



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 18, 2025, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENT
Designated for topics on the agenda only.
- I. CONSENT AGENDA
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected. If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.
 - 1. Approval of the June 04, 2025, Regular Meeting Minutes 1
- J. AGENDA ITEMS
 - 1. Emergency Management Position Description Update (*Executive 6/10/2025*)6
 - 2. Medical Examiner Contract Renewal (*Finance*)8
 - 3. Resolution 25-11 2025 Summer Milage Rate for Fiscal Year 2025 Budget (*Finance 6/12/2025*).22
 - 4. 2025 Tax Rate Request – L-4029 (*Finance 6/12/2025*)24
 - 5. 2025 Taxable Valuations – L-404625
 - 6. Zetron Dispatch Phone Contract (*Finance 6/12/2025*)31
 - 7. Dispatch Vehicle Listing Approval (*Finance 6/12/2025*)58
 - 8. Viper Termination Letter59
- K. ADMINISTRATOR’S REPORT
- L. CORRESPONDENCE
- M. PUBLIC COMMENT
Open for any public comments.
- N. LIAISON REPORT
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJOURN

WEXFORD COUNTY BOARD OF COMMISSIONERS
Regular Meeting * Wednesday, June 4, 2025

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

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

Absent- *None*.

Pledge of Allegiance.

Additions/Deletions to the Agenda-

Add: J.5. USDA Forest Service Agreement Modification #04

Add: L.1. Networks Northwest MMP Update/Work Program

Approval of the Agenda

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

All in Favor.

Employee Recognition-

Stephany Anderson was honored for her 10 years of service. Ms. Anderson arrived later to receive her award.

Julie Henry was honored for her 10 years of service. The Sheriff was present to ensure she would receive it.

Nancy Creed was honored for her 10 years of service.

Presentation and Reports- *None*.

Public Comment-*None*

Consent Agenda

1. Approval of the May 21, 2025 Regular Meeting Minutes
2. Appointments to WMCCAB

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

All in favor.

Agenda Items

1. Request for Social Worker Position-Sheriff's Office

MOTION by Comm Bengelink, seconded by Comm Nelson to approve the Sheriff's request to add a full-time Social Worker Position to the roster at an annual salary of \$60,000.00 and reduce the Corrections roster by one.

Roll Call: Motion passed 9-0.

2. Resolution 25-10 Supporting PA 511 Community Corrections Plan & Grant Application
MOTION by Comm Theobald, seconded by Comm Bush to approve Resolution 25-10 Supporting the P.A. 511 Wexford Community Corrections Plan and Grant Application for fiscal year 2026.

Commissioner Theobald noted Misty had done a great job on this application.

Roll Call: Motion passed 9-0.

3. 911 Call Taking System Services Bid Award
MOTION by Comm Sogge, seconded by Comm Nelson to approve the five-year proposal for 911 Call Talking System Services from Zetron in the amount of \$294,800.

Roll Call: Motion passed 9-0.

4. Enterprise Fleet Management Discussion
Chris Tyner, Enterprise, presented the Board with a cost analysis of providing leased police vehicles. They currently partner with 50 government clients in Michigan.

Their primary focus is the equity lease. This is not a typical lease with over-mileage charges, wear and tear penalties, or fees for terminating early. Instead they offer purchasing the vehicle at the reduced book value, replacing the vehicle with the ability to roll equity to decrease the replacement vehicles initial costs, extend the lease term, or turn in the vehicle without a replacement.

He provided the Board with a Fleet Planning Analysis. Based on his calculations, he recommended replacing 14 vehicles this year. Enterprise would assist in maintenance and fuel of these vehicles. They would hold quarterly meetings with the County to go over the general operations of these vehicles, and make suggestions on replacements.

He also provided an example of first year pricing for the county. Mr. Tyner highlighted that they provide a website and an app with vehicle maintenance highlights. He noted that they would be able to provide the county with the resale of the aging fleet, allowing these vehicles to have lower maintenance expenses, safer vehicles, as well as reducing the fleet administration.

Commissioner Potter questioned the timeframe for the turnaround on the \$45,000 estimated return. Mr. Tyner estimated that to be less than 30 days.

Commissioner Taylor asked if other counties were doing this. Mr. Tyner explained that they currently partner with Newaygo, Oceana, Grand Traverse, Antrim, and Kalamazoo Counties.

Commissioner Potter inquired if Enterprise handles the installation of the equipment in the patrol vehicles. Mr. Tyner indicated that Enterprise would handle that operation.

Commissioner Theobald questioned what would happen if a vehicle was damaged before that 4 year turn around. Mr. Tyner explained that would be covered through normal insurance.

Commissioner Potter asked what would be covered for an engine failure. That would be a normal manufacture warranty. Enterprise would help coordinate that repair to make sure the cost was as low as possible.

Commissioner Potter asked about wear and tear of the vehicle. They coordinate all maintenance through Enterprise. Commissioner Potter followed up by asking about brakes and tires. They would be covered on the non-pursuit rated vehicles. For pursuit rated vehicles, those are paid for as they occur, and then billed back to the County.

Commissioner Nyman noted that the estimate is 100,000 miles after 4 years with a 10% over wholesale sale price. He wondered what happened if a vehicle has 130,000 miles. Mr. Tyner noted that they would be tracking that on a quarterly basis, and meeting with the county to advise the county when the sweet spot is to sell that vehicle.

MOTION by Comm Potter, seconded by Comm Sogge to approve pursuing a lease agreement with Enterprise for fleet management utilizing \$258,360.24 out of the General Fund for the initial first-year of the lease and to direct future annual lease payments to come from the Sheriff's Office budget.

Commissioner Potter noted that the Sheriff does support this and feels it would be beneficial for the county and deputies. Commissioner Theobald asked Sheriff Taylor if he did. He advised he did support this.

Commissioner Nyman questioned if this would be coming out of the general fund for the original purchase. Commissioner Potter noted that the motion is for that first year out of the general fund. The remaining years would be the Sheriff's budget.

Roll Call: Motion passed unanimously.

5. USDA Forest Service Agreement Modification #04

MOTION by Comm Bush, seconded by Comm Nelson to approve USDA Forest Service Agreement Modification # 4 and authorize the Sheriff to sign on behalf of the county.

Roll Call: Motion passed 9-0.

Administrator's Report-

Administrator Porterfield noted things have been busy finalizing the last things with the audit. Mr. Porterfield will be presenting the Board with the millage rollbacks, and then starting July 1st, budget process will begin.

Correspondence-

L.1. Networks Northwest MMP Update/Work Program

Public Comments-

Don Koshmider, Cadillac, attended the water quality meeting. He addressed the harmful chemicals being added to our water like fluoride. The guy side stepped his questions. He read an InfoWars article and reminded everyone to watch InfoWars.

Liaison Reports-

Comm Bengelink reminded everyone the new Manton library is preparing for their grand opening ceremony on June 21st from 12 to 3pm, with a dedication at 1pm. She invited all the commissioners to join.

Comm Theobald attended a LDFA meeting. The town hall is on YouTube and 7&4. The town hall by the City is also on YouTube. She also attended the Community Corrections Board where they approved the grant application. She will be sending out the DHHS minutes, as well.

Board Comments-

Comm Bengelink congratulated the 3 employees on their 10 years of service.

Comm Theobald congratulated the 3 employees on their 10 years of service. There is another PFAS meeting June 22nd.

Comm Potter also congratulated the 3 employees for all of their years.

Chairman's Comments-

Chair Taylor thanked everyone for attending.

Adjourn

MOTION by Comm Theobald, seconded by Comm Bush to adjourn at 4:25 p.m. All in favor.

Gary Taylor, Chairperson

Alaina M. Nyman, County Clerk

DRAFT



WEXFORD COUNTY POSITION DESCRIPTION

Position: Emergency Management Specialist

Adopted: October 25, 2022; amended June 18, 2025

Summary: Primarily position responsible for Wexford County planning, coordination between the county, state and local agencies, and implementing the response to ~~Under direction, provided coordination between the county, state and local agencies in the~~ an event of a natural, technological, or man-made emergency, including acts of terrorism; assists with the development of the county's Emergency Operations Plan; ~~assists-coordinateswith~~ locating, developing and delivering resources to Wexford County ~~citizensresidents~~, first responders, businesses and educational institutions to enhance emergency preparedness; assists with the development and coordination of emergency preparedness training and exercise programs for county employees and first responders; responds to emergency situations affecting Wexford County including coordinating the provision of services and assistance to residents, and mitigation activities to prevent or lessen the impact of emergencies; performs related duties as assigned. This position is FLSA exempt.

Responsibilities and Essential Duties and Functions: Other duties may be assigned by the ~~Director, Deputy Director/Emergency Communications Supervisor,~~ the County Administrator.

