



Wexford County

**BOARD OF COMMISSIONERS**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, June 2, 2021 beginning at 4:00 p.m. in the Commissioners’ Room of the Historic Courthouse in Cadillac, MI, 49601.

**PUBLIC PARTICIPATION**

The meeting can be attended in person or by any one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 749 610 4141#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on “Join a Meeting.” Join using Meeting ID 749 610 4141.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 749 610 4141.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
  - 1. Resolution 21-18 Appreciation for Randy Adlam’s Service ..... 1
  - 2. Resolution 21-19 Appreciation for Sally Randall’s Service ..... 3
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENTS

*The Board welcomes all public input.*

**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 May 19, 2021, Regular Meeting Minutes..... 5
- 2. Approval of the Wexford Missaukee Community Corrections Advisory Board Appointment..... 10

J. AGENDA ITEMS

- 1. Policy D 9.0 Historic Courthouse Interior Spaces (*Rec. & Bldg. 5/25/21*) ..... 11
- 2. Public Defender Roster Update - Social Worker Position (*HR/PS 5/25/21*)..... 13
- 3. MGT Agreement – Prosecutor’s Office (*Finance 5/26/21*) ..... 16
- 4. Drone Purchase for Emergency Management (*HR/PS 5/25/21& Finance 5/26/21*)..... 21
- 5. Expert Evaluation – Jail (*Finance 5/26/21*)..... 33
- 6. Budget Amendment(s)

K. ADMINISTRATOR’S REPORT ..... 34

L. CORRESPONDENCE

M. PUBLIC COMMENTS

N. LIAISON REPORTS

O. BOARD COMMENTS

P. CHAIR COMMENTS

Q. ADJOURN

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the second day of June 2021, at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 21-18  
EXTENDING APPRECIATION FOR  
RANDALL ADLAM’S DEDICATED SERVICE**

**WHEREAS**, the Wexford County Board of Commissioners would like to personally thank Randall Adam for his commitment to Wexford County for over the past 35 years. Randy worked with dedication and pride to meet the needs of Wexford County; and

**WHEREAS**, Randy began his career with Wexford County on February 2, 1986 as a Deputy Juvenile Officer; and

**WHEREAS**, on April 1, 1994 Randy was appointed as Juvenile Officer/Probation Officer and will retire from that position on June 30, 2021; and

**WHEREAS**, Randy graduated college with a Bachelor degree in Criminal Justice from Ferris State University and a Masters in Social Work from Grand Valley States University; and

**WHEREAS**, Randy served as an Executive Board Member of Northern Michigan Juvenile Officers Association; and

**WHEREAS**, He was a member of Systems of Care providing community intervention for youth; and

**WHEREAS**, Randy served as a member of the Executive Committee for Cadillac Area Partners in Prevention and was a member of the Child Death Review program serving Wexford and Missaukee Counties; and

**WHEREAS**, He served as a community member of the Michigan School Justice Partnership Program; and

**WHEREAS**, Randy was instrumental in coordinating the Summer Reading Program at the public library.

**NOW, THEREFORE BE IT RESOLVED** that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past 35 years while you served Wexford County as a very dedicated and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

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

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

STATE OF MICHIGAN        )  
                                      )ss  
COUNTY OF WEXFORD     )

I hereby certify that the forgoing is a true and complete copy of the Resolution 21-18 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 2, 2021 and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the second day of June 2021, at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 21-19  
EXTENDING APPRECIATION FOR  
SALLY RANDALL’S DEDICATED SERVICE**

**WHEREAS**, the Wexford County Board of Commissioners would like to personally thank Sally Randall for her commitment to Wexford County for over the past seven years. Sally worked with dedication and pride to meet the needs of Wexford County; and

**WHEREAS**, Sally began her career with Wexford County on December 30, 2013 as the Friend of the Court for the 28<sup>th</sup> Circuit Court serving Wexford and Missaukee Counties; and

**WHEREAS**, Sally worked to establish a human services presence in the FOC office and brought in programs that have helped parents and the community; and

**WHEREAS**, Sally prioritized Friend of the Court involvement with area groups like the Humans Services Leadership Council, Children’s Protection Council, and the local Domestic Violence/Sexual Assault Task Force in order to provide improved services to clients; and

**WHEREAS**, under Sally’s leadership the G.E.A.R. Up co-parenting class was developed in 2018 and then redesigned in 2019 to help parents learn how to co-parent while putting their children first and not in the middle; and

**WHEREAS**, Sally was instrumental in developing a Friend of the Court Facebook page so that clients were better informed of the services offered to them; and

**WHEREAS**, Sally created a partnership with Legal Aid of Northern Michigan to offer a Legal Aid Clinic to clients; and

**WHEREAS**, during her time as Friend of the Court, Sally served on the OASIS board.

**NOW, THEREFORE BE IT RESOLVED** that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past seven years while you served Wexford County as a very dedicated and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

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

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

STATE OF MICHIGAN        )  
  )ss  
COUNTY OF WEXFORD     )

I hereby certify that the forgoing is a true and complete copy of the Resolution 21-19 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 2, 2021 and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

**WEXFORD COUNTY BOARD OF COMMISSIONERS**

Regular Meeting \* Wednesday, May 19, 2021

Meeting called to order at 4:00 p.m by Chairman Taylor

Roll Call: Present- Commissioners Joseph Hurlburt, Mike Musta, Ben Townsend, Mike Bengelink, Michael Bush, Julie Theobald, Gary Taylor, Judy Nichols, and Brian Potter.

