



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 16, 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
- 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 June 2, 2021, Regular Meeting Minutes..... 1

J. AGENDA ITEMS

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M.	PUBLIC COMMENTS	
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N.	LIAISON REPORTS	
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O.	BOARD COMMENTS	
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P.	CHAIR COMMENTS	
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Q.	ADJOURN	
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WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting * Wednesday, June 2, 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, Gary Taylor, Judy Nichols, and Brian Potter.

Absent- Julie Theobald.

Pledge of Allegiance.

Additions/Deletions to the Agenda-None.

Approval of the Agenda

MOTION by Comm Musta, seconded by Comm Bush to approve the agenda.

All in Favor.

Employee Recognition-

1. Resolution 21-18 Appreciation for Randy Adlam's Service
MOTION by Comm Musta, seconded by Comm Bush to approve Resolution 21-18 Extending Appreciation for Randall Adlam's Dedicated Service.

Roll Call: Motion passed 8-0.

2. Resolution 21-19 Appreciation for Sally Randall's Service
MOTION by Comm Musta, seconded by Comm Potter to approve Resolution 21-19 Extending Appreciation for Sally Randall's Dedicated Service.

Roll Call: Motion passed 8-0.

Presentation and Reports- None.

Public Comment- None.

Consent Agenda

1. Approval of the May 19, 2021 Regular Meeting Minutes
2. Acceptance of the Wexford Missaukee Community Corrections Advisory Board Appointment

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

All in favor.

Agenda Items

1. Policy D 9.0 Historic Courthouse Interior Spaces
MOTION by Comm Townsend, seconded by Comm Bush to approve Policy D 9.0 Historic Courthouse Interior Spaces, Features & Finishes.

Roll Call: Motion passed 8-0.

2. Public Defender Roster Update-Social Worker Position
MOTION by Comm Bengelink, seconded by Comm Bush to add a full time Social Worker position to the Public Defender's employee roster and to begin the position at the M3 wage scale.

Roll Call: Motion passed unanimously.

3. MGT Agreement-Prosecutor's Office
MOTION by Comm Musta, seconded by Comm Bush to approve the MGT of America Consulting agreement with the Prosecutor's Office and authorize the Chairman to sign the agreement.

Roll Call: Motion approved unanimously.

4. Drone Purchase for Emergency Management
MOTION by Comm Nichols, seconded by Comm Potter to budget \$30,000 of general fund balance in department 101-426 for drone purchase and training, and to purchase the drone from DSLR Pros at a cost of \$28,306.

One Commissioner commented that they thought this was a great thing to invest for the County. They thanked Travis for putting together the information he did.

Roll Call: Motion passed 8-0.

5. Expert Evaluation-Jail
MOTION by Comm Bengelink, seconded by Comm Musta to authorize County Counsel to retain an expert to evaluate the design and construction of the Sheriff's Office and Jail at a cost not to exceed \$30,000.

Roll call: Motion passed unanimously.

6. Budget Amendment-None.

Administrator's Report-

Administrator Koch explained she is still going through all of the requirements for spending the ARPA funding. She welcomed any ideas to be sent to her. She will compile

a list, and they will be discussed at the Executive Committee. The money has not been received yet, but the first half should be coming soon.

She also mentioned that the project in the Prosecutor's Office on their windows has been completed. The Historical Courthouse windows are completely finished interiorly. The exterior flashing will be completed soon.

Correspondence- *None.*

Public Comments- *None.*

Liaison Reports-

Comm Townsend received an Airport Newsletter. They were set to receive 4000 gallons to sell.

Comm Taylor attended the Conservation District where they just completed their tree sale. He also attended the Fair Board meeting. They are gearing up for the Fair and an upcoming mudbog.

Board Comments-

Comm Townsend stated he loved the arrangements of the Board room.

Comm Bengelink read a PJ O'Rourke quote.

Comm Bush stated he was glad that something was being done about the jail. He felt it was getting out of control.

Chairman's Comments-

Comm Taylor thanked everyone for coming.

Adjourn

MOTION by Comm Musta, seconded by Comm Bengelink to adjourn at 4:15 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Executive Committee
FOR MEETING DATE: June 16, 2021
SUBJECT: Lake Street Parking Lot

SUMMARY OF ITEM TO BE PRESENTED:

In 2015, Prein & Newhof performed an investigation of the parking lot that serves the 401 N. Lake Street building. At that point, the estimated costs for repair were \$53,609 and \$130,339 for reconstruction. Also provided were estimates for removal/replacement of the sidewalks in need of repair; total sidewalk cost was \$21,300. Total project totals were \$74,909 for repair (option 1) and \$151,639 for reconstruction (option 2).

Prein & Newhof was recently contacted and made on site visit to review existing conditions. The engineers presented a revised estimate immediately previous to the Executive Committee meeting (see attached). Estimates for the same options are \$76,000 for option 1 and \$155,000 for option 2.

Please note the option 2 comment that: “We assume that contaminated soils can remain somewhere on site. Costs will be higher if the contaminated soils will have to be removed from site and will be determined at that time.”

The fee for professional services would be an additional \$11,100.

Given the nature of the parking lot’s condition, investing in a more thorough restoration would provide a significantly more stable base for the lot. A more stable base will help reduce future costs for the parking lot.

RECOMMENDATION:

The Executive Committee recommends that the full board approve an agreement with Prein & Newhof for Option 2 regarding the Lake Street parking lot.

June 8, 2021

Janet Koch, Administrator
Wexford County
437 E. Division Street
Cadillac, MI 49601

JKoch@wexfordcounty.org

RE: 401 N. Lake Street Parking Lot Improvements

Dear Ms. Koch:

Prein&Newhof (P&N) is pleased to present this proposal for design of improvements for the Parking Lot located at 401 North Lake Street in Cadillac. We look forward to working with you on this project.

The existing parking lot is in very poor condition. There is a large hole in the west side of the lot, multiple potholes, and evidence of heaving pavement throughout the lot. We understand that you would like to make the parking lot to be made smoother and safer for pedestrian use.

PREVIOUS WORK DONE BY P&N

Conceptual design work was previously performed on this property in 2015. We plan to use this concept as a basis of design for our current project.

A geotechnical investigation in 2015 of this site was performed by Prein&Newhof in 2015 and revealed very poor subsurface conditions and pockets of potentially contaminated soils. We plan to use the recommendations in that report for our proposed design. *No additional geotechnical investigation is proposed.*

A topographic survey of the site was performed in 2015. We propose to collect supplemental survey data to determine changes to the site due to additional settlement. We plan to use existing horizontal and vertical control if it is found intact.

Using the 2015 geotechnical investigation and topographic survey, two options have been developed for repair. These two options will be used for the design phase of our proposed work for this project.

OPTION 1 – CRUSH AND SHAPE EXISTING PARKING LOT

The first option for repair of your parking lot is to pulverize the existing asphalt surface, fill large holes in the surface with suitable material, and place new asphalt surfacing on the lot. This option will not remove poor soils found in the geotechnical report and should only be considered if the topographic survey performed reveals that the parking lot has stabilized is stable. The preliminary estimated construction cost for this option is **\$76,000**. A preliminary scoping estimate for this option is attached.

Design work for this option will include comparing 2021 topographic data to 2015 data to determine soil movement, a basic grading plan (of low areas only), drainage structure modification, layout of parking spaces, and development of a detailed engineer's estimate for construction.

OPTION 2 – EXCAVATE POOR SOILS AND REGRADE LOT

The second option for repair of your parking lot is to remove the existing asphalt, determine areas of poor soils, excavate unsuitable material and replace with lightweight fill, place new aggregate base, and place new asphalt surfacing. This option will be more expensive but will make the lot more stable. The preliminary estimated construction cost for this option is **\$155,000**. A preliminary scoping estimate for this option is attached. *We assume that contaminated soils can remain somewhere on site. Costs will be higher if the contaminated soils will have to be removed from site and will be determined at that time.*

Design work for this option will include developing a grading plan for the lot, determination of excavation limits, replacement of drainage structures in areas of excavation, design of a lightweight fill cross section, layout of parking spaces, and development of a detailed engineer's estimate for construction.

BID DOCUMENTS

After design and plan development is complete, bid documents will be developed. These documents will consist of plans and specifications for construction of the proposed repair. These documents can be shared with contractors to receive bids for this project.

PROFESSIONAL FEES AND SERVICE AGREEMENT

We propose to perform the professional services described for this project for following fees:

A. Topographic Survey (Needed for Either Option)	\$1,200
B. Design of Option 1	\$3,900
C. Design of Option 2	\$7,900
D. Bid Documents (Needed for Either Option).....	\$2,000

Total Design Cost for Option 1 (A+B+D) \$7,100
Total Design Cost for Option 2 (A+C+D) \$11,100

Please let us know which design option you would like to pursue, and we will develop a Professional Services Agreement for your chosen option. We look forward to working with you on this project.

Sincerely,

Prein&Newhof



Connie S. Houk, P.E.

CSH/es

Encl: Scoping Estimates with 2021 pricing, 2015 Geotechnical Report

PARKING LOT**\$ 75,764.00****Option 1 - Crush/Shape Existing HMA Surface**

Curb and Gutter, Rem	279 Ft	\$ 8.00	\$ 2,232.00
Sidewalk, Rem	46 Syd	\$ 12.00	\$ 552.00
HMA Base Crushing and Shaping	2160 Syd	\$ 3.00	\$ 6,480.00
Curb and Gutter, Conc, Det F4	279 Ft	\$ 20.00	\$ 5,580.00
HMA, LVSP - (3 inches)	360 Ton	\$ 110.00	\$ 39,600.00
Hand Patching	25 Ton	\$ 150.00	\$ 3,750.00
Material, Surplus and Unsuitable, Rem, LM	70 Cyd	\$ 6.00	\$ 420.00
Dr Structure, Rem	3 Ea	\$ 350.00	\$ 1,050.00
Sewer, Rem, Less than 24 inch	160 Ft	\$ 10.00	\$ 1,600.00
Dr Structure, 48 inch dia	3 Ea	\$ 2,300.00	\$ 6,900.00
Sewer, CI E, 12 inch, Tr Det B	160 Ft	\$ 30.00	\$ 4,800.00
Dr Structure Cover, Type D	2 Ea	\$ 800.00	\$ 1,600.00
Dr Structure Cover, Type K	1 Ea	\$ 800.00	\$ 800.00
Slope Restoration	100 Syd	\$ 4.00	\$ 400.00

PARKING LOT**\$ 154,594.00****Option 2 - Remove Peat & Lightweight Fill in Area around Catchbasin**

Curb and Gutter, Rem	279 Ft	\$ 8.00	\$ 2,232.00
Sidewalk, Rem	46 Syd	\$ 12.00	\$ 552.00
HMA Base Crushing and Shaping	2160 Syd	\$ 3.00	\$ 6,480.00
Excavation, Earth	250 Cyd	\$ 8.00	\$ 2,000.00
Excavation, Peat	250 Cyd	\$ 14.00	\$ 3,500.00
Non Haz Contaminated Material Handling and Disposal, LM*	250 Cyd	\$ 35.00	\$ 8,750.00
Aggregate Base	Ton	\$ 30.00	\$ -
Curb and Gutter, Conc, Det F4	279 Ft	\$ 20.00	\$ 5,580.00
HMA, LVSP - (3 inches)	360 Ton	\$ 110.00	\$ 39,600.00
Hand Patching	25 Ton	\$ 150.00	\$ 3,750.00
Lightweight Flowable Fill	480 Cyd	\$ 125.00	\$ 60,000.00
Material, Surplus and Unsuitable, Rem, LM	100 Cyd	\$ 6.00	\$ 600.00
Dr Structure, Rem	3 Ea	\$ 350.00	\$ 1,050.00
Sewer, Rem, Less than 24 inch	160 Ft	\$ 10.00	\$ 1,600.00
Dr Structure, 48 inch dia	1 Ea	\$ 2,300.00	\$ 2,300.00
Dr Structure, HDPE, 48 inch dia	2 Ea	\$ 2,000.00	\$ 4,000.00
Sewer, CI E, 12 inch, Tr Det B	160 Ft	\$ 30.00	\$ 4,800.00
Dr Structure Cover, Type D	2 Ea	\$ 800.00	\$ 1,600.00
Dr Structure Cover, Type K	1 Ea	\$ 800.00	\$ 800.00
Dewatering**	1 LS	\$ 5,000.00	\$ 5,000.00
Slope Restoration	100 Syd	\$ 4.00	\$ 400.00

Hazardous material disposal may replace this pay item at an increased cost***If contaminated water is encountered proper disposal is required.****Disposal of material is approximately \$30/Ton at landfill****Contractor will be responsible for taking care of manifestation.**

July 31, 2015
Project No. 2140552

Mr. Adam Kerr
County of Wexford
437 E. Division Street
Cadillac, MI 49601

**Re: Soil Investigation Summary Report
401 N. Lake Street Parking Lot
Cadillac, Michigan**

Dear Mr. Kerr:

This letter presents a summary of the results of a soil investigation performed at the Michigan Works Service Center parking lot at 401 N. Lake Street, Cadillac, Michigan. It is understood that the parking lot has experienced settlement and heave of the pavement surface in several areas, along with general surface distortions throughout most of the lot. Present plans call for parking lot repairs that may include repair and/or replacement of two sunken catch basins located on the west side of the site and repair of a heaved area in the northeast portion of the lot. The catch basin repairs are expected to require raising the elevation of the parking lot subgrade by up to about 1.5 feet in the areas around the catch basins in the northwestern part of the site that have experienced settlement.