- Provides coordination between the county and federal, state, and local agencies in the event of a natural, technological, or man-made emergency, including terrorism. (Chemical, biological, radiological, nuclear, explosive)
- ~~Assists in Planning and~~ developing, reviewing, ~~and~~ updating and coordinating implementation of the County and local emergency plans, including the County Operations Plan, Continuity of Operations Plans and the Hazard Mitigation Plan.
- Assists in the operation of the Wexford County Emergency Operations Center.
- Develops, coordinates, participates, and executes training and exercise programs in preparation for emergency and disaster events.
- Attends and participates in training and seminars relative to current emergency planning issues.
- Assists with the development and delivery of disaster communications and coordinating public information campaigns through department website, social media networks, press releases and the development of information publications.
- Advises and assists Police, Fire, government units, private agencies, and volunteer groups with specific phases of emergency management programs by outlining specific roles and activities.
- Conducts and advises on the completing of vulnerability assessments on residential, business, and governmental institutions.
- Assists with coordinating emergency response and recovery efforts directly with local, county and state agencies during emergencies, and significant events.
- Directs and oversees the work of other staff as assigned.
- Operates an automobile while performing assigned job duties.

The above duties ARE NOT intended to serve as a comprehensive list of all duties performed by this position, only a representative summary of the primary duties and responsibilities.

- Associates Degree in Emergency Management or other public safety related field preferred, or 2 years of experience in emergency management, fire service, emergency medical service or law enforcement.
- The ability to complete the Professional Emergency Manager (PEM) designation within 5 years of hire.
- Possession of a valid Michigan driver's license
- Current or the ability to pass FAA UAS Remote Pilot License within 1 year of hire
- Current or the ability to complete the FEMA ICS 100, 200, 300, 400, 700, 800 within 1 year of hire

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES:

- Emergency Management, public safety and homeland security processes and structures that support the health, safety, and welfare of the community.
- Use and application of current computer programs.
- Exhibits calm, effective leadership and
- Work effectively exercises a high degree of discretion and a high level of independent judgment in matters affecting individual and County safety, public health, public and private emergencies in stressful conditions-emergency response events.
- and Makes responsible decisions appropriate to the scope of the position and according to establish laws, policies, and procedures and effectively implements those decisions.
- Establish and maintain effective working relationships with co-workers, Federal, State, and local agencies, and the public.
- Utilize countywide and/or department specific software to complete assignments.
- Maintain sensitive or confidential information in strictest confidence
- Effectively speak, write, and understand the English language.

MEDICAL EXAMINER CONTRACT

THIS AGREEMENT made and entered into this _____ day of _____, _____, by and between the COUNTY OF WEXFORD, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and Paul A. Wagner, D.O. and Mid Michigan Medical Examiner Group LLC (MMMEG) (hereinafter referred to as the "Contractors")

WITNESSETH:

WHEREAS, the Contractor has been appointed WEXFORD County Medical Examiner by the County Board of Commissioners pursuant to 1953 P.A. 181, as amended, MCLA 52.201 et seq.g (hereinafter referred to as the "County Medical Examiners Act"); and

WHEREAS, the County and the Contractors desire to set forth the terms and conditions of Dr. Paul A. Wagner's appointment and Mid Michigan Medical Examiner Group LLC terms in writing.

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

FIRST: **General Scope of Services.** The Contractors, during the duration of the Agreement and pursuant to the County Medical Examiner's Act, shall serve as the WEXFORD County Medical Examiner performing the following services:

- i. Manage & Coordinate 24/7 on-scene investigations in all cases of persons who have come to their death by violence, or whose death is unexpected, or without medical attendance during forty-eight (48) hour prior to the hour of death unless the attending physician, if any, is able to determine accurately the cause of death, whether the result of an abortion, whether self-induced or otherwise, or the death of any prisoner in a County or City Jail. Standard protocol is less than 60 minutes.
- ii. Arrange for Autopsies with one of many locations in providing of pathology, toxicology, anthropology, and DNA services when the need arises. Negotiate and execute contracts for those support services.
- iii. Arrange Transport with one of many local or nonlocal services for smooth and timely transport.
- iv. Refer all candidates for Donation of Anatomical Gifts in accordance with the MI Kyle Horning Law.
- v. Be available to assist prosecuting attorneys, defense attorneys, funeral directors, law enforcement professionals, healthcare institutions, and families regarding the unexpected and unexplained deaths of the county.
- vi. Issue death certificates, cremation permits, and fulfill records requests.
- vii. Train and direct investigations of all reported deaths pursuant to the requirements of the laws of the State of Michigan and National Standards of Investigation.
- viii. Provide Staff training to all Medical Examiner Investigators and any other county agencies needing medical examiner related education. National Standards of Death Scene Investigation are followed.
- ix. Respond to requests for reports with descriptive & statistical data (i.e. Opioid data).
- x. Receipts and verifies all Invoices for M.E. Budget. Report on departmental annual budget.
- xi. Conduct internal quality assurance reviews on case investigations and records.

- xii. File Unclaimed Decedent applications for payment requests through DHHS ensuring proper disposition and no cost to the county.
- xiii. File Sudden Infant Death repayment applications with the State of Michigan. All recoupment stays in the county budget.

SECOND: **Compensation.** The Contractor shall be compensated for the services rendered pursuant to this agreement as follows in Exhibit "A" with payment made to and accepted by Mid Michigan Medical Examiner Group, LLC on Paul A. Wagner's behalf.

THIRD: **Case Related Expenses.** Case Related Expenses shall be submitted to MMMEG for review and, on approval, forwarded to the county for approval and direct payment. Case Related Expenses routinely include Autopsy, Toxicology, Medical Examiner Investigators, and Transportation.

FOURTH: **Medical Examiner Investigators (MEI).** MEI's are compensation as approved by the County in the manner described in Exhibit "B" and reviewed through fiscal budgeting. MEI monthly reimbursement for case related fees will initially be sent to and reviewed by the contractor. The contractor will then submit approved vouchers to the county on a monthly basis for payment by the county. Mileage shall be paid equal to that of the county rate. MEI's will be trained toward national death scene registry. This training provided by MMMEG. MMMEG will then provide payment for national testing and advancement. If an MEI passes the national registry, the county shall reimburse that MEI according to Exhibit "B" or the new negotiated rate. MEI's should receive the same annual rate of increase as non-union county employees.

FIFTH: **Other Subcontractors.** The contractor will negotiate and help execute contracts such as Morgue Cooler location, Forensic Pathology Services, Toxicology, Anthropology, and Deceased Transportation services. Support services invoices will first be received and reviewed by the contractor. The contractor will then submit monthly approved vouchers to the county for direct payment. The contractor will assist the county with the Medical Examiner Department budget annually.

SIXTH: **Maintenance of Records.** The Contractors shall prepare, keep, and maintain records verifying expenses and performance of services for which the Contractors have been compensated pursuant to this Agreement. The contractors will maintain a record on every death reported to the office, whether or not jurisdiction is accepted. All medical examiner records requests secured are processed by the contractor. Retention may remain in the contractor's office for 4 years then subsequently turned over to the County offices for storage.

SEVENTH: **County's Retention of Records.** The County shall have the sole and exclusive right to the retention of all original case records pertaining to the services rendered by the Contractors pursuant to this Agreement. The Contractors shall have access to appropriate case records when such access is required for performance of services to be provided under this Agreement. Upon the completion or termination of the Agreement, all original case records in the Contractors' possession shall be turned over to the County provided, however, that the Contractor shall have access to the records upon written request.

EIGHTH: **Use of Facilities.** The county will allow at no charge:

- i. If needed, use of a conference room or office in WEXFORD County, for meetings with family and next-of-kin to address questions about the results of a death investigation or trainings with MEI's or law enforcement.
- ii. Use of space within WEXFORD County for storage of body bags, tags, and personal protection equipment.

NINTH: **Independent Contractor Status**. It is expressly understood and agreed that the Contractors, administrative personnel, and non-WEXFORD County employee Medical Examiner Investigators, shall not be, nor hold themselves out as employees of the County and shall not be entitled to any fringe benefits of the County such as including, but not limited to, health and accident insurance, life insurance, paid sick or vacation leave, or longevity. The independent contractors shall be responsible for withholding and payment of all applicable taxes, including income and social security taxes to the proper federal, state, and local governments, which arise out of this Agreement.

TENTH: **License Requirements**. Dr. Paul A. Wagner, shall meet all federal, state, and local license and or authorization requirements to practice medicine. Failure to obtain and/or maintain any license and authorization requirements to practice medicine and/or loss of the same shall result in the immediate and automatic termination of this Agreement.

ELEVENTH: **Liability Insurance Required of Contractor**. Dr. Paul A. Wagner, shall carry insurance of at least one million dollars including contractual provisions protecting the county from liability, including indemnification and Hold Harmless provisions. This shall be maintained throughout the life of this agreement and evidence provided annually or when coverage is modified.

TWELVETH: **Compliance with the Law**. The Contractors, while engaging in any activity pursuant to this Agreement, shall comply with all applicable federal, state, and local laws, ordinances, rules and regulations. Further, they shall not advocate, nor assist in violating any laws of the United States or the State of Michigan.

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

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

FIFTEENTH: **Nondiscrimination**. The Contractors shall comply with all applicable federal, state, and local laws and regulations prohibiting discrimination. Breach of this covenant shall be regarded as a material breach of this Agreement.

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

SEVENTEENTH: **Completeness of the Agreement**. This Agreement and Exhibit "A" and "B" attached hereto contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or

otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

EIGHTEENTH: **Agreement Period and Termination**. This Agreement shall become effective on the 1st day of June 2021 and shall continue until the expiration of the term of appointment, which shall be four years. Notwithstanding any other provisions in this Agreement to the contrary, this Agreement may be terminated by either of the parties hereto upon sixty (60) days prior written notification to the other party and pursuant to the County Medical Examiner's Act, MCL 52.201 et seq.