Absent- *None*.

Pledge of Allegiance.

**Additions/Deletions to the Agenda**-*None*.

**Approval of the Agenda**

**MOTION** by Comm Theobald, seconded by Comm Potter to approve the agenda.

**All in Favor.**

**Employee Recognition**- *None*.

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

**Public Comment**

Gordy Maxwell addressed the Board to say that he supported the appointment of Craig Hewett to the Airport Authority.

**Consent Agenda**

1. Approval of the May 5, 2021 Regular Meeting Minutes
2. Acceptance of the Resignation-Airport Authority
3. Approval of the Appointment-Airport Authority

**MOTION** by Comm Musta, seconded by Comm Theobald to approve the Consent Agenda.

**All in favor.**

**Agenda Items**

1. Cadillac Janitorial Contract

**MOTION** by Comm Theobald, seconded by Comm Nichols to approve extending the Cadillac Janitorial contract by one month, expiring June 30, 2021.

**Roll Call: Motion passed 9-0.**

2. Medical Examiner Agreement

**MOTION** by Comm Bengelink, seconded by Comm Potter to approve the Medical Examiner Agreement with Dr. Paul Wagner for the period of four years, June 1, 2021 through May 31, 2025, and authorize the Chairman to sign the agreement.

**Roll Call: Motion passed 9-0.**

3. TelNet Phone Services Contract-Lake Street

**MOTION** by Comm Hurlburt, seconded by Comm Musta to approve the TelNet Service Agreement for 401 N. Lake Street and authorize the Chairman to sign the agreement.

**Roll Call: Motion approved unanimously.**

4. MGT Consulting Services Agreement

**MOTION** by Comm Musta, seconded by Comm Potter to approve the MGT Services Agreement for the Friend of the Court beginning January 1, 2022 and authorize the Chairman to sign the agreement.

**Roll Call: Motion passed unanimously.**

5. Memorandum of Understanding-Wonderland Humane Society

**MOTION** by Comm Nichols, seconded by Comm Bush to approve the Wonderland Humane Society Memorandum of Understanding and authorize the Chairman and Sheriff to sign the agreement.

Comm Nichols commented that she is not a member of the Wonderland Humane Society, she is a member of the Wexford County Shelter shares, which is separate.

**Roll call: Motion passed unanimously.**

6. Building Department Fee Structure

**MOTION** by Comm Musta, seconded by Comm Bengelink to approve the Building Department's request for an increase to the fee schedule, as presented.

Comm Nichols commented that she appreciated the detail the Commissioners were given by Brooke Fuller.

**Roll Call: Motion passed 9-0.**

7. Resolution 21-17 Marine Safety Grant Agreement



**MOTION by Comm Bengelink, seconded by Comm Bush to approve Resolution 21-17 Supporting Wexford County 2021 Marine Safety Program Grant Agreement and authorize the Chairman to sign the grant agreement.**

**Roll call: Motion passed unanimously.**

8. Resolution 21-20 Regarding Revenue Sharing Payments

**MOTION by Comm Theobald, seconded by Comm Nichols to approve Resolution 21-20, Resolution In Support Of The State Of Michigan To Fulfill Its Statutory Obligations With Regard To State Revenue Sharing Payment Amounts.**

**Roll call: Motion passed 9-0.**

9. Budget Amendment

**MOTION by Comm Nichols, seconded by Comm Musta to approve the budget amendment dated 5/19/2021 and increase the Animal Shelter Attendant roster from 0.5 FTE's to 0.73 FTE's, effective May 23, 2021.**

**Roll Call: Motion passed 9-0.**

5/19/2021

**Wexford County Board of Commissioners  
 Amendments to the 2021 Budget**

Adj #	Acct	Acct Description	Revenue	Expense
20210503	225.000.702.04	Temp/Part-time Employee		\$ 4,200 a.
	225.000.702.05	Overtime		(\$2,500)
	225.000.931.00	Equip. Maint. & Repair		(\$1,000)
	225.000.727.00	Office Supply		(\$500)
	225.000.799.00	Janitor Supplies		(\$200)
		Increase of hours for the Part-time Animal Shelter Attendant		

**Administrator's Report-**

Administrator Koch mentioned that the 2020 Audit final version will be completed soon. She thanked the Clerks Office, the Treasurers Office and Corinna for all their hard work. Steve Peacock will be appearing in person at the meeting on June 16<sup>th</sup> for a presentation. She also mentioned that she, along with Steve Shugart, is working on updating the lease for Michigan Works in the Lake Street building. She informed the Board that Karl

Kovacs is taking a leave of absence from Northern Lakes CMH and that Joanie Blamer will be Acting CEO until he returns.

Administrator Koch also said she learned from an email from NACO that we will be receiving a flag box for proper disposal of flags. Kathy Cline from the Veterans Office has agreed to assist in that process.

**Correspondence-**

1. Prosecutor's Report-April 2021

**Public Comments-** *None.*

**Liaison Reports-**

Comm Nichols attended an Area Agency on Aging meeting. Also, she attended an MSU Extension virtual meeting where they discussed their website and the "Ask an Expert" option.

Comm Potter attended a DDA meeting.

Comm Townsend attended an Airport Authority meeting-commented that the manager is doing an excellent job and he joked that the airport is selling jet fuel. Also attended a meeting at the library.

**Board Comments-**

Comm Nichols said that she knows Craig Hewett and thinks he is a good addition to the Airport Authority.

