



Wexford County

**BOARD OF COMMISSIONERS**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, January 21, 2026, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 437 E. Division St., Cadillac, MI 49601.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATION AND REPORTS
- H. PUBLIC COMMENT  
*Designated for topics on the agenda only.*
- I. CONSENT AGENDA  
*The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected. If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.*
  - 1. Approval of the January 07, 2026, Regular Meeting Minutes ..... 1
- J. AGENDA ITEMS
  - 1. Fox Motor Contract *(Executive 1/13/2026)* ..... 6
  - 2. Kalkaska Agreement for Veterans Services ..... 7
  - 3. Wexford Missaukee Friend of the Court TKS Proposal ..... 12
  - 4. Addendum to Interim Veterans Services Director Employment Agreement ..... 29
- K. ADMINISTRATOR’S REPORT
- L. CORRESPONDENCE
  - 1. FY 2026 1st Quarter Data Review for the Peer Recovery Coach .....30
- M. PUBLIC COMMENT  
*Open for any public comments.*
- N. LIAISON REPORT
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJOURN

**WEXFORD COUNTY BOARD OF COMMISSIONERS**

Regular Meeting \*Wednesday, January 7, 2026

Meeting called to order at 4:00 pm by Chairman Taylor

Roll Call: Present- Commissioners Aaron Sogge, Jason Nelson, Mark Nyman, Sandy Bengelink, Michael Bush, Gary Taylor, Jason Baughan and Brian Potter.

Absent- Julie Theobald

Pledge of Allegiance.

**Election of Board Vice Chairperson**

Chairman Taylor called for nominations for Board Vice Chair.

Comm Bush nominated Commissioner Theobald. This was seconded by Commissioner Bengelink.

No other nominations were made. The floor was then closed to any further nomination.

**All in Favor.**

**Additions/Deletions to the Agenda**

Deletion: K.9 Tyler Technologies Agreement – Juror Payments

Addition: K.11 Rehman Engagement Letter

**Approval of the Agenda**

**MOTION** by Comm Bush, seconded by Comm Bengelink to approve the agenda as amended.

**All in Favor.**

**Employee Recognition-** *None.*

**Presentation and Reports-** *None.*

**Public Comment-** *None*

**Consent Agenda**

1. Approval of the December 17, 2025 Regular Meeting Minutes
2. Approval of the December 22, 2025 Special Meeting Minutes

**MOTION** by Comm Bengelink, seconded by Comm Nyman to approve the Consent Agenda.

**All in favor.**

**Agenda Items**

1. A. Designation of Committee Chairs

Chairman Taylor stated that there would be no changes to the Committee Chairs.

**MOTION by Comm Bush, seconded by Comm Potter to accept the decision of the Board Chair designating committee chairs to the Finance & Appropriations, Human Resources & Public Safety, and Recreation & Building Committees.**

**All in Favor**

B. Assignment of Committee Members

Chairman Taylor stated that the Committee Members would remain the same for the Executive Committee, Human Resources/Public Safety and Finance Committee. Recreation and Building would be Commissioners Nyman, Nelson, and Bengelink

**MOTION by Comm Bush, seconded by Comm Baughan to accept the decision of the Board Chair designating committee members to the Finance & Appropriations, Human Resources & Public Safety, and Recreation & Building Committees.**

**All in Favor**

C. 2026 Meeting Schedule

**MOTION by Comm Bush, seconded by Comm Baughan to approve the 2026 Board and Committee Meeting Schedule.**

**All in Favor**

D. Board and Liaison Appointments

Chairman Taylor stated that Board and Liaison Appointments would remain the same except for Area Agency on Aging would now be appointed to Commissioner Taylor.

**MOTION by Comm Bush, seconded by Comm Bengelink to accept the Chair's 2026 Board and Liaison appointments to other Boards and Committees.**

**All in Favor**

2. Commissioner Code of Ethics

**MOTION by Comm Nelson, seconded by Comm Sogge to affirm Policy A-0.0, Code of Ethics and Conduct for Wexford County Commissioners.**

**Roll Call: Motion passed 8-0.**

3. Resolution 26-01 Wexford County Depository

**MOTION by Comm Nyman, seconded by Comm Bush to approve Resolution 26-01, Wexford County Depository.**

**Roll Call: Motion passed 8-0.**

4. Resolution 26-02 Reaffirming Policy No. E-1.0 Investment Policy  
**MOTION** by Comm Bengelink, seconded by Comm Bush to approve Resolution 26-02, Reaffirming Policy No. E-1.0 Investment Policy.

**Roll Call: Motion passed 8-0.**

5. Resolution 26-03 Civil Rights, ADA, & Family Leave Act  
**MOTION** by Comm Baughan, seconded by Comm Bush to approve Resolution 26-03, Civil Rights, Americans with Disabilities Act, and Family Medical and Family Leave Act.

**Roll Call: Motion passed 8-0.**

6. Resolution 26-04 Fair Housing
  - a. Fair Housing Policy Statement

**MOTION** by Comm Nyman, seconded by Comm Baughan to approve Resolution 26-04, Fair Housing.

**Roll call: Motion passed 8-0.**

7. Resolution 26-05 Public Act 152 Health Care Requirements  
**MOTION** by Comm Baughan, seconded by Comm Sogge to approve Resolution 26-05, Public Act 152, Health Care Requirements.

**Roll call: Motion passed 8-0.**

8. JustFOIA Contract  
**MOTION** by Comm Nyman, seconded by Comm Sogge to approve the JustFOIA Contract in the amount of \$11,221.00 for yearly cost with a one-time start-up fee of \$1,870.00 in the total amount for the first year of \$13,091.00 and authorize the Board Chair to sign on behalf of the County.

**Roll Call: Motion passed 8-0.**

10. Outfitting for Patrol Vehicles  
**MOTION** by Comm Baughan, seconded by Comm Bengelink to approve purchasing patrol vehicle equipment in the amount of \$413,175.00 with \$242,905.00 coming from leftover funds within the sheriffs 2025 budget and the remaining \$170,270.00 coming from the 2026 Pic funds.

**Roll Call: Motion passed 8-0**

11. Rehman Engagement Letter

**MOTION by Comm Nelson, seconded by Comm Bengelink to approve the Rehmnnn Engagement Letter in the amount of \$71,500.00 and authorize the County Administrator and the County Board Chair to sign on behalf of the County.**

**Roll call: Motion passed 8-0.**

**Administrator's Report-**

Administrator Porterfield welcomed all the commissioners. He noted that the heat has been fixed at the courthouse and the repair needed at the Friend of the Court roof unit would be done tomorrow.

Mr. Porterfield introduced Jodie Musta, the new analyst in Equalization, to the Board.

Administrator Porterfield mentioned that the County would now be getting ready for the yearly audit.

**Correspondence-** *None.*

**Public Comments-**

Don Koshmider, Cadillac, Michigan, welcomed the board members and wished everyone Happy New Year. Mr. Koshmider updated the Board on the progress of his alleged assault. He mentioned that only one of three assailants were going to be charged by the prosecutor. Mr. Koshmider mentioned that he was in the beginning stages of starting the recall process of the prosecutor and has been bull horning raising awareness to the public.

**Liaison Reports-** *None.*

**Board Comments-**

Comm Sogge talked about the recent EMS Training that he attended and mentioned that they did a walk through the Wexford County Road Commission building. He commented on how impeccable the building and operation was.

Comm Nyman wished everyone a Happy New Year and is looking forward to the upcoming year.

Comm Bush welcomed Jodie Musta to the county.

**Chairman's Comments-**

Comm Taylor welcomed Jodie Musta to the county and thanked everyone for attending.

**Adjourn**

**MOTION by Comm Bush, seconded by Comm Baughan to adjourn at 4:18 p.m.**

**All in favor.**

\_\_\_\_\_  
Gary Taylor, Chairperson

\_\_\_\_\_  
Karen Maury, Chief Deputy Clerk

Draft

**Agreement with Wexford County and Fox of Cadillac, LLC  
Regarding Snow Removal and Storage**

**Purpose and Parties**

This agreement entered into with the County of Wexford and Fox of Cadillac, LLC ("Fox") is to allow Fox of Cadillac, LLC to deposit snow from its parking lots unto the real estate owned by the County of Wexford; said property of Wexford being adjacent to that property of Fox of Cadillac, LLC, more specifically described as the Wexford County fairgrounds.

**Terms**

Fox of Cadillac, LLC shall be allowed to deposit any amount of snow which falls upon its property located directly north of the County Fairgrounds on the property currently owned by the County of Wexford. This agreement shall commence on the 1<sup>st</sup> of June, 2025, and shall continue through the 31<sup>st</sup> of May, 2028, at the end of which time this Agreement shall terminate.

**Costs**

All costs associated with the snow removal shall be borne entirely by Fox of Cadillac, LLC. Fox of Cadillac, LLC agrees to install and maintain a gate of sufficient size into the fence now separating the property of Fox of Cadillac, LLC and the Wexford County Fairgrounds so as to allow transport of the contemplated snow from the property of Fox of Cadillac, LLC to the property of Wexford County.

**Risk of Loss**

All risk of loss occasioned by the use of the fairground property for the storage or placement of snow associated with this contract shall be borne solely by Fox of Cadillac, LLC and Fox of Cadillac, LLC acknowledges the assumption of risk associated with the storage of snow upon the property owned by Wexford County and installation of the gate contemplated herein. Likewise Fox of Cadillac, LLC understands that said snow storage may create an Attractive Nuisance under the law and further understands that any liability stemming from such contemplated storage may be subject to the legal doctrine known as Strict Liability. Fox of Cadillac, LLC agrees to indemnify and hold harmless from any liability, with the exception of liability arising from the intentional or negligent acts of Wexford County agents or employees, Wexford County, its agents and assigns.