Soil Investigation

Four soil borings were drilled by Pearson Drilling Co. under the observation of Prein&Newhof on July 10, 2015. As-drilled locations of the borings are shown on the attached Soil Boring Location sketch. In addition, laboratory moisture content tests were performed on selected samples to assess the compressibility potential of organic soils encountered below the pavement.

Subsurface Conditions

The following conditions were observed at the boring locations:

Boring	Depth (ft)	Soil Description	Comments
SB-1	0-0.7	Pavement: 3.5" HMA over 4.5" Aggregate Base	Boring drilled in settled area around existing CB Groundwater at 2.0 ft
	0.7-4.0	Fill: loose to very loose Sand and Gravel	
	4.0-15.0	Very soft Peat (strong petroleum odor)	
	15.0-16.5	Very loose Sand	
SB-2	0-0.6	Pavement: 3" HMA over 4" Aggregate Base	Boring drilled in south drive lane Groundwater at 6.0 ft
	0.6-2.0	Fill: loose gravelly Sand	
	2.0-3.0	Organic Sand	
	3.0-6.2	Very soft Peat [firm bottom at 6.2 ft]	
SB-3	0-0.7	Pavement: 3" HMA over 5" Aggregate Base	Boring drilled in north drive lane Groundwater at 6.0 ft
	0.7-4.0	Fill: very loose Sand with gravel	
	4.0-4.8	Lightweight Fill: Wood chips (9")	
	4.8-6.5	Very soft Peat [firm bottom at 6.5 ft]	

SB-4	0-0.9 0.9-2.0 2.0-6.0	Pavement: 3" HMA over 8.5" Aggregate Base Fill: very loose Sand with gravel Very soft Peat [firm bottom at 6.0 ft]	Boring drilled at north end of west drive lane Groundwater at 5.2 ft
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Evaluation and Recommendations

The conditions found in the soil borings indicate that the parking lot is constructed over compressible, low strength organic soils ranging from peat to organic sand. These organic have exceptionally high moisture contents ranging up to 456 percent which indicates that they are highly susceptible to significant settlement when subjected to loads imposed by fill, pavement, traffic and cyclic fluctuations of the water table. SB-1 encountered a significantly greater thickness of organic soil than the other borings (11 ft in SB-1 compared to 1.5 to 4.2 ft in the other borings), which accounts for the much greater settlement that appears to have occurred in that area, as well as the apparent settlement of the catch basin itself. The catch basin near SB-4 does not show signs of settlement; however, the pavement in this area appears to have settled relative to the catch basin structure and the pavement surface is currently well below the catch basin rim.

The presence of wood chips in SB-3 suggests that settlement has been a problem at this site for a long time. Prior to the development of lightweight synthetic fill material, wood chips were typically used as the material of choice for lightweight fill applications.

The conditions encountered in SB-3 do not reveal any readily obvious cause(s) for the localized heave that has occurred in this area.

Parking lot repairs and repair/reconstruction of the settled catch basin near SB-1 will be a challenging operation, particularly since raising the finished grades in the area using conventional fill material will result in considerable additional settlement. Since the peat in this area extends to about 15 ft below the surface and about 13 ft below the water table, complete removal of the peat does not appear practical. We recommend that consideration be given to removing the upper layer of sand and gravel fill and possibly some peat down to at least 18 inches below the proposed bottom of catch basin elevation. The excavation should then be backfilled in layers using lightweight flowable fill to form a stable platform for placing a new lightweight HDPE catch basin. The rest of the excavation should then be backfilled with lightweight flowable fill up to the proposed subgrade elevation. Proper selection of the flowable fill mixture should permit the parking lot grade to be raised as needed while keeping the net weight of the fill at or below the existing value, thereby reducing the potential for future settlement. (Normally, lightweight flowable fill mixtures can achieve unit weights as low as 50 to 80 pounds per cubic foot. However, special mixtures can be designed with unit weights as low as 20-30 pounds per cubic foot).

Other lightweight fill materials such as expanded polystyrene geofoam may be considered. However, given the high water table at this site, these materials may be subject to buoyancy problems.

Mr. Adam Kerr
County of Wexford
July 31, 2015

Limitations

The evaluation and recommendations presented above are considered to be preliminary and are intended to form the basis for further discussion to determine the actual scope of pavement and catch basin repairs.

It should also be noted that the scope of this investigation was limited to evaluation of geotechnical considerations relative to pavement and catch basin repairs. The scope of the project did not include the assessment of possible contamination by chemical or other hazardous materials. Accordingly, the presence or absence of such material or contamination is not implied, inferred or suggested by this report or the results of this study. Nevertheless, it should be noted that a **strong petroleum odor was observed in SB-1**. Consideration should be given to testing the affected samples to determine if these materials require **special handling during construction**.

We look forward to discussing the results of this investigation as the design of this repair project progresses.

Sincerely,

Prein&Newhof



Fernando Souto, P.E.

FS/vav

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Executive Committee
FOR MEETING DATE: June 16, 2021
SUBJECT: Cadillac Janitorial Memorandum of Understanding

SUMMARY OF ITEM TO BE PRESENTED:

Since 2009, Cadillac Janitorial has been servicing Wexford County's janitorial needs, along with lawn care and snow removal. Cadillac Janitorial, our Maintenance Director, and Administration have been discussing amendments to the 2015 janitorial contract which, through extensions, currently expires June 30, 2021.

Following is a Memorandum of Understanding (MOU) between the County and Cadillac Janitorial, along with its three attachments. The proposed changes have been discussed with all department heads who will be impacted.

RECOMMENDATION:

The Executive Committee forwards a recommendation to the full board to approve the Memorandum of Understanding with Cadillac Janitorial.

MEMORANDUM OF UNDERSTANDING

This Memorandum is made and entered into on the date set forth below, by and between the County of Wexford (County) and Cadillac Janitorial, Inc. (Contractor).

- 1) The County and the Contractor are parties to a Janitorial, Snow removal, Groundskeeping and Limited Maintenance Services Agreement dated March 18, 2015, which has had several extensions, the last of which will expire June 30, 2021.
- 2) The County and the Contractor have mutually agreed to a limited reduction in daily/weekly janitorial services at two locations; the Courthouse/Annex at 437 E. Division and the Lake Street Building at 401 N. Lake Street.
- 3) The following are attached and considered a part of this memorandum:
 - a. Attachment A: list of the reductions in services, the one addition, the services that will not change, and notes of clarification
 - b. Attachment B: sketches of the Courthouse/Annex and 401 N. Lake Street with color coding that illustrates current daily/weekly janitorial duties.
 - c. Attachment C: sketches of the Courthouse/Annex and 401 N. Lake Street with color coding that illustrates the amended daily/weekly janitorial duties.
- 4) The Contractor's compensation for janitorial services starting July 1, 2021 will be:
 - a. Courthouse and Annex..... \$53,622.72 per year
 - b. Lake Street Building \$33,802.08 per year
- 5) The County shall pay to the Contractor the prorated monthly compensation stated above on or about the first day of each month, by the same method that the previous compensation was paid.
- 6) The Contractor's compensation for snowplowing and groundskeeping for the Public Defender's Office at 419 N. Lake Street shall be identical to the snowplowing and groundskeeping compensation for the other County facilities.
- 7) The terms of this Memorandum will expire May 31, 2022.

COUNTY OF WEXFORD
BOARD OF COMMISSIONERS

Dated: _____

Gary Taylor, Chair

Dated: _____

Alaina M. Nyman, County Clerk

CADILLAC JANITORIAL, INC.

Dated: _____

Carl Ouwinga, President

Attachment A

A. Reductions

1. Courthouse & Annex

- a) Cadillac Janitorial will no longer perform daily/weekly janitorial services inside the County's office suites in the Courthouse & Annex. See Attachment C for details.
- b) Cadillac Janitorial will no longer remove any trash inside the County's office suites.
- c) Note item C.3 below regarding the Michigan Dept. of Corrections offices.

2. Lake St. Building (401 N. Lake St.)

- a) Cadillac Janitorial will no longer perform daily/weekly janitorial services inside the Building Department, Veterans Services Offices, or Drain Commissioner's Office. See Attachment C for details.
- b) Cadillac Janitorial will no longer perform daily/weekly janitorial services inside the individual offices of the Friend of the Court. See Attachment C for details.
- c) Cadillac Janitorial will no longer remove any trash inside the County's office suites.
- d) Note C.4 and C.5 below regarding Michigan Works and MSU Extension offices.

B. Addition

1. Snow removal and groundskeeping at 419 N. Lake St.

- a) Addition of the same snow removal services that are specified in the March 2015 contract for the Lake Street Building.
- b) Addition of the same groundskeeping services that are specified in the March 2015 contract for the Lake Street Building.
- c) Snow removal and groundskeeping for 419 N. Lake St. must be noted separately on monthly invoices in order to provide required documentation for the MIDC grant.

C. No Change

- 1. No change to any semi-annual or annual services to the Courthouse/Annex and Lake Street Building as specified in the March 2015 contract: carpet cleaning, window cleaning, light fixture lens cleaning, etc.
- 2. No changes to janitorial services at DHD #10
- 3. No changes to janitorial services in the Mich. Dept. of Corrections offices in the Annex
- 4. No changes to janitorial services in Michigan Works offices at the Lake St. Building
- 5. No changes to janitorial services the MSU Extension offices at the Lake St. Building
- 6. No changes to snow removal / groundskeeping at Courthouse/Annex
- 7. No changes to snow removal / groundskeeping at Lake St. Building (401 N. Lake St.)
- 8. No changes to snow removal / groundskeeping at DHD #10

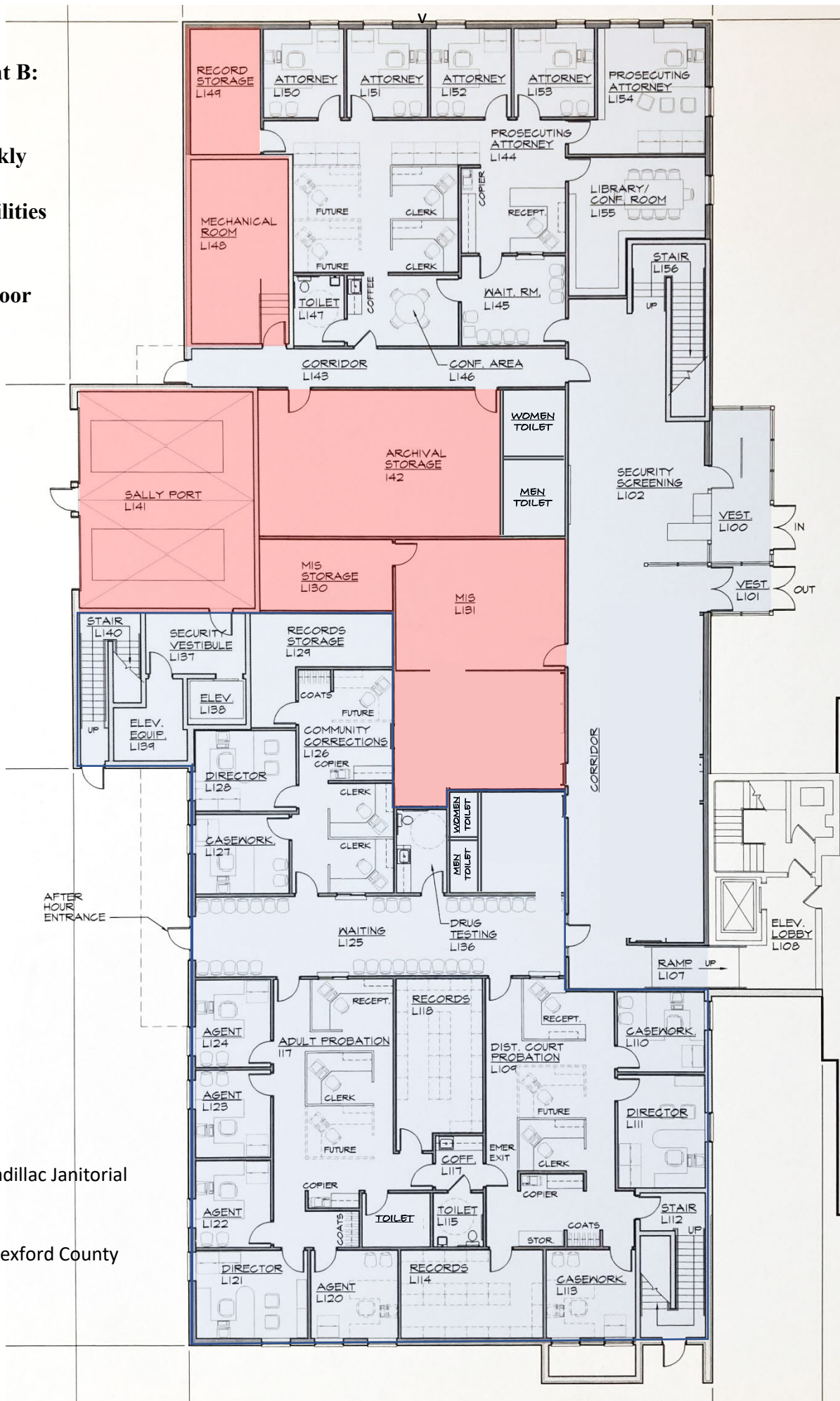
9. No changes to snow removal / groundskeeping at Sheriff's Office & Jail
10. No changes to snow removal / groundskeeping at Animal Shelter

D. Clarifications

1. Courthouse/Annex Public Areas: Cadillac Janitorial will continue to provide janitorial services in all public areas; this includes courtrooms and public restrooms. Cadillac Janitorial will continue to provide supplies in public restrooms.
2. Community Corrections Office Testing Restrooms: Cadillac Janitorial will continue to provide janitorial services for the Community Corrections testing restrooms.
3. Lake St. Building: Cadillac Janitorial will continue to provide janitorial services in all public areas; this includes the public restrooms. Cadillac Janitorial will continue to provide supplies in public restrooms.
4. Lake St. Building – Friend of the Court: Cadillac Janitorial will continue to provide janitorial services in the more public areas of the Friend of the Court, e.g., lobby, courtroom and the “heavy traffic” areas inside the office.
5. In-Suite Restroom Supplies: County staff will stock the in-suite restrooms with hand soap, paper towels, and toilet paper purchased by Cadillac Janitorial.