Comm Hurlburt mentioned that he thinks Brooke Fuller is doing a wonderful job in the Building Department. He also said that Melanie Danforth has done a good job handling the Board Meeting today.

Comm Townsend also said he likes the job that Brooke Fuller is doing.

Comm Bengelink commented that he likes that the courthouse is open and without masks. He finished his comment with a quote from Theodore Roosevelt.

**Chairman's Comments-**

Comm Taylor thanked everyone for coming.

**Adjourn**

**MOTION** by Comm Theobald, seconded by Comm Potter to adjourn at 4:14 p.m.

**All in favor.**

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Gary Taylor, Chairperson

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Melanie Danforth, Chief Deputy Clerk

DRAFT

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** HR/Public Safety Committee  
**FOR MEETING DATE:** June 2, 2021  
**SUBJECT:** Appointment to the Wexford Missaukee Community  
Corrections Advisory Board

SUMMARY OF ITEM TO BE PRESENTED:

Currently, the Representative of the General Public position on the Wexford Missaukee Community Corrections Advisory Board is vacant. The WMCCAB voted to appoint retired Judge William Fagerman to fill the vacancy.

RECOMMENDATION:

The HR/Public Safety Committee recommends the full board appoint Judge William Fagerman to the WMCCAB board.

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Recreation & Building Committee  
**FOR MEETING DATE:** June 2, 2021  
**SUBJECT:** Policy D-9.0 Historic Courthouse Interior Spaces, Features & Finishes

SUMMARY OF ITEM TO BE PRESENTED:

Please see attached for the proposed historic courthouse policy.

This draft was provided to the elected and appointed department heads who work in the historic courthouse for their review before it was included in the Recreation and Building Committee's agenda packet. No changes were suggested.

RECOMMENDATION:

The Recreation and Building Committee advises the full board approve the policy.

## Facilities and Equipment Management

### **D-9.0 Historic Courthouse Interior Spaces, Features & Finishes**

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County Board Approval: \_\_\_\_\_

#### **A. General.**

The Wexford County Board of Commissioners recognizes the historic significance of the 1913 Historic Courthouse and wishes to preserve, as much as practically possible, the building's historic character. All interior and exterior elements of the Historic Courthouse – and all County buildings – belong to Wexford County. It is the Board's intent that the Historic Courthouse interior remain tasteful in design and décor and remain in the time period original to the building.

It is the policy of the Board that any restoration, refurbishing, painting, or remodeling of the Historic Courthouse receive approval of the Historic Building Committee before implementation.

#### **B. Guidelines.**

1. Protecting, preserving, painting, and maintaining interior spaces and features through appropriate surface treatments such as cleaning, paint removal, paint application, and surface finish shall be completed with the historic era of the building in mind.
2. All new carpets and wall paint colors shall be approved by the Maintenance Supervisor. Color and texture choices shall be appropriate to the 1913 time period. Paint color choices shall be within—or very similar to—the Sherwin-Williams historic color palette.
3. Color, texture, and pattern are important characteristics of features and finishes, which can include elements such as columns, plaster walls, ceiling, flooring, trim, light fixtures, hardware, radiators, wall coverings, marble, tile, and painted and unpainted surfaces. Any changes to features and finishes shall be completed with the Courthouse's historic era in mind. Approval from the Historic Building Committee is needed for any alteration to features and finishes with the exception of new carpet and wall paint.
4. If repair of interior features and finishes of the Historic Courthouse is required, every attempt must be made to make those repairs in keeping with the original. Repair and replacement may include compatible substitute material. The new work should match the old as closely as possible in material, design, scale, color, and finish.
5. The removal of non-period features, finishes, or alterations to interior spaces, is desirable. Examples of these are dropped ceilings and wood paneling.
6. Maintaining and preserving the floor plan and interior spaces of the era original to the 1913 Historic Courthouse is a goal. Though it is recognized that this goal may be difficult to achieve in certain cases, a respect for the historic character of the building must be an overarching concern when making decisions about changes to the building. Any alterations to floors plans must be approved by the Board of Commissioners through recommendation of the Recreation & Building Committee.
7. Removal of any furniture or furnishings from the Historic Courthouse that is considered original, or seemingly original, to the building must be approved by the Board of Commissioners through recommendation of the Recreation & Building Committee.
8. The Historic Building Committee shall be comprised of the following:
  - a. Recreation & Bldg Committee Chair (or commissioner appointed by the R & B chair)
  - b. Elected department head (1)
  - c. Maintenance Supervisor (1)
  - d. County Administrator



## Wexford County

### Request for Board of Commissioner Action

**Department:** Office of Public Defenders  
**Submitted by:** Robert Champion  
**Subject:** Social Worker position  
**Committee:** HR/PS  
**Committee Meeting Date:** 5/25/2021  
**BOC Meeting Date:** 6/2/2021

**Action Request** (proposed motion for the Board to consider):

Approval of revising the Public Defender's roster to include a Social Worker.

**Financial Information** (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

If the position of social worker was filled on June 4, 2021, the cost for FY21 would be wages of \$18,538 plus benefits. Unused funds within the current budget would fully cover the cost. An amendment to the FY 21 budget has been submitted to the state and approved. This position is contained in the FY 2022 proposed budget.

**Summary** (explain why the action is necessary and the desired outcome after implementation):

The addition of a social worker would assist the office in working with our clients, the jails, courts, service providers and probation departments in developing individualized treatment and sentencing plans. These plans will be developed by assessing client needs, identifying local resources for rehabilitation, treatment, and recovery, and making appropriate referrals to those community resources thus reducing local costs and recidivism within our community. Due to the requirement of a Master's degree and three years of full-time professional experience in similar social work, a wage level of M3 is being requested. Labor counsel is being consulted re: union classification.