**Consideration**

The consideration for this Contract shall involve the County giving up its right to use the property for County activities and Fox of Cadillac, LLC agrees to install and maintain a proper gate, clean up and maintain safe snow storage and clean up any refuse or other things left on the property or found on the property in the spring, once the snow has melted. Fox of Cadillac, LLC also agrees to pay unto Northern District Fair Association the sum of \$1,000.00 annually for the use of the property to store snow on.

Agreed To Content and Form  
Fox of Cadillac, LLC

\_\_\_\_\_  
Fox of Cadillac, LLC, Agent  
Diane R. Maher, President & COO

1/13/2026  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of the Board, Wexford County  
Gary Taylor

\_\_\_\_\_  
Date

**AGREEMENT**

THIS AGREEMENT, is made and entered into by and between the COUNTY OF KALKASKA (hereinafter referred to as the "First Party") for the KALKASKA COUNTY DEPARTMENT OF VETERAN AFFAIRS (hereinafter referred to as the "Department") and the COUNTY OF WEXFORD (hereinafter referred to as the "Second Party").

**WITNESSETH:**

WHEREAS, the Second Party does not have a Veteran Affairs Department to render certain essential services to its residents who are veterans and/or to their dependents; and

WHEREAS, the First Party is willing to have its Department perform such services for such residents of the Second Party; and

WHEREAS, the Second Party desires the First Party's Department to perform such services for its residents who are veterans and/or their dependents.

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

**FIRST: Agreement Period and Termination.** The Department shall commence performance of the services and obligations required of it hereunder on the 3<sup>rd</sup> day of November, 2025, and shall, unless this Agreement is terminated as authorized herein, continue to provide said services and obligations indefinitely until the services are no longer necessary.

Notwithstanding any other provision in this Agreement to the contrary, this Agreement may be terminated by either party giving to the other party thirty (30) days prior written notice of such termination.

**SECOND: Activities to be Performed by the First Party.** It is expressly understood and agreed that the Department shall perform the services listed in the November 3, 2025 Memorandum regarding Contract Services to Wexford County Veterans Services Office attached Exhibit A, on behalf of the Second Party and for veterans and/or their dependents who are legal residents of the Second Party. The attached Exhibit A is incorporated by reference into this Agreement and made a part hereof.

In addition to providing services to veterans and/or their dependents who are residents of the Second Party at the Department's Offices at 303 S. Coral St., Kalkaska, MI 49646, by appointment only, Monday through Thursday between 8:00 a.m. and 1:00 p.m.

**THIRD: Compensation.** Second Party will reimburse First Party for hourly wage and benefits for the services in the amount of TWENTY-FIVE AND NO/100 DOLLARS (\$25.00) per hour from November 3, 2025, through December 31, 2025. Beginning January 1, 2026, the hourly wage and benefit reimbursement amount shall be TWENTY-SIX AND NO/100 DOLLARS (\$26.00).

It is expressly understood and agreed that the Second Party shall pay the First Party for the services provided by the Department under this Agreement, the sum of \_\_\_\_\_ (\$\_\_\_\_\_).

In the event that this Agreement is terminated as authorized in the FIRST section, the First Party's compensation shall be prorated to the effective date of termination. Any funds received by the First Party in excess of said prorated amount of compensation shall be returned to the Second Party.

**FOURTH: Nondiscrimination.** The parties hereto, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability or genetic information that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.

The parties hereto shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Michigan Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, as amended, and regulations adopted thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq) as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Agreement. In the event either party is found not to be in compliance with this FOURTH section, the non-breaching party may terminate this Agreement effective as of the date of delivery of written notification to the breaching party.

**FIFTH: Liability Insurance.** Both Wexford and Kalkaska shall procure, pay the premiums on, keep and maintain during the term of this Agreement liability insurance of appropriate types and amounts to cover liability arising from the activities which they are to perform under this Agreement.

**SIXTH: Choice of Law.** This Agreement and its performance shall be construed in accordance with, and governed by, the laws of the State of Michigan.

**SEVENTH: Compliance with the Law.** The parties to this Agreement shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations, including, but not limited to, those regulating the transporting, housing and care of prisoners.

**EIGHTH: Collective Bargaining.** It is expressly understood and agreed by Wexford and Kalkaska that the requirements of this Agreement shall not be construed as in any way affecting the collective bargaining agreements of either County.

**NINTH: Waivers.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

**TENTH: Amendment.** Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

**ELEVENTH: Assignment or Subcontract.** Neither of the parties to this Agreement shall assign or subcontract its duties and/or obligations under this Agreement.

**TWELFTH: Purpose of Section Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**THIRTEENTH: Complete Agreement.** This Agreement, and the attached Exhibit A, contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

**FOURTEENTH : Invalid/Unenforceable Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any state or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

**FIFTEENTH : Non-Beneficiary Contract.** This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.

**SIXTEENTH : Certification of Authority to Sign Agreement.** The people signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES TO THIS AGREEMENT FOR SERVICES TO WEXFORD COUNTY VETERANS HAVE FULLY SIGNED THIS AGREEMENT IN THE SPACES AND ON THE DATES SET FORTH BELOW.

COUNTY OF KALKASKA

By: Kohn Fisher  
Kohn Fisher, Chairperson  
County Board of Commissioners

Date: DEC 17<sup>TH</sup> 2025

COUNTY OF WEXFORD

By: \_\_\_\_\_  
Gary Taylor, Chairperson  
County Board of Commissioners

Date: \_\_\_\_\_

APPROVED AS TO LEGAL FORM FOR COUNTY OF KALKASKA  
COHL STOKER & TOSKEY, P.C.  
By: Gordon J. Love  
On: December 17, 2025

\\cst\dcompany\client\KALKASKA\Agreements\Agreements\Wexford Co. VA\Agr w Wexford Co for VA Services 2025.docx  
Kalkaska Co. #25-008E



Kalkaska County Department of Veterans Affairs  
 303 S. Coral Street ~ P.O. Box 1204  
 Kalkaska, MI 49646  
 231-258-3370 / 231-258-1183 [fax]

MEMORANDUM

Date: November 3, 2025

To: Joseph Porterfield, County Administrator, Wexford County  
 Wexford County Board of Commissioners  
 Patrick J. Whiteford, Interim County Administrator, Kalkaska County  
 Kalkaska County Board of Commissioners

From: Melanie Pauch, Director, Kalkaska County Department of Veterans Affairs

Re: Contract Services to Wexford County Veterans Services Office

The following proposal is made to help and assist the Wexford County Veterans Services office during their transition period of hiring a new Director and/or Veteran Service Officers. A more formal contract will be drafted by Kalkaska County if the following is acceptable to Wexford County.

1. The Kalkaska County Veterans Affairs office will be available to assist Veterans from Wexford County their dependents and survivors in obtaining any and all Federal, State and County benefits they may be eligible to receive during the transition period, beginning November 3, 2025 and continuing until services are no longer required.
2. The Kalkaska County Veterans Affairs office will be available, by appointment only, Monday through Thursday between 8:00 a.m and 1:00 p.m.
3. Wexford County will reimburse Kalkaska County for hourly wage and benefits in the amount of \$25.00 per hour through December 31, 2025. Beginning January 1, 2026 the hourly wage and benefit reimbursement amount would be \$26.00.

Respectfully submitted,

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Patrick J. Whiteford, Sheriff  
 Interim County Administrator

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Melanie Pauch, Director  
 Accredited County Veterans Service Officer  
 (NACVSO; TAL; DAV: VFW)

/mp



# TKS II SECURITY

YOUR WORLD. SECURED.

Proposal

ACCESS CONTROL

BURGLAR ALARMS

CAMERAS

FIRE ALARMS

INTERCOMS

MONITORING

EMERGENCY LINES

HOSTED & MANAGED

SYSTEMS

This Proposal has been carefully prepared for:  
Rob Kulpa

**Wexford Missaukee Friend of the Court - Camera adds and Panic Button**  
401 N Lake St # 800, Cadillac, MI 49601, USA

**Project Title and Location:**  
**Camera adds and Panic Button**  
401 N Lake St Ste 800,  
Cadillac MI 49601

## INTRODUCTION

Dear **Rob Kulpa**,

**Thank you**, for considering **TKS Security**. We keep things simple and transparent — so here’s the price, right up front. After that, we’ll show you how we got there and what it includes, so you know exactly what you’re getting.

**The price for this Proposal is: \$5,349.00**

*Expiration date: 01 / 30 / 2026*

While the price is important, we know there are other things that matter when choosing a Security and Life Safety Company. We are 100% committed to being the best Service Partner for our customers. Here is what that means for YOU :

- ✓ *TKS is a **licensed** Security and Fire Alarm Company*
- ✓ *Our staff is **knowledgable, trained and committed to providing world-class, customer service***
- ✓ *We install NDAA compliant video equipment.*
- ✓ *We are **experts** and designing, installing and servicing systems for **you***

Please review the attached Proposal at your convenience. Should you have any questions, please do not hesitate to reach out to us. **Thank you for considering TKS!**

Sincerely,  
Ryan Randolph

**TKS SECURITY**  
rrandolph@gotks.com  
616-318-5321

GOTKS.COM  
(888) 595-1115

## PROJECT INFORMATION

### CONTACT DETAILS

Customer/Business Name:	Wexford Missaukee Friend of the Court
Project Address:	401 N Lake St Ste 800, Cadillac MI 49601
Main Contact:	Rob Kulpa
Main Contact Phone Number:	231-779-9494 x 2001
Main Contact email address:	kulpar@michigan.gov

THIS IS A BOX SALE ONLY

THIS IS A SERVICE AGREEMENT ONLY

## Scope of work:

Add 4 new cameras to existing DW system:

- 1 - Meeting Room - Mediation Room
- 1 - Back of Court Room -- Referee Door
- 1 - Hallway Camera - West Hallway
- 1 - Outside of Front Entry Door - Field of view to cover front entry and outside benches/waiting area/sidewalk.