Annex – Ground Floor

Attachment B: Existing Daily/Weekly Janitorial Responsibilities – Annex Ground Floor




Annex – 1st Floor

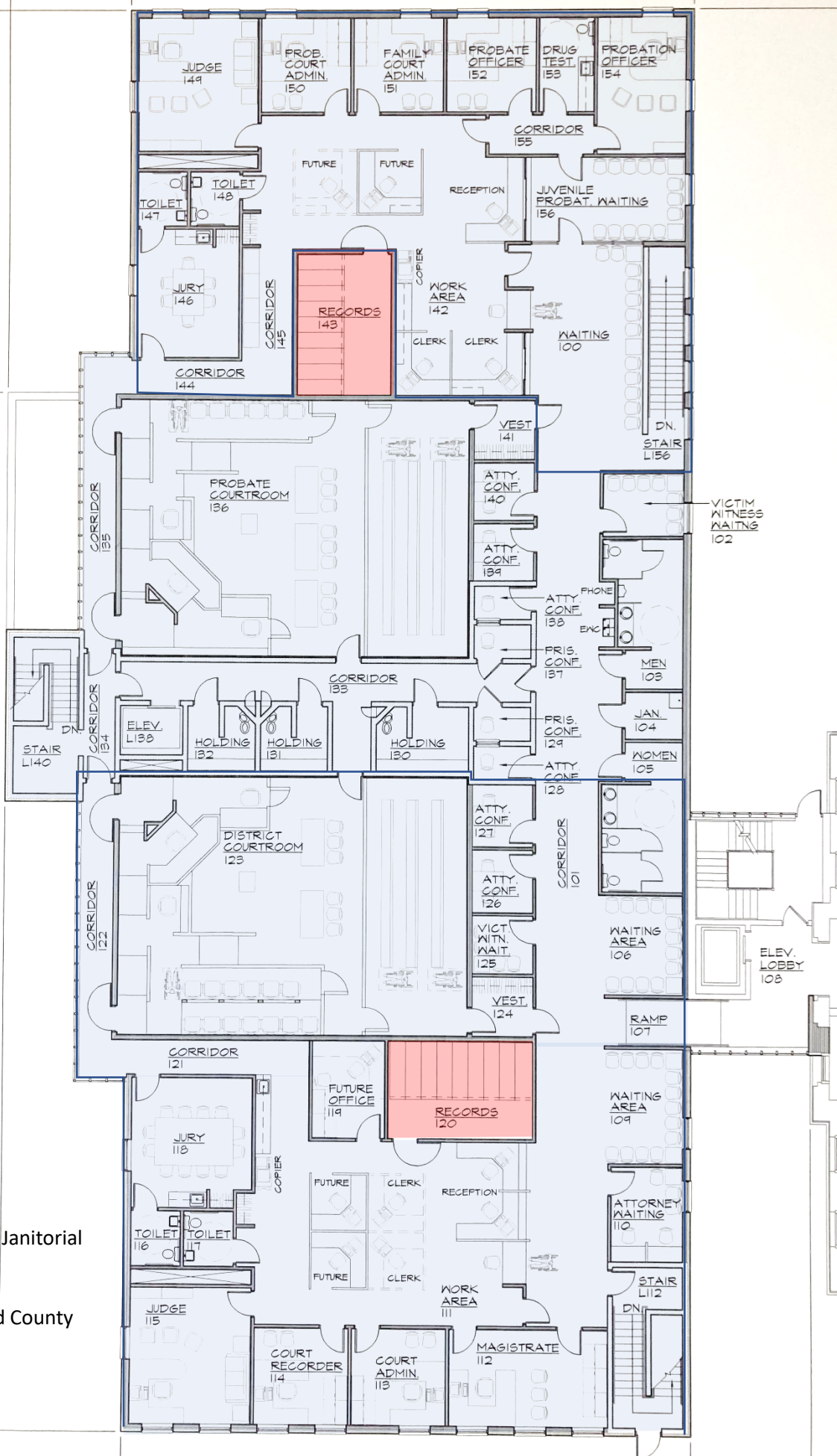
Attachment B:

Existing Daily/Weekly Janitorial Responsibilities

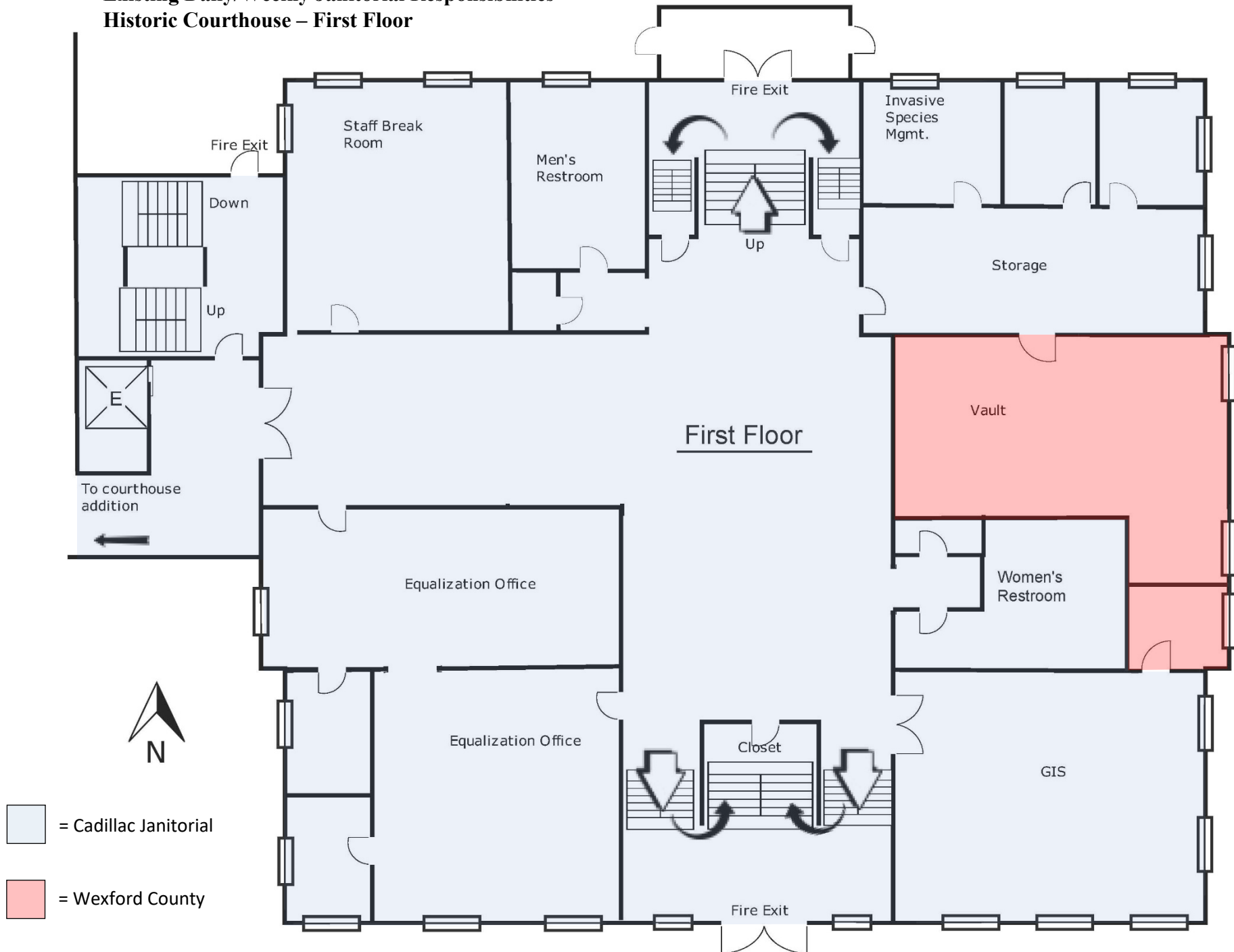
Annex 1st Floor

 = Cadillac Janitorial

 = Wexford County



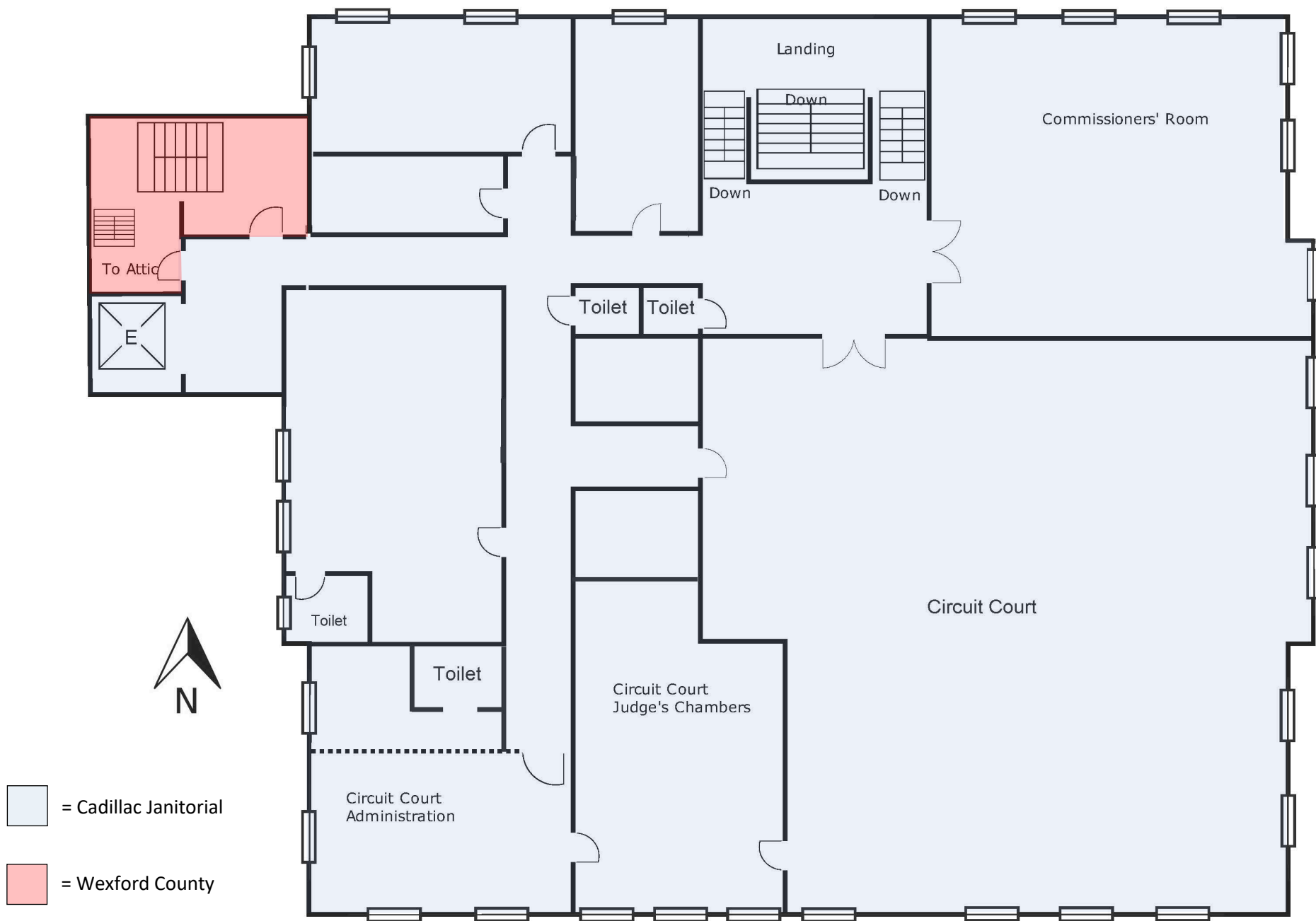
Attachment B:
Existing Daily/Weekly Janitorial Responsibilities
Historic Courthouse – First Floor