**Timeline** (if request is approved at BOC meeting date noted above):

The position would be posted immediately after BOC approval.

**List of Attachments:**

1. Social Worker Position Description.



**Wexford County Position Description**  
**Position: Social Worker Public Defender Project**  
Adopted: \_\_\_\_\_

**Summary:** The project social worker will be responsible for managing all of the day-to-day activities of the Social Worker Defender Project (SWDP). Responsibilities include working with attorneys and their clients to develop individualized alternative sentencing plans that show how clients' and community needs are better served in the community than in jail or prison. These plans will be developed by assessing client needs, identifying local resources for rehabilitation, treatment, and recovery, and making appropriate referrals to those community resources. Social workers will also be responsible for entering data in the management information system and completing all other documentation practices as needed.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

**Supervision Received:** Work is performed under the general supervision of the Chief Public Defender.

**Supervision Exercised:** None.

**Responsibilities, Essential Duties, and Functions:** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

Under direction of the attorneys, and as an important part of the defense team, the social worker will complete the following tasks:

1. Facilitate comprehensive psychosocial assessments in the community and local jails to determine clients' basic demographic information, living situation, relationship and family dynamics, legal status, education history, employment history, physical health, mental health, substance use history, and self-identified goals and needs.
2. Identify and conduct interviews with family, friends, employers, and other support system members in the community who can aid in clients' success.
3. Based on a clinical review of assessment outcomes and interviews with family and other support systems, develop individualized alternative sentencing plans that, in consultation with the case attorney and client, recommend and advocate for community-based sentences and alternative community treatment as indicated.
4. As needed, coordinate and initiate facilitated referrals to community treatment and other services for clients prior to sentencing to ensure rapid engagement in services.
5. Maintain ongoing pre-trial client updates on progress through communication and collected documentation from community service providers and by conducting routine check-ins with clients.
6. Prepare clients and their families for court appearances by providing an overview of court policies and discussions on what to expect. Provide additional post court debriefings to reinforce next steps and ensure continuity of care into longer term systems of community treatment and services.
7. Accompany clients to court and participate in hearings as requested by the defense attorney. Provide additional information and support, as required.



**Essential Functions, Qualifications, and KSA's for Employment:** All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Education: Masters' Degree in Social Work, Counseling, Psychology, or Marriage and Family Therapy from an accredited institution.
2. At least three years of paid full-time professional experience providing treatment services in a mental/behavioral health setting.
3. Work involves the origination of new MIDC models, concepts, theories that are new to the field, and where no prototype may exist in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely defined and undefined issues or to find solutions to unyielding and new problems.
4. Must be able to deal effectively with people with widely divergent backgrounds, within and outside of the office; must relate empathetically to clients and their special needs.
5. Ability to effectively communicate in writing and orally with staff, clients, and the court; must be comfortable with the daily use of technology.
6. Must possess a high degree of professionalism.
7. May be required to serve in an "on-call" capacity.
8. Ability to pass a pre-employment physical, drug screen, and background check, which may include and is in accordance with Wexford County personnel policies, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law.
9. Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**Physical Demands, Work Environment, and Other Requirements:**

1. Must be able to perform essential job functions with or without reasonable accommodations.
2. May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
3. Exposure to individuals charged and/or convicted of a variety of criminal offenses.
4. May be exposed to infectious diseases.



## Wexford County Request for Board of Commissioner Action

**Department:** WEXFORD COUNTY PROSECUTING ATTORNEY  
**Submitted by:** COREY J. WIGGINS  
**Subject:** MGT OF AMERICA CONSULTING, LLC  
**Committee:** FINANCE  
**Committee Meeting Date:** MAY 26, 2021  
**BOC Meeting Date:** JUNE 2, 2021

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**Action Request** (proposed motion for the Board to consider):

Motion to approve the Consulting Services Agreement between MGT of America Consulting, LLC and Wexford County, Michigan Prosecuting Attorney's Office.

**Financial Information** (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

MGT Consulting is requesting an annual cost increase from \$4000.00 to \$6000.00 for their services. The State of Michigan covers 66% of this cost, leaving the County with an annual cost of \$2,040.00 (an increase of \$56.57 a month). There is currently a line item for these contracted services. The proposed charge would take effect 1/1/22.

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**Summary** (explain why the action is necessary and the desired outcome after implementation):

MGT is responsible for Cooperative Reimbursement Program ("CRP") budget preparation, Data collection, and preparation of the monthly invoice to the State of Michigan for reimbursement under the Title IV-D program. There has not been an increase of their fees since 2015.

**Timeline** (if request is approved at BOC meeting date noted above):

Contract will go into effect January 1, 2022.

**List of Attachments:**

MGT PROPOSED CONTRACT

## CONSULTING SERVICES AGREEMENT

By and Between  
Wexford County, Michigan  
Prosecuting Attorney's Office

and

MGT of America Consulting, LLC

**THIS AGREEMENT** is made this day \_\_\_\_\_, by and between Wexford County, Michigan and the Wexford County Prosecuting Attorney's Office ("Client"), and MGT of America Consulting, LLC (MGT), a Florida Company ("MGT").

