, warranties or covenants of the parties.
3. **Conditions.** The Master Agreement, any Addendum(s) Executed by Cott and Customer, any attachments or exhibits thereto and these Terms and Conditions constitute the complete and exclusive agreement between Cott and Customer with regard to their subject matter, and supersede all prior or contemporaneous agreements, understandings, discussions or representations. The Master Agreement, any Addendum(s), may not be modified or amended except in writing signed by Cott and Customer. Acceptance of the offer presented by this Master Agreement, any Addendum(s), is limited to the terms set forth herein. The terms of this Master Agreement, including any Addendum(s), and Order Summary may not be edited or modified in any manner prior to signing by Customer. Any additional or different terms added to this Master Agreement, or any Addendum(s), by Customer will be considered proposals for additional terms to the contract and are hereby rejected, unless expressly accepted by Cott in writing prior to performance hereunder. Any term or provision of the Master Agreement that is invalid or unenforceable shall not affect the validity or enforceability of its remaining terms or provisions. No waiver of any term or provision will be effective unless in writing. No such waiver will be deemed a waiver of any subsequent default under the same or any other term or provision. Nothing herein expressed or implied is intended or shall be construed to give any person

other than the parties hereto any rights or remedies. The Master Agreement, any Addendum or part thereof, may be executed in counterparts, each of which when so Executed shall be deemed to be an original.

4. **Authority.** By execution of this Master Agreement, or any Addendum(s), Customer represents and warrants that this Master Agreement and Addendum(s), as the case may be, has been properly approved and authorized in accordance with the laws, rules, regulations and procedures governing Customer, and that the person(s) signing on behalf of Customer are authorized to bind Customer to the terms and conditions thereof.
5. **Confidentiality.** "Confidential Information" means any object code and machine-readable copies of any Cott software, written materials ("Documentation"), information, specifications, trade secrets, viewable pages, screen shots or other images of the "Service" (software, products, and services provided by Cott) covered in any Addendum intended for use or viewing only by employees of Customer (as opposed to the public at large) and any other proprietary information supplied to the Customer by Cott. Customer acknowledges that the Confidential Information constitutes valuable trade secrets and agrees that it will use the Confidential Information solely in connection with its internal use of the Service and will not disclose, or permit to be disclosed, the Confidential Information to any third party without Cott's prior written consent.
6. **Patent and Copyright Indemnification.** Cott will defend at its expense any action brought against Customer based upon a claim that the Service provided in any Addendum infringes any patent, copyright, trade secret or other proprietary right of any third party and pay any costs and damages finally awarded against Customer in such action, which are attributable to such claim, provided that Customer notifies Cott within fifteen (15) business days in writing of the claim and Cott is given the opportunity of fully participating in the defense and/or agrees to any settlement of such claim. Such indemnity, however, is specifically exclusive of any such claims which arise or result from the misuse of the Service; the use of the Service in combination with software not delivered or furnished by Cott; or use of the Service in the manner for which the same was neither designed nor contemplated. If Customer, as a result of a dispute regarding a proprietary right, is required to cease using the Service, Cott shall either (i) modify the Service so that Customer's use hereunder ceases to be infringing or wrongful, or (ii) procure for Customer the right to continue using the Service. If, after reasonable efforts, Cott is unable to achieve either (i) or (ii) above, either party shall have the right to terminate the affected Addendum upon thirty (30) calendar days written notice to the other.
7. **Indemnity.** Where permitted by applicable law, Customer agrees to indemnify and hold harmless Cott and its employees and agents from and against any claims, causes of action, losses, damages, costs or expenses (including reasonable attorneys' fees) arising out of or relating to the use of Customer's system by third parties and end-users.
8. **Assignment; Successors.** This Master Agreement, and any Addendum, will be binding upon and inure to the benefit of the parties hereto, and, except as otherwise specifically provided in the Master

- Agreement, their respective successors, and assigns; provided, however, that neither the Master Agreement and Addendum(s), nor any rights under the Master Agreement or Addendum(s), may be assigned, transferred, or encumbered by Customer, directly or indirectly, without, Cott's prior written consent. Cott may assign this Master Agreement or Addendum(s), or any interest herein, in connection with the transfer of substantially all of the assets or equity interest of Cott or one of its lines of business.
9. **Electronic Delivery.** This Agreement may be executed and delivered in counterparts (including by facsimile or other electronic transmission such as in .pdf or other electronic delivery format, any such delivery, an "Electronic Delivery"), all of which shall be considered one and the same agreement. This Master Agreement, to the extent delivered by Electronic Delivery, shall be treated in all manner and respects as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person including for evidentiary purposes.
 10. **Payments; Late Charges; Taxes.** Unless otherwise specified, all payments are due, without setoff, within thirty (30) calendar days after the date of invoice. Late charges not to exceed three percent (3%) per month, may be assessed by Cott on past due accounts unless prohibited by local law. Furthermore, Cott has the right to end all services and support covered in any Addendum should payment become past due. Reinstatement of services and support may be available to Customer pending receipt of payment of all past due amounts plus any reinstatement fees. Cott's fees are exclusive of all sales, use and similar taxes which may be levied as a result of procuring Cott's Service by Customer, which taxes shall be the responsibility of Customer. If Customer is exempt from any tax, Customer shall provide Cott with a valid certificate of exemption.
 11. **Notices.** Except as otherwise specified, any notice or other communication shall be in writing and deemed given when delivered in person, by: mail, fax, e-mail or other electronic means to Cott's headquarter in Ohio or Customer's offices and written confirmation of receipt is received, or two days after being sent by certified or registered United States mail, return receipt requested, postage prepaid, addressed to the party at the address set forth in the Master Agreement. Each party must notify the other party of any change in address for notices.
 12. **Governing Law.** The validity, interpretation and enforcement of this Master Agreement and all Addendums shall be governed by Ohio state law.
 13. **Warranty.** Other than any express warranties set forth in the Master Agreement or any applicable Addendum, **THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR INTENDED USE OR NONINFRINGEMENT.** Customer's sole and exclusive remedy for any failure of a product or service to conform to an applicable warranty shall be the repair of such product or refurbishing of such service according to the warranty. This exclusive remedy shall not have failed of its essential purpose. Customer specifically acknowledges that Cott's price for its Service is based upon the limitations of Cott's liability as set forth in these Terms and Conditions. These limitations shall survive any finding that the exclusive remedy of Customer failed of its essential purpose.