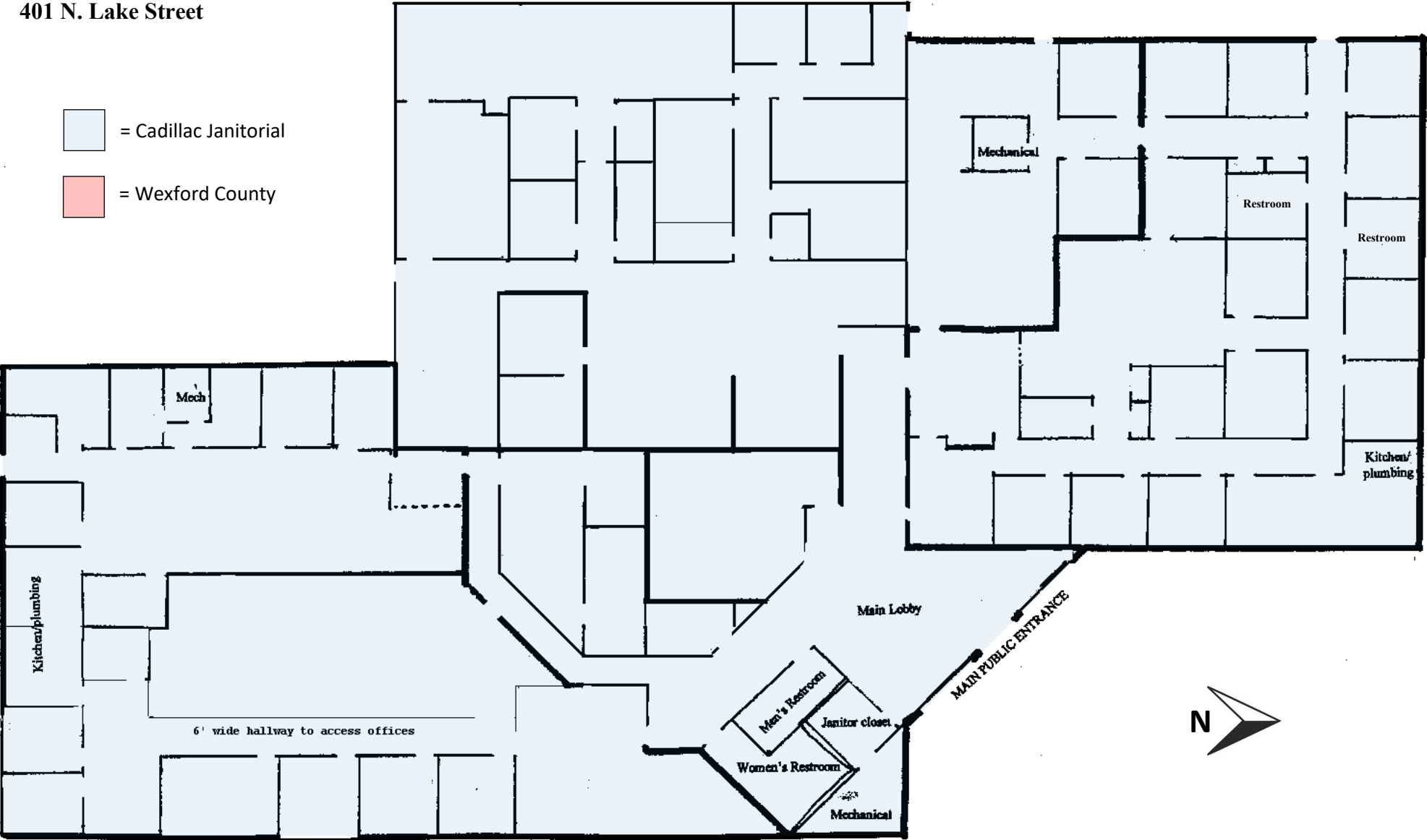
Attachment B:
Existing Daily/Weekly Janitorial Responsibilities
Historic Courthouse – Second Floor



Attachment B:
Existing Daily/Weekly Janitorial Responsibilities
Historic Courthouse – Third Floor



Attachment B:
Existing Daily/Weekly
Janitorial Responsibilities
401 N. Lake Street



Attachment C:
Amended
Daily/Weekly
Janitorial
Responsibilities
—
Annex
Ground Floor




Annex – 1st Floor

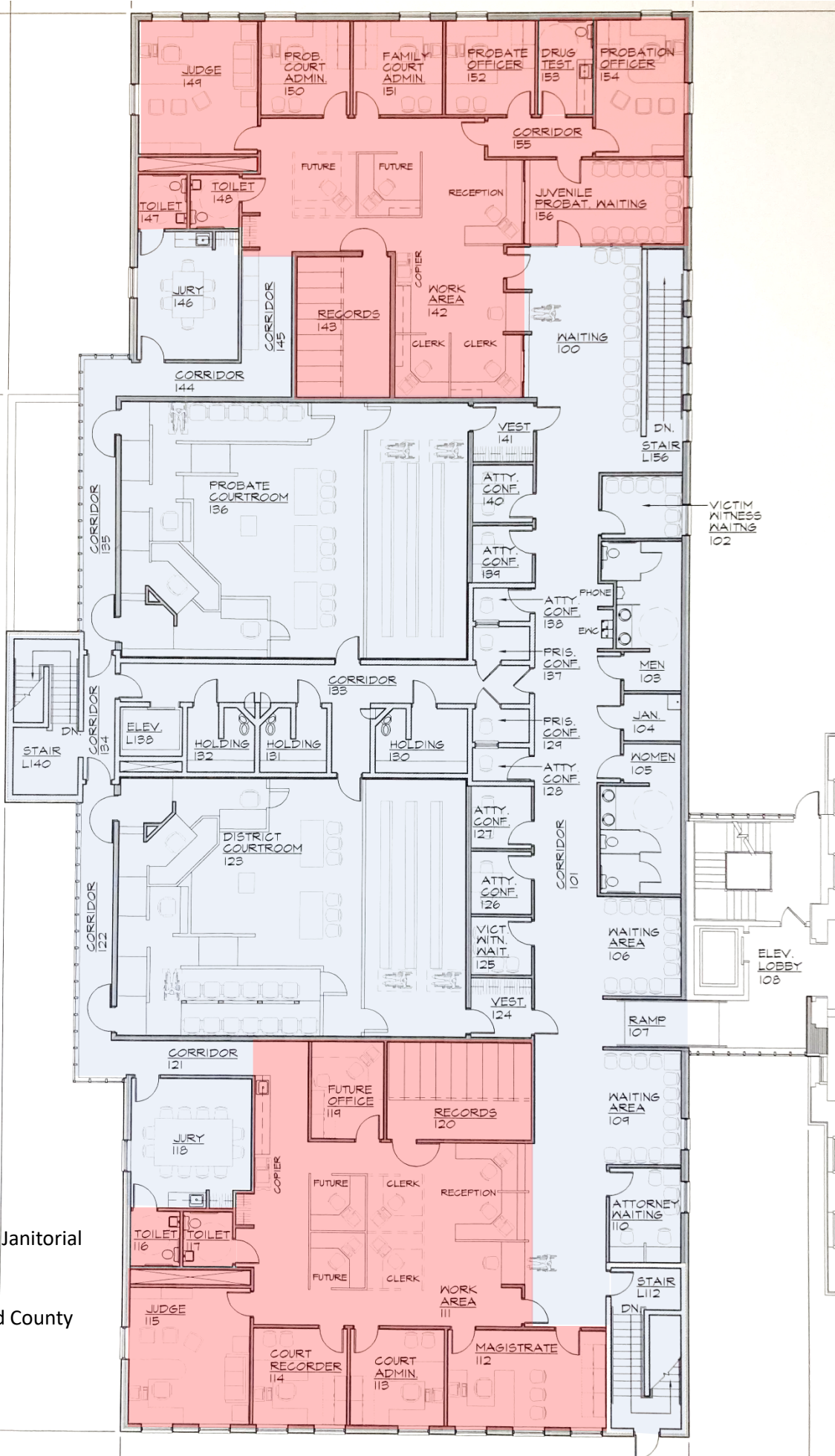
Attachment C:

Amended Daily/Weekly Janitorial Responsibilities

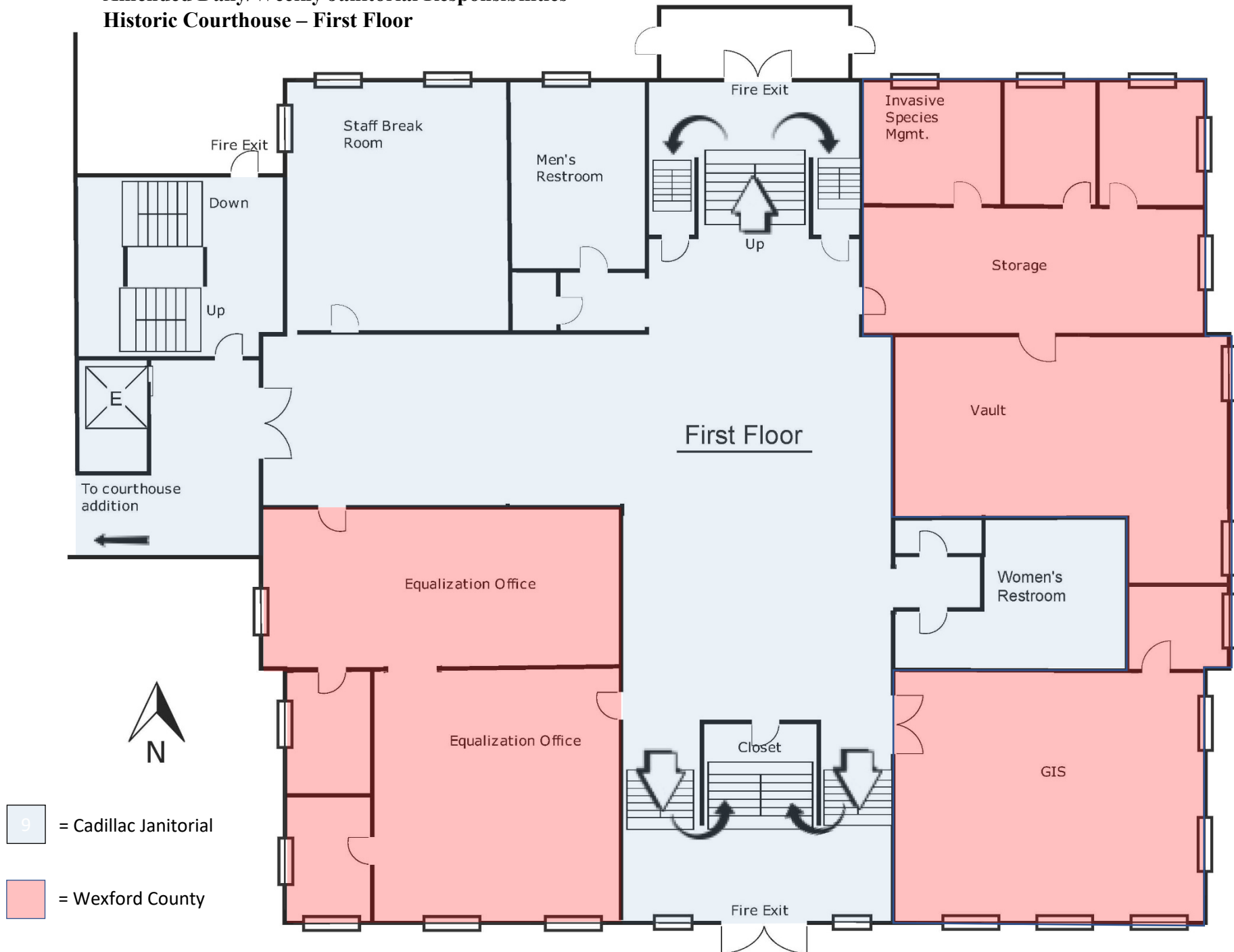
Annex 1st Floor

 = Cadillac Janitorial

 = Wexford County



Attachment C:
Amended Daily/Weekly Janitorial Responsibilities
Historic Courthouse – First Floor



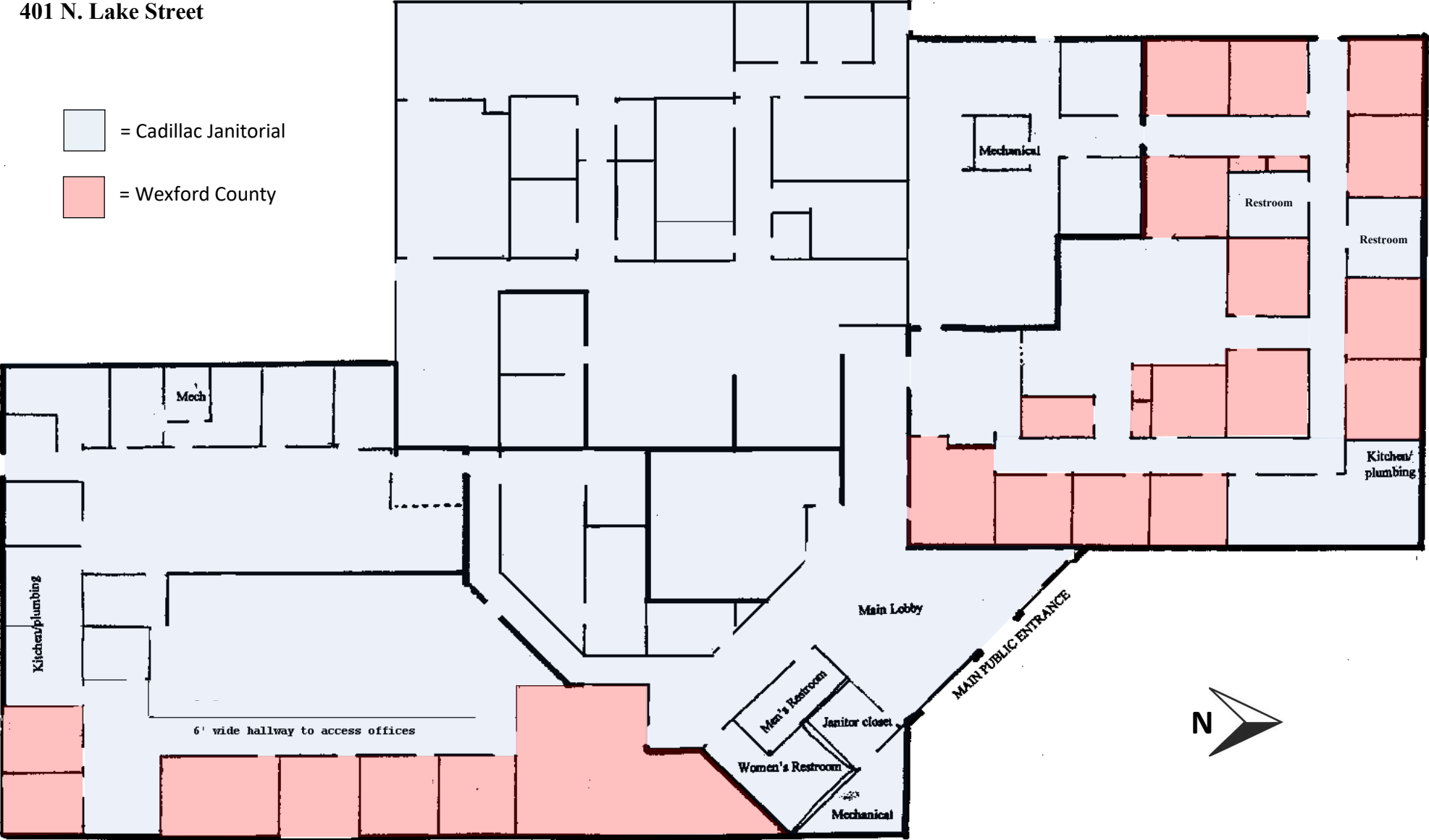
Attachment C:
Amended Daily/Weekly Janitorial Responsibilities
Historic Courthouse – Second Floor