In consideration of the mutual covenants set forth in this Agreement, the parties agree as follows:

### 1. Description of Services.

MGT shall, as an independent contractor, provide the services specified in section 1.1 below ("the Services"), on the schedule specified in section 1.2 below.

#### 1.1 Scope of Services

MGT shall provide the following Title IV-D claiming services to the Client:

- Prepare the Client's annual Title IV-D Cooperative Reimbursement Program (CRP) application through **EGrAMS** for funding from the Michigan Department of Health and Human Services – Office of Child Support (OCS).
- Prepare the monthly Title IV-D claiming invoices through **EGrAMS** with all supporting documentation required for reimbursement under the Title IV-D (CRP) program.
- Develop and maintain all required depreciation schedules for equipment purchases over \$5,000.
- Providing Client with periodic status of budgetary positions and provide pro-active assistance in the preparation and presentation of all required budgetary amendments and line-item transfers required by the OCS under terms specified by the State of Michigan.
- Provide technical assistance in response to all audits performed on the Client's CRP program, whether by the Client's auditor or the OCS auditor.
- Provide technical assistance to the Client as required to identify policies and procedures to assist in compliance with the various state and federal policies regarding the proper reporting and accounting for the Title IV-D Child Support program.
- Assistance with completing/submission of various reports in **EGrAMS** during the year including, but not limited to: User Verification Report, Tax Data Confidentiality Questionnaire, Obligation Report, Security Assessment, LIT's, Amendments, Annual CRP Budget.
- Guidance in setting up users in **EGrAMS** for approval and submissions.

MGT shall also provide an automated time log processing service to the Client, including providing the following services:

- Assist the client in the identification of those staff members required to participate in the State of Michigan – Office of Child Support (OCS) daily time studies. Assisting the Client in reviewing job descriptions, organization charts and other documents used in the determination of the staff members covered by the time study mandate.
- Develop the various categories to be identified by the time study and to be collected by the client. Develop the data base necessary to track identified employees and the programs or tasks to be identified with the automated system. To “pre-populate” the automated timesheets for distribution prior to the beginning of the month covered by the subject timesheets.
- Provide phone support to the Client during the time period responding to any questions from either the Client or the Client’s staff members regarding the subject timesheets and their proper completion.
- Upon receipt of the completed timesheets, MGT will process each sheet and identify the percentage of effort spent on the various identified programs of each employee subject to the guidance provided by the OCS and the Client.
- MGT will provide the Client with a monthly recap of the staff members covered by the time study including cumulative averages for use in the budget monitoring process and any subsequent budget preparation calculations.

### **1.2 Timetable for Services.**

The services shall be performed, and the product(s) of the services shall be delivered commencing on **January 1, 2022** and will be provided in such a manner to meet the State of Michigan – Office of Child Support’s deadlines as shall be established by the State and adjusted by the State from time to time.

## **2. Compensation.**

For its work under this Agreement, MGT shall be paid a fixed fee of **\$ 6,000** per year for the Title IV-D Claiming and **\$ 1.40** per timesheet processed for the automated time log processing service. The fees shall be paid on the following schedule:

### **2.1 Invoicing**

MGT will invoice quarterly 25 percent of the annual fee set out above, plus the fee established above for processing timesheets during the quarter.

MGT will render to Client one invoice per quarter for the fees specified herein, with payment due by thirty (30) days after each submission. No payment shall be withheld or delayed by Client when, or to the extent that, such delay is the result of Client’s failure promptly to review and accept the product or the Services or to perform any act necessary for MGT to proceed or continue with providing the Services.

## **3. Additional Services.**

Additional services will be provided to the Prosecuting Attorney’s Office as requested by the office. Any request for additional services will be made in writing and signed by each party and will be included as an amendment to this agreement. Additional services will be billed at an hourly rate of \$ 185.00 per hour. MGT will invoice client monthly for any additional services, with payment due 30 days after each submission.

#### 4. Term and Termination.

This agreement shall become effective on **January 1, 2022** and shall remain in effect until completion of, and full payment for, the Services. This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party. In the event of early termination by Client, MGT shall be paid, upon invoicing in accordance with this Agreement, the agreed compensation (or if, due to termination, there is no agreed value for the services performed to date, MGT's standard hourly rates) for Services performed, plus expenses incurred, prior to termination.

#### 5. Independent Contractor Status

The relationship of MGT to Client is that of an independent contractor, and nothing in this Agreement shall be construed as creating any other relationship. As an independent contractor, MGT shall comply with all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations. Neither MGT nor anyone employed or subcontracted by MGT shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant to Client.

#### 6. Project Managers

**Gordon Stryker** shall serve as Principal in Charge for point of contact and overseeing quality control for MGT under this Agreement.

**Corey Wiggins** shall serve as Project Manager and point of contact for Client under this Agreement. By written notice to the other party, either party may change the identity of its project manager during the term of this Agreement.

#### 7. Miscellaneous

##### 7.1. No Continuing Waiver

The failure or forbearance by either party in exercising any remedy available to it upon a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or continuing breach by either party.

##### 7.2. Entire Agreement.

This written Agreement represents the entire agreement of the parties, and neither party is relying upon any negotiation, representation, warranty, promise, or covenant not set forth in this Agreement. This Agreement may not be modified or amended except by a written instrument for that purpose duly executed by both parties.

##### 7.3. Subcontracting and Assignment.

MGT may use subcontractors in performing the Services, but MGT shall remain responsible to Client for performance under this Agreement. This contract shall be binding upon and inure to the benefit of both Client and MGT and their respective successors and assigns, if any, and legal representatives.