NINETEENTH: **Invalid Provisions**. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality or unenforceability of this Agreement.

TWENTIETH: **Certification**. The person signing this Agreement 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 Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the parties have fully executed this Agreement on the day and year first above written.

WITNESSED BY:

COUNTY OF WEXFORD:

Chairperson

WEXFORD County Board of Commissioners

WITNESSED BY:

CONTRACTORS:

Paul A. Wagner, D.O.

Mid Michigan Medical Examiner Group, LLC

EXHIBIT A

PAYMENT SCHEDULE

The annual fee offered for 4 years and 7 months(June 1, 2025- Dec 31, 2029) with an annual increase of 2% beginning January 1, 2026.

Administrative Overhead Medical Examiner Full Services: **\$ 42,400**

(Chief Medical Examiner Physician -Database Cloud Records- Phone -Prof.Memberships-Uniforms-Supplies-Training- Administrative Staffing - Case Administration-Reporting-Death Certificate Processing-Records Requests).

EXHIBIT B

MEI PAYMENT SCHEDULE

Investigators to perform their service as private contractors of the county regulated through the Chief Medical Examiner and our office as allowed by the Michigan Medical Examiner Statute (MCL52.202). Standard Mileage is paid when non-county vehicles are utilized.

Field Investigation Per Case <i>(Contractors are responsible for their Self Employment Taxes, etc.)</i>	Current 2025	2026
Natural - Level 1 Investigator	\$116	\$136
Non-Natural- Level 1 Investigator	\$116	\$136
Natural- Level 2 Investigator	\$151	\$179
Non-Natural-Level 2 Investigator	\$171	\$199
Natural-ABMDI Level 3Investigator	\$171	\$205
Non-Natural-ABMDI Level 3Investigator	\$191	\$221
Holiday Incentive 2x pay above		
Facility Cases	\$20	\$25
Professional Witness Fee & Flat Prep 2hr + county mileage rate (per ½ hr)		\$30

Occasional extenuating circumstance stipend additional as approved by county at \$120/per case. Trainers train MEI's on avg of 2 cases or as needed. Homicides/Child Deaths may be additionally investigated by Nationally Registered/Certified Death Scene Investigator. Chief Medical Examiner Professional Witness Testimony & Preparation \$100/ half hour. County Mileage rate applicable. All Trainings are paid through our Administrative Overhead and not the obligation of the county.

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- ii. Use of space within WEXFORD County for storage of body bags, tags, and personal protection equipment.

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

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

FIFTEENTH: **Nondiscrimination.** The Contractors shall comply with all applicable federal, state, and local laws and regulations prohibiting discrimination. Breach of this covenant shall be regarded as a material breach of this Agreement.

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

SEVENTEENTH: **Completeness of the Agreement.** This Agreement and Exhibit "A" and "B" attached hereto contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or

otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

EIGHTEENTH: Agreement Period and Termination. This Agreement shall become effective on the 1st day of June 2021 and shall continue until the expiration of the term of appointment, which shall be four years. Notwithstanding any other provisions in this Agreement to the contrary, this Agreement may be terminated by either of the parties hereto upon sixty (60) days prior written notification to the other party and pursuant to the County Medical Examiner's Act, MCL 52.201 et seq.

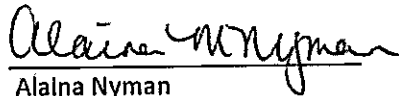
NINETEENTH: Invalid Provisions. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality or unenforceability of this Agreement.

TWENTIETH: Certification. The person signing this Agreement 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 Agreement has been authorized by said parties.

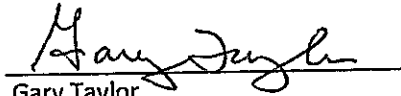
IN WITNESS WHEREOF, the parties have fully executed this Agreement on the day and year first above written.

WITNESSED BY:

COUNTY OF WEXFORD:



Alaina Nyman
County Clerk
Wexford County



Gary Taylor
Chairperson

WEXFORD County Board of Commissioners

WITNESSED BY:

CONTRACTORS:





Paul A. Wagner, D.O.

Mid Michigan Medical Examiner Group, LLC

EXHIBIT A

PAYMENT SCHEDULE

The annual fee offered for 4 years (June 1, 2021- May 31, 2025) with an annual increase of 0%.

Administrative Overhead Medical Examiner Full Services: **\$ 42,400**

(Chief Medical Examiner Physician -Database Cloud Records- Phone -Prof.Memberships-Uniforms-Supplies-Training- Administrative Staffing - Case Administration-Reporting-Death Certificate Processing-Records Requests).

EXHIBIT B

MEI PAYMENT SCHEDULE

Investigators to perform their service as private contractors of the county regulated through Dr. Wagner and our office as allowed by the Michigan Medical Examiner Statute (MCL52.202). Standard Mileage is paid when non-county vehicles are utilized.

(Rate as of June 1, 2021; Originally Board Approved 2019)

Level One Investigator – Paid as a Trainee up to 2 cases/ with a Level Two Investigator \$100

Level Two Investigator- Approved to conduct death scene investigations independently \$135
Natural / \$155 Non-Natural

ABMDI National Certified Death Scene Investigator- \$155 Natural/ \$175 Non-Natural

Occasional extenuating circumstance stipend additional as approved by county at \$100/per case.
Trainers train MEI's on avg of 2 cases or as needed. Homicides will additionally be investigated by
Nationally Registered/Certified Death Scene Investigator.
All Trainings are paid through our Administrative Overhead and not the obligation of the county.

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 eighteenth of June 2025 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 25-11
2025 SUMMER MILLAGE RATE FOR FISCAL YEAR 2025 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 6.5472 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

BE IT RESOLVED, that the Wexford County Board of Commissioners will levy 6.5472 Mills in Ad Valorem Property Taxation in the summer 2024 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 2025 Budget.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina Nyman, County Clerk

STATE OF MICHIGAN)
) ss.

COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 25-11 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 18, 2025, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

DRAFT

2025 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2025)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County Wexford	2024 Taxable Value of ALL Properties in the Unit as of 5-03-24 1,408,363,781
Local Government Unit Wexford County	For LOCAL School Districts: 2025 Taxable Value Excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commerical 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 2025 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.	2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	2025 Current Year "Headlee" Millage Reduction Fraction	2025 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	6.5848	0.9943	6.5472	1.0000	6.5472	6.5472		Allocated
Voted	Senior	8/4/2020		0.9712	0.9943	0.9656	1.0000	0.9656		0.9656	12/31/2026
Voted	Safety	8/6/2024		1.4082	0.9943	1.4001	1.0000	1.4001		1.4001	12/31/2029
Voted	Veterans	8/6/2024		0.0969	0.9943	0.0963	1.0000	0.0963		0.0963	12/31/2029
Voted	Animal Control	8/6/2024		0.1941	0.9943	0.1929	1.0000	0.1929		0.1929	12/31/2029
Voted	MSUE	8/4/2020		0.1649	0.9943	0.1639	1.0000	0.1639		0.1639	12/31/2025

Prepared by Clifford Porterfield	Telephone Number 231-779-9470	Title Equalization Director	Date 06/06/25
--	----------------------------------	---------------------------------------	------------------

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

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. Ouqlified Forest and Industrial Personal	
For Commerical 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 coulum 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 2025. 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	7,608,753	16,940,626	0	95,896,392	0	0	120,445,771
2110 CHERRY GROVE TOWNSHIP	1,511,165	2,258,174	7,150	136,948,497	0	0	140,724,986
2111 HENDERSON TWP	793,212	863,821	0	9,833,254	0	0	11,490,287
2112 SOUTH BRANCH TWP	0	3,411,690	0	27,937,167	0	0	31,348,857
2209 HARING TWP	545,750	65,540,932	2,294,688	107,424,610	0	0	175,805,980
2210 SELMA TWP	704,520	2,420,607	0	103,851,042	0	0	106,976,169
2211 BOON TOWNSHIP	2,431,978	537,489	5,500	22,704,057	0	0	25,679,024
2212 SLAGLE TWP	909,361	348,855	556,969	24,394,079	0	0	26,209,264
2309 CEDAR CREEK TOWNSHIP	1,381,778	2,599,922	1,001,421	55,347,303	0	0	60,330,424
2310 COLFAX TOWNSHIP	4,136,241	207,733	180,569	37,904,351	0	0	42,428,894
2311 ANTIOCH TOWNSHIP	1,703,754	693,436	0	30,580,466	0	0	32,977,656
2312 SPRINGVILLE TWP	1,544,836	4,753,165	5,633,130	43,596,751	0	0	55,527,882
2409 LIBERTY TWP	2,520,195	426,693	0	23,176,133	0	0	26,123,021
2410 GREENWOOD TWP	1,131,303	0	0	27,107,167	0	0	28,238,470
2411 HANOVER TWP	0	3,767,245	1,187,766	60,430,447	0	0	65,385,458
Totals for County	31,986,879	160,956,929	52,659,780	1,063,638,660	0	0	1,309,242,248

