

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING**

ANNUAL MEETING PER MCL 46.1

SEPTEMBER 23, 2025 – 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)
 - B. Approve per diem and mileage
 - C. Approve payments of Common Cash and General Fund Payroll for the month of August 2025- \$ 3,148,917.43
 - D. Approve payments of Health Department payroll and accounts payable for the month of August 2025-\$ 323,157.03
 - E. Approve payments of Road Department payroll and accounts payable for the month of August 2025- \$ 1,076,467.78
 - F. Approval of payments from Trust and Agency for the month of August 2025-\$ 2,124,450.90
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Election for Members of Ionia County Board of Canvassers – Greg Geiger
 - B. Reappointment to Construction Board of Appeals
 - Gregg Yeomans, 2 year term
 - Nathan Sprague, 2 year term
 - Kamm Carpenter, 2 year term
 - Chris Bredice, 2 year term

- C. Request Budget Amendment Approval to Mid-State Health Network SUD Agreement- Haleigh Leslie
- D. Request to Increase Kitten Adoption Fees- Carly Quinn
- E. Request Approval of Secondary Road Patrol and Traffic Accident program grant agreement – Sheriff Noll
- F. Request Approval of Motorola Upgrade of in-car camera systems- Tom Emperor
- G. Request Approval of MDOT TWA I-96 Concrete Repair – Linda Pigue
- H. Request Approval of MDOT Maintenance Carpool Lots – Linda Pigue
- I. Request Approval of Sobriety Court Budget Amendment – Roxy Craton/Chad Shaw

IX. Department Reports

A.

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

A. None

XIV. Adjournment

Board and/or Commission Vacancies

- **Community Corrections Advisory Board- Ionia Community Mental Health Representative**
- **Land Bank Authority**
- **Mid-West Michigan Trail Authority- Ionia County Representative**

Appointments for consideration in the month of September 2025:

- **Commission on Aging Board**

Appointments for consideration in the month of October 2025:

- **Construction Board of Appeals**
- **Department of Human Services Board**



IONIA COUNTY BOARD OF COMMISSIONERS

Jack Shattuck, Chairman

September 9, 2025, 3:00 p.m.
Minutes

Members Present: County Commissioner David Hodges, County Commissioner Scott Wirtz, County Commissioner Larry Tiejema, County Commissioner Phil Hesche, County Commissioner Gordon Kelley, County Commissioner Jack Shattuck, County Commissioner Terence Frewen

Members Absent:

Others Present: County Administrator Chad Shaw, County Finance Director Roxy Vaughn, County Clerk Greg Geiger.

- I. Call to Order
Shattuck called the meeting to order at 3:00 pm.
- II. Pledge of Allegiance
Shattuck led the Pledge of Allegiance.
- III. Invocation
Kelley led the invocation.
- IV. Approval of Agenda
Board discussed agenda. Added item regarding review of Finance Committee meeting.
Motion to Approve Agenda as Amended
Moved by Tiejema
Motion carried
- V. Public Comment
Tamara Edwards commented on an upcoming bridge project.
- VI. Action on Consent Calendar
Board approved the consent calendar by unanimous consent.
- VII. Unfinished Business
No unfinished business.



IONIA COUNTY BOARD OF COMMISSIONERS

Jack Shattuck, Chairman

VIII. New Business

Board discussed approval of contract for GPS and cameras for Road Department vehicles. Road Department employees presented the contract and recommended approval.

Motion to Approve road director to sign contract with Samsara in the amount of \$26,079.60 for 28 months for 70 gateway units, 10 air tags, and 25 road facing cameras

Moved by Frewen

Motion carried

Board discussed approval of quote for service truck replacement. Road Department Director Linda Pigue presented the quote and recommended approval.

Motion to Accept BEC Bid as outfitted for \$185,000

Moved by Kelley

Motion carried

Board discussed approval bids for removal of dead deer. Road Department Director Linda Pigue presented the bids and recommended approval.

Motion to Approve Contract from Copperhead

Moved by Tiejema

Motion carried

Board discussed Road Department request for variance for Road Department policy regarding primary road bridges. Road Department Director Linda Pigue presented

Motion to Approve Variance

Moved by Tiejema

Motion carried

Board discussed Finance Committee Minutes regarding HealthBar.