14. **Limitation of Liability.** IN NO EVENT SHALL COTT BE LIABLE FOR LOST PROFITS OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, LIQUIDATED OR PUNITIVE DAMAGES EVEN IF COTT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. In any event, Cott's liability in the aggregate shall not exceed the amount received by Cott from Customer under the Master Agreement during the Term of associated Addendum(s). No action under the Master Agreement may be brought by either party more than one year after the cause of action accrued, except that an action for nonpayment may be brought within one year after the date of last payment.
15. **Force Majeure.** Cott will not be liable for any delay or failure due to fire, explosion, action of the elements, strikes or other labor disputes, restrictions imposed by law, rules or regulations of a public authority, acts of military authorities, war, terrorist acts, cyber criminal acts, riots, civil disturbances, solar flares, interruptions, or delays of utilities, telephone or telecom service, interruption of transportation facilities, and any other cause which is beyond the reasonable control of Cott, and which, by the exercise of reasonable diligence, Cott is unable to prevent. The happening of such Force Majeure will extend the time of performance to such extent as may be necessary to enable it to complete performance after the cause or causes of delay or failure have been removed.
16. **Material Breach by Customer.** Cott may terminate an Addendum if the Customer materially breaches an Addendum and fails to correct the breach within thirty (30) business days following written notice specifying the breach. A "material breach" is defined as: a) Customer's violation of the Restriction of Use; b) Customer's unauthorized duplication of the Documentation; c) Customer's violation of its obligations with respect to Cott's Confidential Information; and d) Customer's failure to timely pay Cott all sums due hereunder. Such termination shall not relieve Customer's obligation to pay all fees accrued or sums due and remaining unpaid under the Addendum.
- Material Breach by Cott.** Customer may terminate an Addendum if Cott materially breaches an Addendum and fails to correct the breach within thirty (30) business days following written notice specifying the breach. A "material breach" is defined as: Cott's failure to reasonably perform its obligations hereunder. Such termination shall relieve Customer's obligation to pay fees accrued or sums due and remaining unpaid under the Addendum.
17. **Early Termination.** Customer may terminate an Addendum by providing sixty (60) calendar days written notice to Cott. Customer shall pay one hundred percent (100%) of the sum of the remaining monthly fees for the then-current term as liquidated damages and not as a penalty. Cott will cease providing the Service as described in the Addendum on the last day of the monthly term that occurs sixty (60) calendar days after Cott's receipt of the termination notice.
18. **Service Renewal.** Customer will be provided a new Agreement with any adjusted fees at least ninety (90) calendar days prior to the expiration of the then current term. Customer may elect not to renew by providing Cott written notice of non-renewal at least sixty (60) calendar days prior to the scheduled expiration of the then current term. If a new Agreement has not been executed and written notification of non-renewal has not been provided prior to the expiration of the then current term,

this Agreement and all corresponding Addendums will automatically renew for successive one-year terms at a fee increase not to exceed twenty-five percent (25%) of the current fees.

- 19. **Order of Precedence.** Where possible, the terms of this Master Agreement and the terms of each Addendum will be construed consistently. Where not possible, the terms of this Master Agreement will control unless specifically preempted by the terms of an Addendum, in which case the Addendum will control.
- 20. **Non-Solicitation.** Customer agrees not to encourage or solicit any employee to leave Cott's employment or to hire Cott employees while this Master Agreement is in effect and for a period of three (3) years after expiration.
- 21. **Fees.** The fees set forth in this Agreement are subject to an annual increase of five percent (5%) per year. This increase shall take effect on each anniversary of the Effective Date during the Term of this Agreement. The adjusted fees shall be deemed automatically accepted by the Customer unless otherwise agreed in writing by both parties. All other terms and conditions of this Agreement shall remain in full force and effect.

The Terms and Conditions, attached herein, govern the provision of products or services by Cott under this Master Agreement and any Addendum executed by Cott and Customer. Cott and Customer have executed this Master Agreement to be effective as of the date it is signed by both Cott and the Customer

Manistee County, Michigan

(County, Parish, Town)

VALSOFT CORP, INC. dba COTT SYSTEMS

CUSTOMER

(Signature) (Date)

(Signature) (Date)

David J. Scheine
(Print Name)

(Print Name)

Chief Executive Officer
(Print Title)

(Print Title)

(Attest)

(Signature) (Date)

Customer acknowledgement required on additional page(s.)

Please digitally sign and initial; or print, sign, and initial original copy.

Once contract is signed, please fax or email the **entire** contract to Cott.

To: **Cott Systems | ATTN: Finance Dept. | 1.866.540.1072 | contracts@cottsystems.com**

ONLINE INDEX BOOKS HOSTED SERVICES ADDENDUM

This **Online Index Books Hosted Services Addendum** ("Addendum") is by and between Valsoft Corporation Inc., dba Cott Systems ("Cott") and Manistee County, Michigan ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's **Master Agreement for Products and Services**.

- 1. Term.** The initial term of this Addendum will begin on the date this Addendum is entered into and continue for the Initial Service Term specified. The expiration shall occur on the last day of the month of the applicable anniversary of the Go-Live Date. For example, if the Go-Live Date is March 15, the initial term will expire March 30 of the applicable year.
- 2. Services.** During the term, Cott will host and make available to Customer the service specified and described (the "Service"). The Service may be used only by current employees, staff, public searchers and authorized officials of the Customer and only in accordance with any use limitations specified (collectively, the "Limitations on Use"). Cott will make available through the Service online user help instructions and provide written materials as deemed applicable by Cott in connection with the deployment of the Service (the "Documentation").
- 3. Customer Link.** Customer is responsible for procuring and maintaining a high capacity internet service line and any specified security measures according to the specifications (the "Customer Link") in order to ensure proper transmission of the Service. Customer is required to have current anti-virus protection on all workstations that update the Hosted System. Cott relies on the Customer during the initial implementation and throughout the service term to verify from time to time that their internet service is properly functioning. Wireless connections in Customer's office are not supported.
- 4. Data Presented.** While the Service allows for excluding certain data from being viewable when accessing the Hosted System, Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information. Cott exercises no control over, and specifically rejects any responsibility for the form, content, accuracy or quality of information of the Customer passing or obtained through or resident on the Hosted System. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing of the Customer's data and images on the Hosted System. Customer will be responsible for implementing and carrying out such standards, and Customer is responsible for any data input errors. Customer will permit Cott to include in the viewable portion of Customer's website customary terms of use applying to Customer's end-users, and any provisions reasonably required by Cott from time to time.
- 5. Customer's End-Users.** Customer will support all queries and training required by Customer's end-users. Customer's end-users are not covered by this Service or by Cott Customer Support. This includes, though not limited to, public searchers and internet users of Customer's system. Customer is responsible for establishing, managing and monitoring accounts with such end-users and will require

all end-users to agree to and abide by terms of use containing terms reasonably acceptable to Cott in connection with the use of Customer's system. Cott and Customer agree that end-users are not permitted to copy data and images in a bulk scraping fashion using a software program (aka data mining). Cott cannot control or eliminate such activity though does take reasonable steps to monitor against and block such activity to protect both parties' internet bandwidth capacity and the Customer's data and images.