##### 7.4. Interpretation, Venue, and Severability.

This agreement shall be construed, interpreted, and enforced in accordance with Michigan law without regard to conflicts of laws principles. Should any provision of this Agreement be held invalid or unenforceable by final judgment of a court of competent jurisdiction, it is the parties' intention that the remainder of this Agreement shall nevertheless be given effect as written. Any action arising out of or relating to this Agreement may be brought in the Michigan state court having jurisdiction.

**7.5. Prior Performance.**

Services performed by MGT pursuant to Client’s authorization, but before execution of this Agreement, shall be considered as having been performed pursuant to the terms and conditions of this Agreement.

**7.6. Notices.**

All written notices, demands or requests pursuant to this Agreement may be served (as an alternate to personal service) by registered or certified mail or air freight services that provide proof of delivery, with postage and fees thereon fully prepaid, and addressed to the parties so to be served as follows:

If to MGT:  
MGT of America Consulting, LLC  
Attn: Gordon Stryker  
2343 Delta Road  
Bay City, Michigan 48706

If to Client:  
Wexford County, Prosecuting Attorney  
Attn: Corey Wiggins  
437 E. Division Street  
Cadillac, MI 49601

Service of any such notice or demand so made by mail shall be deemed complete on the day of actual delivery as shown by the addressee's registry or certification receipt. Either party hereto may, from time to time, by written notice served upon the other as aforesaid, designate a different mailing address, or (a) different or additional person(s) to which or to whom all such notices or demands are thereafter to be addressed. Persons named to receive copies of notices are listed for accommodation only and are not required to be personally served to comply with service of notice on a party.

**IN WITNESS WHEREOF**, this agreement has been executed and delivered by Client and MGT on the date first written above.

**WEXFORD COUNTY, MICHIGAN**

**MGT OF AMERICA CONSULTING, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: J. Bradley Burgess

As its: \_\_\_\_\_

As its: Executive Vice President

437 E. Division Street  
Cadillac, MI 49601

2343 Delta Road  
Bay City, Michigan 48706



# Wexford County

## Request for Board of Commissioner Action

J.4.

**Committee:** --  
**Committee Meeting Date:** --  
**BOC Meeting Date:** June 2<sup>nd</sup>, 2021  
**Department:** Emergency Management  
**Submitted by:** Travis Baker  
**Subject:** EM Drone Purchase & Training

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**Action Request:**

Request approval to choose DSLR Pros for Drone Purchase for Emergency Management Office.

**Financial Information:**

Purchase of Drone and required FAA training and licensing not to exceed \$30,000.00.

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**Summary** (explain why the action is necessary and the desired outcome after implementation):

This drone will be used by the Emergency Management Office, to help with local ERT call outs (Emergency Response Team) on barricaded gunmen incidents, wildfires, structure fires and search and rescue missions, just to name a few. The need of a drone in Wexford County has been there for some time now, with our rural areas and people finding this place as a vacation spot for hiking, biking and the rivers access there is a tendency for subjects to get lost or hurt in the woods not knowing where they are at.

For a most recent example: this drone would have been used at the Colfax Fire for several days assisting the DNR and local fire departments. The possibilities are endless and having this tool in the county would be very beneficial.

**Timeline** (if request is approved at BOC meeting date noted above):

I will have to complete FAA training at NMC in Traverse City for proper drone rules and submit paperwork for FAA registration. Once approved, the process would start ASAP.

**List of Attachments:**

- Quote from DSLR Pros for \$28,306.00
- Quote from CloudCity Drone \$28,306.00
- Quote from Aerial MediaPros.com \$28,306.00 (drone and camera separate quotes)



**DSLR** *PROS*™

**Matrice 300 / H20T First Responder Kit**

**Prepared by:**  
**Kevin Hale**  
**DSLRPros.com**  
**sales@dslrpros.com**

**Prepared for:**  
**Travis Baker**  
**Wexford Emergency Management**




**Date Created: May 27, 2021**


**Quote ID: LYXAU-FESY4-YMXFV-GYUHK**



## MATRICE 300 RTK

Name	Price	QTY	Subtotal
<b>ESSENTIAL KIT</b>			
<b>DJI Matrice 300 RTK Drone (Combo)</b> 1x Matrice 300 Aircraft Body 1x DJI Smart Controller Enterprise 2x TB60 Intelligent Flight Battery 1x Year DJI Care Enterprise Basic 1x BS60 Intelligent Battery Station 1x BS60 Power Cable 1x USB Charger 1x USB-C Cable 1x WB37 Intelligent Battery 2x 2110 Propeller (CW) 2x 2110 Propeller (CCW) 2x Landing Gear 1x (Pair) Spare RC Stick Cover 2x Spare Propeller Holder 4x Spare Gimbal Damper 1x USB Cable with Double A Ports) 1x Vision System Calibration Plate 1x Carrying Case 1x Smart Controller Lanyard 1x Rubber Port Cover Set Screws & tools Manuals S-DJI-M300	\$13,199.00	1	\$13,199.00
			
<b>Add GPC Case</b>			
<b>GoProfessional Cases Matrice 300 Case</b> 	\$799.00	1	\$799.00