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

STATEMENT of taxable valuations in the year 2025. 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 name	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	2,622,300	0	0	6,196,900	8,819,200
2110 CHERRY GROVE TOWNSHIP	0	202,200	0	0	2,323,500	2,525,700
2111 HENDERSON TWP	0	2,000	0	0	714,000	716,000
2112 SOUTH BRANCH TWP	0	1,466,100	0	0	1,317,800	2,783,900
2209 HARING TWP	0	11,238,500	50,400	0	6,760,400	18,049,300
2210 SELMA TWP	0	157,400	0	0	6,097,100	6,254,500
2211 BOON TOWNSHIP	0	1,256,500	0	0	3,783,600	5,040,100
2212 SLAGLE TWP	0	572,400	0	0	1,780,200	2,352,600
2309 CEDAR CREEK TOWNSHIP	0	2,360,600	0	0	5,699,000	8,059,600
2310 COLFAX TOWNSHIP	0	0	0	0	4,636,200	4,636,200
2311 ANTIOCH TOWNSHIP	0	1,295,500	0	0	1,305,400	2,600,900
2312 SPRINGVILLE TWP	0	365,100	5,400	0	6,769,100	7,139,600
2409 LIBERTY TWP	0	5,000	0	0	988,400	993,400
2410 GREENWOOD TWP	0	0	0	0	2,144,200	2,144,200
2411 HANOVER TWP	0	233,600	270,900	0	1,958,400	2,462,900
Totals for County	0	29,200,700	6,496,900	0	75,533,000	111,230,600

Print or Type Name of County Equalization Director	Signature	Date
Print or Type Name of County Board of Commissioners Chairperson	Signature	Date

STATEMENT of taxable valuations in the year 2025. File this form on or before the fourth Monday in June.

TAXABLE VALUATIONS

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 name	(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/ER PP excl C&I PP Taxable Values
2109 CLAM LAKE TOWNSHIP	129,264,971	89,317,820	2,622,300	0	37,324,851
2110 CHERRY GROVE TOWNSHIP	143,250,686	100,666,423	202,200	0	42,382,063
2111 HENDERSON TWP	12,206,287	6,548,375	2,000	0	5,655,912
2112 SOUTH BRANCH TWP	34,132,757	11,808,316	1,466,100	0	20,858,341
2209 HARING TWP	193,855,280	91,479,780	11,238,500	50,400	91,086,600
2210 SELMA TWP	113,230,669	68,430,085	157,400	0	44,643,184
2211 BOON TOWNSHIP	30,719,124	16,817,663	1,256,500	0	12,644,961
2212 SLAGLE TWP	28,561,864	14,903,121	572,400	0	13,086,343
2309 CEDAR CREEK TOWNSHIP	68,390,024	44,867,949	2,360,600	0	21,161,475
2310 COLFAX TOWNSHIP	47,065,094	30,314,326	0	0	16,750,768
2311 ANTILOCH TOWNSHIP	35,578,556	23,933,627	1,295,500	0	10,349,429
2312 SPRINGVILLE TWP	62,667,482	28,406,905	365,100	5,400	33,890,077
2409 LIBERTY TWP	27,116,421	20,465,032	5,000	0	6,646,389
2410 GREENWOOD TWP	30,382,670	19,337,261	0	0	11,045,409
2411 HANOVER TWP	67,848,358	45,814,469	233,600	270,900	21,529,389
Totals for County	1,420,472,848	815,692,397	29,200,700	6,496,900	569,082,851
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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(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
2412 WEXFORD TWP	5,064,033	968,236	0	40,986,870	0	0	47,019,139
10 CITY OF CADILLAC	0	51,079,416	40,999,669	197,214,992	0	0	289,294,077
MN CITY OF MANTON	0	4,138,889	792,918	18,305,082	0	0	23,236,889
2211V VILLAGE OF HARRIETTA	0	60,406	5,500	2,835,240	0	0	2,901,146
2212V VILLAGE OF HARRIETTA	0	102,615	0	595,683	0	0	698,298
2311M VILLAGE OF MESICK- A	0	176,505	0	0	0	0	176,505
2312M VILLAGE OF MESICK-SP	0	3,370,240	26,662	5,961,996	0	0	9,358,898
2411B VILLAGE OF BUCKLEY	0	2,603,527	129,066	21,885,264	0	0	24,617,857
Totals for County	31,986,879	160,956,929	52,659,780	1,063,638,660	0	0	1,309,242,248

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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TAXABLE VALUATIONS

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 name	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	278,100	0	0	5,651,700	5,929,800
10 CITY OF CADILLAC	0	6,747,600	6,170,200	0	16,709,500	29,627,300
MN CITY OF MANTON	0	397,800	0	0	697,600	1,095,400
2211V VILLAGE OF HARRIETTA	0	0	0	0	1,979,400	1,979,400
2212V VILLAGE OF HARRIETTA	0	0	0	0	187,000	187,000
2311M VILLAGE OF MESICK- A	0	136,100	0	0	900	137,000
2312M VILLAGE OF MESICK-SP	0	57,600	0	0	497,000	554,600
2411B VILLAGE OF BUCKLEY	0	170,800	0	0	879,900	1,050,700
Totals for County	0	29,200,700	6,496,900	0	75,533,000	111,230,600
Print or Type Name of County Equalization Director			Signature		Date	
Print or Type Name of County Board of Commissioners Chairperson			Signature		Date	

TAXABLE VALUATIONS

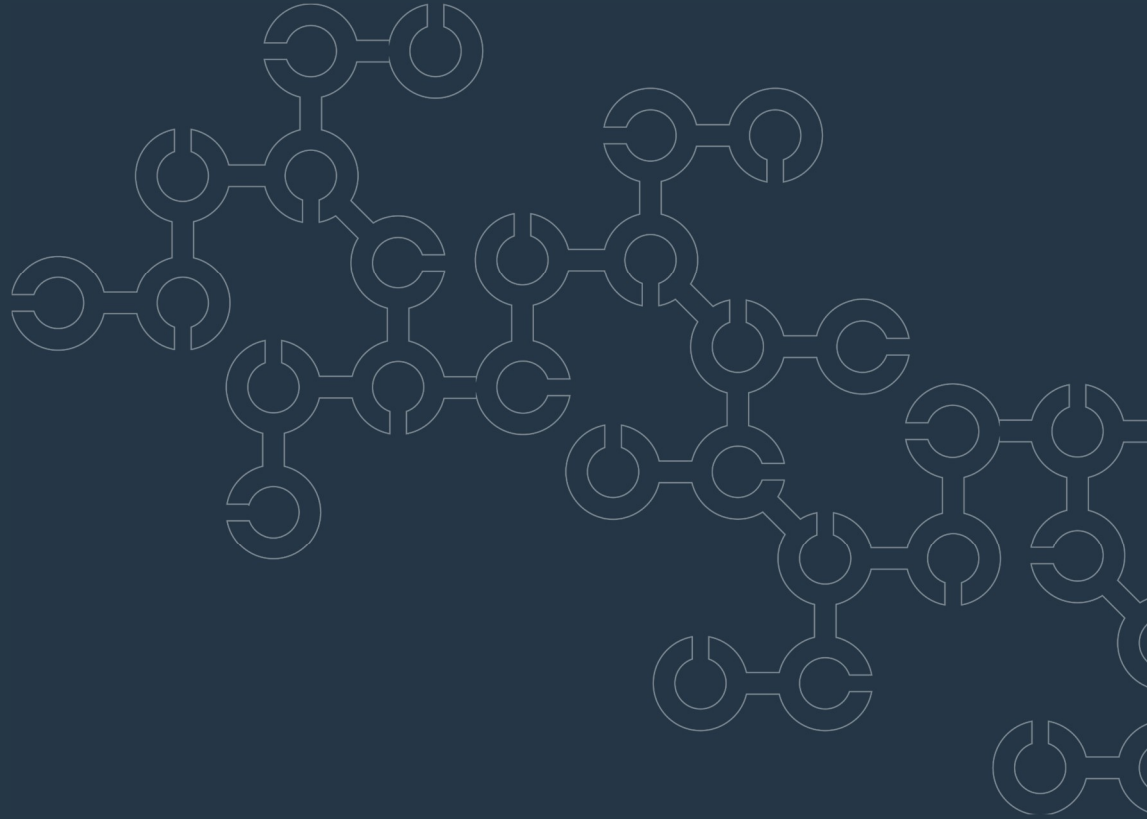
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Real Property Taxable Valuations as of the Fourth Monday in May.
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2412 WEXFORD TWP	52,948,939	36,347,927	278,100	0	16,322,912
10 CITY OF CADILLAC	318,921,377	151,592,559	6,747,600	6,170,200	154,411,018
MN CITY OF MANTON	24,332,289	14,640,759	397,800	0	9,293,730
2211V VILLAGE OF HARRIETTA	4,880,546	2,171,359	0	0	2,709,187
2212V VILLAGE OF HARRIETTA	885,298	267,121	0	0	618,177
2311M VILLAGE OF MESICK- A	313,505	0	136,100	0	177,405
2312M VILLAGE OF MESICK-SP	9,913,498	4,123,459	57,600	0	5,732,439
2411B VILLAGE OF BUCKLEY	25,668,557	17,840,546	170,800	0	7,657,211
Totals for County	1,420,472,848	815,692,397	29,200,700	6,496,900	569,082,851

Print or Type Name of County Equalization Director	Signature	Date
Print or Type Name of County Board of Commissioners Chairperson	Signature	Date

ZETRON



Zetron-Wexford Statement of Work

Wexford County, MI Request for Proposals 911 Call Taking System Services for Wexford County Central Dispatch

June 2nd, 2025



1. GENERAL INFORMATION

This Statement of Work ("SOW" or the "Agreement") shall be the controlling contract between Zetron, Inc. (Zetron, Inc. and Daniels Electronics d/b/a Codan Communications are collectively Zetron, a Codan Company, or "Zetron") and the "Customer" (the "Agreement"). This Statement of Work and its accompanying appendices, if applicable, define the responsibilities of Zetron and the "Customer", listed below, during the construction of a Zetron MAX Call Taking system (the "System") for 3 positions for the customer described below. The Equipment to be included in the System is listed in the design review documents. The Equipment list is subject to change. In conjunction with the Agreement between Zetron and "Customer" for this project, this document separates tasks to be performed by Zetron, Customer, and others. Tasks to be performed by others, if included in this document, are for informational purposes.