\*\*\*Some field of view adjustments are needed to a couple of the existing outside cameras -- Back Door and Parking Lot cams

\*\*\*Move an existing working monitor and replace the broken one/not working monitor. Customer has monitors onsite and doesn't need new monitors.

1 Panic Button to be added and mounted at Guard/Front Entry Desk.

**COVA-CAM SECURITY SYSTEM PRICING**

QTY	SKU	NAME		
4	DWC VSTB04Bi	COVA - CAM - 4MP - TURRET - FI (Wht)		
4	DWC-MT9JUNC	Junction box for fixed lens T9 turret cameras - White		
1	CAT6-WHT (500)	Cat6 Riser White 500ft Box		
4	WIRLBR	Wire Drop Labor - Installation, Termination		
1	MISC	Misc. Install Materials, Beam Clamps, Wire Rings, Wire Ties, J Hooks, Wire Mold Etc..		
16	INSLBR	Install Labor - Programming, Installation, Testing		
1	PRGRM	Programming, Commissioning, Setup		
1	1142-W	DMP Two-Button Hold Up Transmitter		
			Subtotal	<b>\$5,349.00</b>
			<b>Total</b>	<b>\$5,349.00</b>

**INVESTMENT**

**INITIAL INVESTMENT: \$5,349.00** not including tax.

**MONITORING/HOSTING SERVICES (SHOWN AS MONTHLY)**

Quantity	Description	Price	Subtotal
1	*Remote Video Service (RVS) 10-19 Cams	\$24.95	\$24.95
		<b>Subtotal</b>	<b>\$24.95</b>
		<b>Total</b>	<b>\$24.95</b>

**RECOMMENDED SERVICES (OPTIONAL)**

Quantity	Description	Price	Subtotal
1	Quality Service Program	\$100.00	\$100.00
		<b>Subtotal</b>	<b>\$100.00</b>
		<b>Total</b>	<b>\$100.00</b>

*Please select a QSP option:*

*If Declined: I accept service terms as outlined in contract.*

*If Accepted: No cost for future parts or labor as long as QSP is paid current. (Excludes physical damage. i.e. vandalism, acts of God, etc.)*

*I understand the parts/labor terms.*

**TKS SECURITY**  
 220 Cesar E. Chavez Ave SW, Grand Rapids, MI 49503  
 (888) 595-1115  
**STANDARD COMMERCIAL SECURITY AGREEMENT**

**Date:** Telephone No.: 231-779-9494 x 2001  
**Subscriber's Name:** Wexford Missaukee Friend of the Court Email Address.: kulpar@michigan.gov  
**Address:** 401 N Lake St ste 800, Cadillac, MI 49601, USA

1. TKS SECURITY (hereinafter referred to as "TKS" or "ALARM COMPANY") agrees to sell, install, and program, at Subscriber's premises, and Subscriber agrees to buy an electronic security system consisting of the equipment and services described in the **attached Schedule of Equipment and Services**.

**Total Purchase Price: \$\$\$5,349.00 + Tax if Applicable**  
 Down Payment: **\$\$\$2674.50 + Tax (you will receive an invoice with the total)**  
 Balance due upon completion of installation: **\$\$\$2674.50 + Tax**

2. **DESCRIPTION OF EQUIPMENT AND SERVICES (Select Services Provided):**

<input checked="" type="checkbox"/>	Monitoring Center Services	<input checked="" type="checkbox"/>	Repair Service	<input type="checkbox"/>	Inspections	<input checked="" type="checkbox"/>	Remote/Cloud Video Services
<input checked="" type="checkbox"/>	Video System	<input checked="" type="checkbox"/>	Access Control	<input type="checkbox"/>	Access Control Administration	<input type="checkbox"/>	Alarm Signal Verification
<input checked="" type="checkbox"/>	Cellular Network	<input type="checkbox"/>	Self-Monitoring	<input checked="" type="checkbox"/>	Burglar Alarm	<input type="checkbox"/>	Fire Alarm
<input type="checkbox"/>	Webcam Hosting	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

3. **PASSCODE TO CPU SOFTWARE REMAINS PROPERTY OF TKS / TITLE TO EQUIPMENT:** Provided Subscriber performs this agreement for the full term, upon termination TKS shall at its option provide to Subscriber the passcode to the CPU software or change the passcode to the manufacturer's default code. Software programmed by TKS is the intellectual property of TKS and any unauthorized use of same, including derivative works, is strictly prohibited and may violate Federal Copyright Laws, Title 17 of the United States Code, and may subject violator to civil and criminal penalties. Upon installation the Equipment shall be deemed Subscriber's personal property and shall not be considered a fixture, or an addition to, alteration, conversion, improvement, modernization, remodeling, repair or replacement of any part of the realty, and Subscriber shall not permit the attachment thereto of any apparatus not furnished by TKS. TKS' signs and decals remain the property of TKS and must be removed upon termination of this agreement.

4. **CHECK BOX FOR APPROPRIATE SERVICES:** Only services selected are included. **SERVICES AND RECURRING CHARGES:** All charges are billed in advance and are plus tax, if applicable (select one option):

<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>	Quarter Annually	<input type="checkbox"/>	Semi-Annually	<input type="checkbox"/>	Annually
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<input checked="" type="checkbox"/>	<b>(a) MONITORING CHARGES:</b> Subscriber agrees to pay TKS the sum of \$64.99 per month for the monitoring of the Security System for the term of this agreement.
<input type="checkbox"/>	<b>(b) SERVICE:</b> Unless a QSP is selected, subscriber agrees to pay TKS on a per call basis. If this agreement provides for service on a per call basis, Subscriber agrees to pay TKS for all parts and labor at time of service ( <b>Standard/Non-Emergency Rate: \$160.00/hour labor plus \$120 trip charge plus parts</b> ). Subscriber is not obligated to call TKS for per call service and TKS is under no duty to provide service except its warranty. <b>Subscriber to initial for per call service option:</b>

<input type="checkbox"/>	<p><b>(c) INSPECTION AND TESTING:</b> Subscriber agrees to pay TKS \$<i>N/A</i> per month for the term of this agreement for inspection service. If this option is selected TKS will make 4 inspection(s) per year. Unless otherwise noted in the Schedule of Equipment and Services inspection service includes testing of all accessible components to insure proper working order. If the system is UL Certified, the inspection will comply with UL requirements. TKS will notify Subscriber 3 days in advance of inspection date. It is Subscriber's responsibility to reschedule or permit access. Testing at inspection tests only that components are in proper working order at time of inspection unless otherwise reported to Subscriber at time of inspection. Inspection does not include repair. If sprinkler alarm or other device monitoring water flow is inspected the inspection does not include inspection or testing of sufficiency of water supply, for which TKS has no responsibility or liability.</p>
<input type="checkbox"/>	<p><b>(d) ALARM SIGNAL VERIFICATION:</b> Subscriber agrees to pay TKS the sum of \$<i>N/A</i> per month for the term of this agreement. If Subscriber selects Alarm Signal Verification as a service to be provided, or if Alarm Signal Verification is required by law, TKS or its designated Monitoring Center shall verify the alarm signal by electronic telephone communication, video verification or such other verification system deemed appropriate by TKS or as required by local law and only verified alarm conditions shall be communicated to police or fire department.</p>
<input checked="" type="checkbox"/>	<p><b>(e) REMOTE VIDEOD SERVICES (RVS):</b> Subscriber agrees to pay TKS the sum of \$24.95 per month for the term of this agreement. (Select Services Provided)</p>
<input checked="" type="checkbox"/>	<p><b>(f) ACCESS CONTROL ADMINISTRATION SERVICES:</b> Subscriber agrees to pay TKS the sum of \$66.00 per month for the term of this agreement. (Select Services Provided):</p> <p><input checked="" type="checkbox"/> Hosted Access Control      <input type="checkbox"/> Managed Access Control</p>
<input checked="" type="checkbox"/>	<p><b>(g) CELLULAR NETWORK:</b> Subscriber agrees to pay TKS the sum of \$<i>N/A</i> per month for the term of this agreement.</p>
<input type="checkbox"/>	<p><b>(h) SELF-MONITORING:</b> Subscriber agrees to pay TKS the sum of \$ per month for the term of this agreement, for self-monitoring services. Self-Monitoring is provided by third party vendors who facilitate signals and data from Subscriber's alarm system to Subscriber's Internet or Cellular connected device. Unless Subscriber has selected Monitoring Center Services, signals from Subscriber's security system will not be monitored by and no signals will be received by any professional Monitoring Center.</p>
<input type="checkbox"/>	<p><b>(i) CYBER SECURITY: COMPLIANT ENCRYPTION:</b> Subscriber agrees to pay TKS the sum of \$ per month for the term of this agreement for cyber security encryption services as specified in the Schedule of Equipment and Services. Cyber security compliance and conformance programs include guidelines in Underwriters Laboratory (UL), 2090 Cybersecurity Assurance Program or the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF). Encryption services are currently available for installation, inspection and monitoring of Camera and Access Control equipment which meets Advanced Encryption Standard specifications for encryption of electronic data established by the US National Institute of Standards and Technology (NIST), UL or any other established criteria for encryption.</p>



IN LIEU OF SEPARATE RECURRING CHARGES IN PARAGRAPHS 4(a)-(i) ABOVE, SUBSCRIBER SHALL PAY TKS SECURITY \$155.94 PER MONTH WHICH INCLUDES ALL THE CHECKED SERVICES IN PARAGRAPHS 4(a)-(i).