Attachment C:
Amended Daily/Weekly Janitorial Responsibilities
Historic Courthouse – Third Floor



Attachment C:
Amended Daily/Weekly
Janitorial Responsibilities
401 N. Lake Street



BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Executive Committee
FOR MEETING DATE: June 16, 2021
SUBJECT: Networks Northwest - MI Works Lease Agreement

SUMMARY OF ITEM TO BE PRESENTED:

Networks Northwest has a lease with the County for space utilized by MI Works located at 401 N. Lake Street. The existing lease agreement expires on June 30, 2021. The new lease is for a two-year period, July 1, 2021 through June 30, 2023.

The lease cost has not changed in a number of years. Administration worked with Networks Northwest on a revised cost, which has been recalculated to acknowledge the increased costs to the County for heat, electricity, etc.

Networks Northwest is in agreement with a cost increase from \$11.00 per sq. ft. to \$12.74 per sq. ft. This is an annual increase of \$9,763.14.

RECOMMENDATION:

The Executive Committee requests that the full board approve the lease agreement.

LEASE

THIS LEASE, made and entered into this second day of June, 2021, by and between the **COUNTY OF WEXFORD**, a municipal corporation and political subdivision of the State of Michigan, (hereinafter referred to as the LESSOR) and the **NETWORKS NORTHWEST**, whose mailing address is P.O. Box 506, Traverse City, Michigan 49685 (hereinafter referred to as the LESSEE).

W I T N E S S E T H:

WHEREAS, LESSEE has the authority to contract in order to obtain facilities providing office and storage space and it is in need of such facilities; and

WHEREAS, LESSOR has available certain space which will meet the office and storage needs of the LESSEE at 401 Lake Street, Cadillac, Michigan 49601 (hereinafter referred to as LEASED PREMISES); and

WHEREAS, the LESSOR agrees to lease a portion of said space to the LESSEE, and the LESSEE desires to lease the same.

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

I. Leased Premises and Authorized Use. For the period of July 1, 2021 through June 30, 2023, LESSEE shall lease office and storage space consisting of approximately 5,611 square feet at 401 Lake Street as designated previously and as shown on the attached sketch (Attachment A, page 9).

The LESSEE by entry into this Lease acknowledges that it has inspected the leased premises and takes the leased premises **AS IS**. It is expressly understood and agreed that the rights granted the LESSEE under this Lease apply to the leased premises alone and do not extend to other parts of the LESSOR's property of which the leased premises are a part. The LESSOR shall have the right to use the conference room subject to the LESSEE's schedule.

It is expressly understood and agreed that the authorized use of the leased premises is for general office purposes and storage space. The LESSEE shall not use the leased premises for any other purpose without the prior written consent of the LESSOR.

II. Parking. The LESSEE shall be entitled to the rented use of one parking space per 200 square feet of rented gross floor space designated by the LESSOR.

III. Telephones and Information Technology Systems. The LESSEE shall be responsible for providing its own telephone and/or information technology system, as well as any Michigan Works! signage.

IV. Rent. LESSEE shall lease the premises described in Section I for a period of two (2) years and agrees to pay LESSOR the following sums for occupation and use of the leased space and utilities:

- A. For the period covering July 1, 2021 to June 30, 2023, the lease rate shall be \$12.74 per square foot for 5,611 square feet at an annual rate of Seventy-One Thousand Four Hundred Eighty-four and 14/100 (\$71,484.14) Dollars, to be paid in monthly installments of Five Thousand Nine Hundred Fifty-seven and 01/100 (\$5,957.01) Dollars.
- B. The LESSOR shall have the right to re-open the Lease on an annual basis to review utility use and costs.

Each monthly rental payment due shall be paid on or before the first of each month in which the LESSEE occupies the leased premises. In the event of early termination of this Lease as authorized in this Lease, the LESSEE shall pay the LESSOR all rents due and owing as of the effective date of termination.

V. Lease Period and Termination. This Lease shall commence on the 1st day of July, 2021, and shall terminate on the 30th day of June, 2023.

Notwithstanding any other provision in this Lease to the contrary, the LESSEE may terminate this Lease at any time if funding is lost from state or federal sources. Additionally, the LESSEE shall have the right to lease less space in direct proportion to the percentage of the reduction in such funding.

VI. Warranties and Covenants. LESSOR hereby warrants that it has lawful title and right to make this Lease for the term aforesaid, and that LESSOR will put LESSEE in complete and exclusive possession of the leased premises.

LESSOR further covenants that if LESSEE shall pay the rental and perform all the covenants and agreements of this Lease to be performed by LESSEE, LESSEE shall, during the Lease term, freely, peaceably and quietly occupy and enjoy the full possession of the leased premises and the rights and privileges herein granted, without molestation or hindrance; and if at any time during the Lease term, the title of LESSOR shall fail or be discovered not to enable them to grant the term hereby demised, LESSEE, in addition to its other remedies at law or in equity, shall have the right to annul and void this Lease without any liability whatsoever.

VII. Right of LESSOR to Enter Leased Premises. LESSOR shall have the right to have a duly authorized employee, contractor, or agent enter upon the leased premises or any part thereof at any reasonable time for the purpose of examining the same or making such repairs or alterations as may be necessary for the safety and preservation thereof. Further, the LESSOR has the right to approve all modifications of the leased space with the LESSEE to pay the cost of any necessary building/construction permits.

VIII. Liability and Property Insurance. LESSEE shall obtain and maintain during the term of this Lease Comprehensive General Liability Insurance of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence and/or aggregate combined single limit, covering personal injury, bodily injury and property damage arising from its activities in the leased premises and/or on the LESSOR's property of which the leased premises are a part. LESSEE shall also be responsible for insuring its property in the leased premises against loss or damage by theft, vandalism, fire, water and/or other causes. LESSEE shall ensure that all motor vehicles driven on to the LESSOR's property by LESSEE's employees, contractors, and agents are covered by Motor Vehicle Liability Insurance including Michigan No-Fault Coverages.

LESSEE shall include the LESSOR and the LESSOR's elected and appointed officers and employees as Additional Insureds on the LESSEE's Comprehensive General Liability Insurance required by this Lease.

LESSEE shall provide LESSOR's Designated Representative at the time executed copies of this Lease are returned to the LESSOR with a certificate of Insurance showing that it has obtained the Comprehensive General Liability Insurance and included the LESSOR and the LESSOR's elected and appointed officers and employees as Additional Insureds as required by this section. The Certificate of Insurance shall include an endorsement stating the following: Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to the Administration Office, 437 East Division, Cadillac, Michigan 49601. Upon receipt of such notice the LESSOR may terminate this Lease upon ten (10) days written notice to LESSEE.

If LESSEE's Comprehensive General Liability Insurance expires during the term of this Lease, the LESSEE shall deliver renewal certificate and/or policy to LESSOR at least ten (10) days prior to the expiration date.

IX. Liability.

- A. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of the LESSEE's activities on or its use of the leased premises or in LESSEE's performance of its responsibilities under this Lease shall be the responsibility of the LESSEE, and not the responsibility of the LESSOR, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the LESSEE, anyone directly or indirectly employed by or a contractor, volunteer or agent of the LESSEE, provided that nothing herein shall be construed as a waiver of immunity that has been provided to the LESSEE or its officers and employees by statute or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of LESSOR's performance of its responsibilities under this Lease shall be the responsibility of LESSOR and not the responsibility of the LESSEE if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of any LESSOR elected or appointed officer, employee

or agent, provided that nothing herein shall be construed as a waiver of any immunity by LESSOR or its officers and employees as provided by statute or court decisions.

- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the LESSEE and LESSOR in fulfillment of their responsibilities under this Lease, such liability, loss, or damage shall be borne by the LESSEE and LESSOR in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any immunity by the LESSEE, LESSOR or their officers and employees, respectively, as provided by statute or court decisions.

X. Repairs. LESSOR, during the term of this Lease, shall keep the parking lot and building of which the leased premises are a part, in good repair. The LESSEE shall be responsible for repair and maintenance of the interior of the leased premises. LESSEE shall either repair at its own expense or reimburse the LESSOR for the full cost of any repairs of damage to the leased premises or the building of which they are a part caused by LESSEE, its officers, employees, contractors, volunteers, agents, visitors or customers.

XI. Furniture, Fixtures or Appliances in Leased Premises. Any furniture, fixtures or appliances, and the like, belonging to and installed by LESSOR in the leased premises prior to or during the period of this Lease are to be and remain the property of LESSOR, subject to the conditions of this Lease.

The LESSEE at its sole risk of loss or damage may install its own personal property and food bank items to be stored into the leased premises. The LESSOR shall have no responsibility for LESSEE's property or property which LESSEE may store in the leased premises. LESSEE shall have the right to remove its personal property and the stored items at any time before or within a reasonable time following the termination of this Lease, by lapse of time or otherwise, provided LESSEE, at its own expense, repairs any damage to the leased premises caused by such removal. If LESSEE's personal property and stored

items are not removed within thirty (30) days after termination of this Lease LESSOR may put it into storage at LESSEE's cost and expense. If LESSEE fails to recover its property from storage or make alternative arrangements for it within ninety (90) days from termination of this Lease it may be treated by the LESSOR as abandoned property and may be disposed of by LESSOR in such manner as the LESSOR in its sole discretion may elect.

XII. Compliance with the Law and Nondiscrimination. The LESSEE shall comply with all applicable federal, state and local laws, ordinances, rules and regulations in its use of and activities within the leased premises, including but not limited to prohibitions against discrimination with regard to persons seeking services or employment.

XIII. Maintenance and Responsibility for Visitors and Customers. The LESSOR shall be responsible for all cleaning, upkeep and maintenance of the interior space of the leased premises.

The LESSEE shall be responsible for actions of LESSEE's visitors and customers in the leased premises or on the LESSOR's property of which the leased premises are a part with respect to property damage, vandalism, littering, etc. The cost of all repairs and/or clean up as a result of such actions shall be charged to and paid by the LESSEE.

XIV. Utilities and Telephone Charges. LESSOR shall provide utilities for ordinary purposes related to the use of the premises by LESSEE as a general office. LESSEE shall be responsible for the installation of such telephones as it may require and the cost for their use.

XV. Heat and Air Conditioning. The LESSOR shall provide heat to the leased premises and to the extent possible air conditioning. If the air conditioner serving the leased premises ceases to function and is beyond repair, the LESSOR shall be responsible for providing a replacement.

XVI. Use of Parking Lot, Snow Removal, and Vehicle Storage. The LESSEE, upon occupying the leased premises, shall have free access to the parking lot serving the 401 Lake Street building. The LESSOR shall be responsible for snow removal from the parking lot as part of the LESSOR's established snow removal rotation for all LESSOR's parking lots. LESSEE may not store or keep vehicles overnight anywhere on the LESSOR's parking lot or other property without the prior express written consent of the

LESSOR. Any consent to vehicle storage or keeping overnight shall clearly identify the vehicle(s) to which it applies. All other vehicles left on the LESSOR's parking lot or other property overnight may be subject to tickets and towing.

XVII. Security. The LESSEE shall be responsible for the security of the leased premises.

XVIII. Alterations to Leased Premises. The LESSEE shall obtain the express written consent of the LESSOR prior to making any interior alterations to the leased premises, including painting or removal of floor coverings. No alterations may be made beyond those specifically authorized by the LESSOR.

XIX. Damage or Destruction of Leased Premises. In the event of the total destruction of the leased premises by fire or otherwise, this Lease shall cease and LESSEE shall be liable for rent only up to the time of such destruction.