This SOW may reference the Contract, or other documents that are part of the Contract. In all cases, the most recent SOW (by signatory reference) will be the actual document for the construction of the System.

1.1 Project Identification

Identifying Name	Wexford County Central Dispatch MAX Call Taking
Project Number	Z13759
Contracting Party	Wexford County Central Dispatch
Customer End User	Wexford County Central Dispatch
Customer's Address (contracting party)	971 Lincoln Street, Cadillac, MI 49601
Customer's Project Manager	Travis Baker
Contract Terms (contract number)	Zetron Standard Terms and Conditions
Shipping	F.O.B. destination.
Change Order Procedure	Zetron change order form.

1.2 Reference Documents and Contract Terms and Conditions in Order of Priority

- Zetron Standard Terms and Conditions
- This Statement of Work
- Wexford County, MI-Zetron Response-FINAL dated May 21, 2025
- Exhibit D_03lm_Contract

1.3 Delivery Schedule

Zetron and its subcontractor(s), if applicable, shall create a delivery schedule that meets the delivery requirements under the Contract. The completed, written delivery schedule shall be incorporated into the Contract as Exhibit C.

1.4 Interrelationships

Zetron reserves the right to use subcontracted services.

1.5 Equipment

Zetron will manufacture, configure, and test Common Control Equipment (CCE) and Operator Position Equipment (OPE) including the hardware and software identified in this section.

The System shall include the following backroom equipment:

Part Number	Description	Quantity
	CORE SYSTEM	
905-0593	MAX Call Taking Server Core (DELL R350) Licenses: Sold Separately Requires: 1 930-0244 MAX Call Taking Core License	1
930-0244	MAX Call Taking Core License	1
930-0255	MAX Call Taking ACD License	1
930-0256	MAX Call Taking IVR License	1
930-0276	MAX Call Taking Caller Name Lookup License	1
930-0279	MAX Call Taking Parking Groups License	1
930-0358	MAX Call Taking Rapid SOS Location License	1
	NETWORK OPTIONS	

950-1459	MAX Call Taking 24-Port (24 POE) Managed Gigabit Rackmount Switch Includes 2 1000BASE-T SFP modules for Copper Networks. 1000BASE SFP modules for Fiber optional. Manufacturer: Cisco	2
950-1489	MAX Call Taking ESINET Redundant Firewall/ Router	1
	Gateway Options	
950-1160	MAX Call Taking Gateway, 12 port FXO (Patton) Requires One 709-7890 Punch Block Y-cable for every 2 Patton FXS, FXO or CAMA Gateways.	1
709-7890	Gateway to Punch Block Y-cable (1 for every 2 Patton FXS, FXO or CAMA Gateways)	1
950-9351	Connectorized Punch Down Block	1
709-0004	25-Pair Cables, RJ-21, M-F, 10ft [Baseline Product]	1
930-0339	MAX Call Taking SIP Access License One Access License per MAX Call Taking Server Core for SIP PBX or VoIP Provider.	1
930-0340	MAX Call Taking i3 Access License One Access License per MAX Call Taking Server Core for ESInet connection.	1
950-1400	Session Border Controller Gateway	1
	CORE OPTIONS	
950-1399	Moxa Rs232 Serial Device with Din Rail Mounting Kit One required per interface; ALI, Mapping, CAD, CDR Printer, CDR Output.	3
	MAX CALL TAKING MANAGEMENT INFORMATION SYSTEM	
905-0546	MAX Call Taking Management Information System Software Workstation Bundle	1
802-2223	22" Widescreen Non-Touch LCD HD Monitor	1
	MAX Solutions GIS Hardware	
950-1408	CT Server Core Option	1
	MAX Solutions GIS Software	
683-0201	MAX Software - GIS Data Publisher Updates GIS Server and Workstations with New GIS files ((1 per Site)	1
683-0267	MAX Software - Proxy Host Maintenance < (>&<)> Support Software	1

The System shall include 3 operator console positions made up of the following:

Part Number	Description	Quantity
	MAX CALL TAKING WORKSTATIONS	
905-0583	MAX Call Taking Work Station Bundle (With PC) Position: 1 Operator Workstation PC, 1 Media Dock, 1 Speaker, 1 Power Supply, and 1 SIP Telephone. Licenses: Sold Separately Requires: 1 930-0248 MAX Call Taking	3

802-2223	22" Widescreen Non-Touch LCD HD Monitor Supports up to 1920x1080 resolution. No adapters needed. Includes VGA, Display Port and HDMI inputs.	6
	MAX CALL TAKING OPERATOR SOFTWARE LICENS	
930-0248	MAX Call Taking Workstation License One per position is required.	3
930-0249	MAX Call Taking TDD License One per position is required.	3
930-0250	MAX Call Taking Event Recall (IRR) License One per position is required.	3
930-0275	MAX Call Taking Supervisor License One per supervisor position to use the Supervisor View is required.	3
930-0342	MAX Call Taking Integrated Text to 9-1-1 License Order 1 per position uses Text to 9-1-1	3
930-0375	MAX Call Taking GIS Viewer License One per Position Required. License required and only sold with the Zetron Map Viewer	3
395-0143	MAX Call Taking Software Bundle for Core Server Systems	1
	Workstation Hardware Options	
950-1237	Console Position Light Pole ? Green-YellowRed	3
	WORKSTATION JACKBOX OPTIONS	
709-8012	MAX Call Taking TRHI Cable Required for the use of a Telephone Radio Headset Interface (TRHI) and interfacing to the S4000 radio console or other radio consoles.	3
	MAX Solutions GIS Software	
683-0200	MAX Software - GIS Viewer Workstation Map Viewer (1 per Seat)	3
683-0267	MAX Software - Proxy Host Maintenance & Support Software	3

1.6 Services

Project Management (development of a Project Timeline and System Test Plan, Factory Acceptance Testing, documentation, and standard 1 year factory warranty), on-site training, and on-site installation will be provided by Zetron.

Installation will be completed in a single contiguous trip. Technical and Operational training will be completed in a single contiguous trip. Expenses and labor incurred for additional trips will be billed through the change order process or billed separately.

1.7 Functionality

A fully redundant System with standard functionality is provided for Wexford County according to proposal description and RFP Exhibit D response.

1.8 Customer-Supplied Equipment

Any Customer-supplied equipment must be in working order and sent in its entirety, unless mutually agreed to Zetron's facility at Customer's expense to enable Zetron to integrate said equipment into the System.

1.9 Project Management

Project management is an ongoing activity required of all parties for successful integration of the proposed Equipment. Zetron will assign a project manager or single point of contact ("Zetron Project Manager") who will manage the project remotely. Customer will assign a project manager who will provide primary on-site project management. The Customer will be required to provide a single point of contact for the implementation of this SOW. The project managers will be responsible for contract administration, scheduling, and monitoring progress of the assigned deliverables of their respective organizations. Formal communications are to be channeled through the project managers with direction provided by the Zetron Project Manager.

Formal communications are not to be routed directly between subcontractors and Customer, except as otherwise specifically stated in the agreement or as mutually agreed by all parties during project execution.

1.10 Project Kick-Off Meeting

A project kick-off meeting will be scheduled before installation of the System begins. This meeting is a working session, which uses the Zetron SOW, the Zetron site survey form, and other pertinent documents as the basis for fully developing the implementation plan.

Contract clarification and project change order procedures will be reviewed and a formal process will be implemented for communicating any and all information that clarifies the Contract.

During the meeting Zetron and Customer will finalize the implementation schedule. At the conclusion of the meeting all tasks will have been clearly defined, with all parties understanding what is expected of them.