**5. TERM OF AGREEMENT / RENEWAL:** The term of this agreement shall be for a period of 10 years and shall automatically renew month to month thereafter under the same terms and conditions, unless either party gives written notice to the other of their intention not to renew the agreement at least 60 days prior to the expiration of any term. After the expiration of one year from the date hereof TKS shall be permitted from time to time to increase all charges by an amount not to exceed nine percent each year and Subscriber agrees to pay such increase. TKS may invoice Subscriber in advance monthly, quarterly, or annually at TKS' option. Unless otherwise specified herein, all recurring charges for 4(a)-(i) services shall commence on the first day of the month next succeeding the date hereof, all payments being due on the first day of the month.

**6. MONITORING CENTER SERVICES:** Upon receipt of an alarm signal, video or audio transmission, from Subscriber's security system, TKS or its designee Monitoring Center shall make every reasonable effort to notify Subscriber and the appropriate municipal police or fire department (First Responders) depending upon the type of signal received. Not all signals or transmissions will require notification to the authorities and Subscriber may obtain a written response policy from TKS. No response shall be required for supervisory, loss of communication pathway, trouble or low battery signals. Subscriber acknowledges that signals transmitted from Subscriber's premises directly to municipal police or fire departments are not monitored by personnel of TKS or TKS' designee Monitoring Center and TKS does not assume any responsibility for the manner in which such signals are monitored or the response, if any, to such signals. Subscriber acknowledges that signals and transmissions are transmitted over telephone lines, wire, air waves, internet, VOIP, radio or cellular, or other modes of communication, and pass through communication networks wholly beyond the control of TKS and are not maintained by TKS except TKS may own the radio network, and TKS shall not be responsible for any failure which prevents transmission signals from reaching the Monitoring Center or damages arising therefrom, or for data corruption, theft or viruses to Subscriber's computers if connected to the alarm communication equipment. Subscriber agrees to furnish TKS with a written Call List of names and telephone numbers of those persons Subscriber wishes to receive notification of alarm signals. Unless otherwise provided in the Call List, TKS will make a reasonable effort to contact the first person reached or notified on the list either via telephone call, text or email message. No more than one call to the list shall be required and any form of notification provided for herein, including leaving a message on an answering machine, shall be deemed reasonable compliance with TKS' notification obligation. All changes and revisions shall be supplied to TKS in writing. Subscriber authorizes TKS to access the control panel to input or delete data and programming. If the equipment contains video or listening devices permitting Monitoring Center to monitor video or sound then upon receipt of an alarm signal, Monitoring Center shall monitor video or sound for so long as Monitoring Center, in its sole discretion, deems appropriate to confirm an alarm or emergency condition. If Subscriber requests TKS to remotely activate or deactivate the system, change combinations, openings or closings, or re-program system functions, Subscriber shall pay TKS \$90.00 for each such service. TKS may, without prior notice, suspend or terminate its services, in TKS' sole discretion, in event of Subscriber's default in performance of this agreement or in event Monitoring Center facility or communication network is nonoperational or Subscriber's alarm system is sending excessive false alarms or runaway signals. Monitoring Center is authorized to record and maintain audio and video transmissions, data and communications, and shall be the exclusive owner of such property. All Subscriber information and data shall be maintained confidentially by TKS.

**7. REPAIR SERVICE:** Repair service pursuant to paragraph 4(b)(ii), includes all parts and labor, and TKS shall service upon Subscriber's request the security system installed in Subscriber's premises between the hours of 9 a.m. and 5 p.m. Monday through Friday, within reasonable time after receiving notice from Subscriber that service is required, exclusive of Saturdays, Sundays and legal holidays. All repairs, replacement or alteration of the security system made by reason of alteration to Subscriber's premises, or caused by unauthorized intrusion, water, insects, vermin, lightning or electrical surge, or caused by any means other than normal usage, wear and tear, shall be made at the cost of the Subscriber. Batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices no longer supported by communication pathways, obsolete components and components exceeding manufacturer's useful life are not included in service and will be repaired or replaced at Subscriber's expense payable at time of service. No apparatus or device shall be attached to or connected with the security system as originally installed without TKS' written consent.

**8. SUBSCRIBER REMOTE ACCESS:** If Remote Access is included in the Schedule of Equipment and Services to be installed and services provided by TKS, the equipment will transmit data via Subscriber's high speed Internet, cellular or radio communication service from remote device supplied by TKS or Subscriber's Internet or wireless connection device which is compatible with TKS' remote services. TKS will grant access to server permitting Subscriber to monitor the security system, access the system to arm, disarm and bypass zones on the system, view the remote video camera(s) and control other remote automation devices that may be installed or, when system design permits, connect the system to the Internet, over which TKS has no control. The remote services server is provided either by TKS or a third party. TKS shall install the camera(s) in a permissible legal location in Subscriber's premises to permit Subscriber viewing. TKS shall have no responsibility for failure of data transmission, corruption or unauthorized access by hacking or otherwise and shall not monitor or view the camera data. Electronic data may not be encrypted and wireless components of the alarm system may not meet Advanced Encryption Standard specifications for encryption of electronic data established by the US National Institute of Standards and Technology (NIST) or any other established criteria for encryption and TKS shall have no liability for access to the alarm system by others.

**9. WIRELESS AND INTERNET ACCESS CAPABILITIES:** Subscriber is responsible for supplying high-speed Internet access and/or wireless services at Subscriber's premises. TKS does not provide Internet service, maintain Internet connection, wireless access or communication pathways, computer, smart phone, electric current connection or supply, or in all cases the remote video server. In consideration of Subscriber making its monthly payments for remote access to the system, TKS will authorize Subscriber access. TKS is not responsible for Subscriber's access to the Internet or any interruption of service or down time of remote access caused by loss of Internet service, radio or cellular or any other mode of communication used by Subscriber to access the system. Subscriber acknowledges that Subscriber's security system can be compromised if the codes or devices used for access are lost or accessed by others and TKS shall have no liability for such third party unauthorized access. TKS is not responsible for the security or privacy of any wireless network system or router. Wireless systems can be accessed by others, and it is the Subscriber's responsibility to secure access to the system with pass codes and lock out codes. TKS is not responsible for access to wireless networks or devices that may not be supported by communication carriers and upgrades to Subscriber's system will be at Subscriber's expense. If Subscriber is Self-Monitoring, no signals will be received unless Subscriber has access to the selected mode of communication pathway such as cellular, radio or Internet service.

**10. ACCESS CONTROL SYSTEM OPERATION AND LIMITATIONS / ACCESS CONTROL ADMINISTRATION:** If Access Control is selected as a service to be provided and included in the Schedule of Equipment and Services, Access Control equipment shall be connected to a computer supplied by the Subscriber and connected to Subscriber's computer network. If data storage or backup is a selected service TKS or its designee shall store and/or backup data received from Subscriber's system for a period of one year. TKS shall have no liability for data corruption or inability to retrieve data even if caused by TKS' negligence. Subscriber's data shall be maintained confidential and shall be retrieved and released only to Subscriber or upon Subscriber's authorization or by legal process. Internet access is not provided by TKS and TKS has no responsibility for such access or IP address service. TKS

shall have no liability for unauthorized access to the system through the Internet or other communication networks or data corruption or loss for any reason whatsoever. If Access Control Administration is selected as a service to be provided TKS will maintain the data base for the operation of the Access Control System. Subscriber will advise TKS of all change in personnel and/or changes in access levels of authorization and restrictions, providing access card serial numbers or biometric data and such information that Subscriber deems necessary to identify personnel. All communication by Subscriber to TKS regarding personnel access must be in writing via email or fax to addresses designated by TKS. TKS shall have remote Internet access to the Subscriber's designated access control computer to program and make data base updates to the system. Subscriber is responsible for maintaining its computer and computer network and Internet access.

**11. AUDIO / VIDEO SYSTEM OPERATION AND LIMITATIONS:** If Audio / Video System is selected as a service to be provided and included in the Schedule of Equipment and Services, and if video equipment is attached to a recorder, it shall not be used for any other purpose. TKS shall be permitted to access and make changes to the system's operation on site and over the internet. If data storage is selected service, TKS shall store data received from Subscriber's system for one year. TKS shall have no liability for data corruption or inability to retrieve data even if caused by TKS' negligence. Subscriber's data shall be maintained confidential and shall be retrieved and released only to Subscriber or upon Subscriber's authorization or by legal process. Telephone or internet access is not provided by TKS and TKS has no responsibility for such access or IP address service. If system has remote access TKS is not responsible for the security or privacy of any wireless network system or router, and it is the Subscriber's responsibility to secure access to the system with pass codes and lock outs. TKS shall have no liability for unauthorized access to the system through the internet or other communication networks or data corruption or loss for any reason whatsoever. If audio or video devices are installed, Subscriber has been advised to independently ascertain that the audio or video devices are used lawfully. TKS has made no representations and has provided no advice regarding the use of audio or video devices, and it is Subscriber's sole responsibility to use the camera and audio devices lawfully.