6. **Ownership of Service and Data.** Nothing in this Addendum shall be construed to grant Customer any ownership right in the Service, Cott's software or the Documentation. Cott and Customer agree that Cott is the owner of the Service. Customer is the owner of the Customer's data on the Hosted System. Customer owns all rights and privileges to such data and Cott will not remarket or claim ownership in it.
7. **Disclaimer of Warranty.** **COTT DISCLAIMS ANY AND ALL RESPONSIBILITY OR LIABILITY FOR THE ACCURACY, CONTENT, DISCLOSURE, COMPLETENESS, LEGALITY OR RELIABILITY OF INFORMATION DISPLAYED AS A RESULT OF THE USE OF THE SERVICE. EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICE, THE HOSTED SYSTEM OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE SERVICE, THE HOSTED SYSTEM OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.**
8. **Service Availability.** Excluding certain conditions such as those listed below, Cott commits to provide 99.5% uptime for the Service during each calendar quarter of the Term, excluding regularly scheduled maintenance times. Conditions that are not covered under Service Availability include: a) Connectivity provided by Customer's internet service provider; b) Uptime/reliability of Customer's network; c) Uptime of Customer's hardware; d) Scheduled outages or Maintenance; e) Unexpected interruption due to an unauthorized third party intrusion; f) Any problems with network providers, such as: network applications, equipment, omissions of network provider, local provider service interruptions. The above conditions are provided as examples and do not represent all possible conditions.
9. **Service Maintenance.** Regular maintenance of the Service by Cott is required. The maintenance time will be communicated to Customer and is completed during non-working hours, typically scheduled to occur at night and/or on the weekend. Cott also reserves the right to interrupt the Service for unscheduled maintenance when necessary and only interrupt the Service during normal work hours when absolutely necessary.
10. **Updates.** Customer will be required to accept updates, patches and new releases, whether to the Network Software or the Hosted System, that Cott deems necessary or desirable in order to maintain

or optimize the performance of the Service. This includes running an optimization procedure on each hosted station to increase operational efficiencies and performance.

11. **Security and Data Protection.** Cott implements numerous security and data protection procedures within Cott's data center to protect Customer's data. These procedures include: a) Active/passive firewall configuration to prevent unapproved port access; b) Use of core configuration to reduce server security attack surface; c) Host Intrusion Detection System (HIDS) to monitor suspicious activity; and, d) Backup strategies storing multiple copies of Customer's data on varied technology solutions at different locations. While Cott is diligent in using multiple procedures to prevent unauthorized access to protected data, Customer acknowledges that it is virtually impossible to eliminate this risk one-hundred percent (100%) of the time due to the public nature of the internet.
12. **Defect Warranty.** Cott warrants that the Service will perform as intended. Customer shall give Cott prompt notice of any defect. If Cott determines that the Service is defective and is covered by the warranty, Cott will remedy the deficiency. Cott will be afforded a commercially reasonable period of time to remedy the deficiency and will not be considered in breach if Cott commences to cure the deficiency within such period and diligently proceeds towards the remedy of the deficiency. The foregoing are Customer's sole and exclusive remedies for breach of this warranty. This warranty is expressly contingent upon proper use and application of the Service at all times in accordance with the Documentation. The warranty does not apply if malfunctions or errors are caused by defects in Customer's associated equipment, software or networks or a deficiency in the Customer Link.
13. **Implementation.** There will be a scheduled time for Cott to install the Service. Customer acknowledges that implementation delays requested by the Customer may cause Customer to incur additional fees.
14. **Training.** Cott will provide training to the Customer on the operation of the Service. Cott will make available through the Service online user help instructions and Documentation as deemed applicable by Cott in connection with deployment of the Service. Customer acknowledges that additional charges will apply for training requested by the Customer that is beyond what is outlined.
15. **Customer Support.** Cott's Customer Support program is included in the hosted service offering and contains two elements as it relates to Cott provided products: 1) Cott provides customer support services and, 2) Cott provides software update services. Provided Customer is not then in breach of their contract or delinquent in payments, the Customer Support program provides Customer with unlimited phone support and unlimited remote connection support by way of a central contract person at the Customer site. The Customer Support program also entitles Customer to receive, at no additional charge, software patches ("Patches") and software releases ("Releases") to the current version of any Cott software underlying the Service which increase the speed, efficiency or ease of operation of the Service. Patches typically are driven by Cott's Technical Support where the reported issue is deemed a 'bug'. Releases are a group of enhancements to the current version of the existing software modules and are evaluated by a Cott committee prior to development and implementation. Any hardware or equipment upgrades at Customer's site that are necessary in order to install and run

the Releases will be the responsibility of the Customer. Cott Systems reserves the right to charge an hourly fee for support related to any hardware not purchased through Cott Systems. This includes, but is not limited to, printer or equipment setup and installation services requested by the customer through Customer Support.

16. **Fees.** Cost of the Service ("Fees") during the Term are specified. Ongoing Monthly Fees will begin on the first (1st) of the month following the date the Service is active ("Go-Live Date") and then will be subsequently invoiced in advance of services rendered. Customer acknowledges there is a limited time to implement the software and, in the event, not all the software is installed at the time of the initial implementation, Cott will begin invoicing Customer for the total fees for the all software specified within ninety (90) calendar days of the initial Go-Live Date.
17. **Increase in Storage Capacity.** Customer acknowledges that the Customer's fees are based, in part, on the number of instruments, images, transactions in the databases, the number of Cott software products in place and the annual filing volume (collectively, the "Storage Factors"). If at any time Cott determines that the storage capacity should be upgraded to accommodate an increase in any one or more of the Storage Factors or if bandwidth should be upgraded to accommodate the Hosted System, Cott will inform Customer of the price increase which will go into effect the next monthly billing cycle. Cott reserves the right to pass through any increases in hosting fees whether related to Customer's usage or related to increased costs from Cott's hosting provider.
18. **Standard Terms.** Cott's Master Agreement for Products and Services also applies to the provision of products and services by Cott under this Addendum and the terms of such Agreement are hereby incorporated by reference. The terms actually set forth in this Addendum will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

The terms of this Addendum govern the provision of the Service by Cott under this Addendum.

X Customer Acknowledgement: _____ Date: _____

RECORDhub SERVICE ADDENDUM

This **RECORDhub Service Addendum** ("Addendum") is by and between Valsoft Corporation Inc., dba Cott Systems ("Cott") and Manistee County, Michigan ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's **Master Agreement for Products and Services**.

RECORDhub offers online search access to the indexing systems of participating recording jurisdictions where copies of publicly recorded index data and images ("Data") are available through subscriptions utilizing a user profile with various access and payment options ("Service"). The Service provides the Customer's external internet search users ("Users") with the ability to connect and subscribe to a software search application which stores the Customer's records on a shared infrastructure through the internet, ("Cloud"). The Cloud based Service provides secure public internet access to Data of the Customer's choosing and is funded by Users. Each recording jurisdiction has their own fee schedule that adheres to their State, and their local statues. Incorporating Data from many jurisdictions allows Users to receive both the convenience and the value of substantial amounts of Data in one location, combined with one centralized accounting for subscription and search activity.

TERMS AND CONDITIONS

1. **Term.** This Addendum will begin when it is signed ("Executed") by Customer and be binding for the full period the Service is active ("Term").
2. **Internet Requirement.** Customer is responsible for procuring and maintaining a secured high capacity internet service line in order to transfer Data for the Service. Customer acknowledges that the grade of internet connection obtained and the degree of dedication to Cott's Service will affect the overall performance of the Service. To provide the Service, Cott relies on the Customer to verify that their internet service line is properly functioning.
3. **Anti-Virus Protection.** Customer is required to have current anti-virus protection on all servers and stations that update the Service with Data.
4. **Data Presented.** Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information within the Data. Cott exercises no control over, and specifically rejects any responsibility for the form, content, accuracy, completeness or quality of the Customer's Data passing through, obtained through or resident on the Service. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing. Customer will be responsible for implementing and carrying out such standards, and Customer is responsible for any Data input errors. Data available consists of records that the Customer has indicated are available for general public viewing via the service. These steps are performed and controlled by the Customer at each individual recording jurisdiction and are not within the control of Cott. Customer will permit Cott to include in the viewable portion of the search site customary terms of use applying to Customer's Users, and any

provisions reasonably required by Cott as needed. Cott acknowledges Data or search results from the Service are not an official record.

5. **Users.** Use of the Service will be subject to Terms of Use and other conditions set forth on the site. Customer will address support queries from Users as it relates to Data content or explanation of search. Customer is required to designate a primary support contact in their office with whom Cott Customer Support personnel may interact. Cott will support site access queries from Users specifically with subscriptions and purchasing images as it relates to access, financial transactions associated with the Service and delivery of purchased Data, Cott is NOT responsible for addressing queries from Users about searching data or interpreting any Data. Cott is responsible for establishing, managing and monitoring accounts with such Users and will require all Users to agree to and abide by terms of use containing terms reasonably acceptable to Cott in connection with the use of Customer's system. Cott and Customer agree that Users are not permitted to copy Data in a bulk scraping fashion using a software program (aka data mining). Cott cannot control or eliminate such activity though does take reasonable steps to monitor against and block such activity to protect internet bandwidth capacity and the Customer's Data. The payment processing account or internet merchant account which enables Users to pay fees or charges incurred in the use of the Service is provided by an independent vendor. Neither the Customer nor Cott is responsible for the conduct of the vendor including the collection, storage or confidentiality of Users' personally identifiable information. Cott does not store personally identifiable information on its servers.

6. **Ownership of Service and Data.** Nothing in this Addendum shall be construed to grant Customer any ownership right in the Service, domain name for RECORDhub or written materials ("Documentation"). Cott and Customer agree that Cott is the owner of the Service. Customer is the owner of the Customer's Data stored by the Service. Cott will have sole authority regarding the design, look and feel of the RECORDhub site. Customer grants Cott the right and license to use, publish and display Customer's name, mark or other symbol of office on or in association with the Service and any advertising or associated marketing materials. Customer grants Cott a worldwide right and license to use, reproduce, distribute, transmit and publicly display Data in connection with the RECORDhub Service and operation of the Service. The Service is hosted on behalf of the Customer by Cott.

7. **Disclaimer of Warranty.** **RECORDHUB AND THE DATA ARE PROVIDED ON AN "AS IS, AS AVAILABLE" BASIS. COTT DISCLAIMS ANY AND ALL RESPONSIBILITY OR LIABILITY FOR THE ACCURACY, CONTENT, DISCLOSURE, COMPLETENESS, LEGALITY OR RELIABILITY OF DATA DISPLAYED AS A RESULT OF THE USE OF THE SERVICE. EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICE, OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE SERVICE, OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.**

8. **Service Availability.** Excluding certain conditions such as those listed below, Cott commits to provide 95% uptime for the Service during each calendar quarter of the Term, excluding regularly scheduled maintenance times. Conditions that are not covered under Service Availability include: a) Connectivity provided by User's internet service provider; b) Uptime/reliability of User's network; c) Uptime of User's hardware; d) Scheduled outages or Maintenance; e) Unexpected interruption due to an unauthorized third party intrusion; f) Any problems with network providers, such as: network applications, equipment, omissions of network provider, local provider service interruptions. The above conditions are provided as examples and do not represent all possible conditions.
9. **Service Maintenance.** Regular maintenance of the Service by Cott is required. The maintenance time will be communicated to Users and is completed during non-working hours, typically scheduled to occur at night and/or on the weekend. Cott also reserves the right to interrupt the Service for unscheduled maintenance when necessary and only interrupt the Service during normal work hours when absolutely necessary.
10. **Service Updates.** Updates to maintain and optimize the performance of the Customer's land records software will be scheduled by Cott. These updates may also include software enhancements. The Customer will accept and receive all updates in order to continue using the RECORDhub Service.
11. **Security and Data Protection.** Cott implements numerous security and data protection procedures within Cott's data center to protect Customer's Data. These procedures include: a) Active/passive firewall configuration to prevent unapproved port access; b) Use of core configuration to reduce server security attack surface; c) Host Intrusion Detection System (HIDS) to monitor suspicious activity; and, d) Backup strategies storing multiple copies of Customer's Data on varied technology solutions at different locations. While Cott is diligent in using multiple procedures to prevent unauthorized access to protected Data, Customer acknowledges that it is virtually impossible to eliminate this risk one-hundred percent (100%) of the time due to the public nature of the internet.
12. **Defect Warranty.** Cott warrants that the Service will perform as intended. Should Customer identify a deficiency, Customer shall give Cott prompt notice. If Cott determines that the Service is not performing as intended, Cott will remedy the deficiency. Cott will be afforded a commercially reasonable period of time to remedy the error and will not be considered in breach if Cott commences to cure, and diligently proceeds towards the remedy of, the deficiency within such period. The foregoing are Customer's sole and exclusive remedies for breach of this warranty. This warranty is expressly contingent upon proper use and application of the Service at all times. The warranty does not apply if malfunctions or errors are caused by defects in User's associated equipment, non-Cott software, networks, or a deficiency in Customer's internet link.
13. **Training.** Cott will make available through the Service online user help instructions and documentation as deemed applicable by Cott in connection with the Service.

14. **Fees.** Any applicable fees for the initial setup will be paid to Cott by Customer. Any banking fees incurred such as a change or return notification will be deducted from the next monthly payment to the Customer. RECORDhub fees will be paid by Users and will be mutually agreed upon by Cott and Customer based on the Exhibit For Subscriptions And Rates. Each RECORDhub fee transaction will include a convenience fee that applies equally to all Users. Cott is responsible for fees associated with maintaining a payment processing account and an internet merchant account.
15. **Revenue.** Revenue is generated by search access subscriptions and search or image print results requested by Users ("Revenue"). Rates for subscriptions and results will be mutually set by Cott and Customer and will comply with any applicable state legislation regarding the amount of revenue a jurisdiction can collect. Convenience fees are a) applied to each RECORDhub fee transaction, b) are not counted as Revenue and c) are set solely by Cott. Revenue generated by the Service during the Term will be paid to the Customer as outlined on the Order Summary page and Cott will strive to pay the Customer by the 15th business day of the month for activity that occurred the previous month. Cott will have the authority to adjust fees to Users from time to time but will do so in consultation with Customer.
16. **DIS Project.** At the Customer's discretion, the revenue payable to the Customer may be applied towards future Cott Data and Image Service projects ("DIS Projects"). Any such designation will be specified on the Order Summary page and will show on the Customer's account at Cott as a credit. DIS Projects include reindexing projects using an existing index, historical indexing projects using original records, backfile conversion projects for records and Online Index Book projects, any of which may involve scanning of hardcopy indexes or record books or digitizing of microfilm, microfilm jackets or aperture cards.
17. **Termination.** In the event of any Service termination, no refunds to Users will be made. Customer is entitled to receive payment for Services through date of service termination.