ADD EXTRA BATTERIES			
<p><b>DJI TB60 Intelligent Flight Battery</b></p> <p>2x Batteries required for each flight</p> <p style="text-align: right;">S-DJI-TB60</p> 	\$700.00	4	\$2,800.00
<p><b>DJI CrystalSky/Cendence - WB37 Intelligent Battery</b></p> <ul style="list-style-type: none"> <li>• Compatible with Smart Controller Enterprise &amp; D-RTK 2 Base Station</li> </ul> <p style="text-align: right;">S-DJI-CS-CEN-INT-BATT</p> 	\$59.00	1	\$59.00
ADD PREMIUM PAYLOAD			
<p><b>DJI Zenmuse H20T</b></p> <ul style="list-style-type: none"> <li>• Includes 1 year DJI Enterprise Shield Basic</li> <li>• 23x Hybrid Zoom &amp; thermal imaging in a single package</li> <li>• 12mp wide and 20 mp zoom cameras</li> <li>• 1200m Laser Range Finder</li> <li>• "Night Scene" IR-Cut Mode</li> <li>• All-New AI features</li> <li>• IP44 Rating</li> </ul> <p style="text-align: right;">S-DJI-ZH20T</p> 	\$11,209.00	1	\$11,209.00

ADD OTHER ACCESSORIES			
DJI Matrice 300 - 2110 Propeller (Part No.14) • 1x (Pair) Matrice 300 Propellers (1x CW, 1x CCW) S-DJI-M300-2110P  	\$120.00	2	\$240.00
OPTIONAL SERVICES (Optional items will not reflect in total unless selected)			
*Free* Firmware Upgrade Service - Activation of the product(s), upgrading to the latest available firmware, and delivered ready to fly.  V-ND-FIRM-UPG	\$0.00	1	\$0.00
1 Day Free Hardware Training (Your Location) To ensure that you are familiar with everything the M300 can do, we are now including a <b>FREE</b> day of hands-on training with every M300 purchase. Our experienced and knowledgeable instructor will travel to you for an in-depth introductory course on the M300 so that you can fly safely and confidently.	\$0.00	1	\$0.00
<input type="checkbox"/> Custom Curated Training Day with UAS Training & Support Specialist Customized one-day training sessions based on the unique needs of your business. One of our UAS Training and Support specialists will consult with you to understand your requirements, experience, and goals in order to create a personalized itinerary for you. Our specialists are experts in all applications and use cases including public safety, mapping, photogrammetry, inspection, tactical, etc... Depending on your needs we will create a day-long program that helps you to reach your goals.  This training option is only available for customers taking advantage of 1 Day Free Hardware Training (Your Location).	\$3,000.00	1	\$3,000.00
SHIPPING & HANDLING			
Ground Shipping  V-ND-SHIP	\$0.00	1	\$0.00
<b>*** Sales Tax applicable if shipping inside CA or WA ***</b>			

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Subtotal	\$28,306.00
Tax (0%)	\$0.00
<b>Total</b>	<b>\$28,306.00</b>



10 \$28,306.00

[Home](#) > [Your Shopping Cart](#)

## Shopping Cart

Product	Price	Quantity	Cart Total
x  <a href="#">CrystalSky Battery WB37</a>	\$59.00	<input type="text" value="1"/>	\$59.00
x  <a href="#">Matrice 300 Case</a>	\$799.00	<input type="text" value="1"/>	\$799.00
x  <a href="#">Matrice 300 Series Propeller</a>	\$120.00	<input type="text" value="2"/>	\$240.00
x  <a href="#">Zenmuse H20T (SP)</a>	\$11,209.00	<input type="text" value="1"/>	\$11,209.00
x  <a href="#">Matrice 300 TB60 Intelligent Flight Battery</a>	\$700.00	<input type="text" value="4"/>	\$2,800.00
x  <a href="#">Matrice 300 RTK Combo (SP)</a>	\$13,199.00	<input type="text" value="1"/>	\$13,199.00

REWARDS

27

Continue Shopping

Clear cart

Add a note to your order

Empty text box for adding a note to the order.

Cart Total

\$28,306.00

100%

Free shipping for orders over \$350.00

Proceed to Checkout

Subscribe to our newsletter

Enter your email address

Subscribe



Need Support? Give us a ring!  
(401) 681-4112

Store Address:

2465 West Shore Road  
Warwick RI, 02889



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## Shopping Cart

PROCEED TO CHECKOUT



(<https://www.aerialmediapros.com/dji-matrice-300-drone.html>)



DJI Matrice 300 RTK Drone (<https://www.aerialmediapros.com/dji-matrice-300-drone.html>)

**Matrice 300 RTK (Combo)**

1 x DJI Matrice 300 RTK Drone (Combo) \$13,199.00

\$13,199.00



(<https://www.aerialmediapros.com/checkout/cart/configur>)

\$13,199.00



(<https://www.aerialmediapros.com/goprofessional-cases-matrice-300-case.html>)



GoProfessional Cases Matrice 300 Case (<https://www.aerialmediapros.com/goprofessional-cases-matrice-300-case.html>)

\$799.00



(<https://www.aerialmediapros.com/checkout/cart/configur>)

\$799.00



(<https://www.aerialmediapros.com/dji-tb60-intelligent-flight-battery.html>)



DJI TB60 Intelligent Flight Battery (<https://www.aerialmediapros.com/dji-tb60-intelligent-flight-battery.html>)

\$700.00

(<https://www.aerialmediapros.com/checkout/cart/configur>)

\$2,800.00



(<https://www.aerialmediapros.com/dji-crystalsky-cendence-intelligent-battery.html>)



DJI CrystalSky/Cendence - WB37 Intelligent Battery (4920mAh) (<https://www.aerialmediapros.com/dji-crystalsky-cendence-intelligent-battery.html>)

\$59.00

(<https://www.aerialmediapros.com/checkout/cart/configur>)

\$59.00



(<https://www.aerialmediapros.com/dji-matrice-300-2110-propeller-part-no-14.html>)



DJI Matrice 300 - 2110 Propeller (Part No.14) (<https://www.aerialmediapros.com/dji-matrice-300-2110-propeller-part-no-14.html>)

\$120.00

(<https://www.aerialmediapros.com/checkout/cart/configur>)

\$240.00

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CLEAR SHOPPING CART

DISCOUNT CODES



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30





Enter your destination to get a shipping estimate.

Country

United States

State/Province

Please select region, state or province

Zip/Postal Code

Free Local Pickup

Will-Call Pickup in Los Angeles \$0.00

Free Shipping

Free \$0.00

#### CART TOTALS

Subtotal	<b>\$17,097.00</b>
Shipping & Handling (Free Local Pickup - Will-Call Pickup in Los Angeles)	<b>\$0.00</b>
Grand Total	<b>\$17,097.00</b>

Starting at \$1,546/month with  [Prequalify now](#). [Learn more](#)

PROCEED TO CHECKOUT



**Cloud City Drones**  
 Company ID: 001001  
 2465 West Shore Road  
 Warwick, Rhode Island 02889 United States  
 New England Enterprise UAS/UAV Dealer  
 cwilliams@cloudcitydrones.com  
 + 401.681.4112

**QUOTE**

Reference: Q- 502247  
 Prepared: 09:46 PM May 27, 2021  
 Expires: 09:46 PM June 26, 2021  
 Prepared by: Chris Williams

**Wexford County - Matrice 300 RTK w/H20T**

**Travis Baker**  
 Deputy 911 Director/Emergency Management Coordinator  
 Wexford County  
 437 East Division Street  
 Cadillac, MI 49601  
 tbaker@wexfordcounty.org

Product or Service	SKU		Discount	Price	Line Total
DJI Zenmuse H20T (SP)	H20TSP	1	\$0.00	\$11,209.00	\$11,209.00
- 20 MP Zoom Camera					
- 12 MP Wide Camera					
- 1200 m LRF (Laser Range Finder)					
- 640x512 px Radiometric Thermal Camera					
- Enterprise Shield (Zenmuse H20T)					
<b>Promotions</b>					
FREE! Cloud City Phone Support	CCDPSUP3M	1	-\$345.00	\$345.00	\$0.00
Free! Cloud City Drones priority white-glove phone support. (3 Month)					
				<b>Subtotal</b>	<b>\$11,209.00</b>
			<b>Line item discount total</b>		<b>-\$345.00</b>
			<b>Balance</b>		<b>\$11,209.00</b>

Accepted by:

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** June 2, 2021  
**SUBJECT:** Expert Evaluation – Jail

**SUMMARY OF ITEM TO BE PRESENTED:**

The new Sheriff’s Office and jail was completed in October 2017. Since that time, numerous issues with the building have developed. Many of the issues have been corrected, however, additional issues have appeared.

Per the recommendation of the County’s legal counsel, approval of an expert evaluation regarding design and construction of the building is being requested to protect the taxpayer’s \$13 million investment.

**RECOMMENDATION:**

The Finance Committee recommends the full board approve the request for an expert evaluation.



**Administrator's Report to the BOC**

**For the meeting of June 2, 2021**

**Completed Projects/Tasks**

FOIA Requests: The Administration Office received 6 new Freedom of Information requests between May 15 and May 28.

New Employees: One new employee started at the County since the May 19 Board of Commissioners meeting; a part time clerk in the Prosecutor's Office.

**Current Projects/Tasks**

ARPA (American Rescue Plan Act): Additional information regarding eligible expenditures from the US Treasury and the National Association of Counties has been provided to all commissioners. Many questions remain, but there is time for the board to consider a wide variety of possibilities as December 31, 2024 is the deadline to **obligate** the funds. It's a guarantee that additional information will be released, so more reading fun is on the horizon. As a reminder, following are the primary points of focus for eligible ARPA expenditures:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control.
- Replace lost revenue for eligible state, local, territorial, and Tribal governments to strengthen support for vital public services and help retain jobs.
- Support immediate economic stabilization for households and businesses.
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic.

A team is beginning to work on the revenue loss calculations. Moving forward, this number will be critical as calculated revenue loss has few expenditure restrictions.

Windows – Historic Courthouse: The window installations are complete. Replacement of the existing exterior aluminum flashing is underway; a completion timeline is not currently available. Thanks again to everyone for their patience with the disruptions of noise, mess, and all around general inconvenience.

**Additional Notes/Meetings**

Careers at the County: There are numerous opportunities at Wexford County. Right now we're looking for multiple corrections officers, two sheriff's deputies, an administrative analyst in the Equalization Department, an assistant prosecuting attorney, and an assistant public defender. Please let folks know about these careers that can make a difference in people's lives.

Courthouse & Lake Street Access: Given the recent changes in emergency orders from the Michigan Dept. of Health & Human Services, the Courthouse fully opened on Tuesday, May 18. Appointments are no longer required. Lake Street is fully open Monday through Thursday from 10 am – 2 pm; individual offices should be contacted outside of those hours for access.

More Reopenings: We've been told that Michigan Works! will be opening their doors for walk-in customers starting Monday, June 7. Also, our MDOC folks are expected to be back in their offices on Monday, July 12.

Respectfully,  
Janet Koch, County Administrator