**12. GUARD RESPONSE:** If guard response is specified as a service to be provided, upon receipt of an alarm signal, TKS or its subcontractor shall as soon as may be practical send one or more of its guards to the Subscriber's premises. Unless the guard determines that the alarm is a false alarm and that no situation requiring police or fire department services exist, the guard shall notify the Monitoring Center or police or fire department directly that an emergency situation exists and wait up to 15 minutes for the municipal police or fire department personnel or Subscriber to arrive at the premises and if permitted by the police shall assist in making a search of the premises to determine the cause of the alarm condition. If provided with keys to the premises the guard shall endeavor to secure the premises and repair the security equipment. However, Subscriber acknowledges that the guard is not required to enter the premises or to render any service to the security equipment and shall not be required to remain stationed at Subscriber's premises for more than 15 minutes after initial arrival. Subscriber authorizes the guard to take such action the guard deems necessary to secure the premises and reset the alarm, though Subscriber acknowledges that the guard may not be able to or may not have sufficient time to secure the premises or reset the alarm and put same in working order. If Subscriber requests TKS to station its guard at the premises for more than 30 minutes, and TKS has sufficient personnel to provide such service, and TKS makes no such representation that its personnel will be available, then Subscriber agrees to pay TKS \$95.00 per half hour plus tax for such service. Subscriber agrees to confirm the request to TKS to provide extended guard service by email, text or recorded conversation to TKS at the time request is made and TKS is authorized to ignore any request not confirmed within 15 minutes.

**LIMITED WARRANTY ON SALE**

13. In the event that any part of the security equipment becomes defective, TKS agrees to make all repairs and replacement of parts without costs to the Subscriber for a period of ninety (90) days from the date of installation. TKS reserves the option to either replace or repair the alarm equipment, and reserves the right to substitute materials of equal quality at time of replacement or to use reconditioned parts in fulfillment of this warranty. This warranty does not include batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices that are no longer supported by communication pathways, obsolete components, and components exceeding manufacturer's useful life. TKS is not the manufacturer of the equipment and other than TKS' limited warranty Subscriber agrees to look exclusively to the manufacturer of the equipment for repairs under its warranty coverage if any. **Except as set forth in this agreement, TKS makes no express warranties as to any matter whatsoever, including, without limitation to, unless prohibited by law, the condition of the equipment, its merchantability, or its fitness for any particular purpose and TKS shall not be liable for consequential damages.** TKS does not represent nor warrant that the security system may not be compromised or circumvented, or that the system will prevent any loss by burglary, hold-up, or otherwise; or that the system will in all cases provide the protection for which it is installed. **TKS expressly disclaims any implied warranties, including implied warranties of merchantability or fitness for a particular purpose.** The warranty does not cover any damage to material or equipment caused by accident, misuse, attempted or unauthorized repair service, modification, or improper installation by anyone other than TKS. Subscriber acknowledges that any affirmation of fact or promise made by TKS shall not be deemed to create an express warranty unless included in this agreement in writing; that Subscriber is not relying on TKS' skill or judgment in selecting or furnishing a system suitable for any particular purpose and that there are no warranties which extend beyond those on the face of this agreement, and that TKS has offered additional and more sophisticated equipment for an additional charge which Subscriber has declined. Subscriber's exclusive remedy for TKS' breach of this agreement or negligence to any degree under this agreement is to require TKS to repair or replace, at TKS' option, any equipment which is non-operational. This Limited Warranty is independent of and in addition to service contracted under paragraph 4(b)(ii) of this agreement. This Limited Warranty gives you specific legal rights and you may also have other rights which vary from state to state. If required by law, TKS will procure all permits required by local law and will provide a Certificate of Workman's Compensation prior to starting work.

**GENERAL PROVISION**

14. **DELAY IN DELIVERY / INSTALLATION / RISK OF LOSS OF MATERIAL:** TKS shall not be liable for any damage or loss sustained by Subscriber as a result of delay in delivery and/or installation of equipment, equipment failure, or for interruption of service due to electric failure, strikes, walk-outs, war, acts of God, or other causes, including TKS' negligence or failure to perform any obligation. The estimated date work is to be substantially completed is not a definite completion date and time is not of the essence. In the event the work is delayed through no fault of TKS, TKS shall have such additional time for performance as may be reasonably necessary under the circumstances. Subscriber agrees to pay TKS the sum of \$1,000 per day for each business day the work is re-scheduled or delayed by Subscriber or others engaged by Subscriber through no fault of TKS on less than 24 hour notice to TKS. If installation is delayed for more than one year from date hereof by Subscriber or other contractors engaged by Subscriber and through no fault of TKS, Subscriber agrees to pay an additional 5% of the contract Purchase Price upon installation. Subscriber assumes all risk of loss of material once delivered to the job site. Should TKS be required by existing or hereafter enacted law to perform any service or furnish any material not specifically covered by the terms of this agreement Subscriber agrees to pay TKS for such service or material.

15. **TESTING OF SECURITY SYSTEM:** The parties hereto agree that the security equipment, once installed, is in the exclusive possession and control of the Subscriber, and it is Subscriber's sole responsibility to test the operation of the security equipment and to notify TKS if any equipment is in need of repair. Service, if provided, is pursuant to paragraphs 4 and 7. TKS shall not be required to service the security equipment unless it has received notice from Subscriber, and upon such notice, TKS shall, during the warranty or repair service plan period, service the security equipment to the best of its ability within 36 hours, exclusive of Saturday, Sunday and legal holidays, during the business hours of 9 a.m. and 5 p.m. Subscriber agrees to test and inspect the security equipment and to advise TKS of any defect, error or omission in the security equipment. In the event Subscriber complies with the terms of this agreement and TKS fails to repair the security equipment within 36 hours after notice is given, excluding Saturdays, Sundays, and legal holidays, Subscriber agrees to send notice that the security equipment is in need of repair to TKS, in writing, by certified or registered mail, return receipt requested, and Subscriber shall not be responsible for payments due while the security equipment remains inoperable. In any lawsuit between the parties in which the condition or operation of the security equipment is in issue, the Subscriber shall be precluded from raising the issue that the security equipment was not operating unless the Subscriber can produce a post office certified or registered receipt signed by TKS, evidencing that warranty service was requested by Subscriber.

16. **CARE AND SERVICE OF SECURITY SYSTEM:** Subscriber agrees not to tamper with, remove or otherwise interfere with the Security System which shall remain in the same location as installed. All repairs, replacement or alteration of the security system made by reason of alteration to Subscriber's premises, or caused by unauthorized intrusion, lightning or electrical surge, or caused by any means other than normal usage, wear and tear, shall be made at the cost of the Subscriber. Batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices that are no longer supported by communication pathways, obsolete components and components exceeding manufacturer's useful life, are not included in warranty or service under paragraph 4(b) (ii) and will be repaired or replaced at Subscriber's expense payable at time of service. No apparatus or device shall be attached to or connected with the security system as originally installed without TKS' written consent.

17. **ALTERATION OF PREMISES FOR INSTALLATION:** TKS is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in TKS' sole discretion for the installation and service of the security system, and TKS shall not be responsible for any condition created thereby as a result of such installation, service, or removal of the security system, and Subscriber represents that the owner of the premises, if other than Subscriber, authorizes the installation of the security system under the terms of this agreement.

18. **SUBSCRIBER'S DUTY TO SUPPLY ELECTRIC AND TELEPHONE SERVICE:** Subscriber agrees to furnish, at Subscriber's expense, all 110 Volt AC power, electrical outlet, ARC Type circuit breaker and dedicated receptacle, Internet connection, high-speed broadband cable or DSL and IP Address, telephone hook-ups, RJ31x Block or equivalent, as deemed necessary by TKS.

19. **LIEN LAW:** TKS or any subcontractor engaged by TKS to perform the work or furnish material who is not paid may have a claim against purchaser or the owner of the premises if other than the purchaser which may be enforced against the property in accordance with the applicable lien laws.

20. **INDEMNITY / WAIVER OF SUBROGATION RIGHTS / ASSIGNMENTS:** Subscriber agrees to defend, advance expenses for litigation and arbitration, including investigation, legal and expert witness fees, indemnify and hold harmless TKS, its employees, agents and subcontractors, from and against all claims, lawsuits, including those brought by third-parties or by Subscriber, including reasonable attorneys' fees and losses, asserted against and alleged to be caused by TKS' performance, negligence or failure to perform any obligation under or in furtherance of this agreement. Parties agree that there are no third-party beneficiaries of this agreement. Subscriber on its behalf and any insurance carrier waives any right of subrogation Subscriber's insurance carrier may otherwise have against TKS or TKS' subcontractors arising out of this agreement or the relation of the parties hereto. Subscriber shall

not be permitted to assign this agreement without written consent of TKS, which shall not unreasonably be withheld. TKS shall have the right to assign this agreement to a company licensed to perform the services and shall be relieved of any obligations herein upon such assignment.

**21. EXCULPATORY CLAUSE:** TKS and Subscriber agree that TKS is not an insurer and no insurance coverage is offered herein. The security system, equipment, and TKS' services are designed to detect and reduce certain risks of loss, though TKS does not guarantee that no loss or damage will occur. TKS is not assuming liability, and, therefore, shall not be liable to Subscriber or any other third party for any loss, economic or non-economic, business loss or interruption, consequential damages, in contract or tort, data corruption or inability to retrieve data, personal injury or property damage sustained by Subscriber or others as a result of equipment failure, human error, burglary, theft, hold-up, fire, smoke, water or any other cause whatsoever, regardless of whether or not such loss or damage was caused by or contributed to by TKS' breach of contract, negligent performance to any degree in furtherance of this agreement, any extra contractual or legal duty, strict products liability, or negligent failure to perform any obligation pursuant to this agreement or any other legal duty, except for gross negligence and willful misconduct.