Motion to Approve Variance

Moved by Tiejema

Motion carried

IX. Department Reports

Board received written and oral report from the Public Defender's Office.



IONIA COUNTY BOARD OF COMMISSIONERS

Jack Shattuck, Chairman

- X. Reports of Officers, Boards, and Standing Committees
Frewen commented on Road Department meeting and policies.
Shaw commented on the County picnic, historic flag, budget process.
- XI. Reports of Special or Ad Hoc Committees
No reports of special or ad hoc committees.
- XII. Public Comment
Stephanie Buoway commented on Cordelio power community gathering.
- XIII. Closed Session
Board discussed adjournment.
Motion to Enter Closed Session
Moved by
Motion carried by roll call vote
Yes – Hodges, Wirtz, Tiejema, Hesche, Kelley, Shattuck, Frewen
No –
- Closed Session*
- Motion to Exit Closed Session*
Moved by Kelley
Motion carried
- Motion to Acknowledge Positive Review for Shaw*
Moved by Kelley
Motion carried



IONIA COUNTY BOARD OF COMMISSIONERS

Jack Shattuck, Chairman

XIV. Adjournment

Board discussed adjournment.

Motion to Adjourn

Moved by Wirtz

Motion carried

Jack Shattuck, Chairman

Greg Geiger, County Clerk



IONIA COUNTY BOARD OF COMMISSIONERS

Jack Shattuck, Chairman

September 10, 2025, 3:00 p.m.
Minutes

Members Present: County Commissioner David Hodges, County Commissioner Scott Wirtz, County Commissioner Larry Tiejema, County Commissioner Phil Hesche, County Commissioner Gordon Kelley, County Commissioner Jack Shattuck, County Commissioner Terence Frewen

Members Absent:

Others Present: County Administrator Chad Shaw, County Finance Director Roxy Vaughn

I. Call to Order

Shattuck called the meeting to order at 3:00 pm.

II. Budget Review

Board discussed Commission on Aging Budget. Commission on Aging Director Carol Hanulcik highlighted certain budget items. Board discussed cost allocation amount. Hanulcik requested cost allocation amount be reduced. Vaughn and Shaw discussed impact on county general fund.

Board discussed the county general fund budget. Vaughn and Shaw presented the budget and highlighted relevant aspects.

III. Adjournment

Board discussed adjournment.

Motion to Adjourn

Moved by Frewen

Motion carried

Jack Shattuck, Chairman

Greg Geiger, County Clerk



IONIA COUNTY BOARD OF COMMISSIONERS

Jack Shattuck, Chairman

September 11, 2025, 3:00 p.m.
Minutes

Members Present: County Commissioner David Hodges, County Commissioner Scott Wirtz, County Commissioner Larry Tiejema, County Commissioner Phil Hesche, County Commissioner Gordon Kelley, County Commissioner Jack Shattuck, County Commissioner Terence Frewen

Members Absent:

Others Present: County Administrator Chad Shaw, County Finance Director Roxy Vaughn

I. Call to Order

Shattuck called the meeting to order at 3:00 pm.

II. Budget Review

Board discussed Road Department Budget. Road Department Director Linda Pigue highlighted certain budget items. Board discussed cost allocation amount and categorization of cost allocation line items. Pigue requested the addition of new mechanic positions. Vaughn and Shaw discussed impact on county general fund. Board discussed budgeting systems. Board discussed budgeting process. Board discussed referring the requests for positions to the personnel committee.

III. Adjournment

Board discussed adjournment.

Motion to Adjourn

Moved by Hodges

Motion carried

Jack Shattuck, Chairman

Greg Geiger, County Clerk

IONIA COUNTY BOARD OF COMMISSIONERS
Finance Committee
Meeting Minutes
September 16, 2025

Members Present: Commissioner David Hodges, Commissioner Larry Tiejema, Commissioner Terry Frewen

Members Absent:

Others Present: Administrator Chad Shaw, Administrative Assistant Jami Elliott, Finance Director Roxy Vaughn, County Treasurer Judy Clark, Sydney Sheaks

The meeting was called to order at 1:00 p.m.