In the event of a partial damage or destruction, by fire or otherwise, of the leased premises, such as to render it unsuitable for the intended use thereof, either of the parties hereto may, within thirty (30) days from the date in which the damage occurred, terminate this Lease upon written notice to the other party. Such termination shall be deemed effective as of the date in which the notice of termination is received by the non-terminating party. If this Lease is terminated, the LESSEE shall be liable for rent due and owing up to the effective date of termination. In the event this Lease is not terminated in accordance with this section, the LESSOR shall repair, restore, or rebuild areas of the premises so affected. While the repairs, restoration, or rebuilding is in process, LESSEE shall be liable only for rent for those portions of the premises used for its purposes. The remainder of said rent shall abate until such premises have been repaired, restored, or rebuilt and the LESSEE has resumed the use thereof.

XX. Waivers. No failure or delay on the part of either of the parties to this Lease 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.

XXI. Amendments. Modifications, amendments or waivers of any provision of this Lease shall be made only by written mutual consent of the parties hereto.

XXII. Subletting or Assignment. The LESSEE may sublet space to the State of Michigan and agencies of a similar type that have traditionally shared space with the LESSEE. The LESSEE may not assign this Lease.

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

XXIV. Complete Lease. This Lease contains all the terms and conditions agreed upon by the parties hereto. No other agreements, oral or otherwise, including, but not limited to, prior leases, regarding the subject matter of this Lease or any part thereof shall have any validity or bind any of the parties hereto.

XXV. Invalid/Unenforceable Clause or Provisions. If any clause or provision of this Lease 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 Lease. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality or unenforceability of this Lease, this Lease shall be considered to have terminated as of the date in which the unenforceable clause or provision was rendered invalid or unenforceable.

XXVI. Certification of Authority to Sign Lease. The persons signing this Lease on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Lease has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto fully executed this
Lease on the day and year first above written.

WITNESSED BY:

LESSOR -- COUNTY OF WEXFORD

By: _____
Date Gary Taylor, Chairman
County Board of Commissioners

**LESSEE--NORTHWEST MICHIGAN
COUNCIL OF GOVERNMENTS**

By: _____
Date Matt McCauley, Chief Elected Official
NWMCOG - Networks Northwest

SKETCH/AREA TABLE ADDENDUM

SUBJECT	Property Address																																	
	City	State	Zip																															
	Owner																																	
	Client Michigan works adjst with con 76'																																	
IMPROVEMENTS SKETCH	Appraiser Name																																	
AREA CALCULATIONS	<p style="text-align: right;">Scale: 1" = 25'</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">AREA CALCULATIONS SUMMARY</th> </tr> <tr> <th>Code</th> <th>Description</th> <th>Factor</th> <th>Net Size</th> <th>Perimeter</th> <th>Net Totals</th> </tr> </thead> <tbody> <tr> <td>1 SS</td> <td>1 STY ON SLAB</td> <td>1.00</td> <td>5611.0</td> <td>340.1</td> <td rowspan="2">7952.2</td> </tr> <tr> <td></td> <td>1 STY ON SLAB</td> <td>1.00</td> <td>2341.2</td> <td>231.9</td> </tr> <tr> <td colspan="3">Net LIVABLE Area</td> <td colspan="2">(rounded w/ factors)</td> <td>7952</td> </tr> </tbody> </table>					AREA CALCULATIONS SUMMARY						Code	Description	Factor	Net Size	Perimeter	Net Totals	1 SS	1 STY ON SLAB	1.00	5611.0	340.1	7952.2		1 STY ON SLAB	1.00	2341.2	231.9	Net LIVABLE Area			(rounded w/ factors)		7952
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BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Executive Committee
FOR MEETING DATE: June 16, 2021
SUBJECT: Contingency Purchase Option - Old Jail Property

SUMMARY OF ITEM TO BE PRESENTED:

On March 3, 2021, the Board of Commissioners approved the following motion: “to accept the Letter of Intent by US Federal Properties (USFP) for the proposed acquisition of the Old Jail Property and authorize the Chairman to sign the letter of intent.”

As the next step in the process, Jason Holbick of USFP is requesting that the County enter into a Contingent Option to Purchase (see following).

USFP must present a proposal packet for the location of a new Outpatient Clinic to the Veterans Administration (VA) no later than July 1. If the VA approves the proposal, USFP will purchase the property from the County, develop it per the VA’s requirements, and provide a long-term lease to the VA.

Mr. Holbick has noted that other properties are also being considered by the VA for the location of the new clinic. It was Mr. Hobick’s understanding that the VA will make a decision regarding which property they believe is best for the clinic’s location by the end of September.

The Contingency Purchase Option has been sent to legal counsel. If any changes are recommended by counsel, they will be communicated to the Board before the meeting.

RECOMMENDATION:

The Executive Committee suggests the full board accept the contingency offer to purchase the old jail property.

Contingent Option to Purchase

The undersigned hereby grants to US Federal Properties Co., LLC, a Missouri Limited Liability Company (the "Optionee") this Contingent Option to Purchase approximately 4.25 acres of land at 429 Cobb Street (address) in Cadillac (City), Michigan (State) (the "Property") with any required subdivision being mutually agreeable to the parties of this Contingent Option to Purchase. Refer to Exhibit A for property location. The property shall be optioned at a price of \$275,000.00. It is understood and agreed that this Option Agreement is Contingent upon the Veterans Administration awarding the development of the new Veterans Administration Outpatient Clinic ("16,000 usable square feet") ("the VA Project") to the undersigned Optionee.

In consideration of the grant of this Option to Purchase, Optionee has paid herewith a refundable Option Fee of Ten Thousand Dollars (\$10,000.00). The Option Fee shall be credited toward the purchase price in the event the Option to Purchase is exercised or returned to Optionee if the option is not exercised by Optionee.

The Option shall be exercised by the Optionee by delivering written notice to the undersigned by personal delivery or by depositing in mail directed to the undersigned's address below upon receipt of the Veterans Administration award on or before December 31, 2021. Option must be exercised within 10 days following receipt of the award or before December 31, 2021. If the Option is not exercised by December 31, 2021, or otherwise extended, this agreement shall be considered terminated.

If this Option is exercised the Parties shall enter into an Agreement for the Purchase and Sale of Real Estate (the "PSA") with standard commercial terms and the closing shall take place within ninety (90) days of the date of the fully executed PSA. At closing, the undersigned shall deliver a limited warranty deed containing a transferable legal description conveying the real estate free and clear of all encumbrances excepting and subject to all legal highways, applicable zoning ordinances, and easements of record, standard exceptions, and any acts or omissions of Optionee, and real estate taxes and assessments prorated in accordance with local custom. If the Project is awarded to another party other than Optionee, then the Option to Purchase granted by this Option shall automatically and immediately terminate without notice and upon written request, Optionor shall return all Option fees held to Optionee. This Option is not assignable by the Optionee except that the Optionee may assign its rights under this Option to Purchase to a corporation, limited liability company, or other entity as long as a majority of the voting interests are owned by the Optionee or if Optionee is its Manager.

The parties acknowledge that the Fair Housing Act prohibits discrimination in housing because of race, color, national origin, religion, sex, familial status and handicap.

IN WITNESS WHEREOF, Optionor and Optionee have executed this Option to Purchase on the _____ day of _____, 20__.

OPTIONOR:

Wexford County Commissioners

Address: _____

By: _____

Name: _____

Date: _____

Certificate of Acknowledgement

State of _____

County of _____

On _____, before me, _____ (notary), personally appeared _____, whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal

My Commission Expires: _____

(seal)

SIGNATURES CONTINUE ON NEXT PAGE

OPTIONEE:

US Federal Properties Co., LLC
4706 Broadway, Suite 240
Kansas City MO 64112

By:_____

Name:_____

Date:_____

Certificate of Acknowledgement

State of _____

County of _____

On _____, before me, _____ (notary),
personally appeared _____, whose name is subscribed to the
within instrument and acknowledged to me that he/she executed the same in his/her
authorized capacity, and that by his/her signature on the instrument the person or the
entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal

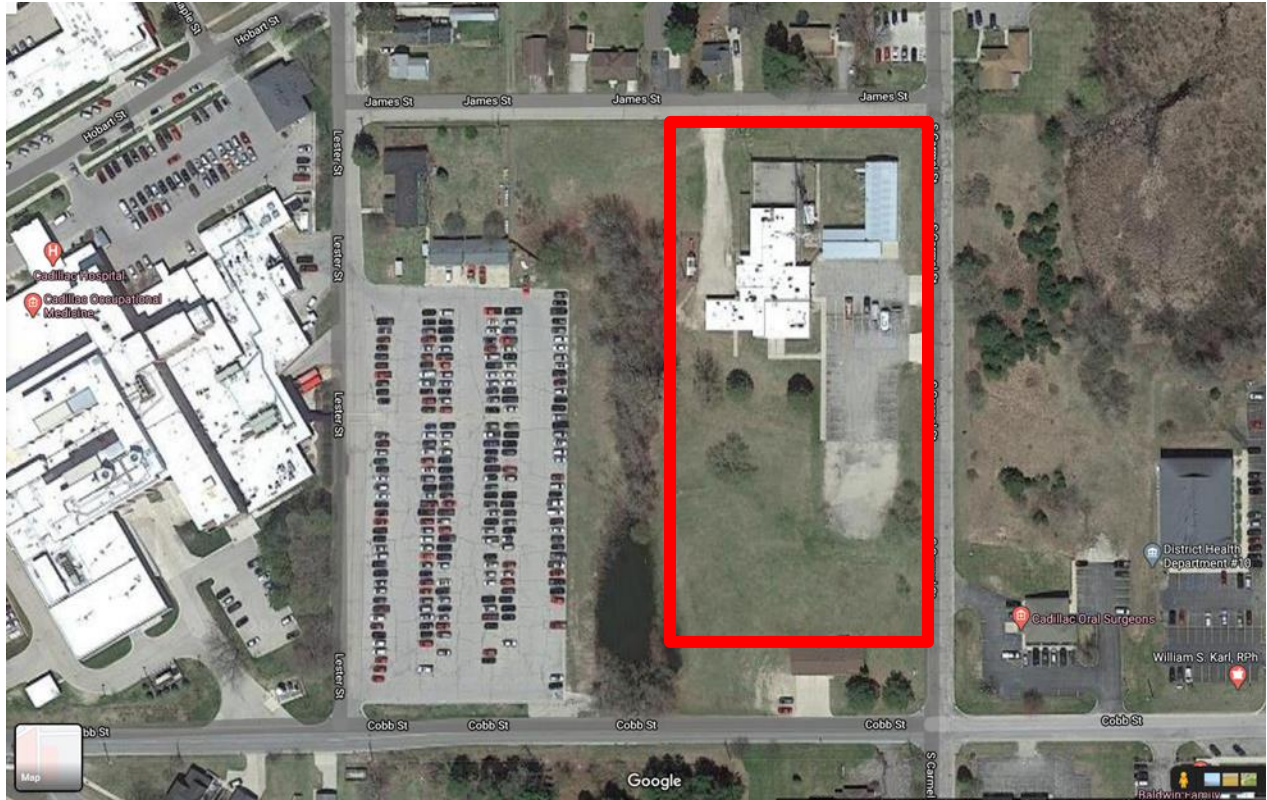
My Commission Expires:_____

(seal)

EXHIBIT A
PROPERTY LOCATION

Address: 429 Cobb Street, Cadillac, MI 49601

Parcel Description: Parcel No. 10-082-00-444-00, as identified on the map below:



BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: June 16, 2021
SUBJECT: Sentinel Contract Amendment

SUMMARY OF ITEM TO BE PRESENTED:

The agreement was approved by the BOC on October 28, 2020. An amendment has been issued reducing the cost of GPS Tracking Units not in service from \$1.25 to \$1.00 per unit per day.

The Sentinel Offender Services Agreement provides for the following services:

- Basic Services

Sentinel will provide GPS tracking equipment to Customer. Customer will select individuals that the Customer deems appropriate to participate on a Global Positioning Satellite tracking system.

- Training Services

Sentinel will provide the necessary training to Customer personnel prior to provision of its Services. If required, Sentinel can provide training to other Customer personnel via remote interactive webinar and/or at a central facility as the program expands at no charge to the Customer. The Customer also agrees to assist with the program change over and implementation of Sentinel products and services.

- Maintenance Services

If the Customer utilizes Sentinel's electronic monitoring services it will assume the responsibility of properly maintaining Sentinel Equipment in a functional manner and will be held liable for all Sentinel Equipment lost, damaged or stolen that exceeds 5% annually.

RECOMMENDATION:

The Finance Committee proposes the full board approve the amendment to the Sentinel Contract.



**CONTRACT AMENDMENT
FOR
WEXFORD-MISSAUKEE COMMUNITY CORRECTIONS**

The following amendment shall be effective May 1, 2021 and shall remain in full force and effect throughout the duration of the contract unless otherwise amended.

SHELF STOCK ALLOWANCE AND OVERAGE PRICING

The shelf stock allowance of three (3) units or twenty percent (20%), whichever is greater, shall continue to be given at no cost to the Department for global positioning satellite (GPS) tracking units. The new cost for devices not in use above the three (3) units or twenty percent (20%) allowance will be billed to the Department at a rate of \$1.00 per day.

All other terms and conditions of the current contract dated October 28, 2020 shall remain in full force and effect.

Wexford County Board of Commissioners
Board Chairman



Mr. Dennis Fuller, Chief Financial Officer
Sentinel Offender Services

Dated: _____

Dated: 05/11/2021

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: June 16, 2021
SUBJECT: Web Security Purchase

SUMMARY OF ITEM TO BE PRESENTED:

The increase in cyberattacks has alerted us to the need for increasing the County's web security. Attached is a quote from IT Right, our contracted IT provider, for installing a physical web filter security appliance and a three-year subscription for security updates.