**22. INSURANCE / ALLOCATION OF RISK:** Subscriber shall maintain a policy of Comprehensive General Liability and Property Insurance for liability, casualty, fire, theft, and property damage under which Subscriber is named as insured and TKS is named as additional insured and which shall on a primary and non-contributing basis cover any loss or damage TKS' services are intended to detect to one hundred percent of the insurable value or potential risk. The parties intend that the Subscriber assume all potential risk and damage that may arise by reason of failure of the equipment, system or TKS' services and that Subscriber will look to its own insurance carrier for any loss or assume the risk of loss. TKS shall not be responsible for any portion of any loss or damage which is recovered or recoverable by Subscriber from insurance covering such loss or damage or for such loss or damage against which Subscriber is indemnified or insured. Subscriber and all those claiming rights under Subscriber waive all rights against TKS and its subcontractors for loss or damages caused by perils intended to be detected by TKS' services or covered by insurance to be obtained by Subscriber, except such rights as Subscriber or others may have to the proceeds of insurance.

**23. LIMITATION OF LIABILITY:** SUBSCRIBER AGREES THAT, EXCEPT FOR TKS' GROSS NEGLIGENCE AND WILLFUL MISCONDUCT, SHOULD THERE ARISE ANY LIABILITY ON THE PART OF TKS AS A RESULT OF TKS' BREACH OF THIS CONTRACT, NEGLIGENT PERFORMANCE TO ANY DEGREE OR NEGLIGENT FAILURE TO PERFORM ANY OF TKS' OBLIGATIONS PURSUANT TO THIS AGREEMENT OR ANY OTHER LEGAL DUTY, EQUIPMENT FAILURE, HUMAN ERROR, OR STRICT PRODUCTS LIABILITY, WHETHER ECONOMIC OR NON-ECONOMIC, IN CONTRACT OR IN TORT, THAT TKS' LIABILITY SHALL BE LIMITED TO THE SUM OF \$250.00 OR 6 TIMES THE MONTHLY PAYMENT FOR SERVICES BEING PROVIDED AT TIME OF LOSS, WHICHEVER IS GREATER. IF SUBSCRIBER WISHES TO INCREASE TKS' AMOUNT OF LIMITATION OF LIABILITY, SUBSCRIBER MAY, AS A MATTER OF RIGHT, AT ANY TIME, BY ENTERING INTO A SUPPLEMENTAL AGREEMENT, OBTAIN A HIGHER LIMIT BY PAYING AN ANNUAL PAYMENT CONSONANT WITH TKS' INCREASED LIABILITY. THIS SHALL NOT BE CONSTRUED AS INSURANCE COVERAGE AND NOTWITHSTANDING THE FOREGOING, TKS' LIABILITY SHALL NOT EXCEED ITS AVAILABLE INSURANCE COVERAGE.

SUBSCRIBER ACKNOWLEDGES THAT THIS AGREEMENT CONTAINS EXCULPATORY CLAUSE, INDEMNITY, INSURANCE, ALLOCATION OF RISK AND LIMITATION OF LIABILITY PROVISIONS.

**24. LEGAL ACTION / BREACH / LIQUIDATED DAMAGES / AGREEMENT TO BINDING ARBITRATION:** The parties agree that due to the nature of the services to be provided by TKS, the payments to be made by the Subscriber for the term of this agreement form an integral part of TKS' anticipated profits; that in the event of Subscriber's default it would be difficult if not impossible to fix TKS' actual damages. Therefore, in the event Subscriber defaults in any payment or charges to be paid to TKS, Subscriber shall be immediately liable for any unpaid installation and invoiced charges plus 80% of the balance of all payments for the entire term of this agreement as LIQUIDATED DAMAGES and TKS shall be permitted to terminate all its services, including but not limited to terminating monitoring service, under this agreement and to remotely re-program or delete any programming without relieving Subscriber of any obligation herein.

**SUBSCRIBER ACKNOWLEDGES THAT THIS AGREEMENT CONTAINS A LIQUIDATED DAMAGE CLAUSE.**

The prevailing party in any litigation or arbitration is entitled to recover its legal fees from the other party. In any action commenced by TKS against Subscriber, Subscriber shall not be permitted to interpose any counterclaim. **SUBSCRIBER MAY BRING CLAIMS AGAINST TKS ONLY IN SUBSCRIBER'S INDIVIDUAL CAPACITY, AND NOT AS A CLASS ACTION PLAINTIFF OR CLASS ACTION MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING. ANY DISPUTE BETWEEN THE PARTIES OR ARISING OUT OF THIS AGREEMENT, INCLUDING ISSUES OF ARBITRABILITY, SHALL, AT THE OPTION OF ANY PARTY, BE DETERMINED BY BINDING AND FINAL ARBITRATION BEFORE A SINGLE ARBITRATOR ADMINISTERED BY ARBITRATION SERVICES INC., ITS SUCCESSORS OR ASSIGNS, PURSUANT TO ITS ARBITRATION RULES AT WWW.ARBITRATIONSERVICESINC.COM AND THE FEDERAL ARBITRATION ACT, EXCEPT THAT NO PUNITIVE OR CONSEQUENTIAL DAMAGES MAY BE AWARDED.** The arbitrator shall be bound by the terms of this agreement, and shall on request of a party, conduct proceedings by telephone, video, submission of papers or in-person hearing. By agreeing to this arbitration provision the parties are waiving their right to a trial before a judge or jury, waiving their right to appeal the arbitration award and waiving their right to participate in a class action. Service of process or

papers in any legal proceeding or arbitration between the parties may be made by First-Class Mail delivered by the U.S. Postal Service addressed to the party's address designated in this agreement, on file with an agency of the state, or any other address provided by the party in writing to the party making service. The parties submit to the jurisdiction and laws of Michigan, except for arbitration which is governed by the FAA and the arbitration rules and agree that any litigation or arbitration between the parties shall be commenced and maintained in the county where TKS' principal place of business is located or Nassau County, New York. The parties waive trial by jury in any action between them unless prohibited by law. Any action between the parties must be commenced within one year of the accrual of the cause of action or shall be barred. All actions or proceedings by either party must be based on the provisions of this agreement. Any other action that Subscriber may have or bring against TKS in respect to other services rendered in connection with this agreement shall be deemed to have merged in and be restricted to the terms and conditions of this agreement. **SUBSCRIBER ACKNOWLEDGES THAT THIS AGREEMENT CONTAINS AN AGREEMENT TO ARBITRATE DISPUTES AND THAT ARBITRATION IS BINDING AND FINAL AND THAT SUBSCRIBER IS WAIVING SUBSCRIBER'S RIGHT TO TRIAL IN A COURT OF LAW AND OTHER RIGHTS.**

**25. TKS' RIGHT TO SUBCONTRACT SPECIAL SERVICES:** Subscriber agrees that TKS is authorized and permitted to subcontract any services to be provided by TKS to third parties who may be independent of TKS, and that TKS shall not be liable for any loss or damage sustained by Subscriber by reason of fire, theft, burglary or any other cause whatsoever caused by the negligence of third parties. Subscriber appoints TKS to act as Subscriber's agent with respect to such third parties, except that TKS shall not obligate Subscriber to make any payments to such third parties. Subscriber acknowledges that this agreement, and particularly those paragraphs relating to TKS' disclaimer of warranties, exemption from liability, even for its negligence, limitation of liability and indemnification, inure to the benefit of and are applicable to any assignees, subcontractors, manufacturers, vendors and Monitoring Center of TKS.

**26. MOLD, OBSTACLES AND HAZARDOUS CONDITIONS:** Subscriber shall notify TKS in writing of any undisclosed, concealed or hidden conditions in any area where installation is planned, and Subscriber shall be responsible for removal of such conditions. In the event TKS discovers the presence of suspected asbestos or other hazardous material, TKS shall stop all work immediately and notify Subscriber. It shall be Subscriber's sole obligation to remove such conditions from the premises, and if the work is delayed due to the discovery of suspected asbestos or other hazardous material or conditions then an extension of time to perform the work shall be allowed and Subscriber agrees to compensate TKS for any

additional expenses caused by the delay but not less than \$1000.00 per day until work can resume. If TKS, in its sole discretion, determines that continuing the work poses a risk to TKS or its employees or agents, TKS may elect to terminate this agreement on 3 day notice to Subscriber and Subscriber shall compensate TKS for all services rendered and material provided to date of termination. TKS shall be entitled to remove all its equipment and uninstalled equipment and material from the job site. Under no circumstances shall TKS be liable to Subscriber for any damage caused by mold or hazardous conditions or remediation thereof.

**27. NON-SOLICITATION:** Subscriber agrees that it will not solicit for employment for itself, or any other entity, or employ, in any capacity, any employee of TKS assigned by TKS to perform any service for or on behalf of Subscriber for a period of two years after TKS has completed providing service to Subscriber. In the event of Subscriber's violation of this provision, in addition to injunctive relief, TKS shall recover from Subscriber an amount equal to such employee's salary based on the average three months preceding employee's termination of employment with TKS, times twelve, together with TKS' counsel and expert witness fees.