1.11 Project Planning

Zetron will prepare a project plan that defines the management processes, procedures, and project timeline that will be followed to deliver the System and Services described in the Contract. The project plan is an internal document and will include a description of the support services to be provided by Zetron. The project plan may be submitted to Customer. The project plan will be used to guide all of Zetron's activities and to monitor and track Zetron's progress against the timeline and milestones established in the plan. The project plan will include a discussion and details on the following major elements:

- Project scope (includes an overview, definitions and glossary, project summary, roles and responsibilities, etc.)
- Project management (includes approach, project organization, project manager and task leaders, Zetron design reviews, schedule, project meetings (person-to-person and remote via telephone), acceptance criteria, etc.)
- System deliverables (includes descriptions of equipment being provided and information on System requirements, etc.)
- Installation plans and schedule (includes information on the site survey, site installation plans, site preparation, and schedule for equipment deployment and installation)
- Testing and acceptance (includes testing, optimization, and the acceptance process, including implementing the acceptance test plan)
- Documentation and publications (includes a description of general requirements and a summary of documentation deliverables)
- Training (includes training plan, training course syllabi, and a description of recommended training materials)
- Support (includes warranty service and maintenance service plans following beneficial use of the System by Customer, which begins upon successful completion of the Site Acceptance Test (SAT))

1.12 Change Orders / Modifications

Zetron and Customer shall follow Zetron's change order process unless otherwise mutually agreed.

1.13 Site Surveys

Zetron may survey the facilities where the equipment will be installed. The purpose of the survey is to provide information to Zetron of obvious site-specific requirements. It may include a meeting to discuss programmatic and technical issues such as:

- Schedules
- Milestones
- Environmental Factors
- Site Safety Issues
- Zetron procedures

1.14 Preliminary Design Review (PDR)

A Preliminary Design Review (PDR) will be completed to capture the technical specifications of the design and when finalized and approved, serves as an authorization to proceed. The PDR is considered a "Pass" if the participants agree they have a reasonable approach to the System design and have obtained design consensus. It is possible that at this point there may still be some minor outstanding design issues to resolve.

1.15 User Interface

Zetron will work with Customer to design the Queues, Transfer Shortcuts and User Permissions to be displayed in the User Interface.

1.16 Integration of Systems

The System will be enabled to interface with Customer's telephone, and CAD systems.

1.17 User Training

Training will be provided as required to ensure that all dispatch personnel have a functional knowledge of the System operation. The training plan will be mutually agreed between Customer and Zetron.

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2. SITE ASSUMPTIONS AND CUSTOMER DELIVERABLES

2.1 Building/ Construction Permits and Licenses

Customer is responsible for any permits, licenses, or applications for the site(s) where the System will be installed. Zetron will supply Customer with information regarding the System that is required to complete the permit and license applications. No engineering or licensed professional engineering certifications are included in Zetron's proposal to Customer or the Contract, but if requested by Customer, these certifications may be provided as change orders. This includes, but is not limited to electrical, heating, ventilation, cooling, plumbing, structural, environmental, and seismic.

Zetron has neither included in its proposal nor accepts any responsibility for changes in the SOW that might be required by any city, county or state permit approval agency and would impact either the permit application process or the actual work to be completed as outlined. Any such changes or upgrades of pre-existing conditions identified as required to meet current city, county, state, or other applicable codes will be changes to the SOW and handled as change orders.

2.2 Authorizations

Customer must identify the person(s) with signatory authority for change orders, contract modifications, milestones, and payment authorizations.

2.3 Requests for Information

Customer shall provide information necessary for design of the System. This includes but is not limited to floor layouts, furniture specifications, existing system interfaces & GUI, radio, administrative telephone, call groups, logger, digital I/Os, alarms, demarcation & punch block configuration.

2.4 Database Configuration Files

Customer is responsible for obtaining all current configurations used in their existing communication system that may be utilized in the System. The information includes but is not limited to phone book and speed dial.

2.4.1 GIS Map Files

Customer is responsible for providing ESRI based map files. Zetron will analyze the map files provided and, if it is determined that they are not adequate for the application, a solution will be handled via the Change Order process.

Customer is responsible for the ongoing maintenance.

2.5 Database Entry Requirements

Customer is responsible for creating large database files. Customer will provide staff to input databases in excess of 100 entries per file. The effort will include but is not limited to user permissions, phone book and speed dial. Zetron will participate in the instruction process required to enable the Customer-assigned individual(s) to properly input the initial database entries.

2.6 Database Accuracy

Customer is responsible for the accuracy of all database entries. This includes submitting accurate information for entry into the appropriate database. Prior to System cutover, Customer is responsible for verifying the data and testing the results, e.g., call each phone number to ensure the accuracy of the entries. An error report should be kept by the console operators for submitting error corrections to Customer's system administrator, dispatch supervisor, or a designated individual trained to update and correct each database, as an ongoing effort after the initial entry.

2.7 Site Preparatory Responsibility

Customer is responsible for preparing the facility for installation of the System. This duty is Customer's, as they are responsible for maintaining the dispatch infrastructure. Items that are Customer's responsibility include, but are not limited to, installation of building wiring as needed, including all UPS, line protectors, line conditioners, and surge protectors, cross-connections to the network (e.g., interface to telephone network provider, interfaces to connect remote operator positions and their audio streams to the CCE), Demarcation Line level specification testing and repair, telephone interface wiring, cable pulls (e.g., between the CCE and console positions), furniture modifications and installation of custom monitor mounting, lighting, single point grounding, cabling from demarcation to the System.

Customer is responsible for confirming with Zetron cable type and cable run lengths to ensure specification compatibility. Customer must provide link testing results. Customer is responsible for confirming site readiness prior to deployment.

2.7.1 Site Deficiencies

Customer is responsible for correcting or having corrected at its expense all site deficiencies identified by Zetron or others.

2.7.2 Floor Layout

It is the responsibility of Customer to provide appropriate space to house Zetron's fixed equipment. No work will proceed without Customer's written approval of equipment placement.

A dedicated space on the wall of the communications room for the demarcation of System circuits is required with adequate space for required demarcation punch blocks. Customer must mount the split block type punch down block to the demarcation wall in preparation for System installation. For cable tray installation, the power and ground must be run separately from audio signals. Zetron recommends running all audio and signal cables in the overhead cable trays, away from the power and ground. The cable trays will need to be high enough to allow the System cabinets to sit underneath. The cable trays should provide a path for voice and signal cable routing between the System cabinets and the demarcation wall. If the room has a raised floor that allows for the routing of power and ground beneath the cabinet, then Zetron recommends using the raised floor space. If such space is utilized, Customer must provide appropriate access through the raised floor directly below the System cabinet footprint.

Marking and labeling demarcation, punch blocks and Customer-supplied cables are Customer's responsibility. Customer shall supply Zetron with information depicting demarcation and punch block location and marking.

2.7.3 Electrical

Customer must provide adequate electrical power. Customer will also provide all uninterruptible power supply (UPS) sources, and surge suppressors as required unless otherwise stated within this Contract. All of the equipment in the System has been designed to operate on 120VAC/60Hz commercial power. Customer must provide AC power for each console location and the fixed network equipment. All outlets for the consoles must be installed within six (6) feet of the proposed equipment installation locations.

Customer will have outlets for the Common Control Equipment cabinets installed as receptacles directly above or below the footprint of the cabinets. If Customer positions the outlets below, Customer will provide appropriate access through raised floors directly below the cabinet footprint. The exact number of receptacles required will be determined prior to PDR. Locking receptacles are the responsibility of Customer. If overhead locking receptacles are used for equipment power, it will be the responsibility of Customer to supply and install United Laboratories (UL) approved locking plugs for the multiple outlet AC surge protector power cords. Customer must confirm in writing that each of these circuits was tested and is currently ready for the Zetron installation by providing a signed report listing the results of testing. Zetron will not connect to any circuit deemed not suitable as outlined in the Zetron requirements' specifications. Zetron will not be responsible for correcting these deficiencies.

It is the responsibility of Customer to supply the appropriate number of DC circuits. Equipment racks which require DC power will have a DC power distribution panel located at the top. It is the responsibility of Customer to provide cabling between Customer supplied DC power source and the Zetron provided DC distribution panel(s). It is the responsibility of Customer to provide batteries if battery backup is required unless specified elsewhere in this document.

Zetron will provide a detailed document which identifies the power requirements of the system. This document includes circuit size (rating), outlet type, quantity, loading, and location of each circuit.

2.7.4 Grounding

Customer is responsible for providing a Telecommunications Grounding Busbar (TBB) within each equipment room as specified in TIA-607 Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises. Customer TBB must have adequate capacity to support the addition of Zetron equipment cabinet/rack bonding conductors (typically two No. 6 AWG conductor and associated lug per cabinet/rack). Please reference the detailed grounding documentation to determine the required grounding scheme for the project. Grounding sizing and design may change based on the quantity and type of equipment specific to each project.

2.7.5 Fresh Air Ventilation, Heating, Air-Conditioning

Customer is responsible for building ventilation, heating, or air-conditioning at any equipment location. Adequate ventilation must be provided for CCE and for any furniture housing position hardware.

2.7.6 Remote Access

Customer will provide a means for remotely accessing the System for on-going technical support services. Customer may substitute a VPN or other type of high-speed network access if agreed to by both parties. In the event that Customer is supplying the maintenance terminal PC, it will be Customer's responsibility to provide a fully functional PC with hardware to support the mutually agreed upon means for remote access.

2.7.7 Telephone Circuit Signal and Line Levels

Customer's radio audio circuits and dedicated telephone circuit (if applicable) must be tested by Customer for meeting or exceeding the demarcation parameters for the I/O specification needs of the System. Customer is responsible for adjusting or correcting line levels that exceed demarcation parameters. Customer must confirm in writing that each of these circuits was tested and is currently ready for the Zetron installation and optimization by providing a signed report listing the results of testing. Zetron will not connect to any circuit deemed not suitable for supporting the signal and level settings, as outlined in the Zetron requirements' specifications. Zetron will not be responsible for correcting these deficiencies.

2.8 System Testing and Acceptance

Refer to Section 3.12, System Testing and Acceptance, for Customer's responsibilities.

2.9 Facilities and Access

Customer shall provide the console furniture. Keys or on-site access to the equipment rooms and cabling installation areas are to be provided by Customer as required by Zetron. Normal access hours are to be negotiated between Customer and Zetron. If required by Zetron, Customer shall provide a secure room at the installation site with a dial-out phone during the implementation phase of the project. This room will be used by Zetron onsite personnel for its operations; for temporarily storing System components and securing test equipment and tools; and as an office for the implementation team.

2.10 Application Programming Interface Requirements

Customer is responsible for any costs incurred by equipment manufacturers for modifications that are required to comply with a Zetron API. This includes the cost for vendors to implement the API in their equipment as well as any licensing costs associated with the API.

2.11 Time Source

The Customer shall provide cabling, switching, or ports necessary to provide connectivity between the Customer's Network Time Protocol (NTP) source and the Zetron System. If Customer requires a time source for the System, Customer shall supply the time source.

2.12 Spares

Zetron recommends that the Customer purchases and maintains a critical spares kit (not included in this contract). Customer is responsible for coordinating the utilization of spares required for repair. Spares must be maintained in a controlled environment and protected from electrostatic discharge.

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3. ZETRON DELIVERABLES

3.1 Project Management

Zetron will provide primary project management according to this SOW. In order to reduce the overall cost to Customer, this project management effort will be performed remotely.

3.2 Project Schedule

After receipt of the signed System Contract, or a purchase order, Zetron will provide Customer with a project schedule.

3.3 Qualified Personnel

Zetron will provide qualified personnel for installation assistance.

3.4 System Integration

Zetron will build, integrate, and test components at Zetron's facility prior to deployment at Customer's facilities.

3.5 Equipment Delivery

Zetron will arrange for delivery of all equipment to Customer as outlined in the established implementation plan. Warehousing of equipment will be the responsibility of Customer.

3.6 Installation

Zetron will install the MAX Call Taking equipment in the Customer's premises.

3.7 Equipment

Zetron will install call taking position at Dispatch facility. Zetron will install one (1) rack of equipment at Dispatch back room facility. Zetron will power up and configure the equipment. Upon completion of the fixed equipment installation, Zetron will check the System for proper operation.

3.8 Cables and Labels

All cables will be labeled with a unique identifier. As-built documentation will be supplied with the equipment which allows complete cross reference of cable material, connectors, to/from information, and Zetron part numbers for replacement.

3.9 Complete Termination of Sub-System

All equipment cables will be terminated as required.

3.10 Load Application Parameters on all Equipment

Where applicable, the application software will be loaded, System parameters set, and features tested. The database will be programmed, and the System operating parameters will be adjusted for Customer-specific requirements. Configuration files will be set up and verified as applicable for Customer-specific requirements.

3.11 Site Clean-up

All packing materials and debris will be removed from Customer's property. Work area floors will be swept at the completion of each day's work. Customer will be responsible for decommissioning and removal/disposal of old equipment / existing console system.

3.12 System Testing and Acceptance

Upon completion of the System installation, a visual inspection of the installation and the System Site Acceptance Test ("SAT") will be performed by a Zetron representative. It will be witnessed by Customer's project manager or their representative. Customer's approval of the SAT will serve as confirmation that the installation process was completed, and that Zetron has delivered a working System.

Each portion of the SAT will be marked as either passed or failed. When a test point has passed, it will not be tested again. Failed test points will be corrected and then re-tested. The correction/re-testing process will take place on the repaired/replaced test points, until all points have passed.

For any portion of the test that cannot be completed due to circumstances outside the control of Zetron, Zetron reserves the right to alter that portion of the test, default to "passed", or mutually agree with Customer on an alternative approach.

3.13 Training

3.13.1 Technical Training

Zetron's operation training for administration includes the same curriculum as our standard Operator course, but adds additional content specifically designed for staff that will maintain functions of their MAX solution. Content includes such topics as data entry for phone books and speed dials, account set-up for personnel additions, etc.

Zetron's operation training for management includes the same curriculum as our operator course, but adds additional content specifically designed for the needs of leadership personnel. Content includes such topics as permission-based functionality, reporting, and tools/ techniques for staff

training. Management courses also include best practices for MAX solution feature use based on the needs and SOP's of the customer. These sessions are often held as the first training sessions prior to staff training to allow customer management to provide guidance to the Zetron trainer on any topics that should be emphasized or omitted while training their staff.

3.13.2 Operational Training

Operational training covers basic System operation and communication tasks using the operating software. Train-the-trainer adds workshop-style training to ensure trainer-level understanding, including how to explain the System features and functions to trainee operator/dispatchers. Zetron will provide materials in the form of standard product manuals and other handouts in addition to electronic files of material used in class. Zetron only instructs on the operation/explanation of Zetron equipment, not on standard industry teaching practices.

3.13.3 Training Environment

On-site classes are taught at Customer's location(s) using the installed (but not live) equipment.

For operational training, Zetron instructors bring a laptop PC. Customer must provide power source, writing surface (flipchart or whiteboard), and a projector / large display monitor. Operational training requires access to a configured, functional system and accompanying consoles.

The nature of on-site technical training may require that it be conducted in a blend of classroom and less formal environments, depending on access to Customer's actual installed equipment.

3.13.4 Training Materials

Training is conducted using lecture, live demonstration, and hands-on practice. Each attendee will receive copies of training materials used in class.

3.14 Manuals

3.14.1 Operation Manuals

The operator manuals will contain information, instructions, and procedures, accompanied by diagrams and on-line help files as appropriate, necessary to operate the System as delivered.

3.14.2 As-built Documentation

As built documentation will include System drawings and supporting information depicting the System configuration after installation.

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This Statement of Work is agreed to by the parties' authorized representatives.

Zetron, Inc.

Customer: Wexford County Central Dispatch

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A – PRICING & PAYMENT SCHEDULE

PROPOSED MILESTONES	Date	Contract Payment %	Contract Dollars
Contract Execution	TBD	30%	\$37,500.00
Design Acceptance	TBD	30%	\$37,500.00
Equipment Shipment	TBD	10%	\$12,500.00
Installation/Cutover	TBD	25%	\$31,250.00
Final Acceptance	TBD	5%	\$6,250.00
		Sub Total	\$125,000.00
Maintenance Services – Full ZCC Package (billed annually)		maintenance years 2 - 5	\$169,800.00
		CONTRACT PRICE	\$294,800.00

1. The Zetron Connected Care fee of \$169,800 shall be paid in annual installments of \$42,450.00 each. Each annual installment is due to Zetron prior to the beginning of each 12-month service period. Zetron will invoice Customer for the annual installment at a minimum of 45 days prior to the beginning of the service period.
2. Maintenance services – full Zetron Connected Care for year 1 is included in the Contract Price.
3. Any delay caused by Customer will result in a day for day delay in the due date of all subsequent milestones.
4. The delivery schedule is subject to change by mutual agreement of the parties.
5. All dollars in this table are expressed as U.S. Dollars and are based on a total contract value equal to the Contract Price set forth above.
6. Taxes are not included in the above amounts. Invoice totals shall include any applicable taxes.
7. Payment is due net 30 days.
8. Failure to make timely payment may cause delay in delivery of any subsequent delivery milestones.
9. If Customer delays 15 consecutive days or more, payment becomes due for the applicable milestone.

EXHIBIT B – CHANGE ORDER FORM

Change Order	
Project Name:	
Contract Number:	
Change Order Number:	
Vendor:	Zetron, Inc. PO Box 97004 Redmond, WA 98073-9704 Attn: Customer Fulfillment Dept. / Project Manager
Summary: <i>Enter summary of change</i>	
1.0 <i>enter change description</i>	
2.0 <i>enter change description</i>	
3.0 <i>enter change description</i>	
4.0 <i>enter change description</i>	
<i>Offer Valid until mm/dd/YYYY</i>	
EXCEPT AS PROVIDED IN THIS CHANGE ORDER, ALL OTHER TERMS AND CONDITIONS IN THE ABOVE REFERENCED CONTRACT REMAIN IN FULL FORCE AND EFFECT.	
Additional time for this change:	
Revised Completion Date:	
Original Contract Amount:	
Previously Approved Change Orders:	
Current Contract Amount:	\$0.00
Previously submitted and pending Orders	
This Change Order Amount:	\$0.00
Zetron, Inc.	
Authorized Signatory:	Date:
Printed Name:	Title: Project Manager
Authorized Signatory:	Date:
Printed Name:	Title:

EXHIBIT C – DELIVERY SCHEDULE

MILESTONE (responsible party)	DATE

NOTES:

EXHIBIT D – ZETRON CONNECTED CARE SERVICE PLAN

Zetron Connected Care service plan, as agreed between the parties, is hereby incorporated by reference.

ADDENDUM TO ZETRON-WEXFORD STATEMENT OF WORK AGREEMENT

This Addendum (the “Addendum”) to ZETRON-WEXFORD STATEMENT OF WORK AGREEMENT dated June 2nd, 2025 (the “6/2/25 SOWA” is attached to, made a part of, and executed simultaneously with “6/2/25 SOWA” between the undersigned of even date herewith (the “Agreement”).

PART I: SCOPE OF WORK AND OBLIGATIONS OF ZETRON:

A. ZETRON shall perform the work and services for the Customer as described in the 6/2/25 SOWA; as described in this Addendum; as described in the Wexford County Request For Proposals dated April 2nd 2025 (attached Exhibit A) and pursuant to the terms specified in the Wexford County Request for Proposals including any and all drawings included therein, and pursuant to the ZETRON’S bid submission documents dated May 21, 2025 (Exhibit B), all of which are incorporated into this Addendum by reference. In the event of any conflict, the Addendum and Exhibit A shall be deemed controlling.

B. ZETRON warrants that it meets all Federal, State, and local licensing certifications and authorization requirements to perform all the work required by the Project.

C. Warranty: ZETRON warrants to the Customer that the Materials and Equipment furnished under this Contract will be of good quality and new, that the Materials, Equipment and ZETRON ‘s Work will be free from **material defects for one (1) year from date of shipment**, and that they will conform to the Contract. Payment to ZETRON shall not constitute acceptance of Work that fails to conform to the Contract or industry standards, or relieve ZETRON of liability under warranties or from responsibility for faulty materials and workmanship. This warranty is additional to any other warranties, including those from the manufacturer of the Equipment or Materials and those arising under applicable law. It is expressly understood and agreed that all manufacturer warranties covering machinery, equipment and materials installed shall be transferred to and enforceable by Customer.

PART II: CONTROLLING CONTRACT PROVISIONS AS IDENTIFIED IN THE WEXFORD COUNTY REQUEST FOR PROPOSALS.

The following contractual provisions were specifically identified Wexford County Request For Proposals dated April 2nd 2025 and are both incorporated into this Addendum and shall be deemed controlling in the event of conflict with any provision of the other contract documents.

A. Nondiscrimination Clause

The Respondent who is selected as the Contractor, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, gender identity or expression, national origin, disability or genetic information that is unrelated to the individual’s ability to perform the duties of a particular job or position, height, weight, marital status, age or political affiliation.

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

- a) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- b) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- c) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 355, as amended, and regulations promulgated there under.
- d) The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 etseq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

B. Indemnification and Hold Harmless

The Respondent who is selected as the Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Wexford and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Wexford and its elected and appointed officers, employees, servants and agents may incur as a result of any violations of federal or State of Michigan laws, codes, rules or regulations, willful or wanton misconduct, or negligent acts or omissions of the Contractor or its employees, servants, agents or Subcontractors that may arise out of the agreement.

The Contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Contractor.

C. Contractor Insurance Requirements

The Respondent who is selected as the Contractor, and any and all of his/her/its subcontractors, shall not commence work under the contract until he/she has obtained the insurance required under this section and any subsequent contract. All coverage's shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage's shall be with insurance companies acceptable to the County and rated A+ (Superior) or A or A- (Excellent) by the A.M. Best Company (www.ambest.com).

a) Worker's Compensation Insurance: The Contractor shall procure and maintain during the term of the contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.

b) Commercial General Liability Insurance: The Contractor shall procure and maintain during the term of the contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit for Personal Injury, Bodily Injury and Property Damage. Coverage shall

include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.

c) Motor Vehicle Liability Insurance: The Contractor shall procure and maintain during the term of this contract, Motor Vehicle Liability Insurance, including applicable Michigan No-Fault coverage's, with limits of liability of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non- owned vehicles and all hired vehicles.

d) Professional Liability/Errors and Omissions Insurance: The Contractor shall procure and maintain during the term of this contract, Professional Liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate. If this policy is Claims Made Form, then the Contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of three (3) years after the termination of the contract.

e) Deductibles: The Contractor shall be responsible for payment of all deductibles required by its insurance coverages.

f) Additional Insured: Commercial General Liability and Vehicle Liability, as described above, shall include an endorsement stating the following shall be "Additional Insured's: The County of Wexford, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, including employees, and volunteers thereof.

The coverage shall be primary to the Additional Insured's, and not contributing with any other insurance or similar protection available to the Additional Insured's, regardless of whether other available coverage is primary, contributing or excess."

g) Cancellation Notice: All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Joe

h) Proof of Insurance: The Contractor shall provide the County of Wexford, at the time the contracts are returned by him/her for execution, with two (2) copies of the aforementioned Certificates of Insurance and/ Policies, acceptable to the County. If so requested, certified copies of all policies will be furnished. The Contractor shall provide the County evidence that all subcontractors are included under the Contractor's policy.

If any of the above coverage's expires during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the County of Wexford at least ten (10) days prior to the expiration date.

D. Applicable Law and Venue

Any agreement resulting from this RFP shall be subject to and construed according to the laws of the State of Michigan. The County and the Respondent who is selected as the Contractor agree that the venue for any legal or equity action under this agreement shall be

in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes and Court Rules of the State of Michigan.

In the event that any action is brought under any agreement resulting from the RFP in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District – Southern Division.

E. Compliance with the Law

The Respondent who is selected as the Contractor shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

F. Assignments

The Respondent who is selected as the Contractor shall not assign the award of the contract or any payment without the prior written approval of the County.

G. Independent Contractor

The Respondent who is selected as the Contractor shall be an independent contractor. The employees, servants and agents of the Contractor shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not be entitled to any fringe benefits received by the County's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave.

The Contractor shall be responsible for paying all compensation to its personnel for services they have performed under this Contract and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.

H. Iran Linked Business

The Respondent who is selected as Contractor shall certify to the County that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Contractor, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. It is expressly understood and agreed that the Contractor shall not become an "Iran linked business" during the term of this Agreement.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

I. Termination Without Cause

The County may terminate the contract in whole or in part at any time for the convenience of the applicable County with fifteen (15) days written notice. At the point of termination, any work performed and acceptable to the County is payable to the Contractor, but the Contractor will not be entitled to payment for all other contract sums, damages costs, expenses, or fees.

PART III: MISCELLANEOUS

- A. Non-Beneficiary Contract. This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.
- B. All capitalized terms not defined herein shall have the same meaning as set forth in the Agreement.
- C. This Addendum amends and supplements the 6/2/25 SOWA. Whenever the terms or conditions of this Addendum or the 6/2/25 SOWA are in conflict, the terms of this Addendum shall control.
- D. All contracts may be amended only by written contract duly executed by an authorized representative of each Party. Contract may only be amended by approval of a majority of the Board of Commissioners.
- E. ZETRON shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the services it is to render under this Agreement. ZETRON shall take all reasonable precautions for safety of, and shall provide all reasonable protection to prevent damage, injury or loss. ZETRON shall give all notices and comply with all applicable laws, ordinances, rules and regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.
- F. If any provision or provisions of this Contract shall be held unenforceable for any reason, then such provision shall be modified to reflect the parties' intention. All remaining provisions of this Contract shall remain in full force and effect for the duration of this Contract.
- G. ZETRON shall not assign any right or delegate any duty under, or subcontract any part of, any contract to any third party without the prior written approval of the County.
- H. A failure or delay in exercising any right, power or privilege in respect of any contract will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.
- i. This Addendum may be executed in any number of counterparts, each of which will be deemed to be an original, and all counterparts, when taken together, will constitute one and the same Contract. The parties agree that signatures on this Addendum or any contract may

BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT: Finance
FOR MEETING DATE: June 18, 2025
SUBJECT: Dispatch Vehicle Listing Approval

SUMMARY OF ITEM TO BE PRESENTED:

Dispatch requests approval to list a 2020 GMC Acadia SLE AWD, 6 cylinders - 3.6L Engine, with 27,500 miles, \$25,000. The department no longer has a need for the vehicle.

RECOMMENDATION:

The Finance Committee recommends the full board approve listing the 2020 GMC Acadia for \$25,000.



J.8.

Wexford County Central Dispatch

971 Lincoln St. Cadillac MI 49601
231-779-9211

To: Intergovernmental Partners for NG911 Call Handling System Project

Date: *****

Subject: Withdrawal from NG911 Call Handling System Agreement

NG911 Partners,

Pursuant to Section III, Part B of the Intergovernmental Agreement between Wexford County, CCE Central Dispatch Authority and the County of Grand Traverse, this letter serves as formal notice of our intent to terminate said agreement. In accordance with the ninety (90) day notice requirement specified in the Agreement. This withdrawal was approved by the Wexford County Board of Commissioners on ***** 2025.

We are providing this notice following our recent decision to enter a contract with ***** for the provision of our 911 phone system. This change reflects our commitment to enhancing service delivery and ensuring the long-term sustainability and efficiency of our emergency communication operations. We value the collaboration and partnership that have been shared under this agreement and sincerely appreciate the contributions of all of us working together to make 911 in Northern Michigan the best it can be.

Sincerely,

Joe Porterfield – Wexford County Administrator

911 Director