The purchase has been discussed with Joe Porterfield, Equalization Director and onsite IT consultant. Mr. Porterfield indicated that the purchase is necessary.

Per the purchasing policy, any purchase above \$5,000 must be approved by the Board of Commissioners via a recommendation from the Finance Committee. The purchasing policy also cites the need for three competitive cost quotations, however, additional quotes could not be provided due to the nature of this purchase. Funding for the purchase is available in 245-902-970.09.

RECOMMENDATION:

The Finance Committee advises the full board to approve the purchase of the Barracuda web filter and subscription for three years of updates.

I.T. RIGHT

**Information Technology Solutions that
Work for Local Government**

5815 East Clark Rd Suite G
Box 160
48808 Bath
United States

Q U O T E

Number ITRQ19709

Date May 14, 2021

Sold To

Wexford County-MI
Janet Koch
437 E. Division Street
49601 Cadillac

Ship To

Wexford County-MI
Janet Koch
437 E. Division Street
49601 Cadillac

From The Desk Of



mallen

855-487-4448

mallen@itright.com

Phone (231) 779-9453
Fax

Phone (231) 779-9453
Fax

Here is the quote you requested.

Terms	P.O. Number	Ship Via
-------	-------------	----------

Line	Qty	Description	Unit Price	Ext. Price
1	1	Barracuda Web Security Gateway 410 Web Filter Security Appliance	\$5,001.19	\$5,001.19
2	1	BARRACUDA NETWORKS : Barracuda Web Security Gateway Appliance 410 Energize Updates Subscription	\$3,943.76	\$3,943.76
		3YR		
3		WQ108663554		
4		Scope: Web-filtering option for County Courthouse		

* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Please contact me if I can be of further assistance.

SubTotal	\$8,944.95
Tax	\$0.00
Shipping	\$0.00
Total	\$8,944.95

* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Thanks for choosing I.T. Right!

Page 1 of 1
1 of 1

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2021 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2021)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County Wexford	2021 Taxable Value of ALL Properties in the Unit as of 5-03-21 1,073,340,985
Local Government Unit Wexford County	For LOCAL School Districts: 2021 Taxable Value Excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties if a millage is levied against them

**PLEASE READ THE
INSTRUCTIONS ON
THE REVERSE SIDE
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2021 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	2021 Current Year "Headlee" Millage Reduction Fraction	2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	Sec. 211.34 Truth in Assessing of Equalization Millage Rollback Fraction	Maximum Allowable Millage Levy*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
Alloc.	Gen. Operating	11/2/1971	7.5000	6.7708	0.9930	6.7234	1.0000	6.7234	6.7234		Allocated
Voted	Senior	8/4/2020		0.9987	0.9930	0.9917	1.0000	0.9917		0.9917	12/31/2026
Voted	Safety	8/7/2018		1.4481	0.9930	1.4379	1.0000	1.4379		1.4379	12/31/2023
Voted	Veterans	8/7/2018		0.0998	0.9930	0.0991	1.0000	0.0991		0.0991	12/31/2023
Voted	Animal Control	8/4/2020		0.1997	0.9930	0.1983	1.0000	0.1983		0.1983	12/31/2023
Voted	MSUE	8/4/2020		0.1697	0.9930	0.1685	1.0000	0.1685		0.1685	12/31/2025

Prepared by Clifford Porterfield	Telephone Number 231-779-9470	Title Equalization Director	Date 06/03/21
--	----------------------------------	---------------------------------------	------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Type Name Alaina M Nyman	Date
<input type="checkbox"/> Secretary			
<input checked="" type="checkbox"/> Chairperson	Signature	Type Name Gary Taylor	Date
<input type="checkbox"/> President			

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2008 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	RATE
For Principal Residence, Qualified Ag. Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in Column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on the reverse side for the correct method of calculating the millage rate in column (5).

TAXABLE VALUATIONS

STATEMENT of taxable valuations in the year 2021. File this form on or before the fourth Monday in June.

Real Property Taxable Valuations as of the Fourth Monday in May. (DO NOT REPORT ASSESSED VALUATIONS OR EQUALIZED VALUATIONS ON THIS FORM.)							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber- Cutover	(Col. 6) Developmental	(Col. 7) Total Real
2109 CLAM LAKE TOWNSHIP	6,716,758	13,520,361	0	72,122,792	0	0	92,359,911
2110 CHERRY GROVE TOWNSHIP	1,283,642	2,474,534	6,092	106,091,398	0	0	109,855,666
2111 HENDERSON TWP	600,628	717,197	0	6,696,834	0	0	8,014,659
2112 SOUTH BRANCH TWP	0	2,528,172	12,421	20,553,951	0	0	23,094,544
2209 HARING TWP	452,757	48,321,777	1,891,655	79,598,244	0	0	130,264,433
2210 SELMA TWP	611,053	1,909,262	237,393	79,663,518	0	0	82,421,226
2211 BOON TOWNSHIP	2,242,585	281,996	0	17,280,202	0	0	19,804,783
2212 SLAGLE TWP	772,269	281,947	360,011	17,882,570	0	0	19,296,797
2309 CEDAR CREEK TOWNSHIP	1,481,678	867,639	1,003,354	40,468,991	0	0	43,821,662
2310 COLFAX TOWNSHIP	4,011,480	129,235	160,400	27,352,986	0	0	31,654,101
2311 ANTIOCH TOWNSHIP	1,523,113	411,177	0	22,690,230	0	0	24,624,520
2312 SPRINGVILLE TWP	1,219,101	3,934,538	5,145,110	32,210,565	0	0	42,509,314
2409 LIBERTY TWP	2,149,080	791,701	31,889	17,353,857	0	0	20,326,527
2410 GREENWOOD TWP	1,017,873	0	0	19,467,354	0	0	20,485,227
2411 HANOVER TWP	0	2,916,704	1,150,023	41,891,275	0	0	45,958,002
Totals for County	28,313,076	122,178,035	45,731,702	791,084,672	0	0	987,307,485

This form is used to report total Taxable Valuations, broken down by classification, for each township and city within the county. The Taxable Valuations reported here are the final Taxable Valuations as of the fourth Monday in May, NOT the Tentative Taxable Valuations. Final Taxable Valuations may be different from Tentative Taxable Valuations when a township or city receives a county and/or state equalization factor more or less than was used to calculate Tentative Taxable Valuations.

TAXABLE VALUATIONS

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Township or City name	Real Property Taxable Valuations as of the Fourth Monday in May. (DO NOT REPORT ASSESSED VALUATIONS OR EQUALIZED VALUATIONS ON THIS FORM.)					
	Col. 8) Ag. Personal	Col. 9) Com. Personal	Col. 10) Ind. Personal	Col. 11) Res. Personal	Col. 12) Util. Personal	(Col. 13) Total Personal
2109 CLAM LAKE TOWNSHIP	0	2,297,500	0	0	4,878,000	7,175,500
2110 CHERRY GROVE TOWNSHIP	0	271,800	0	0	1,961,900	2,233,700
2111 HENDERSON TWP	0	87,900	0	0	491,000	578,900
2112 SOUTH BRANCH TWP	0	1,062,900	0	0	1,099,500	2,162,400
2209 HARING TWP	0	9,075,500	96,500	0	5,569,000	14,741,000
2210 SELMA TWP	0	216,000	37,400	0	2,196,600	2,450,000
2211 BOON TOWNSHIP	0	0	0	0	1,540,700	1,540,700
2212 SLAGLE TWP	0	198,900	21,900	0	1,335,100	1,555,900
2309 CEDAR CREEK TOWNSHIP	0	379,600	445,200	0	2,373,700	3,198,500
2310 COLFAX TOWNSHIP	0	0	0	0	1,256,900	1,256,900
2311 ANTIOCH TOWNSHIP	0	285,500	0	0	743,900	1,029,400
2312 SPRINGVILLE TWP	0	183,100	201,500	0	5,405,500	5,790,100
2409 LIBERTY TWP	0	43,600	0	0	655,800	699,400
2410 GREENWOOD TWP	0	0	0	0	1,644,900	1,644,900
2411 HANOVER TWP	0	222,300	387,900	0	1,446,900	2,057,100
Totals for County	0	23,618,700	10,956,600	0	51,642,200	86,217,500
Print or Type Name of County Equalization Director			Signature			Date
Print or Type Name of County Board of Commissioners Chairperson			Signature			Date

TAXABLE VALUATIONS

STATEMENT of taxable valuations in the year 2021. File this form on or before the fourth Monday in June.

Township or City name	Real Property Taxable Valuations as of the Fourth Monday in May. (DO NOT REPORT ASSESSED VALUATIONS OR EQUALIZED VALUATIONS ON THIS FORM.)				
	(Col. 14) Real & Pers. Taxable Values	(Col. 15) PRE/Qual Forest & Ag Taxable Values	(Col. 16) Commercial Pers. Prop. Taxable Values	(Col. 17) Industrial Pers. Prop. Taxable Values	(Col. 18) ~PRE, Ag/FR PP excl C&I PP Taxable Values
2109 CLAM LAKE TOWNSHIP	99,535,411	67,550,085	2,297,500	0	29,687,826
2110 CHERRY GROVE TOWNSHIP	112,089,366	75,585,141	271,800	0	36,232,425
2111 HENDERSON TWP	8,593,559	4,433,449	87,900	0	4,072,210
2112 SOUTH BRANCH TWP	25,256,944	8,817,344	1,062,900	0	15,376,700
2209 HARING TWP	145,005,433	68,435,502	9,075,500	96,500	67,397,931
2210 SELMA TWP	84,871,226	52,909,196	216,000	37,400	31,708,630
2211 BOON TOWNSHIP	21,345,483	13,549,617	0	0	7,795,866
2212 SLAGLE TWP	20,852,697	9,431,050	198,900	21,900	11,200,847
2309 CEDAR CREEK TOWNSHIP	47,020,162	32,357,086	379,600	445,200	13,838,276
2310 COLFAX TOWNSHIP	32,911,001	22,043,944	0	0	10,867,057
2311 ANTIOCH TOWNSHIP	25,653,920	17,232,783	285,500	0	8,135,637
2312 SPRINGVILLE TWP	48,299,414	21,310,709	183,100	201,500	26,604,105
2409 LIBERTY TWP	21,025,927	15,381,577	43,600	0	5,600,750
2410 GREENWOOD TWP	22,130,127	13,744,272	0	0	8,385,855
2411 HANOVER TWP	48,015,102	30,067,878	222,300	387,900	17,337,024
Totals for County	1,073,524,985	600,726,856	23,618,700	10,956,600	438,222,829
Print or Type Name of County Equalization Director			Signature		Date
Print or Type Name of County Board of Commissioners Chairperson			Signature		Date

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Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber- Cutover	(Col. 6) Developmental	(Col. 7) Total Real
2412 WEXFORD TWP	4,231,059	744,985	90,701	29,031,567	0	0	34,098,312
10 CITY OF CADILLAC	0	39,034,422	35,124,042	147,357,558	0	0	221,516,022
MN CITY OF MANTON	0	3,312,388	518,611	13,370,780	0	0	17,201,779
2211V VILLAGE OF HARRIETTA-	32,994	56,141	0	2,040,934	0	0	2,130,069
2212V VILLAGE OF HARRIETTA-	0	75,209	0	507,041	0	0	582,250
2311M VILLAGE OF MESICK- AN	0	150,325	0	0	0	0	150,325
2312M VILLAGE OF MESICK-SPR	0	2,737,960	22,745	4,453,101	0	0	7,213,806
2411B VILLAGE OF BUCKLEY	0	2,123,132	109,923	14,077,478	0	0	16,310,533
Totals for County	28,313,076	122,178,035	45,731,702	791,084,672	0	0	987,307,485

This form is used to report total Taxable Valuations, broken down by classification, for each township and city within the county. The Taxable Valuations reported here are the final Taxable Valuations as of the fourth Monday in May, NOT the Tentative Taxable Valuations. Final Taxable Valuations may be different from Tentative Taxable Valuations when a township or city receives a county and/or state equalization factor more or less than was used to calculate Tentative Taxable Valuations.