**28. FALSE ALARMS / PERMIT FEES / WITNESS FEES:** Subscriber is responsible for all alarm permits and fees, agrees to file for and maintain any permits required by applicable law and indemnify or reimburse TKS for any fees or fines relating to permits or false alarms. TKS shall have no liability for permit fees, false alarms, false alarm fines, the manner in which police or fire department responds, or the refusal of the police or fire department to respond. In the event of termination of police or fire department response this agreement shall nevertheless remain in full force and Subscriber shall remain liable for all payments provided for herein. In the event Subscriber or any third party subpoenas or summons TKS requiring any services or appearances, Subscriber agrees to pay TKS **\$160 per hour** for such services and appearances. Subscriber shall reimburse TKS for any Monitoring Center charges for excessive, run-a-way or false alarm signals.

**29. SECURITY INTEREST / COLLATERAL:** To secure Subscriber's obligations under this agreement Subscriber grants TKS a security interest in the security equipment installed by TKS and TKS is authorized to file a financing statement.

**30. CREDIT INVESTIGATION:** Subscriber and any guarantor authorize TKS to conduct credit investigations from time to time to determine Subscriber's and guarantor's credit worthiness.

**31. FULL AGREEMENT / SEVERABILITY:** This agreement along with the Schedule of Equipment and Services constitute the full understanding of the parties and may not be amended, modified or canceled, except in writing signed by both parties. Subscriber acknowledges and represents that Subscriber has not relied on any representation, assertion, guarantee, warranty, collateral agreement or other assurance, except those set forth in this Agreement. Subscriber hereby waives all rights and remedies, at law or in equity, arising, or which may arise, as the result of Subscriber's reliance on such representation, assertion, guarantee, warranty, collateral agreement or other assurance. To the extent this agreement is inconsistent with any other document or agreement, whether executed prior to, concurrently with or subsequent to this agreement the terms of this agreement shall govern. This agreement shall run concurrently with and shall not terminate or supersede any existing agreement between the parties unless specified herein. Should any provision of this agreement be deemed void, the remaining parts shall be enforceable.



## TKS SECURITY :: WHAT IS REMOTE VIDEO SERVICE (RVS)? : v01-11.24

**Remote Video Services (RVS)** is Designed for occasional, basic remote support to help you troubleshoot and manage your video system. For more in-depth or recurring assistance, consider our RVI (Remote Video Inspection) add-on service.

### Key Benefits of RVS:

- ✓ **Remote Technician Access** – Reduce downtime and avoid unnecessary service calls with expert remote troubleshooting. *(Basic requests only, limited to short sessions and simple fixes.)*
- ✓ **User Management Support** – Need to add or remove users? We're here to help when needed. *(We encourage customers to manage this on their own, but we can assist with occasional requests.)*
- ✓ **Footage Export Assistance** – If you need help exporting recorded video, we can assist. *(RVS is intended as a backup for occasional exports, not a recurring service. For frequent export needs, contact sales for pricing options.)*
- ✓ **Administrator Training** – Whether new personnel need training or you need a refresher, we can guide you remotely. *(This covers basic refreshers and occasional requests. For frequent training sessions or ongoing support, we offer dedicated training services.)*
- ✓ **Camera Name & Layout Adjustments** – Need to rename a camera or adjust your viewing layout? We can handle occasional changes remotely. *(For more detailed or frequent layout modifications, RVI is available as an add-on.)*

### Why RVS is Essential for TKS Customers

**Remote Video Services (RVS)** is a required service for all TKS customers with an active service plan because it ensures fast, efficient remote support when you need it most.

**RVS** provides a quick, cost-effective way to handle troubleshooting, minor adjustments, and essential updates—without the delay or expense of an on-site visit. By keeping this service simple and affordable, we ensure that your system remains secure, functional, and easy to manage.

For customers who need scheduled, proactive system checks or in-depth troubleshooting, our Remote Video Inspection (**RVI**) service offers an upgraded level of care.

At TKS Security, we prioritize reliability and efficiency. **RVS** is a key part of making sure your video system stays up and running—without unnecessary service calls.

At TKS Security, we believe in honesty and transparency. If you have any questions about whether RVS or RVI is the right fit for your needs, we're happy to walk you through the details.



## TKS SECURITY :: WHAT IS THE QUALITY SERVICE PLAN (QSP)? : v01-11.24

The **Quality Service Plan (QSP)** is an optional add-on service designed to enhance your experience with TKS Security. While our standard service is always dependable, the QSP offers added value by prioritizing your requests and providing cost-saving benefits, ensuring peace of mind for your security systems.

Key Benefits of the QSP:

1. **Priority Response Times** : With the QSP, your service requests receive a higher Service Level Agreement (SLA) priority. When multiple requests come in, QSP customers are given a slight time advantage, ensuring faster response times. That said, TKS remains committed to servicing all customers promptly—QSP simply provides a consistent edge for your service needs.
  - For urgent issues like fire or hold-up alarms, priority is always based on the severity of the situation, even for QSP customers.
2. **Comprehensive Coverage** : Think of the QSP as an extended warranty with an added bonus: it covers both labor and parts for equipment sold, installed, and wired by TKS. This eliminates inconsistencies that can arise with varying manufacturer warranty periods (typically 1–3 years). With QSP, your service department enjoys predictable and consistent support.
  - Please note: While QSP is comprehensive, it does not cover acts of God (e.g., vandalism, weather-related damages, or abuse). Fortunately, such events are uncommon.
3. **Reduced Labor Rates** : QSP customers benefit from discounted construction labor rates for future projects. Even in the event of a billable service call (e.g., due to acts of God), your labor rate is lower with the QSP.
4. **Transparency in Costs** : To maintain transparency, all QSP-covered service calls include a single trip fee. This fee helps cover fleet, maintenance, and operational costs, ensuring we continue to provide exceptional service. It also encourages intentionality with service requests, keeping your system in top condition.
5. **Tailored for Your Needs** : QSP plans are customized to your location and circumstances. While they are not available in all areas, we strive to accommodate long-distance customers through partnerships with local contractors or remote service options. Let's discuss what works best for your setup.

Important Notes for Clarity:

- **Existing Equipment**: QSP typically covers equipment sold and installed by TKS technicians. Coverage for existing wiring, cabling, or networks is not included but can sometimes be negotiated.
- **Optional and Flexible**: QSP is entirely optional. We encourage it if it fits your needs and budget, but we'll never pressure you into a plan that doesn't make sense.
- **Acts of God**: These are excluded from coverage, but we'll always aim to assist you in these situations as efficiently and affordably as possible.

Why Consider the QSP?

The QSP is a great choice for customers who value faster response times, consistent coverage, and lower labor rates for their security systems. While it's not mandatory, it's designed to provide added peace of mind and convenience.

We at TKS Security believe in honesty and transparency. If you have any questions or concerns about whether the QSP is right for you, we're happy to walk you through the details.

# ACCEPTANCE

SUBSCRIBER ACKNOWLEDGES RECEIVING A FULLY EXECUTED COPY OF THIS AGREEMENT AND SCHEDULE OF EQUIPMENT AND SERVICES AT TIME OF EXECUTION.

**TKS SECURITY**

Ryan Randolph

Title

**WEXFORD MISSAUKEE FRIEND OF THE COURT**

Rob Kulpa

Title

## TYPICAL NEXT STEPS - AFTER SIGNATURES

Once this Document is fully executed, TKS will begin processing your order and/or scheduling services, installation, etc.

- **Step 1** - Download and file an executed copy of this document - **TKS and YOU**
- **Step 2** - Process the request and create an internal ticket in our system - **TKS**
- **Step 3** - An authorized Manager will review the ticket for accuracy - **TKS**
- **Step 4** - When applicable, a partial invoice will be sent to you for payment - **YOU**
- **Step 5** - When we receive your first payment, we will order materials - **YOU**
- **Step 6 and Beyond** - Scheduling and any specific system pre-requisites will be sent to you and communicated with you via phone and email. You will receive scheduled updates from us along the way including during the project. **More details will be sent as the project advances, and as applicable. We look forward to working with you soon - Thank you for Choosing TKS SECURITY!**

WHY TKS

**OUR MISSION** is to protect people and property while providing our customers with the best security solutions and service.

**OUR VISION** is to become Michigan's best security company by being the leader in service, knowledge, design and delivery.

**CORE VALUES AND GUIDING PRINCIPLES**

- **CUSTOMER-FOCUSED** – We will be respectful, responsive, caring and consistent in all customer relations. We will always keep the customer at the forefront of our decisions and our actions.
- **TEAMWORK** – Every member of the TKS team will contribute their time & talent in a coordinated effort to ensure the company will consistently meet its' strategic goals. We will communicate our Vision, Mission and Values in a clear, consistent & transparent manner so that all team members understand their role & requirements in achieving these goals.
- **INTEGRITY** – In all facets of our business, our actions shall remain consistent. We will gain trust by honoring our commitments, exemplifying honesty and integrity to our customers, our employees and our community.
- **INNOVATIVE** – The products, systems and technologies that we deliver to our customers will represent the leading edge in our industry. We will partner with companies that are forward looking and that provide us with the highest quality custom security solutions available.
- **ACCOUNTABILITY** – Each member of our team agrees to be accountable for ownership of their actions in relation to other members of the team, our various partners and especially to our customers.