X Customer Acknowledgement: _____ **Date:** _____

HOSTED ONLINE INDEX BOOKS RENEWAL ORDER SUMMARY

RENEWAL TERM: 12/1/2025 THROUGH 11/30/2028

1. **Online Index Books (OIB) with Records.** For continued use/access.
2. **User Licenses.** Unlimited search, rights to use software for term of contract.
3. **Deployment.** Hosted deployment, access via RECORDhub.
4. **GB of Images (Storage Factors).** 67 GB.
5. **RECORDhub eCommerce Gateway.** For continued use/access.
 - **Software Application Access.** Hosted OIB.
 - **Image Print Revenue.**
 - One hundred percent (100%) to Customer.
 - **Non-Image Print Revenue.**
 - Sixty percent (60%) to Customer.
 - Forty percent (40%) to Cott.
 - **Subscription Plan(s).** Per minute search plans available. Rates for subscription plans and image prints mutually set by Cott and Customer.
 - **Payment to Customer.** Monthly.
 - **Banking Charges.** Applies to change or return notifications. \$10 each occurrence.
6. **Requirements.**
 - *Authorized access to Cott systems products (excluding RECORDhub) is limited to Manistee County, Michigan employees, no access may be granted to third-party suppliers.*
7. **Software Assurance.** Included.
 - Software Assurance allows unlimited phone support and unlimited remote support.
 - Software Assurance provides software patches and releases to the current version of our software to increase speed, improve efficiencies, and the ease of operation for you and your staff.

Lease Fees | Schedule of Payments | Service Term 3 Year

Invoice issued Annually

\$ 2,700 / per year

TERM: the new three (3) year contract term is effective from 12/1/2025 through 11/30/2028.

X Customer Acknowledgement: _____ **Date:** _____

SPECIFICATION SHEET

Customer to provide the following:

Work & Search Stations

Use one of the following supported browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox

Broadband High-Speed Access

* If acquiring new hardware for Online Index Books please contact your sales representative for additional assistance.

SERVICE LEVEL AGREEMENT FOR COTT SYSTEMS HOSTED SOLUTIONS

Service Level Commitment

Cott Systems commits to provide 99.5% uptime with respect to the Customer's Service during each quarter of the Term, excluding regularly scheduled maintenance times. Customer will be required to accept updates, patches and new releases, whether to the Network Software or the Hosted System, that Cott deems necessary or desirable in order to maintain or optimize the Service.

Certain conditions deemed to be not under Cott's control shall not be covered under this Service Level Agreement. These conditions include, but are not limited to:

- Connectivity provided by Customer's ISP (example, the customer link)
- Uptime or reliability of Customer's network
- Uptime of Customer's hardware
- Unexpected interruption due to an unauthorized third party intrusion
- Other scheduled outages
- Packet loss
- Problems with underlying network providers: network or applications, equipment of facilities, acts or omissions of any underlying network provider, any use or user of the service authorized by an underlying network provider, Force Majeure (see Addendum) or local access provider outages or service interruption.

Scheduled and Unscheduled Maintenance

Regularly scheduled maintenance does not count as downtime. Maintenance time is regularly scheduled if it is communicated in accordance with the notice section set forth below at least two full business days in advance of the maintenance time. Regularly scheduled maintenance time will typically be scheduled a week in advance, scheduled to occur at night on the weekend, and take less than 10 hours per quarter. Cott Systems provides notice that every Sunday night from 10:00 PM - 10:30 PM EST is reserved for routine scheduled maintenance as needed.

Cott Systems reserves the right to take down the service for unscheduled maintenance at any time. Such unscheduled maintenance will be counted against the uptime guarantee.

Updates and Notices

This Service Level Agreement may be amended by Cott Systems only after providing 30 days advance notice. Notice will be communicated to the person designated as Administrator of your system or of your Cott System's account. Notices will be delivered by e-mail, or on the authentication screen of your software portal.

Customers to accept /receive updates as Cott deems necessary to appropriately maintain & optimize the hosted environment. This will help us keep customers on the same version in this environment.

Customer is responsible for antivirus protection on stations that update the hosted site with index data and/or images.

Services Cott Provides

- Management of server infrastructure to support the Cott software applications in the hosted environment, including:
 - Assure maintenance and warranty coverage.
 - Manage all security and software updates for all hardware and systems contained within the hosted environment.
 - Manage disaster recovery backups.
 - Maintain high availability & redundancy.
- Support access and utilization of the Cott software applications in the client's environment, including:
 - Troubleshooting of Citrix issues.
 - Assisting Customer's IT resources in resolving issues with printers, scanners, workstations, etc.

Services Customer Provides

- Equipment in the Customer's office, including Domain Controller and inclusive of managing antivirus software provisions.
- Manage and support in the Customer's office all configuration of network, internet, firewall, workstations, peripherals and other client-owned technology.
- Communicate details on all users who need access to the Cott solution.
- Maintain backups of all data and systems not part of the Cott hosted environment.

CUSTOMER SUPPORT EXHIBIT

Customer Support Structure

Our automated system directs incoming Customer calls to the appropriate Customer Support Specialist. Customer Support is organized into product centric teams. This structure allows each Specialist to develop expertise in a concentrated area of Cott's vast offerings. Team members are encouraged to work together to resolve issues and use all resources available to answer your questions timely and accurately.

Contacting Customer Support

Cott Customer Support is available using any of the follow methods:

- **CUSTOMER SUPPORT PORTAL:** <https://valsoft-cottsystems.na4.teamsupport.com>
 - Customers can submit tickets, track support requests, and browse our knowledge base of information with how-to instructions.
- **TOLL FREE HOTLINE:** 800-588-COTT
- **EMAIL:** support@cottsystems.com
- **FAX:** 866-540-1072

Escalation Procedures

If you are not satisfied with the service provided by Cott's Customer Support Specialists, please let us know. We have weekly meetings to discuss Customer input and determine what is needed to improve our support processes. Please contact Cott's Customer Support Manager to discuss matters of concern:

- **Lynda Gilbert**
Director of Client Success
Office: 800-234-COTT, Ext. 242
Email: lynda.gilbert@cottsystems.com

REQUEST FOR PROPOSAL
TO PROVIDE
INFORMATION TECHNOLOGY MANAGED
SERVICES
FOR
The County of Manistee
Due
December 10, 2025

THE COUNTY OF MANISTEE, MICHIGAN
REQUEST FOR PROPOSALS

THIS REQUEST IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE COUNTY OF MANISTEE WITH A SERVICE IN ACCORDANCE WITH THE ACCOMPANYING SPECIFICATIONS.

SPECIFICATIONS FOR: Information Technology Managed Services

DUE DATE: **December 10, 2025 at 4:00p.m.**

CONTRACT PERIOD: **2026 with options for 2027, 2028**

SUBMIT PROPOSALS BEFORE PROPOSAL DUE DATE AND TIME TO: Administration
415 Third Street
Manistee, MI 49660

TERMS AND CONDITIONS: Enclosed in Proposal

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1.0 GENERAL INTENT OF THE REQUEST FOR PROPOSALS

1.1 This request for proposal (RFP) outlines the nature and scope of the Information Technology Managed Services for THE COUNTY OF MANISTEE Michigan.

1.2 Vendor or Vendor with principals, spouses of principals, or any other stakeholders who are also employed by THE COUNTY OF MANISTEE, shall be deemed not eligible to submit proposals on this project. The County reserves the right to disqualify any proposal that it determines does not comply with the laws of the State of Michigan, policies of the County or creates a conflict, or the appearance of a conflict, of interest for the County.

2.0 PROJECT BACKGROUND

2.1 Introduction

THE COUNTY OF MANISTEE has 180 full time employees supported by IT, working in COUNTY facilities in The COUNTY OF MANISTEE.

The County needs a Managed Service Provider to respond to business needs for timely, agile and effective IT services to support the changes of the County's operations and the pace of technology changes.

2.2 Counties IT

THE COUNTY OF MANISTEE has a dedicated IT Director presently. It is expected that the successful bidder for this contract:

1. Understand government business processes, mobility, and utilize technology to make government most efficient.
2. Be an advocate for the County with recommendations for new technology, security, backup services, planning and budgeting.
3. Significant progress continues to be made in this transformation to update infrastructure. The successful bidder should expect to continue with projects and recommendations.
4. THE COUNTY OF MANISTEE IT primarily uses Microsoft line of products for office products and server technology with a few exceptions. Law enforcement uses CJIS information in compliance with Michigan State Police and CJIS requirements.
5. Some facilities are connected with site-to-site VPNs.

3.0 SCOPE OF WORK

THE County of Manistee is seeking proposals for Information Technology Managed Services to serve as a business partner in the delivery of managed IT and Cybersecurity services. Qualified Vendors must be:

1. Insured to the County requirements
2. Experienced and qualified managed services Vendor
3. Certified in applicable cybersecurity certifications for security program management and data analysis.
4. Have the names of all personnel on file with LEIN Services of Michigan State Police as having passed background check.

Managed Services Categories:

If Vendors are not proposing for all services included in the RFP, proposals must clearly identify which services are being proposed on. Vendors are asked to hold pricing submitted for a minimum of 90 days after the proposal due date.

3.1 Service Desk Support:

Currently, THE County of Manistee employees log approximately 70 support calls per month.

The in-house service desk team supports over 100 employees with COUNTY OF MANISTEE, MANISTEE COUNTY 9-1-1 CENTRAL DISPATCH AND MANISTEE COUNTY BLACKER AIRPORT with a total of the following devices:

- 180 PC systems, 30 Mobile CAD Systems, and 30 in-car Video Systems.

Required Services for Service Desk Support:

1. Vendor shall provide end user and backend application support. Support can be received via phone, e-mail, ticketing solution, in person, or via remote desktop connection.
2. Vendor Support technicians must possess relevant knowledge and troubleshooting skills in order to determine if the issue can be resolved at their level or if the issue needs to be escalated to a Level II/III.
3. Vendor shall provide a monthly status report updating the services provided. This report must include a narrative of the provided service(s) and time spent for resolution.

3.2 Network Infrastructure Monitoring and Network Administration:

The network consists of the following devices:

- Approximately 40 Aruba managed switches across multiple sites
- 2 unmanaged switches at outlying locations
- 24 managed access points across multiple sites
- 6 Firewalls
- Approximately 210 total workstations
- VPN capabilities – VPN for Police Cars and remote users, 12 LTE Modems

Required Services for Network Infrastructure Monitoring and Network Administration:**a. Network Infrastructure Monitoring:**

1. Vendor shall provide a managed service solution that ensures visibility into the entirety of IT infrastructure operations.

2. Vendor must include the entire network fabric, for both wired and wireless networks, and should monitor traffic at every level. These tools shall monitor:
 - Switches
 - Firewall
 - Wireless Access Points
 - Network LAN switches and bandwidth
3. Vendor monitoring must be available 24x7x365 and personnel will be expected to participate in monitoring. Vendor shall respond to critical alerts.

b. Network Administration:

1. Vendor shall provide a network managed service that ensures visibility into the entirety of IT infrastructure operations.
2. Vendor shall provide engineers to provide their expertise to design, implement, and maintain County networks.
3. Vendor shall also manage the network for security concerns, growth and changing infrastructure requirements.
4. Vendor shall assist with the following professional services:
 - Network Administrator
 - Network Architect
 - Chief Information Officer

3.3 Microsoft Servers, VMware, and SQL Server Administration:

Vendor shall administer County's Microsoft servers that are currently on premise. In the future County may have servers hosted as Infrastructure As-a-Service (Azure or AWS) to be administered by Vendor.

THE COUNTY OF MANISTEE currently has:

- Server
 - 14 Windows and Linux Servers including three Hyper-V Clusters
- Multiple Microsoft SQL DBS Approximately 200 TB of SAN Storage

Required Services for Microsoft Services and SQL Server Administration:

Required services include the following but not limited to:

- Windows server administration including Hyper- V experience
- Active Directory administration
- Backup and Disaster recovery

1. Microsoft Server Administration:

- Vendor shall provide certified Windows Server administration, including performance troubleshooting and optimization.

2. SQL Database Server Administration:

- Vendor shall provide certified Microsoft SQL Server database administration (or equivalent experience) resources to keep database resources up to date and assist with database creation, migration, troubleshooting, performance optimization, high availability configuration and maintenance as well as general database maintenance.

3. Vendor shall provide monitoring of Servers to include:

- Storage levels with appropriate warning alerts

4. Vendor shall provide the following professional services:

- Microsoft Server Administrator
- Storage Administrator
- Microsoft SQL Administrator
- Microsoft Office 365 Administrator

3.4 Backup

Vendor will adopt existing backup solutions. County is using Veeam for tape archiving and Quest for disk snapshots.

3.5 Desktop Support

THE COUNTY OF MANISTEE IT currently supports 180 desktop workstations. We are currently in the process of updating our workstations. Deployment model is a full client install on each workstation.

Required Services for Desktop Support:

A. Workstation provisioning and readiness

1. Vendor must provide desktop services including imaging, support, patching, software packaging/deployment, managed extended detection & response (MDR), troubleshooting of desktop environment.
2. Proposals must support the counties workstation rotation model; (to be determined). Vendor must work with THE COUNTY OF MANISTEE to determine workstation make and models selected.

B. Physical deployment of workstations and peripherals

- Support for the following related services below. This service is for “last mile deployment” only to end-users of the peripherals and services related to workstations.
 - Workstations/laptops - Including physical deployment and setup of devices, new workstations, re-deployment of existing workstations, and rotation (decommission) of existing workstations, and deployment of MDCs in patrol cars.
 - Local Printers/Scanners

Vendor shall provide the following professional services:

- Desktop technician
 - Level 1 – basic troubleshooting and install
 - Level 2 – intermediate issues possibly involving interaction with third party vendors

3.6 Security & Compliance:

Required Services for Security & Compliance:

The Vendor should have capabilities in multiple security areas, including:

1. Vendor shall perform ongoing Information Security assessments and document findings and recommendations for improvement and remediation to THE COUNTY OF MANISTEE environment.
2. Vendor shall provide certified Cybersecurity Information Systems Security Practitioner (CISSP) to manage information security program.
3. Network and Application Security testing and monitoring
 - Incident Response: Identifying and responding to threats and issues in THE COUNTY OF MANISTEE’S environment including those within its data regardless of if it’s on premise, in-cloud or in a hosted solution such as Office365 and other hosted environments. This includes but is not limited to preparation, detection and analysis, containment, eradication, recovery, reporting, and post-incident recommended activities to prevent future incidents.
4. Security Policy reviews including but not limited to:
 - Access Management
 - Password Management
 - Remote Access/Multifactor authentication
 - Active Directory Management
 - Personnel Training/Guidance
 - Internet Content Filtering
 - Software Deployment Standards
5. Intrusion Testing and Systems Hardening

- Review and recommend system hardening procedures
- Annual policy and procedure compliance testing for:
 - Payment Card Industry (PCI)
 - Health Insurance Portability and Accountability Act (HIPAA)
 - Criminal Justice Information Services (CJIS)
 - Friend of Court (FOC)(MDHHS)

- 6. Annual Penetration/vulnerability testing of internal and external applications, systems and networks

- 7. Annual Security, penetration and vulnerability testing for wireless networks

3.7 Professional Services:

THE COUNTY OF MANISTEE IT as part of the bid, requires the successful bidder to be proficient in the following areas:

- Desktop support
- Infrastructure support
- Network support
- Cybersecurity

Required Services for Professional Services:

1. Vendor shall provide on-site or remote engineers/technicians as required to perform County migrations, cybersecurity management and execution, system administration, network infrastructure administration, database administration, server/storage administration, desktop administration and report building, projects and planned maintenance, documentation and data collection.

4.0 PROPOSAL ORGANIZATION

The proposal should consist of the following information in the outline indicated.

4.1 General Information

- 4.1.1 Identify the Vendor's and its legal status (i.e., corporation, partnership, etc.), address, name of single point of contact, single point of contact information, and name of person with binding authority to enter into contracts.

4.2 Understanding/Statement of Interest

- 4.2.1 Indicate the Vendor's knowledge and understanding of the Counties request and their capabilities to carry out the scope of work.

4.2.2 Describe Vendor's history, financial resources, capabilities, and stability. Provide information demonstrating Vendor's ability to fiscally manage and monitor services proposed.

4.3 Service Approach: Vendors are encouraged to respond to every service section.

4.3.1 Provide a complete description and your approach to the managed services to be provided for each of the required services set out in **Section 3, Scope of Work**. This must include a clear understanding of what the Vendor will provide and what the Vendor expects the County will provide. Include in this section your organizations hours of operations, after hours support.

4.3.3 Include a description of the proposed methodology and any innovative methods or concepts that might be recommended as being particularly beneficial to THE COUNTY OF MANISTEE.

4.3.5 Describe your plan for Quality Control and identify roles and responsibilities for each quality control task for each service category.

4.4 Personnel

4.4.1 Indicate the current number of employees trained and available to provide all of the required services in each of the proposed service categories.

4.4.2 A detailed description of the Vendor's sales, account management, and technical services teams assigned to THE COUNTY OF MANISTEE. Include biographies and numbers of years working in the capacity proposed with the Vendor.

4.4.3 Provide a certification list for technical staff in each service category proposed.

4.5 References

4.5.1 Identify 3 current references that THE COUNTY OF MANISTEE may contract regarding experience for proposed services outlined in this RFP. Identification of each reference shall include:

- Contact name and title
- Contact address and telephone
- Contact email

4.6 Contract Terms and Conditions

4.6.1 Vendor shall submit written example of terms and conditions for the work described in their proposal. The County will review and may propose amendments to that contract or provide alternative contract language.

4.7 Cost Model

4.7.1 Vendors shall submit an annual pricing model for each proposed service for a one year, two year and three-year contract. Pricing must be comprehensive for the proposed service and must include implementation, migration, and ongoing costs. In pricing model, the following should be considered:

- Costs not identified in the cost proposal will not be entertained during contract negotiations.
- Vendor will not be a hardware partner

4.7.2 Cost proposals must be submitted in Electronic or hard copy form. If Hard copies are submitted Three (3) hard copies shall be in a **sealed envelope** and clearly labelled with Vendor's Name on the outside of the envelope.

5.0 CONDITIONS FOR PROPOSAL SUBMITTAL

5.1 Proposal Format

The proposal should be submitted on 8-1/2" x 11" soft bound sheets.

5.2 Questions

Vendors are asked to submit questions related to the specific project requirements and contents of proposal **in writing by December 01, 2025 to:**

**Gordon McLellan, IT
Manistee County
415 Third Street Manistee, MI 49660
gordon@manisteecountymi.gov**

Questions may be E-Mailed to **the above**. Written responses to all questions received will be furnished through an addendum to all Vendors by **December 05, 2025 at 4:00p.m.** No oral questions will be entertained prior to or after the deadline for written questions specified above. **Vendors are cautioned not to contact any THE COUNTY OF MANISTEE staff directly. Evidence of such contact may be cause for rejection of proposal.**

5.3 Proposal Submission/Deadline

Vendors are required to submit three (3) hard copies or electronic copies of their service proposal in one package/envelope. Both the proposal and the cost proposal must be submitted to the following address **by December 10, 2025 at 4:00p.m.** **Late proposals will not be accepted.**

**Managed IT Services
Administrator
County of Manistee
415 Third Street
Manistee, MI 49660**

Late proposals will not be accepted and will be returned to the Vendor unopened.

Proposals must be endorsed with the signature of a responsible official having the authority to bind the offer to the execution of the proposal. Each proposal must be submitted in a sealed envelope prominently marked on the lower left side as follows:

*PROPOSAL DUE DATE: no later than **December 10, 2025 at 4:00 p.m.***

VENDOR NAME: _____

Failure to do so may result in a premature opening of, post-opening of, or failure to open that proposal. Facsimile, oral, telephone, or telegraphic proposals are invalid and will not receive consideration.

5.4 Retention of Proposals

Upon submission, all proposals become the property of THE COUNTY OF MANISTEE, which has the right to use any ideas presented in any proposal submitted in response to this RFP, whether or not the proposal is accepted.

6.0 PROPOSAL EVALUATION

6.1 Method of Award

The County considers the subject matter of this proposal to be a professional service.

Although economic issues will be considered in the award process, emphasis will also be placed upon the quality of the service offered, experience factors, the competency of the prospective Vendor, and outside references.

6.2 Cancellation of Award

The County reserves the right, without any liability, to cancel the award of any proposals, at any time before the execution of the agreement documents by all parties.

6.3 Evaluation Procedures

It is the intent of the County to review all proposals and judge their merit. THE COUNTY OF MANISTEE will select a Vendor with which to begin negotiations to provide the County with Managed Services. The County may elect to invite final Vendors to present and/or demonstrate services during the evaluation period.

Failure of the Vendor to provide in the proposal any information requested in this RFP may result in disqualification of that proposal.

6.4 Criteria for Evaluation

The decision on selecting a Vendor for the project will be based on the following criteria:

6.4.1. Service Experience:

- Experience of Vendor
- Vendor Depth
- Similar Type Services
- Similar Size Services
- Vendor Stability
- Vendor References

6.4.2. Understanding/Compatibility

- Understanding of THE COUNTY OF MANISTEE Needs Based On Information Provided
- Interest/Commitment
- Thorough understanding of the various County customer's needs

6.4.3. Approach

- Work Plan / Timelines
- Schedule Management
- RFP Specifications
- Explanation of Quality Control and Assurances
- Vendors ability to provide multiple services

6.4.4. Cost

6.5 Oral Presentation

Following evaluation of proposals, Vendors may be required to give an oral presentation of their proposal to THE COUNTY OF MANISTEE. This will provide an opportunity for the Vendor to clarify or elaborate on specifics within their proposal. **Vendors will be expected to pay for any costs they incur for the oral presentation along with any costs associated with preparing and transmitting informational responses.**

6.6 Negotiation Procedures

The COUNTY OF MANISTEE furnished by the Vendor and will make a recommendation. In responding to the Request for Proposals, the Vendor is cautioned to address each of the evaluation factors in as much detail as possible and in the order that the factors are listed under **Section 4.0, Required Information.**

6.7 Rejection of Proposals

THE COUNTY OF MANISTEE reserves the right to reject any (or all) proposal(s) based on the evaluation criteria contained in this RFP. The County also reserves the right to cancel or amend this RFP at any time. Any changes in the status of the RFP will be brought to the attention of all parties that have received the same.

7.0 MISCELLANEOUS PROVISIONS

7.1 Contract Provisions

Proposals submitted in response to the RFP may become a part of any subsequent contract. If for any reason the selected Vendor deviates in any way from previous proposed services, the County may reject the proposal and begin negotiations with another Vendor.

7.2 Provisions for Sub-Contract

Vendor shall not subcontract any portion of the work to be performed under this contract nor assign this contract without the prior written approval of the authorized agent of the County.

7.3 Non-Discrimination

The responding Vendor must demonstrate that it has agreed not to discriminate in hiring practices on the basis of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, disability, or sexual orientation.

7.4 Lobbying

Any attempt to contact members of the County Board, or department heads involved or affected by the project, including second party contact, will result in immediate rejection of your proposal.

7.5 Limitations

THE COUNTY OF MANISTEE will not be responsible for any costs incurred by applicants in preparing proposals.

7.6 Addendum

A portion of equipment owned by the COUNTY and employed at the Sheriff's Office, Jail and 9-1-1 Dispatch center are considered critical infrastructure and may be relied on for life-safety application.

These systems are primarily supported by the referenced 3rd party vendor. The successful bidder for this RFP will sometimes be asked to work in parallel with these vendors to diagnose, troubleshoot or be the "hands-on" person to resolve issues, under guidance from a remote engineer. The successful bidder for this RFP will not be the primary contact for these systems and will not be bound to any specific service level agreement, however a best-effort spirit of cooperation is desirable.

- Jail door control system, support agreement with Johnson Controls
- In-car and body-cam video systems, support agreement with Motorola Systems Incorporated
- 800mhz trunked radio systems, support agreement with Tele-rad and Grand Traverse Mobile Communications, very rare that County IT is involved

- 9-1-1 PSAP phone system, support agreement with Peninsula Fiber and Entrado
- 9-1-1 Computer Aided Dispatch (CAD) system, support agreement with Central Square

Furthermore, Manistee County 9-1-1 Central Dispatch provides limited IT services for all law enforcement agencies operating within the County, including the Michigan State Police, the City of Manistee, and the Little River Band of Ottawa Indians. The scope of the service provided is limited to applications hosted and supported by the County, including but not limited to:

- Computer aided dispatch terminal systems, including the rugged laptop, LTE modem, VPN connection to the Dispatch firewall.
- TALON / TIMS web-based application, this app is hosted on a server at 9-1-1. Core technology provides remote support however the County occasionally provides in-person support to facilitate updates or installation on new equipment.
- Limited Internet access provided to the in-car computers to facilitate law enforcement activities.

**2026 WAYS AND MEANS COMMITTEE
MEETING SCHEDULE**

To comply with the Michigan Open Meetings Act 267 of 1976.

The **Manistee County Ways and Means Committee** will meet on the following dates in the **Board of Commissioners Meeting Room** located in the Manistee County Courthouse and Government Center, located at 415 Third Street, Manistee, Michigan 49660:

Wednesday	January 7, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	February 4, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	March 4, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	April 1, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	May 6, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	June 3, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	July 1, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	August 5, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	September 2, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	October 7, 2026	9:00 A.M. (2 nd Wednesday)
Wednesday	November 4, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	December 2, 2026	9:00 A.M. (1 st Wednesday)
Wednesday	January 6, 2027	9:00 A.M. (1 st Wednesday)

This meeting will be conducted remotely and live streamed using Zoom and in person in the Board of Commissioners Meeting Room. Live meeting can be viewed using Zoom:

Join Zoom Meeting
<https://us06web.zoom.us/j/83195614218> Password: 4153
Find your local number:
<https://us06web.zoom.us/j/kcOgEj8k7o>
Meeting ID: 831 9561 4218 Password: 4153

Manistee County will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon two weeks' notice to the Manistee County Administrator. Individuals with disabilities requiring auxiliary aids or services should contact Manistee County by writing or calling Lisa Sagala, Controller/Administrator, Manistee County Courthouse, 415 Third Street, Manistee, Michigan 49660; (231) 398-3504.

This notice was posted by Lindsey Marquardt, Administrative Secretary, to comply with Sections 4 and 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) on January 20, 2026 at 12:00 P.M. on the bulletin board located in the main lobby area of the Courthouse and Government Center, 415 Third Street, Manistee, Michigan 49660; giving notice for a regular meeting, posted at least 18 hours prior to the start of the meeting.

Signed: _____
Lindsey Marquardt
Administrative Secretary