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	Col. 8) Ag. Personal	Col. 9) Com. Personal	Col. 10) Ind. Personal	Col. 11) Res. Personal	Col. 12) Util. Personal	(Col. 13) Total Personal
2412 WEXFORD TWP	0	364,800	0	0	4,963,000	5,327,800
10 CITY OF CADILLAC	0	8,730,400	9,766,200	0	13,305,000	31,801,600
MN CITY OF MANTON	0	198,900	0	0	774,800	973,700
2211V VILLAGE OF HARRIETTA-1	0	0	0	0	280,300	280,300
2212V VILLAGE OF HARRIETTA-2	0	0	0	0	21,900	21,900
2311M VILLAGE OF MESICK- AN	0	173,800	0	0	1,000	174,800
2312M VILLAGE OF MESICK-SPR	0	132,500	0	0	390,400	522,900
2411B VILLAGE OF BUCKLEY	0	119,000	0	0	646,100	765,100
Totals for County	0	23,618,700	10,956,600	0	51,642,200	86,217,500
Print or Type Name of County Equalization Director			Signature		Date	
Print or Type Name of County Board of Commissioners Chairperson			Signature		Date	

TAXABLE VALUATIONS

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	(Col. 14) Real & Pers. Taxable Values	(Col. 15) PRE/Qual Forest & Ag Taxable Values	(Col. 16) Commercial Pers. Prop. Taxable Values	(Col. 17) Industrial Pers. Prop. Taxable Values	(Col. 18) ~PRE, Ag/FR PP excl C&I PP Taxable Values
2412 WEXFORD TWP	39,426,112	25,359,870	364,800	0	13,701,442
10 CITY OF CADILLAC	253,317,622	112,196,628	8,730,400	9,766,200	122,624,394
MN CITY OF MANTON	18,175,479	10,320,725	198,900	0	7,655,854
2211V VILLAGE OF HARRIETTA-1	2,410,369	1,534,562	0	0	875,807
2212V VILLAGE OF HARRIETTA-2	604,150	223,697	0	0	380,453
2311M VILLAGE OF MESICK- AN	325,125	0	173,800	0	151,325
2312M VILLAGE OF MESICK-SPR	7,736,706	3,190,557	132,500	0	4,413,649
2411B VILLAGE OF BUCKLEY	17,075,633	10,936,672	119,000	0	6,019,961
Totals for County	1,073,524,985	600,726,856	23,618,700	10,956,600	438,222,829
Print or Type Name of County Equalization Director			Signature		Date
Print or Type Name of County Board of Commissioners Chairperson			Signature		Date

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 sixteenth 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. 21-21
2021 SUMMER MILLAGE RATE
FOR FISCAL YEAR 2021 BUDGET**

WHEREAS, the voters of Wexford County did approve, on November 2, 1971 a fixed millage allocation of 7.500 Mills for Wexford County, subsequently reduced to 6.7234 through Headlee Rollbacks; and

WHEREAS, the State of Michigan in Public Act 357 of 2004 voted that the County of Wexford shall levy 100% of its reduced millage on the summer tax bill; and

NOW, THEREFORE BE IT RESOLVED, that the Wexford County Board of Commissioners will levy 6.7234 Mills in Ad Valorem Property Taxation in the summer 2021 collection for General Fund #101 operations.

BE IT FURTHER RESOLVED, that the Wexford County Board of Commissioners did comply with Section 16 of the Uniform Budgeting and Accounting Act during Budget Hearings for the 2021 Budget.

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 21-21 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 16, 2021 and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: June 16, 2021
SUBJECT: Intrado Quote – Dispatch Phone

SUMMARY OF ITEM TO BE PRESENTED:

A Memorandum of Understanding among collaborators in the intergovernmental agreement for NG 911 Call handling system project encompassing Grand Traverse County, CCE, Charlevoix Cheboygan Emmet, Antrim County, Kalkaska County, Missaukee County, and Wexford County was approved in 2018.

This collaboration has allowed for the acquisition of call handling equipment at a rate reduced from what Wexford County Dispatch budgeted in 2021. As a result, that budget can fund the purchase of an additional dispatch phone, which has been identified as a need by Duane Alworden, Dispatch Director.

Director Alworden has also noted that if the new phone is installed at the same time the call handling equipment is installed, there will be a cost savings.

RECOMMENDATION:

The Finance Committee recommends the full board approve the purchase of an additional dispatch phone.



Company Name: Intrado Life & Safety Solutions Corporation

Position Expansion

for

Wexford County, MI

(Direct Sale)

Quote Number: 53094

Version: 2

June 03, 2021

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Summary - Wexford County

Item	Cost
Systems	\$9,721.00
Services	\$1,692.39
Maintenance	\$210.00
Total:	\$11,623.39

Year	Systems	Professional Services	Recurring Services	Maintenance Services	Totals
Year 1	\$9,721.00	\$1,692.39		\$210.00	\$11,623.39
Totals	\$9,721.00	\$1,692.39		\$210.00	\$11,623.39

Configuration Parameters - Wexford County

Site: Wexford County

Model#	Description	Qty	List Price	Selling Price	Total
VIPER					
911SIP	9-1-1 Ingress via SIP - License per position	1			
912811	Application Server License	1			
912812	PBX Access License	1			
				Subtotal	\$1,601.25

Power Stations

914121/1	IWS Workstation - Software and Configuration	1			
911801	A9C G3, Desk Mounting Kit	1			
911809	A9C G3, Call Handling Accessories	1			
911810-1	A9C G3 : Bundle	1			
911785	Position Image - Power Station Gen3	1			
				Subtotal	\$5,151.75

Power 911

913100/BAK	Power 911 Client and Server Backup License	1			
913152	Power 911 Add-On Recorder for Radio (ITRR)	1			
				Subtotal	\$2,718.00

Peripheral Hardware

960103	Network Cabling	3			
				Subtotal	\$750.00

Staging

950852	Front Room Equipment Staging - Per Position	1			
				Subtotal	\$250.00

Project Management Services

950510	Project Management Services	1			
				Subtotal	\$942.39

Software Subscription

950999/SUB1-BU	Software Sub Service - 1	1			
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Year/Position – Back Up Position -
Year 1

Subtotal **\$150.00**

Software Protection and Remote Tech Support

950999/PRO1-BU Soft Protect and Remote Tech 1
Support - 1 Year/Pos – Back Up Pos -
Year 1

Subtotal **\$60.00**
Total **\$11,623.39**

Notes

- 1 This quote provides 1 additional dark backup VIPER/Power 911 position to an existing remote PSAP. It is assumed that existing system has enough switch ports to handle this expansion.

Position will be installed concurrently with installation of the PSAP.

This quote assumes the Host VIPER has G8 server and is running server 2012. Power 911 6.4 is required to support mixed generations of A9C's if applicable.

The following assumptions were made in the generation of this quote:

- The current database servers are sized to accommodate this expansion
- There are sufficient available ports on the existing LAN switches to accommodate the additional components.
- No additional training is required.

2 Comprehensive Project Management

This is a service offered to partners that do not have a Project Manager assigned to the project, where Intrado's Comprehensive Project Management (CPM) provides a Project Manager that coordinates all project activity.

The CPM provides complete, end-to-end project management support and services that could include on-site support, project documentation, formal reporting, as well as coordination of deliveries both internally as well as with the partner and the end customer.

The CPM level of service includes all services in the basic level plus the following:

- Site survey is reviewed (or initiated and then reviewed) to verify that site and system environment are ready for installation
- Scope of Work is completed (includes a Project Schedule of key dates)
- Review system design
- Site and/or network diagram are completed as required
- 3rd Party contractors included in the sales order are contacted and managed
- Project kick-off meeting is scheduled with the end customer and held via conference call or optionally on site
- Comprehensive risk assessment and mitigation planning
- Overall project coordination
- Weekly project status meetings are scheduled, led and documented
- Customer configuration for staging is collected and communicated
- Equipment staging (if ordered) and shipping is managed"
- Coordinate on-site delivery
- Equipment receipt and inventory is validated
- Intrado resources are scheduled and managed with project implementation and cut-over requirements
- Maintain all project related communications and documentation
- Complete Site Book for delivery to end customer at time of handover to service
- Variable: Project Manager Presence on-site (with additional per day and travel cost components). This is typically required for project kickoff (if on-site), final site evaluation, and cut-over project management services

- 3 **Software Subscription Service** provides the customer with access to software upgrades including new features. This offering only provides for the availability of the software. Installation and training (if needed) are not

included. Any required hardware or operating system changes are also not included.

Intrado will provide periodic software release bulletins to customers which announce and explain new feature releases for Intrado software. Customers may then request the new release or version from Intrado based on applicability of the release to customer's system. The customer is responsible for installation of all these releases, unless the On-Site Maintenance Service is purchased. If On-Site Maintenance has not been purchased and the customer prefers to have Intrado deploy a new release, Intrado will dispatch appropriate personnel to perform the upgrade on a mutually agreed upon date at Intrado's then current prices for such services.

- 4** **Software Protection and Remote Technical Support** is a coverage requirement with the purchase and ownership of Intrado CPE system equipment.

Software Protection and Remote Technical Support cannot be deleted from quotes or system orders.

Once a Software Protection and Remote Technical Support service contract is established for the site during system initial purchase, all items subsequently added to the site will not require an additional contract, but the acquisition of additional positions will increase the price of the services.

- a. For sites with one year coverage contracts, the increased price will be reflected in the quote at the next contract renewal point.
- b. For sites with multi-year agreements, the customer will be required to retract the remaining years of the original purchase order and issue a new purchase order for the remaining period covering the original system and new positions.

If a contract for Software Protection and Remote Technical Support expires without renewal, causing a lapse in coverage, the customer's access to the Support Center will be discontinued and a notification of services termination will be issued. Reinstatement of the lapsed coverage will require the following from the customer:

- a) Payment in full for the lapsed period at the prevailing per-seat rate
- b) Purchase of a new maintenance agreement (one-year or five-year)
- c) System Recertification fees in the form of a Class A inspection at \$1,500.00 per day plus related travel and expense charges.

Software Protection

This offering provides for the availability of software product updates. Installation and training (if needed) are not included. Intrado will publish periodic software release bulletins to customers which announce important product updates for Intrado software. Customers may then request the new update from Intrado based on applicability of the release to customer's system. Customer is responsible for installation of all these releases, unless the On-Site Maintenance Service is purchased. If On-Site Maintenance has not been purchased and the customer prefers to have Intrado deploy a new release, Intrado will dispatch appropriate personnel to perform the upgrade on a mutually agreed upon date at Intrado's then current prices for such services.

Remote Technical Support

Support is provided by associates who specialize in the diagnosis and resolution of system performance issues. Remote Technical Support is available 24/7 through both a toll free hotline and a secure customer Internet portal. All service inquiries are tracked by a state-of-the-art CRM trouble ticket system that can be queried by customers through the online portal to obtain the most up-to-date status on their issues.

Terms

VENDOR NAME	Intrado Life & Safety Solutions Corporation Include quote number and customer EIN/Tax Identification Number on P.O.
SUBMIT P.O.	ordermanagement.safetyservices@west.com
PRICING	All prices are in USD Taxes, if applicable, are extra. Handling and Shipping charges are extra unless specified on the quote.
SHIPPING TERMS	FCA (Montreal), INCOTERMS 2010
PAYMENT	Per Contract
DELIVERY	TBD
VALIDITY	Quote expires on November 26, 2021. However, part numbers beginning with Q, such as QXXXXX, constitute unique third-party components. These components, including model and price, (i) may be subject to change at any time; and (ii) are non-cancellable, non-refundable, and non-exchangeable at any time.
COPYRIGHT	The information contained in this document is proprietary to Intrado Life & Safety Solutions Corporation and is offered solely for the purpose of evaluation.

Revision History

Revision Level	Proposal Writer	Notes	Date Revised
1	RCRAWFORD	Original	April 17, 2020
2	RCRAWFORD	Remove installation	May 26, 2021

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: June 16, 2021
SUBJECT: Purchase of Historic Courthouse Chairs

SUMMARY OF ITEM TO BE PRESENTED:

A Request For Proposals, RFP, was issued May 27, 2021. The bid opening did not occur on Thursday, June 10, 2021 due to no response.

As the Circuit Court is scheduled to start jury trials soon, the need for new stacking chairs is likely to grow. The CESF - Courts grant is covering the cost of the new chairs, however, purchases must be made by the end of September.

RECOMMENDATION:

The Finance Committee suggests that the full board approve the purchase of the historic courthouse chairs utilizing the CESF - Courts grant.

6/16/2021

J.13.

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

Adj #	Acct	Acct Description	Revenue	Expense
20210601	101.101.699.00	Appropriated Fund Balance	\$30,000	a.
	101.426.980.00	Equipment		\$28,306
	101.426.957.00	Training		\$1,694

Approved by BOC 6/2/21 for the purchase of a drone along with training.

**Administrator's Report to the BOC****For the meeting of June 16, 2021****Completed Projects/Tasks**

FOIA Requests: The Administration Office received 6 new Freedom of Information requests between May 29 and June 11.

New Employees: Two new employees started at the County since the June 2 Board of Commissioners meeting; a Property Appraiser in the Equalization Department, and, in the Prosecuting Attorney's Office, an Assistant Prosecutor in training.

Public Wireless Access Upgrades: As part of the court's CESF grant, upgrades to the existing public Wireless Access Points were installed by IT Right in the Circuit Court, District Court, and Probate Court. In addition, internet connectivity in the Board room was increased.

Current Projects/Tasks

ARPA (American Rescue Plan Act): Yet more information regarding eligible expenditures from the US Treasury has been provided to all commissioners. Though many questions remain, there is plenty of time for the board to consider how to best use this funding. Michigan Association of Counties is advising a slow and deliberate approach to expending the funds. The Board has until December 31, 2024 to obligate the funds. According to NACo, the funds can be used to:

- Respond to the public health emergency with respect to the COVID-19 or its negative economic impacts, including assistance to households, small businesses and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality
- Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work
- Make provision for government services to the extent of the reduction in revenue due to the public health emergency relative to revenues collected in the most recent full fiscal year of the county prior to the emergency
- Make necessary investments in water, sewer, or broadband infrastructure

NACo recently released a revenue loss calculator, which will assist us greatly in determining the amount of 2020 revenue loss. However, the reporting requirements are still a huge unknown.

Windows – Historic Courthouse: The replacement of the exterior aluminum flashing has been delayed due to supply and logistical issues, but is expected to start soon.

Additional Notes/Meetings

Current Career Opportunities at Wexford County:

Administrative Analyst, Equalization - application deadline is June 18

Assistant Prosecuting Attorney - position open until filled.

Assistant Public Defender - position open until filled.

Corrections Officer - positions open until filled.

Social Worker, Public Defenders Office - application deadline was June 11.

Employee Attraction Efforts: A recent discussion with the president of Baker College is creating a connection with the college's internship program. More information will follow.

Respectfully,
Janet Koch, County Administrator