Turn Key Systems, LLC | dba: **TKS || SECURITY**

- *Founded in 2010*

- State of Michigan Licensed Security Alarm Contractor, License [#3601206063](#)
- State of Michigan Licensed Fire Alarm Contractor, License [#5103347](#)
- State of Michigan Bureau of Fire Services, Public Act 207 Certification [#A-1158](#)

- 24/7 Emergency Service
- Maintenance and Service Agreements Available in Certain Areas
- 24/7 UL Central Station Monitoring
- Intrusion Detection (Burglar Alarms)
- Fire Alarms
- Access Control
- Intercoms
- Security Video Management Systems (Replacement of CCTV)
- Integrated Systems

**AMENDMENT #1 TO EMPLOYMENT AGREEMENT  
Interim Director Veteran’s Affairs Department**

**THIS AMENDMENT #1 to the Employment Agreement Interim Director Veterans Affairs Department**, made and entered into this 16<sup>th</sup> day of January, 2026, by and Kent Meyers, an individual (herein referred to as “Kent Meyers”) and the County of Wexford and the Wexford County Veteran’s Affairs Committee (hereinafter collectively referred to as the “County”) and amends the Employment Agreement Interim Director Veterans Affairs Department made and entered into between said parties dated November 25, 2025 (the “Agreement”).

**WHEREAS**, Wexford and Kent Meyers desire to amend the Agreement to modify Kent Meyers hours and schedule.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

1. Section 2 of Agreement is amended and replaced as follows:
  2. Interim Director shall provide the services the County requires on a schedule of **four day/twenty-nine (29)** compensable hours per week schedule. The current agreed upon schedule is two and **one-half** days per week performing services in the Wexford County office (**Monday, from 8 a.m. to 1 p.m.**; Tuesdays & Thursdays from 8 a.m. to 12 p.m. and 1p.m. to 5 p.m. (with a one-hour unpaid lunch break); one **half** day per week (Monday) performing outreach in the Mesick office from **1 p.m. to 5 p.m.**; **and remote work not to exceed 5 hours per week.** This schedule may be altered by mutual agreement of the Veteran’s Affairs Committee and Kent Meyers.  
  
Interim Director is not authorized and shall not work in excess of **twenty-nine (29)** hours per week without prior written approval of the Wexford County Veterans Affairs Committee.
2. All other terms and conditions of the Agreement not amended herein, will continue in full force and effect for the duration of the Agreement.
3. The persons signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Amendment on behalf of the party listed and that this Amendment has been authorized by the parties.

\_\_\_\_\_  
Kent Meyers

Date: \_\_\_\_\_

\_\_\_\_\_  
Joe Porterfield  
Chairperson, Veterans Affairs Committee

Date: \_\_\_\_\_

\_\_\_\_\_  
Gary Taylor  
Chairperson, Wexford County Board of Commissioners

Date: \_\_\_\_\_



**CATHOLIC**  
HUMAN SERVICES

Strengthening northern Michigan one person at a time.



January 12, 2026

## **Wexford and Missaukee Opiate Settlement Fund–Funded Grant Peer Recovery Coach Position – Fiscal Year 2026 First Quarter Data Review**

Catholic Human Services (CHS) continues to provide dedicated Peer Recovery Coach (PRC) services through the Opiate Settlement Fund Grant, supporting individuals impacted by Substance Use Disorders in Missaukee and Wexford Counties. The PRC position, staffed at 37.5 hours per week at the Cadillac location, is filled by one peer recovery coach who delivers essential support, referrals, and community engagement services.

### **Monthly Service and Engagement Summary**

- **October 2025:** The peer recovery coach served 48 clients, contacted 21 new referrals, facilitated 8 peer-led groups, and conducted 2 community engagement encounters.
- **November 2025:** Clients served decreased slightly to 40, with 6 new referrals contacted. Peer-led groups and community engagement encounters increased to 12 each, reflecting strengthened outreach and group support efforts.
- **December 2025:** Service delivery increased to 45 clients served, with 10 new referrals contacted. Peer-led groups and community engagement encounters remained steady at 12 each.

### **Referral and Communication Overview**

Since its transition to the Wexford and Missaukee service area, the Opiate Settlement–funded PRC position has steadily increased referral activity. Referrals primarily originate from clinicians across both regions, averaging three or more new referrals per week.

- **Communication Methods:** Referrals are contacted promptly using methods adapted to client preferences. Text messaging, including texting to arrange phone calls, is most effective, while email has proven largely ineffective. Direct conversation remains the most successful approach for building and maintaining coach-client relationships.
- **Clinician Support:** Clinician collaboration has been strong and greatly appreciated.
- **Areas for Growth:** Increasing referrals from the jail population remains a priority. Clients recently released from incarceration often report feeling overwhelmed by the volume of decisions and recovery-related information they face. The program emphasizes supporting these clients through transitional challenges while assisting with employment, housing, and other real-world responsibilities.

[catholichumanservices.org](http://catholichumanservices.org)

**Alpena Office**  
989-356-6385  
154 S. Ripley Blvd.  
Alpena, MI 49707

**Cadillac Office**  
231-775-6581  
421 S. Mitchell St.  
Cadillac, MI 49601

**Gaylord Office**  
989-732-6761  
829 W. Main St., Ste. C3  
Gaylord, MI 49735

**Traverse City Office**  
231-947-8110  
1000 Hastings St.  
Traverse City, MI 49686

**Senior Volunteer Program**  
231-929-7070  
1832-A Oak Hollow Dr.  
Traverse City, MI 49686

### **Client Engagement and Progress**

Recent client interactions demonstrate measurable recovery progress and ongoing engagement, underscoring the continued impact of peer recovery coaching and comprehensive community support.

### **Capacity Building**

CHS is currently focused on optimizing service delivery and engagement at the Cadillac location as well as trying to interact more warm hand offs and referrals within Wexford and Missaukee County Jails. There are no current plans to expand the project to additional locations.

### **Summary**

First-quarter metrics and qualitative observations indicate sustained peer recovery services, consistent client engagement, and expanded outreach through group facilitation and community activities. Catholic Human Services continues to maintain robust support systems and referral pathways, supporting individuals in their recovery journey and fulfilling the objectives of the Opiate Settlement Fund Grant to enhance peer support capacity in Missaukee and Wexford Counties, specifically for individuals that are incarcerated and or post-release from jail.

Respectfully Submitted,

Sarah Hegg LLP CAADC CCS  
Chief Operating Officer  
Clinical Supervisor



[catholichumanservices.org](http://catholichumanservices.org)

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Traverse City, MI 49686

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: \_\_\_\_\_  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services  
 Report for month of: \_\_\_\_\_  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

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	# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month
Catholic Human Services - Cadillac						
Are you attempting to build capacity for this project with any new locations?						

If [yes](#), then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:

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Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Oct-25  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

	# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month				
Catholic Human Services - Cadillac	37.5		1	48	21	8	2			
Are you attempting to build capacity for this project with any new locations?	no									

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps
Missaukee County Jail		3	Meet/greet with Jail administration	

**ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:**

Peer Recovery Coach, Mark Marrison, started in September 2025 under Missaukee grant as a transition due to funding for that county starting one month earlier than Wexford

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Nov-25  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

	# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month				
Catholic Human Services - Cadillac	37.5	1	40	6	12	12				

Are you attempting to build capacity for this project with any new locations? no

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:

REMINDER: Only report on activities being paid for with SOR Funding

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Dec-25  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

	# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month				
Catholic Human Services - Cadillac	37.5	1	45	10	12	12				
Are you attempting to build capacity for this project with any new locations?	no									

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

**ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:**

Catholic Human Services (CHS) continues to provide dedicated Peer Recovery Coach (PRC) services through the Opiate Settlement Fund Grant to support individuals impacted by

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Jan-26  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

	# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month			
Catholic Human Services - Cadillac	37.5		1						
Are you attempting to build capacity for this project with any new locations? no									

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Feb-26  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month				
Catholic Human Services - Cadillac	37.5	1							

Are you attempting to build capacity for this project with any new locations? no

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Mar-25  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month
37.5		1			

Catholic Human Services - Cadillac

Are you attempting to build capacity for this project with any new locations?

no

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: \_\_\_\_\_  
 Report for month of: Apr-26  
 Grant Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

	# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month	# of Community Engagement Encounters this month	
Catholic Human Services - Cadillac	37.5		1					26
Are you attempting to build capacity for this project with any new locations? If <a href="#">yes</a> , then answer below			no					

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:  
 \_\_\_\_\_

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: \_\_\_\_\_  
 Report for month of: May-26  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Encounters this month			
Catholic Human Services - Cadillac	37.5	1						
Are you attempting to build capacity for this project with any new locations? If yes, then answer below		no						

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:  
 \_\_\_\_\_

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Jun-26  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month
Catholic Human Services - Cadillac	37.5	1			

Are you attempting to build capacity for this project with any new locations?

no

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Nov-25  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month				
Catholic Human Services - Cadillac	37.5	1							

Are you attempting to build capacity for this project with any new locations?

no

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Aug-25  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month
Catholic Human Services - Cadillac	37.5	1			

Are you attempting to build capacity for this project with any new locations?

no

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT:

Report is due quarterly on the 15th of the month: January, April, July, October

Report for month of: Sep-25  
 Grant: Opiate Settlement Fund Grant Missaukee and Wexford Counties Peer Recovery Coach Position  
 Name of agency providing SOR services: Catholic Human Services

# of Hours Staffed per WEEK	# of Peers providing services at this location	# of clients seen/served by Peer Recovery Coaches this MONTH	# of new referrals contacted by PRC this MONTH	# of peer lead groups offered this MONTH	# of Community Engagement Encounters this month
Catholic Human Services - Cadillac	37.5	1			
Are you attempting to build capacity for this project with any new locations?		no			

If yes, then answer below

Provider Name	Meeting Date(s)	# of Participants	Purpose of Meeting and Who Attended the Meeting	Next Steps

ADDITIONAL INFORMATION YOU'D LIKE TO SHARE ABOUT THIS PROJECT: