

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**JUNE 14, 2022 - 3:00 P.M.**  
**101 WEST MAIN STREET**  
**IONIA, MICHIGAN**

**THIS MEETING WILL BE HELD IN PERSON AND ZOOM**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting (s)
- VII. Unfinished Business**
- VIII. New Business**
  - A. Presentation County Allocation Board/Fixed Millage Alternative – Tony Meygaard
  - B. Request Approval of 2022 L-4029 Rate Request – Tony Meygaard/Jason Eppler
  - C. Request Approval of Updated Animal Control Fines and Fees – Carly Quinn
  - D. Request Approval on Quote for Fingerprint Machine - Stephanie Herbstreith
  - E. Request Approval of Concrete Repairs at County Buildings - Rod Steel
  - F. Request Approval to Repair, Seal, and Stripe County Parking Lots - Rod Steel
  - G. Request Asbestos Abatement and Building Demolition of the Former Friend of the Court Building - Rod Steel
  - H. Request Approval to Replace Health Department Building Flooring - Rod Steel
  - I. Request Approval to Replace Road Department Administration Building Carpet - Rod Steel
  - J. Request Approval to Replace the Courthouse Server Rooms A/C System - Rod Steel
  - K. Request Approval to Replace Sheriff's Department/Jail Parking Lot - Rod Steel
  - L. Request Approval to Purchase Document Storage Shelving - Rod Steel
  - M. Request Approval to Purchase a Gradall - John Niemela
  - N. Request Approval for Financial Services Consultant for Road Department – John Niemela
  - O. Request Approval of Architectural Services Contract-Lance Langdon
  - P. Request Approval of Radio Equipment Purchases - Lance Langdon

- Q. Request Approval of Radio Pager System Equipment – Lance Langdon
- R. Request Approval of MML Executive Search Proposal – Jason Eppler

**IX. Department Reports**

**X. Reports of Officers, Boards, and Standing Committees**

- A. Chairperson
- B. Board of Commissioners
- C. County Administrator

**XI. Reports of Special or Ad Hoc Committees**

**XII. Public Comment (3-minute time limit per speaker)**

**XIII. Closed Session**

**XIV. Adjournment**

**Board and/or Commission Vacancies**

- Economic Development Corporation/Brownfield Redevelopment Authority – Four- three-year terms.
- Board of Public Works-Two-three-year terms expired January 2021
- Central Dispatch-One-two-year term and one-two-year Township Board Representative
- Commission on Aging Board-One-three-year term expired in September
- Parks Advisory Board- One-Two-year terms, Representative from the Fishing and Hunting Club
- West Michigan Regional Planning Commission-Two-One-year term
- Land Bank Authority- two-three-year term
- Solid Waste Planning Committee-three-two-year term, one serving as industrial waste generator representative, one management industry, and one regional Solid Waste Planning Agency rep.

**Appointments for consideration in the month of June 2022:**

- NONE

**Appointments for consideration in the month of July 2022:**

- NONE

**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

**Request Approval of 2022 L-4029 Tax Rate Request**

Meeting Date: June 14, 2022

**CONTACT:**

Jason Eppler, Interim County Administrator

**DESCRIPTION:**

This is an annual requirement of the State of Michigan to approve the L-4029 Tax Rate Request. The Equalization Director has prepared the attached document and recommends approval. For comparison to last year:

|                            | <u>2021</u>   | <u>2022</u>   |
|----------------------------|---------------|---------------|
| Allocated County Operating | 4.5941        | 4.5711        |
| Voted Library Operating    | 1.2221        | 1.2159        |
| Voted Senior Citizen COA   | 0.4946        | 0.4921        |
| Voted Roads                | <u>0.9917</u> | <u>0.9867</u> |
| Total                      | 7.3025        | 7.2658        |

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

County Treasurer

**FINANCIAL ANALYSIS:**

None.

**LEGAL REVIEW:**

None.

**DEADLINE:**

July 1, 2022

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I move to accept the recommendation of the Equalization Director and approve the 2022 Tax Rate Request (Form L-4029).

**ADMINISTRATOR'S RECOMMENDATION:**

The Administrator recommends approval.

**2022 TAX RATE REQUEST**  
**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

|                       |              |                    |               |         |
|-----------------------|--------------|--------------------|---------------|---------|
| County                |              | 2022 Taxable Value | 1,934,523,139 | W/O RZ  |
|                       | Ionla        |                    | 1,934,523,139 | With RZ |
| Local Government Unit | Ionla County |                    |               |         |

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 2022 tax roll.

PLEASE READ THE  
INSTRUCTIONS ON  
THE REVERSE SIDE  
CAREFULLY.

| (1)       | (2)                   | (3)                 | (4)                                                    | (5)                                                             | (6)                                              | (7)                                                                  | (8)                                            | (9)                                      | (10)                                   | (11)                                   | (12)                                           |
|-----------|-----------------------|---------------------|--------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------|------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------------|
| Source    | Purpose of<br>Millage | Date of<br>Election | Millage<br>Authorized<br>by Election,<br>Charter, etc. | 2021                                                            |                                                  | Millage Rate<br>Permanently<br>Reduced by<br>MCL 211.34d<br>Fraction | Sec. 211.34<br>Millage<br>Rollback<br>Fraction | Maximum<br>Allowable<br>Millage<br>Rate* | Millage                                |                                        | Expiration<br>Date of<br>Millage<br>Authorized |
|           |                       |                     |                                                        | Millage<br>Permanently<br>Reduced by<br>MCL 211.34d<br>Fraction | Current Year<br>Millage<br>Reduction<br>Fraction |                                                                      |                                                |                                          | Requested<br>to be<br>Levied<br>July 1 | Requested<br>to be<br>Levied<br>Dec. 1 |                                                |
| ALLOCATED | OPERATING             |                     | 4.6434                                                 | 4.5941                                                          | 0.9950                                           | 4.5711                                                               | 1.0000                                         | 4.5711                                   | 4.5711                                 |                                        | unlimited                                      |
| Voted     | Library Operating     | Aug-16              | 1.2339                                                 | 1.2221                                                          | 0.9950                                           | 1.2159                                                               | 1.0000                                         | 1.2159                                   | 1.2159                                 |                                        | Dec-27                                         |
| Voted     | Senior Citizen COA    | Aug-20              | 0.5000                                                 | 0.4946                                                          | 0.9950                                           | 0.4921                                                               | 1.0000                                         | 0.4921                                   | 0.4921                                 |                                        | Dec-29                                         |
| Voted     | Roads                 | Aug-18              | 1.0000                                                 | 0.9917                                                          | 0.9950                                           | 0.9867                                                               | 1.0000                                         | 0.9867                                   | 0.9867                                 |                                        | Dec-23                                         |

|                    |                           |                       |           |
|--------------------|---------------------------|-----------------------|-----------|
| Prepared by        | Total Mills Summer/Winter |                       | 7.2658    |
| Anthony E. Meynard | Title                     | Equalization Director | Date      |
|                    |                           |                       | 5/18/2022 |

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).

|  |             |           |           |      |
|--|-------------|-----------|-----------|------|
|  | Clerk       | Signature | Type Name | Date |
|  | Secretary   |           |           |      |
|  | Chairperson | Signature | Type Name | Date |
|  | President   |           |           |      |

\*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. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

Title: Increase in Animal Control Fines, Boarding Fees & Reclaim Fees

Date: June 14, 2022

**CONTACT:**

Carly Quinn – Ionia County Animal Care & Control  
616-902-2578

**DESCRIPTION: Increase in Animal Control fines, Boarding fees & Reclaim fees.**

The purpose of increasing our Animal Control fines is to make them more punitive and hopefully reduce recidivism in Animal Control complaints, subsequently gaining compliance from animal owners in the community.

Aggressive/Dangerous Animal and Stray Livestock situations are not something that should be taken lightly, as they can pose as a threat to the community and should warrant a steeper consequence.

Increasing the Dog License fine could also encourage more people to vaccinate and license, as the cost to obtain a dog license is less than the cost of the fine.

Similarly, adding a 4<sup>th</sup> RAL (Running at Large) fee for reclaiming stray animals will be more disciplinary for repeat offenders.

Lastly, increasing the boarding fees will help offset the cost of animal care.

|          |                                                  |       |              |
|----------|--------------------------------------------------|-------|--------------|
| Sec. 305 | Interference with Director                       | \$100 | <b>\$150</b> |
| Sec. 306 | Unauthorized removal from Animal Shelter Custody | \$100 | Same         |
| Sec. 401 | Failure to obtain license                        | \$50  | <b>\$80</b>  |
| Sec. 402 | Failure to vaccinate                             | \$50  | <b>\$80</b>  |
| Sec. 406 | Failure to wear tag on dog                       | \$20  | Same         |
| Sec. 501 | Failure to obtain kennel license                 | \$150 | Same         |
| Sec. 502 | Licensed kennel, failure to vaccinate            | \$50  | Same         |
| Sec. 507 | Failure to maintain proper conditions            | \$50  | <b>\$100</b> |
| Sec. 602 | Dog running stray &                              |       |              |
| Sec. 606 | Nuisance Animal, Barking Dog:                    |       |              |
|          | 1 <sup>st</sup> offense                          | \$35  | <b>\$50</b>  |
|          | 2 <sup>nd</sup> offense                          | \$70  | <b>\$100</b> |
|          | 3 <sup>rd</sup> offense                          | \$140 | <b>\$150</b> |
| Sec. 602 | Violation of quarantine                          | \$100 | Same         |
| Sec. 604 | Promiscuous defecation                           | \$25  | <b>\$35</b>  |

|               |                                                               |             |              |
|---------------|---------------------------------------------------------------|-------------|--------------|
| Sec. 605      | Stray livestock:                                              |             |              |
|               | 1 <sup>st</sup> offense (plus transportation & housing costs) | \$50        | <b>\$100</b> |
|               | 2 <sup>nd</sup> offense (plus transportation & housing costs) | \$100       | <b>\$150</b> |
|               | 3 <sup>rd</sup> offense (plus transportation & housing costs) | \$200       | <b>\$250</b> |
| Sec. 607      | Aggressive Animal & Dangerous Animal                          |             |              |
|               | 1 <sup>st</sup> offense                                       | \$25        | <b>\$100</b> |
|               | 1 <sup>st</sup> offense causing injury                        | \$100       | <b>\$150</b> |
|               | 2 <sup>nd</sup> offense                                       | \$200       | <b>\$250</b> |
| Sec. 801      | Keeping of Animals                                            |             |              |
|               | 1 <sup>st</sup> offense                                       | \$25        | Same         |
|               | 2 <sup>nd</sup> offense                                       | \$50        | Same         |
| Sec. 802      | Cruelty                                                       | Misdemeanor |              |
| Sec. 803      | Exotic Animals                                                | \$100       | Same         |
|               |                                                               |             |              |
| RAL Reclaim   | 1 <sup>st</sup>                                               | \$20        | \$20         |
|               | 2 <sup>nd</sup>                                               | \$25        | \$40         |
|               | 3 <sup>rd</sup>                                               | \$50        | \$80         |
|               | 4 <sup>th</sup> <b>ADDED</b>                                  | --          | <b>\$100</b> |
|               |                                                               |             |              |
| Boarding Fees |                                                               | \$15        | <b>\$20</b>  |

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Ionia County Animal Care & Control.

**FINANCIAL ANALYSIS:** Not Applicable

**LEGAL REVIEW:** Not Applicable.

**DEADLINE:** Not Applicable.

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

Approval of from Board of Commissioners.

**ADMINISTRATOR'S RECOMMENDATION:**

The Administrator recommends approval.

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR ACTION**

**TITLE:** Selecting a Fingerprint Machine Quote

**DATE:** 6/14/2022

**CONTACT:** Stephanie Herbstreith Ionia County Clerk's Office

**DESCRIPTION:** I have 4 Quotes Attached for the Board to Review and pick one. I am Recommending Randy Hall with Data Works Plus.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:** Ionia County Clerk's Office, Ionia County Jail, Ionia Counties 4 Local Prisons, and Michigan State Police.

**FINANCIAL ANALYSIS:** See Attached

**LEGAL REVIEW:**

**DEADLINE:** As soon as Possible.

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):** Ionia County Board of Commissions Motions and Approves the Quote from Randy Hall with Data Works Plus for Purchasing of 4 Fingerprint Machines

**ADMINISTRATOR'S RECOMMENDATION:** Administrator recommends this request.

DataWorks Plus, LLC  
728 N. Pleasantburg Drive  
Greenville, SC 29607  
866-632-2780

December 29, 2021

Stephanie Herbstreith  
Ionia County Clerk's Office  
100 W. Main Street  
Ionia MI 48846

**Quote#: MI2021-1229-1316 v1.1**

Stephanie,

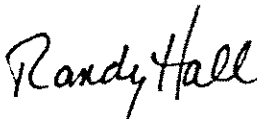
Thank you for your interest in DataWorks Plus and our line of Investigative Imaging Products designed specifically for Law Enforcement and Corrections. With over 3000 installations country wide ranging from agencies with 10 employees to several statewide implementations, DataWorks is clearly the leader in providing imaging investigative solutions.

This proposal includes pricing for our standard Criminal Livescan Plus solution with palms. We have listed our standard RMS interface, Mugshot Module, Ruggedized Cabinet and FBI Certified Printer as options along with several other items. Our proposed Livescan solution is FBI certified, approved by the State Police and meets all current NIST Standards.

The DataWorks Plus PhotoManager and Livescan system are 100% customizable down to the field level and can be easily interfaced to most Records Management Systems to eliminate the need for duplicate data entry. During the System Administrator's training your team will learn how to maintain the system.

We welcome the opportunity to provide our solutions and look forward to working with you and your agency.

Sincerely,



Randy Hall  
Senior Account Executive  
610-322-9559

## Overview

DataWorks Plus' LiveScan Plus sets a new standard for the live scan industry. Our proposed live scan system has been certified by MSP and FBI and an FBI approved printer can also be provided. Our proposed solution also offers on-site support for project implementation, installation and training and on-going support will be provided from our corporate headquarters in Greenville, SC. Our staff represent over 650 man-years of experience in providing cutting edge products to the Criminal Justice and Law Enforcement markets, including extensive knowledge of the AFIS and live scan market.

## LiveScan Plus

LiveScan Plus is an integrated fingerprint station that permits an operator to enter or download demographic data descriptors, electronically capture all primary biometrics, including fingerprints (rolled/flat), digital signature and palm prints.

LiveScan Plus is flexible in design and configuration. Each live scan is custom configured to contain only the features required by each individual company; as a result, our proposal offers several features as options for your consideration.

LiveScan Plus software was designed to support all major live scan hardware manufacturers that have obtained Appendix F certification from the FBI. This allows DataWorks Plus to take an independent, open and objective approach when recommending the best possible live scan to meet the specific needs of each customer.

**The DataWorks Plus Difference:**

**ONE:** DataWorks Plus has taken a different approach from other live scan vendors. Our live scan software has been developed to support multiple vendors' FBI Certified live scan hardware. ***This approach allows DataWorks Plus to maintain an open and objective approach when recommending the live scan solution that best meets the needs of each customer.*** DataWorks Plus has established business relationships with Greenbit, Morpho and Cross Match Technologies to integrate various hardware devices into our software solution.

**TWO:** DataWorks Plus' LiveScan Plus is not like the traditional live scan. ***Our live scan offers the ability to permanently store all information that is processed by the live scan.*** The optional configuration of NIST Manager software would allow the live scan to electronically store an unlimited number of fingerprint cards. Only print a card when you need it, and no more manual filing of ten-print cards. If you need to retrieve a copy of the fingerprint card, simply retrieve on the live scan or any customer provided PC based computer (minimal specifications are required) with the optional NIST Web Retrieve application.

**THREE:** LiveScan Plus sets a new standard for ease of operation and graphical presentation. Our modern and color based user interface clearly instructs the operator where they are in the fingerprint capture process, what has been successfully completed, and what is next. It provides immediate feedback if the wrong finger is being rolled or if the quality is not at an acceptable level. DataWorks Plus has received very high marks from our customer base regarding our live scan user interface. Due to the user friendly nature of our LiveScan Plus software, ***minimal training is needed to learn our fingerprint capture software.***

**FOUR:** Our applications are *highly configurable*. Our software allows your company to build a customized database and a customized demographic screen design (GUI) without additional programming. Thus, DataWorks Plus can provide your company with a system that adapts to your needs instead of you adapting to the product. This flexibility allows DataWorks Plus to quickly deploy customized applications. It also provides the customer with tools to easily and quickly make changes to the live scan software when they are mandated by new policy or new legislation.

**Why Choose DataWorks Plus**

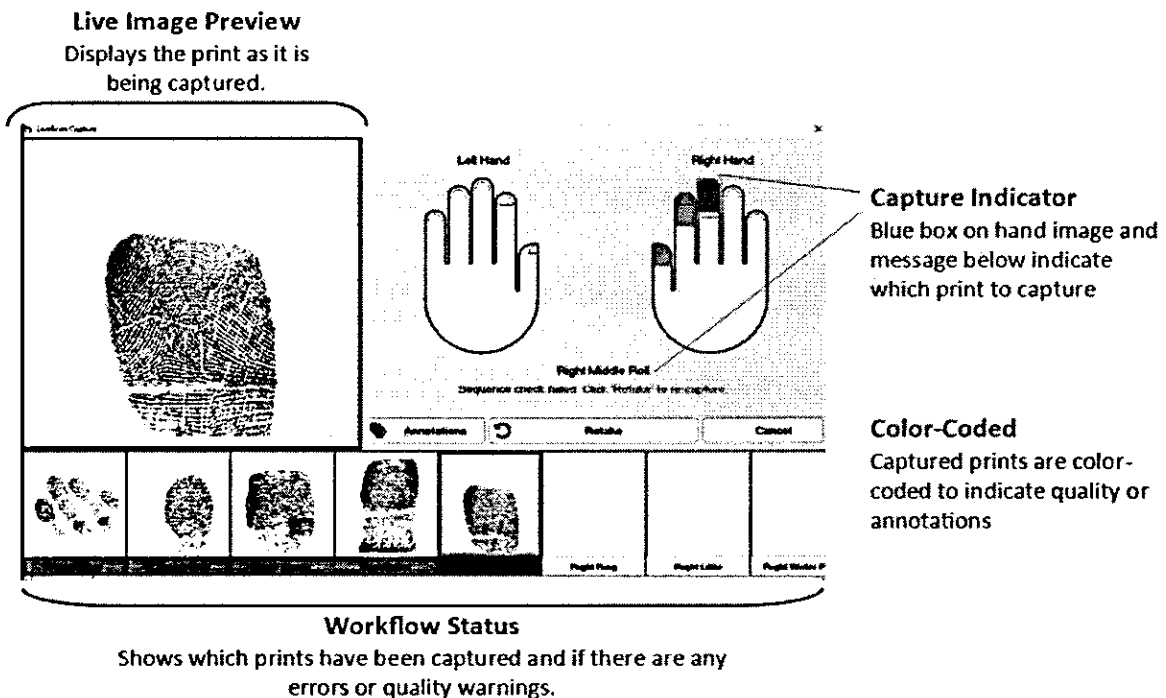
DataWorks Plus can provide a superior product and services that offer the following:

- ▶ Vast comprehension of software and hardware support
- ▶ Very experienced installation and training team
- ▶ Extensive customer base with proven products
- ▶ The most advanced and modern live scan software available on the market
- ▶ Integration experts
- ▶ Ability to easily customize software to meet the needs of your agency
- ▶ A Livescan system that provides features not found in a traditional Livescan
- ▶ A company that is easy to work with and has a proven track record of excellent customer service

### Conclusion

We welcome the opportunity to provide your agency with our Livescan solution. We also highly encourage you to call as many DataWorks Plus customers as possible to validate that our customers are extremely pleased with our people, our products, and our support. You will hear over and over again that our driving force is centered on total customer satisfaction. Customer list provided upon request.

DataWorks Plus is confident that we have the experience, commitment; knowledge, resources, and products that are needed so successfully implement and support all aspects of the system.



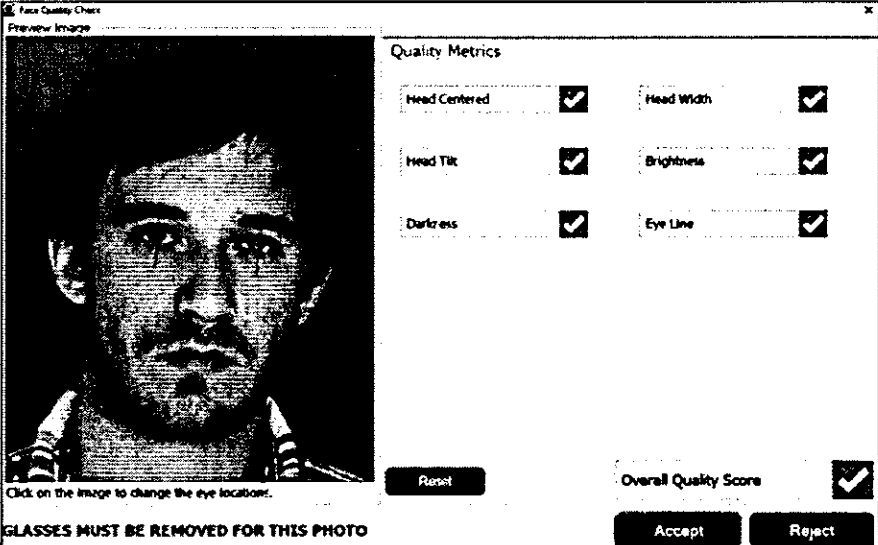
### **Digital PhotoManager Overview**

Digital PhotoManager is the most robust law enforcement image management system available on the market and uses an intuitive graphical user interface which makes adding images and data to the system highly efficient. Digital PhotoManager can serve as a standalone mugshot system or seamlessly integrated with Livescan Plus.

### **Digital PhotoManager Image Capture (Optional)**

The DataWorks Plus graphical user interface (GUI) makes the system easy to use. The image capture wizard makes capturing images extremely user friendly. The capture wizard walks the user through the entire booking process leaving little room for error. Additionally, Digital PhotoManager has "face find" with quality assurance. This software automatically locates the center of the face, crops accordingly, and lets the user know whether the image quality passes or fails against FBI standards. These tools help to ensure images in your system are standardized and meet all necessary standards.

#### **Quality Metrics Checks Quality of Each Photo**



Face Quality Check

Preview Image

Click on the image to change the eye location.

GLASSES MUST BE REMOVED FOR THIS PHOTO

Reset

Quality Metrics

|               |                                     |            |                                     |
|---------------|-------------------------------------|------------|-------------------------------------|
| Head Centered | <input checked="" type="checkbox"/> | Head Width | <input checked="" type="checkbox"/> |
| Head Tilt     | <input checked="" type="checkbox"/> | Brightness | <input checked="" type="checkbox"/> |
| Darkness      | <input checked="" type="checkbox"/> | Eye Line   | <input checked="" type="checkbox"/> |

Overall Quality Score ☒

Accept Reject

Each metric is checked against quality standards

Digital PhotoManager captures the highest quality mugshots, and will also allow you to capture other images, like property, scars, marks, or tattoo images. All images captured using Digital PhotoManager are taken with real-time movement viewing during capture.

### **Digital PhotoManager Record Retrieval, View, & Print**

Records saved in the database can be retrieved by any combination of fields as search criteria. Records can also be searched on a SID, Main, or Booking number. Data and photo records that meet the search criteria are displayed with record information to aid in easy identification. Users can select a record to view all associated data and images. Records and images can be easily printed and the prints selected from a drop down list.

Icons in Left Bar and each mandatory field indicate incomplete data areas



= incomplete data area



= incomplete data field



= complete data area



= complete data field

**DataWorks Plus** admin

**Record Data**

**Master/Description/Info**

☒ Members

☒ Address/Employment

☒ Asset

☒ Substances

**Photos/Signature**

**Fingerprints**

**Transaction Status**

**CRIMINAL TRANSACTION**  
Date Printed: 05/12/2016 10:50 AM  
Printing #: 123540006

**Subject Information:**

Last Name: [ ] First Name: [ ] Middle Name: [ ] Suffix: [ ]

Sex: [ ] Race: [ ] Height: [ ] Weight: [ ]

Eyes Color: [ ] Hair Color: [ ]

Place of Birth: [ ]

City of Birth: [ ]

Country of Citizenship: [ ] Documented: [ ]

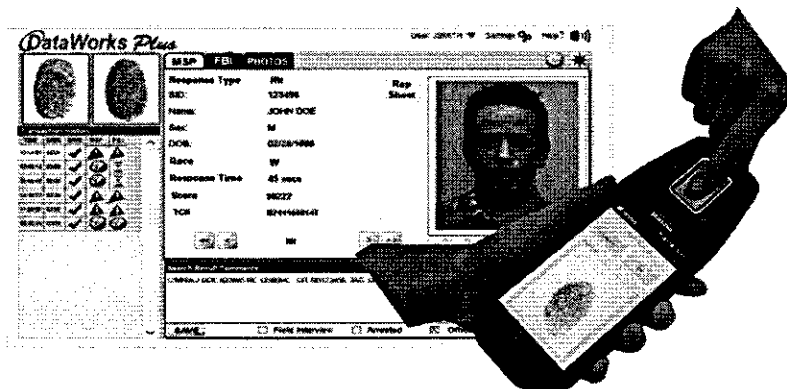
Assets # Assets: [ ]

Members # Member: [ ]

Buttons: Add, Update, Delete, Save, Save Close, Close

### Mobile-ID-Optional

With the DataWorks Plus Mobile-ID system you can make fast and accurate identifications in almost any location. Great for traffic stops, drug raids, serving warrants and more.



## Training and Documentation

Typically training is accomplished during the installation visit and the training schedule is decided upon between your agency and DataWorks Plus prior to the visit. The Livescan Plus user orientation-training schedule is customized to meet the agency's administrative and operational needs. The length of training sessions and the ratio of hands-on practice to lecture time will be adjusted to fit the student's needs. The user training provided is a hands-on orientation training, which introduces the users to the features of Livescan Plus. The administrator training instructs the administrators on routine backup procedures, the use of filters to narrow the scope of a search, the procedure for creating a search filter, preventive maintenance procedures, and troubleshooting. Certification can be provided upon completion of user and administrator training.

DataWorks Plus will train supervisors using a "Train the Trainer" method, so they can in turn train their staff. This approach ensures system administrators will also be equipped to train additional staff in the future and reduces the training cost to your agency. There is a one-day training session that takes place on site and prepares up to eight trainers for user orientation training. Manuals will be provided for each trainer.

### ***Train the Trainer Overview:***

Trainers will be prepared to provide user orientations including lecture and hands-on practice with the Livescan Plus system. The training uses the documentation provided with the system to familiarize users and system administrators with the products.

- *Livescan Plus User Training:* Explains how to create a new booking record, capture an fingerprints, print a record, locate and update an existing record, delete an existing record, and submit the prints.

### ***User Training Outline:***

The following tables contain a general outline of the primary topics that will be covered during the training sessions. Length of the training sessions and the ratio of hands-on practice to lecture time are adjusted to fit student's needs.

**Livescan Plus Training User Orientation- 4 hours**

| <b><i>Subject</i></b> | <b><i>Topics</i></b>                                                  |
|-----------------------|-----------------------------------------------------------------------|
| Operating System      | <ul style="list-style-type: none"><li>• Windows Navigation</li></ul>  |
| Booking               | <ul style="list-style-type: none"><li>• Fingerprint Capture</li></ul> |
| Searching             | <ul style="list-style-type: none"><li>• Records</li></ul>             |

### ***System Administrator Training:***

Digital PhotoManager System Administration Training is provided on-site using the installed system. The training explains routine backup procedures, the use of filters to narrow the scope of a search, the procedure for creating a search filter, preventive maintenance procedures, and troubleshooting.

**System Administration Training- 4 hours**

| <b>Subject</b>         | <b>Topics</b>                                                                                                                                                                    |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Windows 10             | <ul style="list-style-type: none"><li>• Security/Policies</li><li>• Networking</li><li>• Domain/Server Management</li></ul>                                                      |
| SQL Server             | <ul style="list-style-type: none"><li>• Backup/Restore</li><li>• Administration</li><li>• Security</li></ul>                                                                     |
| Livescan Administrator | <ul style="list-style-type: none"><li>• Booking/Capture</li><li>• Data base modification</li><li>• User Creation</li><li>• Report Generation</li><li>• Screen Creation</li></ul> |
| System Interfaces      | <ul style="list-style-type: none"><li>• As required to Reflect Customer Configuration and Workflow</li></ul>                                                                     |

**Agency Administration Training:**

Livescan Plus Agency Administration Training is provided on-site using the installed system. This training is similar to System Administration Training, but is customized for the agency administrator. Agency Administrator training explains routine backup procedures, the use of filters to narrow the scope of a search, the procedure for creating a search filter, preventive maintenance procedures, and troubleshooting.

**Help Desk Training:**

Digital PhotoManager Help Desk Training is provided onsite using the installed system. This training explains basic troubleshooting techniques for Livescan Plus. Also reviews how to contact a DataWorks Plus Support Team Member and how to enter support ticket via the web.

**Hardware Maintenance and Support Training:**

Livescan Plus Hardware Maintenance and Support Training is provided on-site using the installed system. This training is dependent upon if hardware is purchased from DataWorks Plus. It explains how to maintain hardware and troubleshoot hardware issues.

**Additional User Training:**

Additional training is available at DataWorks Plus' Greenville, SC location. The rates for additional training can be provided upon request. There are classes scheduled throughout the year that students may attend, or customer-specific classes may be scheduled with DataWorks Plus' training department.

**Documentation:**

All documentation can be provided in hard copy or electronic format. Electronic formats include, but are not limited to: online help, CD, HTML Help, Flash Help, Word, and PDF. All documentation is updated electronically as needed and included in software updates, which are provided to all active maintenance customers.

## **Support Services**

### ***Maintenance and Support Options***

DataWorks Plus provides two different support and maintenance options. The standard maintenance support offered for the first year covers seven (7) days a week, twenty four (24) hours a day with remote phone support. Calls will normally be returned within 15 minutes, but guaranteed response time is within one (1) hour. If needed, on-site service will be provided by the local technician. Please note that the customer is to provide remote access during the installation and warranty period. Prior to installation, connectivity for remote access has to be tested and working.

Additional support beyond our initial agreement is available including on site support for time and materials at \$180 per hour. Remote support after hours is time and materials at \$260 per hour. Hardware maintenance is available only on items purchased from DataWorks Plus. Additional engineering effort by DataWorks Plus beyond the scope of the standard product will be charged at our standard rate of \$180 per hour, plus any related travel or administrative expenses. The following maintenance and warranty options can be purchased after the initial warranty has expired:

- ***8x5: Monday thru Friday, 8 am – 5 pm local time***

This option provides support from Monday thru Friday, 8:00 am – 5:00 pm EST, excluding holidays. Agencies will be charged time and materials as stated in the warranty contract for any calls outside of the standard coverage.

- ***24x7: Twenty-four hours a day, seven days a week***

This option provides support 24 hours a day, 7 days a week. For calls that come in before 8:00 a.m. and after 5:00 p.m. EST, an on-call support engineer will receive and handle the support call. This option includes support provided on holidays.

Customers under a DataWorks Plus maintenance contract receive free software updates and bug fixes. Update installation is provided at no cost to the customer. Updates are implemented remotely via dial-in during normal business hours. DataWorks Plus will coordinate release updates with each agency. The agency will then communicate with any necessary vendors or users. DataWorks Plus' Support Center staff will install full updates with cooperation from the agencies involved and schedule accordingly. Please note that the customer is to provide remote access during the installation and warranty period. Prior to installation, connectivity for remote access has to be tested and working.

Depending upon customer configuration, there is typically no downtime for regular maintenance, installation of patches, and new releases. Any configurations and custom work that has been added to the system will not be affected when the system is upgraded. New features are generally disabled when they are added and can be turned on by the system administrator as desired using the Administration Module.

DataWorks Plus can update the central server as necessary if applicable. DataWorks Plus' Support Team will contact your agency to schedule the update to the central server.

If DataWorks Plus Support Center technicians determine that disk drives or memory need to be replaced during the maintenance checks, then DataWorks Plus will replace those items with the same or comparable hardware. Drive controllers will be upgraded if they are deemed incompatible with updated hard drives.

### ***Support Center***

The DataWorks Plus Support Center is located at our company's headquarters. The Support Center is staffed with experienced technical support engineers. DataWorks Plus trains every Support Center engineer and provides these individuals with the tools and information needed to ensure superior system operation. The Support Center assures constant availability of a highly-skilled core team of engineers, maximizing the effectiveness and timeliness of service when a support call is placed. DataWorks Plus' goal is to provide the fastest response times possible.

DataWorks Plus' Support Center is available to receive calls for assistance via a toll free line 24 hours a day, 7 days a week, 365 days a year. If a technician is not available to answer the call, the call will normally be returned within fifteen (15) minutes and is guaranteed to be returned within one (1) hour. All support is included in the warranty and maintenance plans.

In addition to calling in a problem, agencies can contact our support team by emailing in a ticket to [support@dataworksplus.com](mailto:support@dataworksplus.com). Agencies can also log tickets into our support website at [www.dataworksplus.com/support.html](http://www.dataworksplus.com/support.html).

DataWorks Plus' support staff will also have remote access to your agency's system for quicker more reliable problem resolution. Support Center engineers log each call and assist in the resolution of problems such as verification, diagnosis, correction of material errors, and defects in the hardware, software and network connections. If the technical support engineer is unable to solve the problem remotely, then an engineer will be sent to your agency to resolve the issue on-site.

### ***Resolving the Problem***

Calls that come into the support center are logged in our call tracking system. At that point, calls are handled as follows:

1. Assigned to a technician for review and diagnosis.
2. Calls that cannot be diagnosed and handled quickly are escalated to a senior engineer.
3. The ticket may be escalated to a local technician or vendor in the customer's geographical area, if necessary.
4. The senior engineer may work with our development team to resolve software issues.

At all points, the support technician is responsible for keeping the customer updated on the progress of the ticket. If a ticket needs to be escalated further, the Director of Technical Support can be contacted to review the progress of the support ticket and take any necessary actions to resolve the issue quickly.

- **Updates and bug fixes:** As long as an agency is under a maintenance contract, all software updates are provided to the agency free of charge. Updates are generally provided to an agency remotely and as often as they are available.
- **Opening a support ticket:** When you call in to the toll-free number, our support technicians will open a support ticket for you. This ticket number is available for your records, should you need it, and it ensures that your system problem is accurately handled by our company.
- **Obtaining Replacement Parts:** Should the technical support department determine that new parts or devices are needed for your equipment, we will issue an RMA from here to send the part directly to your site. When the part arrives, please use the return shipping label to ship the damaged part back to us.
- **Escalation of Tickets:** If a ticket needs to be escalated, the Director of Technical Support will review the ticket and handle appropriately.

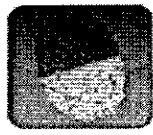
Pricing-good for 90 days from the date of this quote.

| Description                                            | Unit Cost   | Qty | Total Cost         |
|--------------------------------------------------------|-------------|-----|--------------------|
| <b>Desktop Criminal LiveScan Plus system (w/palms)</b> |             |     |                    |
| Livescan Bundle (Includes)                             | \$ 8,526.00 | 1   | \$ 8,526.00        |
| Thales CS500Q w/palms                                  |             |     |                    |
| DataWorks LiveScan Plus Software                       |             |     |                    |
| Includes: Transaction Monitor                          |             |     |                    |
| Includes: Criminal Submission to MSP                   |             |     |                    |
| Desktop (Dell Precision) w/24" LCD Monitor             |             |     |                    |
| Uninterruptable Power Supply (UPS)                     |             |     |                    |
| System Installation/Configuration/Testing              | \$ 730.00   | 1   | \$ 730.00          |
| On-Site Training                                       | \$ 730.00   | 1   | \$ 730.00          |
| <b>One Year Warranty</b>                               |             |     |                    |
| <b>Total Cost</b>                                      |             |     | <b>\$ 9,986.00</b> |
|                                                        |             |     |                    |
| Annual 24/7 Maintenance Starting Year Two              |             |     | \$ 1,194.00        |

| Options                                                    | Cost        |   | Maint.      |
|------------------------------------------------------------|-------------|---|-------------|
| Standard RMS Interface                                     | \$ 2,880.00 | 1 | \$ 403.30   |
| NIST Mugshot subsystem incl. camera w/auto eye find        | \$ 1,285.00 | 1 | \$ 180.00   |
| Standard Camera Mount                                      | \$ 80.00    | 1 | \$ 11.20    |
| Light Bar                                                  | \$ 600.00   | 1 | \$ 84.00    |
| 18% Gray scale backdrop                                    | \$ 150.00   | 1 | \$ 21.00    |
| EOL 2200L 22" APR Touch Screen Monitor (upgrade)           | \$ 600.00   | 1 | \$ 600.00   |
| FBI Certified Printer (Lexmark MS821dn w/tray)             | \$ 1,290.00 | 1 | \$ 1,290.00 |
| DataWorks Ruggedized Cabinet                               | \$ 2,850.00 | 1 | \$ 2,850.00 |
|                                                            |             |   |             |
| <b>Maintenance will added if these items are selected!</b> |             |   |             |

| Notes                                                                                                                                      |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| The agency is responsible for all electrical and networking.                                                                               |  |  |  |
| DataWorks Plus assumes that NIST compliant lighting and an 18% grayscale background are already in place if mugshot subsystem is selected. |  |  |  |

**Price does not include any applicable taxes**  
**100% due upon installation, Net 30**  
**Standard Delivery 60-90 days from order**  
**Warranty begins upon installation**



# iTouch BIOMETRICS QUOTE:

TO:

NAME: Stephanie Herbreith  
 TITLE: Deputy Clerk  
 SHERIFF DEPT: Ionia County  
 ADDRESS: 100 W Main St  
 SUITE:  
 CITY, ST, ZIP: Ionia, MI 48846  
 PHONE: 616-527-5322  
 EMAIL: [sherbreith@ioniacounty.org](mailto:sherbreith@ioniacounty.org)

DATE: 12/29/21

EXPIRATION DATE: 3/29/2022

| Qty  | Item #                                | Description                                                                                                                                                                           | Unit Price  | Line Total   |
|------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|
| 1.00 | Livescan                              | Palm & 10-Print Livescan Device @ 500 dpi. FBI Certified for Capturing Fingerprints (flat and roll) and Palm Prints (Upper, Lower & Writers). 1st Year Warranty Included.             | \$ 7,500.00 | \$ 7,500.00  |
| 1.00 | Michigan Law Enforcement Applications | Accurate-ID Livescan Software: Configured for Michigan and the FBI. Software Captures Demographics, Charges and Mugshots. Includes 1st Year Support and Maintenance.                  | \$ 1,980.00 | \$ 1,980.00  |
| 1.00 | Michigan Civil Applications           | Accurate-ID Livescan Software: Configured for Michigan and the FBI. Software Captures Demographics, Photos and Livescan Device Management. Includes 1st Year Support and Maintenance. | \$ 990.00   | \$ 990.00    |
| 1.00 | Computer                              | Windows 10 Desktop Computer with 22" Monitor. 3 year warranty on PC and 2 year warranty on monitor covered by manufacturer.                                                           | \$ 1,500.00 | \$ 1,500.00  |
| 1.00 | Camera                                | Logitech HD Web Camera and Photo Capture Software.                                                                                                                                    | \$ 500.00   | \$ 500.00    |
| 1.00 | Printer                               | FBI Certified Lexmark MS 821dn Printer with Universal Tray. FBI certified iTouch Biometrics Accurate-ID print client algorithm. 1st Year Warranty Covered by Hardware Manufacturer.   | \$ 1,800.00 | \$ 1,800.00  |
| 1.00 | Booking Cabinet                       | Ruggedized Steel Booking Cabinet                                                                                                                                                      | \$ 3,500.00 | \$ 3,500.00  |
| 1.00 | RMS/JMS Integration                   | Integration with RMS and/or JMS services.                                                                                                                                             | \$ 1,000.00 | \$ 1,000.00  |
| 1.00 | Installation                          | Onsite Installation & Training                                                                                                                                                        | \$ 900.00   | \$ 900.00    |
|      |                                       |                                                                                                                                                                                       | Subtotal    | \$ 19,670.00 |

Quotation prepared by: X Jessica Murphy

This is a quotation on the aforementioned goods, subject to the following conditions: Any or All Applicable Taxes, Non-Government Agencies are subject to payment prior to shipment of equipment

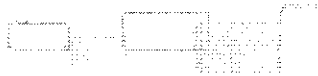
|           |              |
|-----------|--------------|
| Sales Tax |              |
| Total     | \$ 19,670.00 |

**Thank you for choosing iTouch Biometrics!**

[2300 Barrington Rd Suite 325], [Hoffman Estates, IL 60169] [P: (847) 706-6789] [F: (630) 912-2111]

## Accurate-ID System Requirements

| Live Scan Client    |                                    |                                                   |
|---------------------|------------------------------------|---------------------------------------------------|
|                     | MINIMUM:                           | RECOMMENDED:                                      |
| Operating System:   | Microsoft Windows 10 (64-bit only) | Microsoft Windows 10 (64-bit only)                |
| CPU Processor Type: | Intel i5                           | Intel i7                                          |
| Memory:             | 8 GB RAM                           | 16 GB RAM                                         |
| Disk Space:         | 256 GB of available storage space  | 500 GB of available storage space on an SSD drive |
| .NET Framework:     | .NET Framework 4.8                 | .NET Framework 4.8                                |



hidglobal.com

Owned By: Deborah Gelfand

Cell:

Phone:

Email: debby.gelfand@hidglobal.com

Customer Contact: Stephanie Herbstreith

Customer: Ionia County

Customer Address: 100 W MAIN STREET

IONIA Michigan  
48846 United States

Quote Number: SQ-2021-141151

Revision No.: 1

Approval Date: 01/04/2022

Expiration Date: 02/16/2022

Currency: USD

Terms: NET 30

Integrator:

Distributor:

Quote Description:

| Item       | Description                                                                                              | Qty | Standard<br>Customer<br>Price | Special<br>Discount | Sale Price<br>Each | Extended Sale<br>Price |
|------------|----------------------------------------------------------------------------------------------------------|-----|-------------------------------|---------------------|--------------------|------------------------|
| 920189-01  | SHIPPING<br>ASSEMBLY, L SCAN<br>500, LSE RUNTIME<br>LICENSE, SILICONE<br>MEMBRANE                        | 4   | \$9,090.00                    | 10.00               | \$8,181.00         | \$32,724.00            |
| 930174     | CMT ADVANTAGE<br>MAINT, YR 1, HW - L<br>SCAN 1000, L SCAN<br>500, DEVICE ONLY<br>DOMESTIC - 12<br>months | 4   | \$1,264.80                    | 10.00               | \$1,138.32         | \$4,553.28             |
| 850026     | SOFTWARE, LIVE<br>SCAN<br>MANAGEMENT<br>SYSTEM (LSMS)                                                    | 4   | \$1,500.00                    | 10.00               | \$1,350.00         | \$5,400.00             |
| 850181-010 | SOFTWARE,<br>SUBMISSION,<br>MICHIGAN                                                                     | 4   | \$500.00                      | 10.00               | \$450.00           | \$1,800.00             |
| 950083     | CMT ADVANTAGE<br>MAINT, YR 1,<br>STANDARD CMT<br>SW, LSMS - 12<br>months                                 | 4   | \$300.00                      | 10.00               | \$270.00           | \$1,080.00             |
| 850391-010 | SOFTWARE, LSMS<br>CONFIGURATION,<br>MICHIGAN - MSP -<br>CJIC                                             | 4   | \$0.00                        | 0.00                | \$0.00             | \$0.00                 |
| 950084     | CMT ADVANTAGE<br>MAINT, YR<br>1, STANDARD CMT<br>SW, LSMS<br>SUBMISSION<br>SOFTWARE - 12<br>months       | 4   | \$100.00                      | 10.00               | \$90.00            | \$360.00               |

Quote Number: SQ-2021-141151,1



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|           |                                      |   |            |             |            |            |
|-----------|--------------------------------------|---|------------|-------------|------------|------------|
| 930100-01 | IMPLEMENTATION,<br>FIRST DAY ON-SITE | 4 | \$2,266.88 | 10.00       | \$2,040.19 | \$8,160.76 |
| FREIGHT   | FREIGHT CHARGES<br>(310)             | 1 | \$0.03     | -499,900.00 | \$150.00   | \$150.00   |

**TOTAL:** \$54,228.04

**Product(s) may require an export license if being shipped outside of the United States of America.  
Please consult your Account Manager for more information.**

UNLESS A SEPARATE WRITTEN AND MUTUALLY EXECUTED AGREEMENT IS CURRENTLY IN  
FORCE BETWEEN HID AND PURCHASER, PURCHASE OF THE PRODUCTS AND/OR SERVICES  
LISTED ABOVE IS GOVERNED BY THE APPLICABLE TERMS AND CONDITIONS LOCATED  
AT [WWW.HIDGLOBAL.COM/SALES-POLICY](http://WWW.HIDGLOBAL.COM/SALES-POLICY) ("HID TERMS AND CONDITIONS")

**PURCHASER ACKNOWLEDGEMENT:**

Customer: Ionia County  
Customer Address: Attn: Stephanie Herbstreith  
101 West Main St  
Ionia, MI 48846

**Quote Number: SQ-2022-141151**

CUSTOMER HEREBY ACCEPTS THE ABOVE-REFERENCED QUOTE. PURCHASE OF THE PRODUCTS AND/OR SERVICES LISTED HEREIN IS GOVERNED BY THE APPLICABLE TERMS AND CONDITIONS LOCATED AT: [HTTP://WWW.HIDGLOBAL.COM/SALES-POLICY](http://www.hidglobal.com/sales-policy) ("HID TERMS AND CONDITIONS"). ALL OTHER TERMS AND CONDITIONS (INCLUDING BUT NOT LIMITED TO ANY TERMS AND CONDITIONS CONTAINED IN A PURCHASE ORDER OR OTHER DOCUMENT ISSUED BY PURCHASER) AND ANY PURPORTED MODIFICATIONS OR VARIATIONS TO THE HID TERMS AND CONDITIONS ARE EXPRESSLY EXCLUDED AND REJECTED BY HID AND ARE OF NO FORCE OR EFFECT, UNLESS OTHERWISE EXPRESSLY AGREED IN SIGNED WRITING BY THE PARTIES. HID'S ACCEPTANCE OF PURCHASER'S OFFER TO PURCHASE THE PRODUCTS AND/OR SERVICES LISTED ABOVE IS CONDITIONED UPON PURCHASER'S ACCEPTANCE OF THE HID TERMS AND CONDITIONS.

**Authorized Signatory:**

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**ID Networks, Inc.**

7720 Jefferson Road, Ashtabula, OH 44004

Phone: (440)992-0062 Fax: (440)992-1109

John Wheelock | Inside Sale Manager | [jwheelock@idnetworks.com](mailto:jwheelock@idnetworks.com)

QUOTE #: 22-0112-01

DATE: 1/12/2022

**TO:** Stephanie Herbstreith (Leuenberger)  
Ionia County Clerk's Office / Courthouse  
100 W. Main St., Ionia, MI 48846  
Office: (616) 527-5322 Direct: (616) 600-4882  
[Sherbstreith@ioniacounty.org](mailto:Sherbstreith@ioniacounty.org)

| LIVESCAN BOOKING STATION & EQUIPMENT PRICING             |                                                                                                                                                                                                                                         |     |            |           |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|-----------|
| ITEM #                                                   | DESCRIPTION                                                                                                                                                                                                                             | QTY | UNIT PRICE | EXT PRICE |
| 1                                                        | FingerRoll LiveScan System with Palm Capture: <ul style="list-style-type: none"><li>LSCAN 500 Scanner 10-Print &amp; Palm Print Capture</li><li>FingerRoll Livescan Software</li><li>WIN 10 Desktop PC and UPS Battery Backup</li></ul> | 1   | \$14,995   | \$14,995  |
| 2                                                        | One (1) Year Warranty and Maintenance                                                                                                                                                                                                   | 1   | Included   | Included  |
| 3                                                        | Remote Installation & Training                                                                                                                                                                                                          | 1   | Included   | Included  |
| LIVESCAN SYSTEM SUB-TOTAL                                |                                                                                                                                                                                                                                         |     |            | \$14,995  |
| OPTIONS (10% annual maintenance, for applicable options) |                                                                                                                                                                                                                                         |     |            |           |
| 4                                                        | Rugged Cabinet with 22" Display                                                                                                                                                                                                         | 0   | \$3,200    |           |
| 5                                                        | FBI Certified Lexmark Network Printer with Duplexer and Tray                                                                                                                                                                            | 0   | \$1,595    |           |
| 6                                                        | Camera Capture Kit – camera, mounts, electronics, cables                                                                                                                                                                                | 0   | \$1,495    |           |
| 7                                                        | LiveScan Interface w/ Tyler Technologies - data push to LiveScan using our standard XML interface specs)                                                                                                                                | 0   | \$495      |           |
| 8                                                        | Driver's License Scanner - All 50 US Driver's Licenses (1 year Mfr warranty only)                                                                                                                                                       | 0   | \$595      |           |
| 9                                                        | Additional Technical Services – Onsite Services, Integration, Conversion, Programming, etc. – per day rate                                                                                                                              | 0   | \$895      |           |
| LIVESCAN SYSTEM SUB-TOTAL                                |                                                                                                                                                                                                                                         |     |            | \$0       |
| TOTAL SYSTEM COST                                        |                                                                                                                                                                                                                                         |     |            | \$14,995  |

**NOTES**

- Our full-coverage maintenance plan is included for one year.
- Annual Maintenance:
  - Standard Support – \$3,495 - includes Mon-Fri, 8:00 AM - 5:30 PM EST support with 2-4 hour response for initial service calls (same day shipment of parts).



| TERMS & CONDITIONS OF SALE                 |                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standard Payment Terms                     | 100% Payment in full 30 days from the date of installation.                                                                                                                                                                                                                                                                                                                                |
| Delivery & Installation                    | Delivery plans will be scheduled after the receipt of your written purchase order and appropriate down payment, as applicable.<br><br>Facility preparation for electrical service, furniture, mounting requirements and networking, is the responsibility of the customer. Our delivery commitment is subject to the customer facility preparation being completed in advance.             |
| Onsite Training                            | Recommended days of training have been included. Training personnel and schedules will be agreed upon in advance of the delivery. Additional training or technical support services from ID Networks are available at a daily rate of \$995, plus travel expenses.                                                                                                                         |
| Upgrade Options                            | Many Upgrade options and interfaces are available with the FingerRoll Livescan system. Please call for further details.                                                                                                                                                                                                                                                                    |
| 3 <sup>rd</sup> Party Software or Services | Special items or software interfaces which may need our development, or the development and cooperation of a third party, will require separate planning with the customer and any third parties. ID Networks is not responsible for the delays of the customer or third parties and likewise, payments by the customer to ID Networks shall not be held up due to non-ID Networks delays. |
| Remote Access to Mugshot System            | We expect the customer to install a phone line or internet line nearby the Livescan in order for ID Networks ONLY to conduct remote support activities. 24x7 access is requested by ID Networks and software access. ID Networks access will be password controlled for access.                                                                                                            |
| Price Guarantees                           | All pricing contained herein is subject to a 90 day limit.                                                                                                                                                                                                                                                                                                                                 |
| Authorized Service                         | As part of our state pricing, ID Networks will provide 2-4 hour response for initial service calls, Monday-Friday, 8:30 AM – 5:00 PM EST, with same day shipment of parts and software, unless otherwise contracted. Weekend and 24x7 coverage are available to those agencies requiring that level of service. Call for quotation.                                                        |
| Assumptions                                | No conversion of legacy livescan data, if applicable.<br>No conversion of legacy images, if applicable.                                                                                                                                                                                                                                                                                    |

**Authorization To Proceed:**

Please sign below and return pages 1-2 via fax or email to acknowledge acceptance of the quotation and approval of the payment terms outlined below:

Sales Tax:

☐ Non-Exempt ☒ Exempt

Payment Terms:

☐ 50% Down Payment ☐ Contract ☒ 100% Due 30 days from Installation

☐ Current customer requests to pro-rate service payments to match existing service due date.

Customer

Approval: \_\_\_\_\_

Name of Authorized Official

Title

Signature \_\_\_\_\_

Date

Purchase Order Number #: \_\_\_\_\_

(if applicable)

**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

Concrete Repairs/Replacements/Additions At County Buildings

**CONTACT:**

Rod Steel- Facilities Director  
616-527-5345

**DESCRIPTION:** There are several places throughout the County properties (see attached list) in need of concrete repairs. Included on the list is a new sidewalk on the north side of the Courthouse to connect the existing sidewalk to the main entrance.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Courthouse, Administration building, Sheriff's Department, and Central Dispatch

**FINANCIAL ANALYSIS:**

Funding for this project will come from the Capital Improvement Fund, or the ARPA Grant.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

ASAP due to constant pricing increases and contractor scheduling

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I am seeking approval to contract with White Cousins Concrete to replace, repair, and install the specified concrete for \$10,950.00, which was the lowest received project bid.

**ADMINISTRATOR'S RECOMMENDATION:**

Administrator recommends approval

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR DISCUSSION/ACTION**

Repair, Seal, And Stripe County Parking Lots

**CONTACT:**

Rod Steel- Facilities Director  
616-527-5345

**DESCRIPTION:** The below listed County parking lots are all in need of patching, crack filling, seal-coating, and striping.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Courthouse, Administration/Commission on Aging, Sheriff's Department North Lot, Health Department, Maintenance Garage, Road Department, former M.S.U. Extension Office, Airport, Animal Shelter, and Central Dispatch

**FINANCIAL ANALYSIS:**

Funding for this project will come from the Capital Improvement Fund, or the ARPA Grant.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

ASAP due to constant materials pricing increases and contractor scheduling

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I am seeking approval to contract with Top Seal Asphalt & Sealcoating to patch, crack fill, seal, and stripe the above mentioned County parking lots for \$64,864.00, which is the lowest received project bid.

**ADMINISTRATOR'S RECOMMENDATION:**

Administrator recommends approval

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR DISCUSSION/ACTION**

Asbestos Abatement And Building Demolition Of The Former Friend Of The Court  
Building

**CONTACT:**

Rod Steel- Facilities Director  
616-527-5345

**DESCRIPTION:** The demolition of the former Friend of the Court building, at 108 E. Washington St., was part of an agreement made with the City of Ionia as a stipulation to approve the Courthouse addition project in 2016. The agreement was that Library St. would be narrowed in order to fit the new building footprint, thus giving up several parking spaces. In return, the unused former Friend of the Court building would be demolished, and the parking spaces would be regained by paving the site.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Courthouse

**FINANCIAL ANALYSIS:**

Funding for this project will come from the Capital Improvement Fund, or the ARPA Grant.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

ASAP due to constant pricing increases and contractor scheduling

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I am seeking approval to contract with Pitsch Companies for the asbestos abatement and building demolition for \$60,000.00, which is the lowest received project bid.

**ADMINISTRATOR'S RECOMMENDATION:**

Administrator recommends approval

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR DISCUSSION/ACTION**

Replace Health Department Building Flooring

**CONTACT:**

Rod Steel- Facilities Director  
616-527-5345

**DESCRIPTION:** The carpet in the Health Department building is very worn, stained, and frayed. The stains won't clean out, and the frays are becoming trip hazards. The tile flooring is peeling up, and is broken/missing in several places. The carpet & flooring is original to the building. (28 years)

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Health Department

**FINANCIAL ANALYSIS:**

Funding for this project will come from the Capital Improvement Fund, or the ARPA Grant.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

ASAP due to constant materials pricing increases and contractor scheduling

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I am seeking approval to contract with Discount Flooring to replace the carpet & flooring at the Health Department building for \$68,892.00, which is the lowest received bid.

**ADMINISTRATOR'S RECOMMENDATION:**

Administrator recommends approval

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR DISCUSSION/ACTION**

Replace Road Department Administration Building Carpet

**CONTACT:**

Rod Steel- Facilities Director  
616-527-5345

**DESCRIPTION:** The carpeting in the Road Department Administration building is very worn, and has stretched over the years to a point where it is a constant tripping hazard. Due to corners, cut-outs, walls, etc., it can no longer be stretched tight. The carpeting is original to the building (23 years)

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Road Department

**FINANCIAL ANALYSIS:**

Funding for this project will come from the Capital Improvement Fund, or the ARPA Grant.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

ASAP due to constant materials pricing increases and contractor scheduling

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I am seeking approval to contract with Rycus Flooring to replace the carpeting in the Road Department Administration building for \$\$24,282.16, which is the lowest received project bid.

**ADMINISTRATOR'S RECOMMENDATION:**

Administrator recommends approval

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR DISCUSSION/ACTION**

Replace The Courthouse Server Rooms A/C System

**CONTACT:**

Rod Steel- Facilities Director  
616-527-5345

**DESCRIPTION:** The evaporator head in the Courthouse addition main server room has an unrepairable refrigerant leak. The 5-year old Ingersoll-Rand (Trane) system is obsolete, and a compatible evaporator head is not available. Trane has offered a discount on the equipment cost of a comparable replacement system installation, at a cost of \$40,000.00. I am proposing to replace the failing obsolete system with an equivalently sized simple system.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

All County Departments

**FINANCIAL ANALYSIS:**

Funding for this project will come from the Capital Improvement Fund, or the ARPA Grant.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

ASAP due to the failing current system

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I am seeking approval to contract with Home Experts to replace the server room A/C system for \$15,725.00, who is our contracted mechanical contractor.

**ADMINISTRATOR'S RECOMMENDATION:**

Administrator recommends approval

**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

Replace Sheriff's Department/Jail Parking Lot

**CONTACT:**

Rod Steel- Facilities Director  
616-527-5345

**DESCRIPTION:** The west parking lot at the Jail has numerous deep holes, large cracks, and broken edges. The grade doesn't allow for proper drainage, which compounds the freeze-thaw/heaving problem. The storm drain catch basin has sunk approximately 2", which has created a hole and broken concrete around it. The catch basin needs to be repaired, the concrete re-poured, the parking lot re-graded, and new asphalt put in.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Sheriff's Department/Jail

**FINANCIAL ANALYSIS:**

Funding for this project will come from the Capital Improvement Fund, or the ARPA Grant.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

ASAP due to constant materials pricing increases and contractor scheduling

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I am seeking approval to contract with CL Trucking & Excavating to make the necessary repairs and replace the west parking lot for \$74,130.00, which is the lowest received project bid.

**ADMINISTRATOR'S RECOMMENDATION:**

Administrator recommends approval

**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

**Document Storage Shelving**

**CONTACT:**

Rod Steel- Facilities Director  
616-527-5345

**DESCRIPTION:** We have several hundred storage boxes stacked up in the basement of the Administration building and in the basement of the Courthouse that need to be sorted and properly stored. (The sorting is in process) There are three cages in the Courthouse basement that were installed for storage, but there is no shelving in any of them. I am suggesting to have modular shelving installed in one of the cages now, so that as boxes are deemed needing to be permanently stored, they can be moved into the permanent shelving. More shelving can be installed in the other cages as the need arises.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

All County Departments

**FINANCIAL ANALYSIS:**

Funding for this project will come from the Capital Improvement Fund, or the ARPA Grant.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

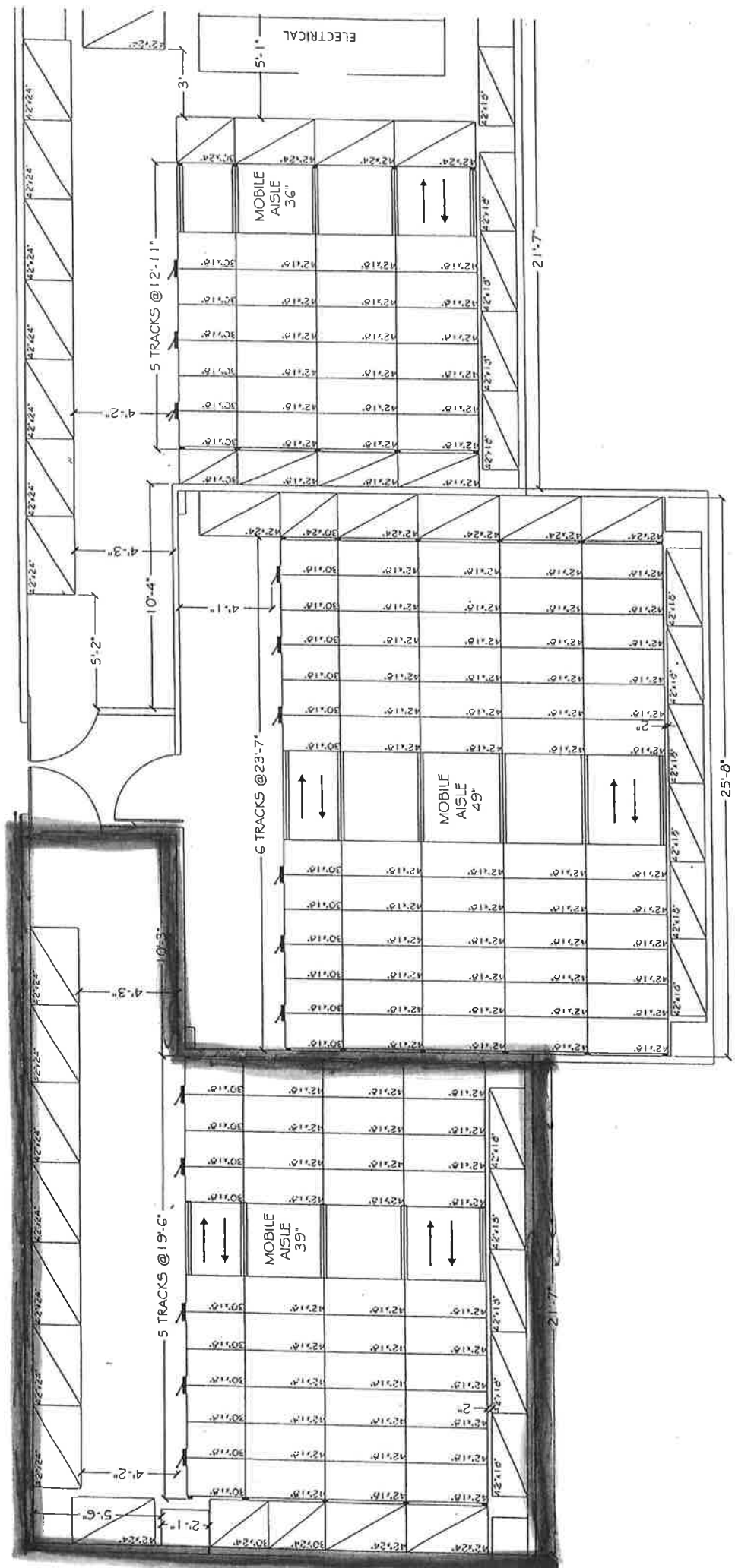
ASAP due to constant materials pricing increases and contractor scheduling

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I am seeking approval to contract with Modern Office & Interiors to install modular shelving in the northeast cage for \$41,672.70

**ADMINISTRATOR'S RECOMMENDATION:**

Administrator recommends approval



**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

**Purchase of Road Department Equipment**

**CONTACT:**

John Niemela, Managing Director  
Road Department

**DESCRIPTION:**

The Road Department is requesting approval to order a Gradall, All wheel Drive, Hydraulic Excavator from AIS Construction Equipment, Grand Rapids, Michigan. The Road Department currently has 2 Gradalls. The 2002 Gradall will be disposed of once this new Gradall is purchased and placed into service.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

N/A

**FINANCIAL ANALYSIS:**

The Road Department has received a quote from AIS Construction Equipment for \$449,073.60, through "My Deal" the State of Michigan purchasing program. The quote is valid until June 17, 2022. Funding for the purchase of this equipment will be from County American Rescue Plan ACT (ARPA) funding as approved by the Board at its May 17, 2022.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

June 14, 2022.

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

The County Board is asked to approve a motion to authorize the road department to proceed with the purchase of a Gradall, All wheel Drive, Hydraulic Excavator.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.



## XL4300 V

Quote Date: 5/18/2022

**Bill To:** AIS Construction Equipment  
Jeff Ely  
600 44th St. SW  
Grand Rapids, MI 49548

**Machine Quote:** 17597

**Inquiry #:**

**Estimated Ship Date:**

**Ship To:** AIS Construction Equipment  
3600 N Grand River  
Lansing, MI 48906

**Customer:** Ionia Co. Rd. Commission

**Customer PO:**

| Model                                        | Quantity | Description                                         |
|----------------------------------------------|----------|-----------------------------------------------------|
| XL4300 V                                     | 1        | HYDRAULIC EXCAVATOR, ALL WHEEL DRIVE                |
| <b>Upperstructure</b><br>80769125 & 80769076 | 1        | Beacon Light - "GREEN" -LED- Upper - w/Branch Guard |
| <b>Chassis</b><br>80795016                   | 1        | Backfill Blade                                      |
| <b>Attachments</b><br>80656093               | 1        | Bucket - Ditching - 66" w/Bolt On Cutting Edge      |
| 80755023                                     | 1        | Fixed Thumb Grapple                                 |

**Total Machine & Attachment Net Price:** \$418,252.00

**5% Steel Surcharge** \$20,912.60

**Standard Warranty -24 Months/3000 Hours** \$0.00

**Freight Description:**

**EXW - Ex Works Factory - (EX3) :** \$2,500.00

**Total Net Price:** \$441,664.60

+ \$7409 Bucket

**Terms:** NET 30

Standard Warranty: 24 months or 3000 hours

Standard shipping terms are EXW - Ex Works Factory - (EX3) - New Philadelphia, Ohio unless otherwise noted.

Customer is responsible for freight charges. Freight charges will be added to invoice at time of shipment unless other arrangements have been made.

**Note:** The above quote is valid until 6/17/2022

Total - \$449,073.60

**Model Specs:**

Please sign below showing you have reviewed the specifications and accept the above terms.

**NAME:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

Print Generated by Gradall Industries, LLC Printed By: Jeff Ely on 5/18/2022

**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

**Authorization to Hire Consultant to Provide Financial Services  
for the Road Department**

**CONTACT:**

John Niemela, Managing Director  
Road Department

**DESCRIPTION:**

For the last two years efforts have been made to integrate the road department into the county government system of accounting. The road department uses very different software then the county and has proven challenging to integrate the two. It is my desire to hire a person knowledgeable in the operations of a county road department/commission in accounting and human resources and the software we use. I have reached out to a former employee, Patty Loosemore, of the road department to see if she would be willing to come back and work for us and she is. Initially, we are looking to have this a contractual arrangement with the understanding that it could eventually by a permanent position.

Patty has 23 years of Road Commission work experience as well as an Associate's Degree in Business and a Bachelor's Degree in Accounting.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

N/A

**FINANCIAL ANALYSIS:**

The contract would, for the first 6-8 weeks, be based on a 40-hour work week, on site. During that time the progress to bring the road department financials up to date will be evaluated and hours will be adjusted accordingly. The consulting fee rate will be \$75 per hour. Equipment and supplies necessary will be provided by the department.

At some point the overall accomplishments will be evaluated and a recommendation will be made to continue the contractual arrangement or move the position to a road commission full time employee.

**LEGAL REVIEW:**

N/A

**DEADLINE:**

6/14/2022

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

The County Board is asked to approve a motion to authorize the road department to enter into a contract with Patty Loosemore to provide accounting and financial services for the road department.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR DISCUSSION/ACTION**

Request – Contract Approval for Architect  
Tuesday June 14<sup>th</sup> 2022

**CONTACT:**

Lance Langdon, Director Central Dispatch

**DESCRIPTION:**

The Board has approved ARP funding to upgrade/remodel of the 911 Call Center. In planning for this project, the Director has visited Barry County Dispatch, who has just completed a similar project. They have a backup center in the basement of their building and functioned there during the remodel of their main dispatch area.

Our original plan was to set up new workstations around the existing positions, but in looking at what is needed and the work to be done, it would be too disruptive to staff and operations.

A revised plan has been developed to move the call center to a different part of the building. This will require the removal of some walls and addition of new walls to locate the call center. With removal of walls and such an architect will be needed. Tim Spitzley has done a great deal of work for the county, so a quote was received from him for design work.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

The remodel project will have a minor effect on MSP as we will be looking to remove a door that connects their office to the center. This only allows access from the MSP side.

**FINANCIAL ANALYSIS:**

A quote/estimate was received From Tim Spitzley, Architects LLC, for a worst-case scenario of \$35,700.00. Once the design work is completed it would allow for bids to be received to remove/install walls, make minor HVAC and electrical changes for the project. The funds are from the ARP funding.

**LEGAL REVIEW:**

Final agreement/contract will need to be reviewed by the county attorney.

**DEADLINE:**

For us to begin this project the design work is needed to start to get quotes for the various portions of the project. The sooner we get the design work completed, the project can start to move forward

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I would request that the Ionia County B.O.C. authorize Director Lance Langdon to sign on behalf of Ionia County, the contract between Timothy A. Spitzley, Architects, LLC of Lake Odessa, for services listed not to exceed \$35,700.00, from the ARP funding approved for the project.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval

**Mr. Lance Langdon, ENP**  
**Ionia County Central Dispatch Director**  
**545 Apple Tree Drive**  
**Ionia, Michigan 48846**

May 4, 2022

RE: **Ionia County Central Dispatch Renovation**  
Ionia, Michigan

Lance,

Timothy A. Spitzley, Architects LLC appreciates the opportunity to provide architectural design services for the proposed renovation of the Ionia County Central Dispatch Office.

Based on our tour of this facility and information you provided, the following architectural services are proposed:

**1. Architectural Preliminary Design Phase:**

Field Measuring of existing spaces.  
Preliminary floor plan displaying room sizes.  
Preliminary code review of the proposed facility.

**2. Architectural Construction Drawing Phase:**

**Provide architectural construction drawings of**

Foundation plan  
Floor plan  
Code Plan  
Ceiling Plan  
Restroom Interior Elevations (if required)  
Wall Sections and ADA Details  
Door and Room Finish Schedules  
Electrical Drawings  
Plumbing Drawings  
HVAC Drawings

**3. Bidding Phase:**

Answer questions during bidding.  
Issue addendums.  
Function as owner's representative during bidding.

#### 4. Contract Administration Phase:

Answer questions during construction.  
Function as Owner's representative during construction.  
Provide construction inspections every 2 weeks and furnish a report.  
Review contractor application for payment.  
Provide punch list.

Site plan design/Civil engineering/Fire suppression design is not included in this fee. Permits are not included in this fee.

|                                                         |                            |
|---------------------------------------------------------|----------------------------|
| <b>Total Architectural Services Design Fee:</b>         | \$22,400.00                |
| <b>Electrical, Plumbing &amp; HVAC Engineering Fee:</b> | \$8,300.00                 |
| <b>Structural Engineering:</b>                          | \$5,000.00 (if required) * |
| <b>Total:</b>                                           | <b>\$35,700.00</b>         |
| Meetings:                                               | \$80.00 per hour           |
| Printing:                                               | \$2.50 per sheet           |

If the design of the Ionia County Central Dispatch results with an addition of an F3 weather event structure, the structural engineering fee would apply.

Again, thank you for the opportunity to provide architectural services to Ionia County. Feel free to contract me at any time if you have questions.

Sincerely,

*Tim Spitzley*

**Timothy A. Spitzley, Architects LLC**

12225 Jordan Lake Road  
Lake Odessa, Michigan 48849  
616 374 8235

# **Ionia County Central Dispatch Renovation**

## **ACKNOWLEDGMENT AND ACCEPTANCE**

I acknowledge that I have reviewed the foregoing proposal From Timothy A. Spitzley, Architects LLC and agree to the terms set forth therein.

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

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

**Lance Langdon, ENP**  
**Director**

Title: \_\_\_\_\_

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR DISCUSSION/ACTION**

Request – Contract Approval for Radio Equipment  
Tuesday June 14<sup>th</sup> 2022

**CONTACT:**

Lance Langdon, Director Central Dispatch

**DESCRIPTION:**

The Board has approved ARP funding 2/8/22, to help move the Ionia County Fire Agencies to the MPSCS radio system and as an upgrade/remodel of the 911 Call Center, additional Radio Console, and the upgrading of the current radio console positions.

Quotes have been obtained from Motorola as the sole source provider for the addition of 4 radios and related equipment to be added to the MPSCS infrastructure to accommodate the addition of the Ionia County Fire Agencies. They also quoted the radio consoles/upgrade for Central Dispatch workstations in the same project, providing some savings with joining the projects.

This infrastructure work must be done to bring our Fire Agencies onto the 800MHz radio system. They are still waiting for a decision on their Assistance to Firefighters grant application currently.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

All Public Safety in Ionia County both Police and Fire will be able to communicate as the result of this project. Fire Agencies will also now be able to communicate with neighboring agencies as well as EMS which they have not been able to do with the current system.

**FINANCIAL ANALYSIS:**

The two projects have been approved for ARP funding at the February 8, 2022, BOC meeting.

**LEGAL REVIEW:**

The Motorola contract has been reviewed and approved by County Attorney Mr. Love

**DEADLINE:**

The infrastructure work will take 10-12 months to be completed after the signing of the contract. If the fire agencies are successful in their grant request this work could affect their timelines to move to the MPSCS system.

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I would request that the Ionia County B.O.C. authorize Director Lance Langdon to sign on behalf of Ionia County, the contract, and any needed change orders, between Motorola and Ionia County for radio related equipment proposed, in an amount not to exceed \$600,000.00.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval.

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR DISCUSSION/ACTION**

Request – For Funding for Radio Pager System Equipment  
Tuesday June 14, 2022

**CONTACT:**

Lance Langdon, Director Central Dispatch

**DESCRIPTION:**

The Ionia County Fire Agencies for years have needed to upgrade their radio equipment to address its age and lack of coverage that will allow them to communicate among their agency members and with other area departments on calls, as they have all now moved to the States Public Safety Radio System.

The Fire Departments have filed for the Assistance to Firefighters Grant to move to the MPSCS State 800MHz system and are waiting for a decision on their grant application. The BOC has approved ARP funds to further assist the fire agencies in meeting a required 10% match.

As we look forward to their upgrade of the radio equipment and move to 800MHz radios, they also are using an antiquated VHF band paging system. These pagers are carried by their volunteers to be notified by dispatch of a Fire or EMS call. With the move to 800MHz for radio, it makes sense to also move the pagers to the 800 MHz system, eliminating the old VHF radio system completely. This change will also improve the processing and time it takes to tone/page out the fire agencies for dispatchers.

The purchase of new pagers would be a one-time purchase, with paging equipment provided to the fire departments, who then would be responsible for the equipment.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

Ionia County Fire departments and Central Dispatch would benefit from the new pager system in conjunction with the 800 MHz radio system.

**FINANCIAL ANALYSIS:**

New pagers with charger/amplifier, external antenna, and extended warranty, with MPSCS fees would be \$350,000.00.

**LEGAL REVIEW:**

None at this time

**DEADLINE:**

This project would be done in conjunction with the 800 MHz Project.

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

It is requested that the BOC approve \$350,000.00 of ARP funds to move the Ionia Fire Departments to an 800MHz paging system.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval.

**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

**Request Approval of Michigan Municipal League Executive Search Proposal**

Meeting Date: June 14, 2022

**CONTACT:**

Jason Eppler, Interim County Administrator

**DESCRIPTION:**

At the May 10, 2022 meeting, I was directed to contact the Michigan Municipal League and solicit a proposal for conducting the search for the next County Administrator. The proposal submitted by the League is attached for your consideration. As discussed at the May 10<sup>th</sup> meeting, the proposal is similar to the proposals approved by both the City of Belding and City of Ionia for conducting their respective City Manager searches, with Jerry Richards proposed to conduct the County's search as well.

The proposal from the League provides a fixed price of \$17,000 for standard executive search services. This includes a position profile meeting with Commissioners as well as a second meeting with department heads. Although the League has outlined a couple of options for additional services, I do not think the additional expense is warranted.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

None.

**FINANCIAL ANALYSIS:**

None.

**LEGAL REVIEW:**

None.

**DEADLINE:**

None.

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

I move to accept the Executive Search Proposal submitted by the Michigan Municipal League for conducting the search for the next County Administrator at a fixed cost of \$17,000.

**ADMINISTRATOR'S RECOMMENDATION:**

The Administrator recommends approval.



# EXECUTIVE SEARCH

# PROPOSAL

Ionia County



June 14th, 2022

Prepared by the Michigan Municipal League

Emily Kieliszewski

Member Programs Manager, Membership Engagement

1675 Green Rd Ann Arbor, MI 48105

517.908.0302

[emilyk@mml.org](mailto:emilyk@mml.org)

Ionia County  
Board Commission  
101 West Main St  
Ionia, Michigan, 48846



June 14th, 2022

Dear Commissioners,

The Michigan Municipal League is pleased to offer Ionia County our assistance in selecting its next County Administrator. The League is committed to strengthening Michigan communities, and works hand-in-hand with our members to provide the tools needed to effectively manage and develop their county. This close relationship gives the League a deep understanding of a community's needs and challenges, and makes us uniquely qualified to provide a comprehensive executive search service.

The League's executive search service is designed to ensure the best possible match between a community and its top administrator, with the ultimate goal of providing them with a highly-qualified leader who will add tremendous value to the county. To that end, we are dedicated to serving the needs of our clients before, during, and after a search process. Our service is focused exclusively on Michigan communities, but our recruitment is nationwide. We manage an unparalleled network of applicants, almost half of whom are from outside the state.

Each search process is tailored to meet the community's specific needs and goals. We work closely with our clients to gain a full understanding of the priorities as a basis for structuring the search process. We facilitate consensus-building around the attributes a community is looking for to gain a complete picture of the desired candidate's experience, qualifications, and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

A typical search requires at least 120 days to complete. The timeline varies on a number of factors including the timing of ad placement, the availability of candidates, county officials, and the needs of the county.

Feel free to contact the League with any questions or to request an in-person presentation from one of our search facilitators.

Thank you,  
Emily Kieliszewski



# PROPOSAL FOR EXECUTIVE SEARCH

## Ionia County - County Administrator

### SERVICE SUMMARY

Our executive search service includes the following activities, which are accomplished over the course of **up to four** personal visits with the search facilitator:

#### **Profile Phase** (Page 5)

- Engagement of elected officials and county staff in the profiling process to facilitate consensus building around necessary skills, knowledge, attributes, and team leadership expectations;
- Development of an extensive candidate and community profile featured within a professionally designed recruitment brochure;
- Review of current compensation and benefits packages, and recommendations based on market conditions

#### **Advertisement Phase** (Page 6)

- Featured placement in League's online classifieds which receive 5,000+ hits per week;
- Advanced marketing and promotion of position utilizing nationwide recruitment boards as well as the League's social media outlets with more than 5,000 followers;
- Direct recruitment of passive candidates through an exclusive direct email to Michigan municipal managers and others as appropriate

#### **Screening & Shortlist Phase** (Page 6)

- Pre-screening activities including review of social media activity, general online screening, and other public information;
- Application analysis, personal screening of viable candidates, and reference checks;
- Develop a shortlist of candidates to present for the county's consideration

#### **Interview & Selection Phase** (Page 7)

- Guidance and recommendations on a robust interview format and process;
- Development of customized interview questions and attendance during the entire interview process

#### **Final Phase** (Page 8)

- Extension of the conditional offer of employment and initiation of contract negotiation; and
- Completion of a full background check performed by a third-party of selected finalist.

### Optional Services Available

- Solicitation of feedback from county-identified stakeholders (community, neighborhood, and business leaders) during the profiling process to gather input as well as seeking stakeholders' prerequisites for an administrative executive (page 5); and
- Assistance with, and attendance at, a public forum for an informal "meet and greet" function to solicit community feedback of semi-finalists. (page 7).



## Why the League

The Michigan Municipal League has been committed to providing the best possible advocacy, resources, and services to Michigan's communities since 1899. With the League's intimate knowledge of the needs and challenges facing local government, we are in a unique position to provide a comprehensive executive search service for Michigan's communities.

The League offers executive search services as a resource to Michigan's communities to help strengthen the quality of municipal government and administration through the successful placement of public leaders. Key features of the League's search services include the following:

- The League has been providing executive search services *exclusively* to Michigan communities since 1998!
- All of our recruiters are highly respected former public administrators in Michigan, each with decades of local government experience and proven records of success.
- Every search is facilitated by one of our highly specialized recruiters who work closely and collaboratively with our community clients throughout the entire search process.
- The League and its recruiters have extensive knowledge of Michigan's Freedom of Information Act (FOIA) and Open Meetings Act (OMA), and how they impact the recruitment process.
- We utilize state, national, and international recruitment and promotion sources to solicit a broad pool of potential candidates, including a variety of customized web announcements, our own exclusive email database, and our strong social media presence. Through these efforts, we've found that almost half of our applicants come from out of state!
- While our reach is far and wide, our small team approach allows for excellent customer service, close communication and collaboration with clients, and strong and effective communication and collaboration with other League recruiters which helps ensure a successful search.

As Michigan's most dedicated and longest-serving association for Michigan municipal government, we offer an abundance of programs and services beyond executive searches to help our member communities sustain highly livable, desirable, and unique places within the State. These include state and federal advocacy, placemaking and engagement techniques, legal and insurance services, education on a multitude of municipal topics, and so much more.

When you work with the League, you aren't just selecting a recruitment firm. You are reaffirming a partnership established over 100 years ago that is dedicated to help inspire positive change for Michigan's greatest centers of potential: its communities.



## YOUR FACILITATOR

Jerry Richards will be assigned to Ionia County's executive search. All of our facilitators understand the unique skills and abilities required to succeed in this environment. They are among the most highly-regarded and well-respected public managers in the state and bring immeasurable credibility to a search process. They have well-established professional networks and are highly trusted and approachable within the public employment field.

Here is a closer look at **your** assigned facilitator:



### JERRY RICHARDS

**Jerry Richards will serve as the primary recruiter for Ionia County and will perform and/or coordinate the majority of the services within this proposal.** Mr. Richards is an experienced local government manager with private sector experience in marketing, engineering, and recruitment services. He has served as both a township and city manager, in Meridian Charter Township, the City of Ludington, and the City of Corunna. Jerry was professionally recognized as the Local Government Manager of the Year in 2009 by his peers. He was a Board Member of the Michigan Municipal Executives, a six-year member of the MDOT Asset Management Council, and a founding member and chair of the Michigan Local Government

Benchmarking Consortium. He has been conducting public executive searches since 2013. In addition to a Bachelor Degree in Electrical Engineering, Jerry holds a Master's in Public Administration from Western Michigan University.

## Additional Project Team

**Emily Kieliszewski** will serve as the primary point of contact regarding negotiation and contractual matters and will provide overall project oversight and administration. Ms. Kieliszewski serves as the League's Member Programs Manager administering various member services offered within the league. Ms. Kieliszewski joined the League in 2016, is a graduate of Michigan State University, and holds a bachelor's in political science.

**Heather Elliott** will serve as the project coordinator for this search providing research, task coordination, and administrative support, and will be available to the county during every step in the process. Ms. Elliott is a graduate from Ferris State University with a concentration in political science.

Additional internal staff may be utilized to assist with media and press releases, clerical, financial, and other tasks related to this project.



## SEARCH PROCESS

### Profiles Phase

To begin the search process, the search facilitator will coordinate a work session with commission as well as meet with staff to develop a comprehensive recruitment profile. During these sessions, the facilitator will spur the development of an ideal recruitment profile that the county can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position.

- The recruitment profile has two primary components:
  - ♦ **The Candidate Profile** details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community, and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection. An essential part of developing the candidate profile is for the community leaders to work with the facilitator to make sure desired qualifications match available financial resources.
  - ♦ **The Community Profile** provides a description of the position, the organization (i.e. organizational structure, culture, services provided, etc.), and the community itself. This component is an excellent opportunity to highlight the quality of life aspects of your county or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths, and cultural or entertainment opportunities.)
- The profile is used to develop a professionally designed recruitment brochure that will be featured on the League's classifieds page, which receives an average of 5,000 hits per week.
- During the profiling meeting, the facilitator will provide salary information and recommendations in order to attract the best applicants.
- **Note:** It is important for commission to consider the salary recommendations carefully to create a competitive posting, one which will attract candidates to meet your expectations. If the community chooses to offer a compensation package outside of the range of the facilitator recommendations, we cannot guarantee a successful recruitment.
- **Optional:** We are happy to facilitate a third session to meet with county-identified stakeholders, such as community and/or business leaders, to gather additional input on the prerequisites for an administrative executive.



## Advertisement Phase

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to widest and most appropriate audience. To accomplish this, we will develop an outreach and advertisement campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought, such as:

- Utilization of our extensive network of professional contacts to identify professionals in transition and managers who may have an interest in the opportunity;
- Featured placement on the League's Classified Ads website, featuring the full recruitment brochure;
- ICMA Website;
- League social media outlets;
- Professional associations as appropriate (i.e. MGFOA, MAP, MME, etc.); and
- Other professional organizations as appropriate to encourage a diverse pool of candidates.

## Screening & Shortlist Phase

We receive resumes directly and assess each applicant against the criteria established in the recruitment profile to identify viable candidates who most closely meet the municipality's requirements. Following the closing date for receipt of resumes, the League will proceed with resume review and prescreening interviews by:

- Assessing each applicant against the criteria established in the recruitment profile.
- Conducting initial prescreening and online searches, as well as screen the top candidates either by phone or in person.
- Conducting preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

At the conclusion of the initial screening process, we will:

- Present a confidential summary of the applicants and their qualifications. This serves as the basis for a suggested "shortlist" of candidates for further consideration.
- After discussion and consideration, Ionia County officials will determine whom to invite for personal interviews.
- **Note:** Once invitations to interview have been extended and accepted, the names and resumes of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note that we do not ever release the name, resume, other identifiers, or application materials of confidential applicants who are not qualified candidates. We only lift confidentiality for candidates who agree to participate in the interview process.



## Interview and Selection Phase

Once a list of final candidates has been developed, we will:

- Assist in coordinating and scheduling interviews;
- Offer recommendations on an appropriate and robust interview format and process;
- Develop interview questions that focus on the priorities outlined within the candidate profile;
- Offer guidance and advice concerning appropriate interview topics; and
- Attend and participate in the entire interview process.

At the conclusion of the interview process, the facilitator will:

- Facilitate discussion and evaluation of each candidate.
- Help the community reach consensus on a final candidate from the finalists provided. In the unlikely event that consensus cannot be reached by the elected body, the parties agree that the League will have met its contractual obligation.
- **Note:** While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.
- **Note:** Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the municipality. Rather, we aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.
- **Optional:** To further citizen engagement in the process, we are available to coordinate and attend community forums, held as an informal “meet and greet” between candidates and residents to gather community feedback of the semi-finalists. A summary of collected comments can be provided to the elected officials as they move into the final decision phase of the process.



## Final Phase

After the community has chosen a candidate, the search facilitator will perform the following tasks:

- Extend a conditional offer on behalf of the client and initiate contract negotiations between the two parties. Please note that the facilitator does not advocate for either party.
- Initiate a thorough background check, as well as conduct additional reference reviews as necessary. The background check is processed by a contracted third party who specializes in employment investigation and includes:
  - ♦ Federal, state, and county criminal check;
  - ♦ Civil record search;
  - ♦ Employment and education verification;
  - ♦ Credit and driving check; and
  - ♦ Sex offender registry.
- Once an agreement is reached with the individual selected for the position, the facilitator will perform closing tasks, such as personal notification of unsuccessful candidates.
- **Note:** In the unlikely event that an offer is withdrawn from the finalist, the finalist withdraws from the search, or if negotiations fall through, the League will work with the county to determine what additional steps should be taken. There are generally a few different options available to address these situations and your search facilitator will work with the County to determine the best option for your community. Under certain circumstances, however, additional fees may apply.

## Search Timeline

Timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. We encourage our client communities to establish a well-defined project timeline with the search facilitator at the first meeting to ensure the process moves quickly and positions the community to compete for the best talent. An approximate timeline is provided below with the first profiling meeting as the start date.

|            |                                                                             |
|------------|-----------------------------------------------------------------------------|
| WEEK 1-3   | Hold Initial Meeting(s): Create Profiles, Recruitment Strategy, Ad Language |
| WEEK 3     | Place Advertisements                                                        |
| WEEK 3-6   | Direct Recruitment, Active Solicitation of Candidates                       |
| WEEK 3-7   | Application Screening, Initial Reference Checks                             |
| WEEK 8-9   | Develop Short List, Meet and Review Candidates                              |
| WEEK 11-12 | Conduct Interviews                                                          |
| WEEK 13-14 | Extend Conditional Offer                                                    |
| WEEK 15    | Conduct Background Check                                                    |
| WEEK 16    | Perform Close Out Activities                                                |



## Our Clients

The League has completed hundreds of executive searches since 1998. Many of our clients return to the League for executive search assistance because of their satisfaction with our work and their trust in the League to do its best for their community. Listed below are searches the League has performed in recent years:

| Client                | Position                 | Year | Population |
|-----------------------|--------------------------|------|------------|
| Petoskey              | City Manager             | 2022 | 5,670      |
| Ishpeming             | Finance Director         | 2022 | 5,670      |
| Beverly Hills         | Village Manager          | 2022 | 10,267     |
| Marshall              | City Manager             | 2022 | 7,088      |
| Norway                | City Manager             | 2022 | 2,845      |
| Belding               | City Manager             | 2022 | 5,757      |
| Northfield Township   | Township Manager         | 2021 | 8,245      |
| Manistee              | City Manager             | 2021 | 6,226      |
| Missaukee County      | County Administrator     | 2021 | 14,849     |
| Ionia                 | City Manager             | 2021 | 11,394     |
| Farmington Hills      | City Manager             | 2021 | 79,740     |
| Elk Rapids            | Village Manager          | 2021 | 1,642      |
| Riverview             | Police Chief             | 2021 | 12,486     |
| East Grand Rapids     | City Manager             | 2021 | 10,694     |
| Clare                 | City Manager             | 2020 | 3,118      |
| Flint                 | Finance Director         | 2020 | 102,434    |
| Flint                 | Human Resources Director | 2020 | 102,434    |
| Ogemaw County         | County Administrator     | 2020 | 21,699     |
| Vassar                | City Manager             | 2020 | 2,697      |
| Quincy                | City Manager             | 2020 | 1,652      |
| Ishpeming             | City Manager             | 2019 | 6,445      |
| Grosse Pointe Park    | City Manager             | 2019 | 11,125     |
| Sault St Marie        | City Manager             | 2019 | 13,631     |
| Albion                | City Manager             | 2019 | 8,285      |
| Scottville            | City Manager             | 2019 | 1,214      |
| Caledonia             | Village Manager          | 2019 | 1,511      |
| Ludington             | City Manager             | 2019 | 8,061      |
| Gladwin               | City Manager             | 2019 | 2,884      |
| Battle Creek          | Fire Chief               | 2018 | 52,347     |
| Dewitt Township       | Township Manager         | 2018 | 14,321     |
| Hancock               | City Manager             | 2018 | 4,634      |
| Hart                  | City Manager             | 2018 | 2,126      |
| Stanton               | City Manager             | 2018 | 1,417      |
| Cass City             | City Manager             | 2017 | 2,428      |
| Eaton Rapids          | City Manager             | 2017 | 5,214      |
| Emmet County          | County Administrator     | 2017 | 32,694     |
| Fraser                | City Manager             | 2017 | 14,480     |
| Gladstone             | City Manager             | 2017 | 4,973      |
| Lathrup Village       | City Administrator       | 2017 | 4,075      |
| Otsego                | City Manager             | 2017 | 3,956      |
| Rockford              | City Manager             | 2017 | 5,719      |
| St. Johns             | City Manager             | 2017 | 7,865      |
| Allegan               | City Manager             | 2016 | 4,998      |
| Benton Harbor         | Finance Director         | 2016 | 9,889      |
| Berkley               | City Manager             | 2016 | 14,970     |
| Bloomfield Hills      | City Manager             | 2016 | 3,869      |
| Durand                | City Manager             | 2016 | 3,446      |
| Elk Rapids            | Village Manager          | 2016 | 1,642      |
| Flint                 | DPW Director             | 2016 | 97,738     |
| Frankenmuth           | City Manager             | 2016 | 4,944      |
| Grand Rapids          | City Attorney            | 2016 | 196,251    |
| Grand Traverse County | Finance Director         | 2016 | 91,914     |



## Pricing

The League provides a fixed price of \$17,000 for the standard executive search services outlined within this proposal, which includes both professional fees and project expenses (advertising, travel, etc.). Additional fees for optional services are provided below.

*Optional Services Available (check those that are applicable)*

- ☐ Third profiling session with county-identified stakeholders: \$1,000
- ☐ Public "meet and greet" function of semi-finalists during interview stage: \$1,000

Services performed that extend beyond the scope of this proposal, including additional visits with the facilitator, will be billed at a rate of \$75 per hour plus the actual cost of related expenses.

This quoted price is guaranteed for 90 days from the date of this proposal. Invoices for the League services shall be submitted in two installments: at the halfway point and upon completion. Invoices shall be payable within 30 days.

## Terms of Service

This agreement is effective upon execution. This agreement may be terminated by the client or the League should the other fail to perform its obligations hereunder. In the event of termination, the client shall pay the League for all services and expenses rendered to the date of termination.

## Our Promise

The League is committed to providing the best possible outcome and employment match for the community. Therefore, we strongly encourage the management professionals placed to comply with Tenet 4 of the ICMA Code of Ethics, which sets a term of employment with a local government. In the highly unlikely event that the incumbent voluntarily vacates the position within a year of placement, the League will offer another search with direct advertising costs being the only cost to the community.

The League welcomes the opportunity to assist Ionia County with the search for its next County Administrator. Please feel free to contact me with questions about our service or this proposal.

Please provide authorized signature below to officially engage the League to provide the executive search services outlined within this proposal dated June 14th, 2022.

IN THE AMOUNT OF \$ \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_