The agenda was reviewed. **Motion** by Tiejema, supported by Hodges, to approve the agenda with added item #7 DDA at Lake Odessa, Yes - all. Motion carried.

Approval of minutes. Motion carried by Hodges, supported by Tiejema. Yes- all, Motion carried

There was no public comment.

Committee Approved August 2025 report.

- Tiejema asked about the Cash-ARPA Class, why it was at \$0 compared to last year. ARPA money has all been allocated and moved to correct GL's. It was stated the ARPA interest went into the General Fund when we had ARPA money. The interest now goes into FUND 102.
- Animal Control, Dog Licenses, and how to increase the Revenue was discussed as it has decreased.
- Tiejema questioned the Janitorial Expenses compared to prior years.
- Administration Memberships were discussed as what was all included with that.

DDA Lake Odessa

- Lake Odessa is looking to add 14 more parcels and make a new DDA plan, this plan will not have a time limit. They are looking to capture portions of all county millages. Discussed to do a Resolution to OPT out and contact the County Attorney.

Vacation Payout

- Prorated Vacation payout will be added to the Personnel Policy. Motion carried by Hodges, supported by Tiejema. Yes-all, Motion carried

Motion by Tiejema, supported by Hodges, to adjourn. Yes - all. Motion carried.



IONIA COUNTY BOARD OF COMMISSIONERS

Jack Shattuck, Chairman

September 16, 2025

Facilities Committee Minutes

Members Present: County Commissioner Gordon Kelley
County Commissioner David Hodges
County Commissioner Terry Frewen

Members Absent

Other Present: Facilities Director Scott DeRuischer, Administrator Chad Shaw

I. Call to Order

Kelley called the meeting to order at 2:33 p.m.

II. Approval of Agenda

Committee discussed agenda.

Motion to Approve Agenda

Moved by Hodges

Supported by Frewen

Agenda approved by voice vote

III. Approve minutes of previous meeting, August 19, 2025

Motion to Approve Agenda

Moved by Hodges

Supported by Frewen

Agenda approved by voice vote

V. Public Comment

Gordon Kelley asks about the public doing a vigil for Charlie Kirk,
Shaw agrees and will contact Public Safety.

VI. Update on Courthouse Portico, trees, lawn, and concrete restoration

- *Concrete is being laid tomorrow, missing stone and waiting for it to come in.*
- *Trees-Working on an RFP for an Arborist to see what and when we can remove limbs or trees.*

VII. Updates on Probation Office Renovations

- *Waiting on 2 doors and frames*
- *Locks being picked up today*
- *Punchlist walk-through*

VIII. Administration Building Masonry

- *The committee looked over the evaluation from Restore Consulting, presented by the Facilities Director. Administrator is still looking into grants for this project as well. Committee wants to revisit at next meeting.*

- IX. Boardroom Renovations
- *Address at the next meeting. Looking into RFP's*
- X. Johnson Control Proposal
- *Next step is to have the engineers come out. Contract will be for 15-20 years. Need to get a revised contract with just the Courthouse and Admin building.*
- XI. Flag Update: Size and Display Signage
- *The flag measures at 85x83 with the frame, and the location it was at prior is 89x99.*
- XII. Facilities Capital Improvements/Expenditures List/Wishes/Budget
- *Would like these addressed with Budget discussions*
- XIII. Update on record keeping/mechanical maintenance
- *Software can pull many reports- per building, per HVAC, etc. Terry asked for this report to be in his Annual report.*
- XIV. Uniforms
- *Added to the correct line for the 2026 budget.*
- XV. Emergency Management trailer storage
- *The AC unit can not be changed as it will affect the wattage. Committee discussed adding on to the Pole barn at the Sheriff's Department already. Scott will pull the measurements.*
- XVI. Discussion on Jail Needs
- *Committee talked about future jail needs*
- XVII. Update from Facilities Director
- *Signs being installed today.*
- XVIII. Adjournment
- Motion to adjourn*
Moved by Hodges
Supported by Kelley
Motion carried by voice vote

County of Ionia Request for Per Diem and Mileage

Commissioner Hesche

August 2025

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	Aug 12	50	50	24	
Commissioners Meeting	Aug 26	50	50	24	
Special Board Meeting					
Grievance Hearing Committee					
Personnel Committee					
Lake Board-Morrison Lake					
Mid-West Trail Authority					
Road Department Meeting	Aug 21		50	24	
	Aug 18		50	24	
Other					

Total Per Diem Requested:

\$200

96 Miles

Total Mileage Requested:

\$67.20

Signed

Date

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours

Mileage for 2025 is .70 cents per mile.

County of Ionia Request for Per Diem and Mileage

Commissioner Hodges

August 2025

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	8/12		50.00	38	
Commissioners Meeting					
Special Board Meeting					
Audit Committee					
Facilities Committee	8/19		50.00	38	
Finance Committee	8/19		50.00	0	
Airport Board					
Community Mental Health	8/18		50.00	38	
Park Advisory Board	8/13		50.00	48	
West Michigan Regional Planning Comm	8/22		50.00	70	
Mental Health - (2)	8/25		50.00	38	
Other:					
				270	

Total Per Diem Requested: \$ 350.00

Total Mileage Requested: \$ 189.00

Dan R. Hodges
Signed

9-8-25
Date

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours
Mileage for 2025 is .70 cents per mile.

County of Ionia Request for Per Diem and Mileage

Commissioner Kelley

August

2025

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	8/12	1-1/2	50		
Commissioners Meeting	8/26	1	50		
Special Board Meeting					
Facilities Committee	8/19	1-1/4	50		
Personnel Committee	CANCELLED				
Bargaining Committee					
Brownfield Redevelopment Authority					
Commission on Aging Board	8/20	1-3/4	50		
Eight-CAP Governing Board					
Mid-West Trail Authority	CANCELLED				
Road Department Advisory	8/18	1-1/2	50		
Road Department Advisory					
SMART					
West Michigan Regional Planning Comm					
Other:					

Total Per Diem Requested: 250-

Total Mileage Requested: /

Signed Kelley

Date 9/1/2025

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours

Mileage for 2025 is .70 cents per mile.

County of Ionia
Request for Per Diem and Mileage

Commissioner Chair Shattuck

ang. 2025

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	8-26		50 ⁰⁰		13 ⁰⁰
Commissioners Meeting					
Special Board Meeting					
Grievance Hearing Committee					
Airport Board					
Airport Zoning Board					
Emergency Management Advisory Council					
Lake Board-Jordan Lake					
MAC Workers' Comp Board					
Materials Mangement	8-28		50 ⁰⁰		13 ⁰⁰
MSU Extenstions Council					
Other:					

Total Per Diem Requested: 100⁰⁰

Total Mileage Requested: 26⁰⁰

Signed Jack Shattuck

9-9-25
Date

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours

Mileage for 2025 is .70 cents per mile.

**Commissioner Tiejema
August-25**

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Board Meeting	08/12/25	-	\$50.00	18	\$12.06
Commissioners Board Meeting	08/26/25	-	\$50.00	18	\$12.06
Finance Committee	08/19/25	1:30	\$50.00	18	\$12.06
Central Dispatch					
Personnel Committee				-	-
ASCET board meeting					
AAAWM board meeting	0/25/25		\$50.00	52	\$34.84
Others:					
Board Training					

Total Per Diem Requested: \$200.00

Total Mileage Requested: \$71.02

Signed - Larry Tiejema **Date** 10/04/24

**County of Ionia
Request for Per Diem and Mileage**

Commissioner Wirtz

July 2025

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	7-8-25		50		
Commissioners Meeting	7-22-25		50		
Special Board Meeting					
Audit Committee	7-22-25		50		4.20
Airport Board	7-8-25		50		16.30
Airport Zoning Board					
Board of Public Works					
Community Correction Advisory Board	7-18-25		50		4.20
Long Lake Board	7-19-25		50		2.10
Other:					

Total Per Diem Requested: \$300

Total Mileage Requested: \$16.80

Signed



8-28-25
Date

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours
Mileage for 2025 is .70 cents per mile.



OFFICE OF THE IONIA COUNTY CLERK

Greg Geiger, County Clerk

To The Ionia County Board of Commissioners,

The individuals below have been nominated by their respective political parties for the upcoming term on the Ionia County Board of Canvassers. Per MCL 168.24c, I would respectfully request that the Board appoint, by paper ballot, one person from each political party at the Annual meeting of the Ionia County Board of Commissioners.

Nominees of the Ionia County Republican Party

Kristine Parker

Kenneth Thompson

Renate Merritt

Nominees of the Ionia County Democratic Party

Norrie Slater

Jane V. Powers

Lynn Mason

Respectfully,

Greg Geiger
Ionia County Clerk



OFFICE OF THE IONIA COUNTY CLERK
Greg Geiger, County Clerk

IONIA COUNTY BOARD OF CANVASSERS LETTER OF INTENT

I do hereby express my interest in serving as a member of the Ionia County Board of Commissioners, and if selected by the Ionia County Board of Commissioners to serve, do solemnly swear to discharge the duties of the position to the best of my ability. Additionally, I do agree to submit to the Ionia County Clerk, the following information as described in Michigan law, information on any prior election experience, including canvassing, and information on if I have been convicted of a felony or election crime.

Kenneth A. Thompson
Nominee Name

[Signature]
Nominee Signature

September 15, 2025
Date

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Amendment to Mid-State Health Network SUD Agreement
September 23, 2025

CONTACT:

Haleigh Leslie, Health Officer

DESCRIPTION:

Amendment to FY 2025 Substance Use Disorder Prevention Contractual Agreement between Mid-State Health Network (MSHN) and Ionia County Health Department (ICHD). The amendment extends the current agreement through September 30, 2026.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

Payment procedure and performance indicators shall be followed as described in Attachment B: Cost Reimbursement (attached)

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

1. *Request approval of the Amendment to Fiscal Year 25 Prevention Services Contractual Agreement between Mid-State Health Network and Ionia County Health Department, and authorize the signature of Haleigh Leslie, Health Officer.*

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends approval of this request.

**AMENDMENT TO FY 2025 SUBSTANCE USE DISORDER PREVENTION CONTRACTUAL AGREEMENT FOR
CONTINUATION OF TERMS AND CONDITIONS FOR FY2026**

THIS AMENDMENT, made and entered into this **1st day of October 2025**, by and between **MID-STATE HEALTH NETWORK**, whose administrative offices are located at 530 W. Ionia St.; Lansing, Michigan 48933 (hereinafter referred to as "MSHN"), and **Ionia Public Health Department**, (hereinafter referred to as "Provider") amends the Contract **SUBSTANCE USE DISORDER - PREVENTION** made and entered into originally between both parties effective October 1, 2024.

WITNESSETH:

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

This Amendment is being made pursuant to the provisions allowed for in Section VI(D), page 19, of the FY25 SUD Prevention Agreement.

AMENDMENT TERM

This Amendment is effective for FY2026 beginning the **1st day of October 2025** and shall continue until the **30th day of September 2026, unless specifically identified otherwise in Attachment B below.**

Except for the items specifically addressed herein, the terms and conditions of the FY25 Substance Use Disorder – Prevention Agreement executed October 1, 2024, shall remain in full force and effect.

Nothing in this Amendment shall be construed as requiring either MSHN or the Provider to extend or renew this Agreement or to enter into any subsequent agreements.

ATTACHMENT B: COST REIMBURSEMENT

The allowable cost reimbursement total shall be amended as identified in the attached "FY 25 Amended Prevention Funding Allocation Summary" amended 10/1/25, as noted in the footer of the attachment.

IN WITNESS WHEREOF, the authorized representatives of the parties enter into this agreement effective October 1, 2025.

PROVIDER

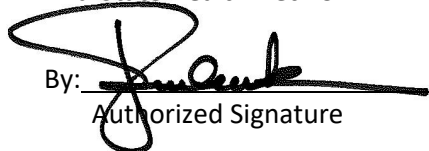
By: _____
Authorized Signature

Printed or Typed Name

Its: _____

Date: _____

Mid-State Health Network

By:  _____
Authorized Signature

Joseph Sedlock

Printed or Typed Name

Its: Chief Executive Officer

Date: 9.10.25

ATTACHMENT B: COST REIMBURSEMENT

FY 2026 PREVENTION FUNDING ALLOCATION SUMMARY Ionia Public Health Dept.

SUD Services Funding (By Fund Type)	
Cost Reimbursement (Block Grant)	\$15,000
SOR Grant (Assistance Listing Number 93.788)	\$0
PA2	\$132,050
Other	\$0
GRAND TOTAL COST REIMBURSEMENT ALLOCATION	\$147,050

SUD Services (By Fund Type)	
Cost Reimbursed (Block Grant; Medicaid; Healthy Michigan; PA2; Other)	Too Good for Drugs; Teen Intervene; TIPS Training; Alcohol Vendor Education; host coalition activities, \$5,000 in coalition discretionary funding; DYTUR/SYNAR activities; Driver Education Prevention Education; MiPHY data collection; SMART Recovery; Naloxone training, Community Events.
SOR Grant (Assistance Listing Number 93.788)	

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

[Click here to enter text.](#)

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CONTACT:

Carly Quinn 616-902-2578

DESCRIPTION:

Increase of Animal Shelter Kitten Adoption Fees

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Animal Shelter

FINANCIAL ANALYSIS:

Current Fees:

Kittens (under 6 months): \$60

Request to increase the fees to help offset the rising medical costs of vetting them.

Proposed Fees:

Cats: \$80

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

[Click here to enter text.](#)

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends approval of this request.

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

Secondary Road Patrol & Traffic Accident
Prevention Program Grant Agreement
9/23/25

CONTACT:

Sheriff Charlie Noll

DESCRIPTION:

Agreement for 2026 Fiscal year Secondary Road Patrol & Traffic Accident Program

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The Office of Highway Safety Planning (OHSP) has awarded the Sheriff's Office \$111,287.00 for FY26. These funds cover wages & fringes of one FT deputy and can also cover the cost of mileage or automotive cost, equipment expenses, and supplies specifically for the secondary roads deputy.

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

09/23/25 board meeting.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Ionias County Board of Commissioners approve the Secondary Road Patrol & Traffic Accident Program agreement for 2026 fiscal year.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval of this request.

Secondary Road Patrol Agreement

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Completion of this page is required for application submission.**

Secondary Road Patrol Agreement

Funding Period — October 1, 2025 - September 30, 2026

State Allocation

\$111,287.00

Maintenance of Effort (MOE) Requirement

9.00 FTEs

Background:

The Office of Highway Safety Planning (OHSP) is responsible for administering the Secondary Road Patrol and Traffic Accident Prevention Fund. Before a county obtains its grant from the amount annually appropriated for secondary road patrol and traffic accident prevention, the county shall enter into an agreement for the secondary road patrol and traffic accident prevention services with the OHSP.

In each fiscal year, \$15,000,000 of the proceeds deposited in the state treasury for taxes on the retail selling price of spirits must be allocated to the secondary road patrol and training fund (MCL 256.629e). A county's share of the amount annually appropriated for secondary road patrol and traffic accident prevention must be the same percentage that the county received, or was eligible to receive, of the total amount allocated to all counties under section 12 of 1951 PA 51, MCL 247.662, less the amounts distributed for snow removal and engineers, during the period of July 1, 1976, through June 30, 1977. As such, this funding formula has not changed since 1977.

Maintenance of Effort (MOE):

The county shall immediately notify OHSP of any reductions in the expenditures or working number of county-funded road patrol positions if the remaining number of working road patrol positions is below the September 30, 1978 or September 30, 2021, level, whichever year the expenditures or level of road patrol is lower. This notification shall include the latest county estimate of total county general fund revenue for the pertinent county fiscal year. Notification shall be in writing and include appropriate explanatory information.

County agrees to use funding solely on secondary roads for the following services to be provided:

- Patrolling and monitoring traffic violations.
- Enforcing the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's office while providing the services required by Public Act 416 of 1978 (P.A. 416).
- Investigating accidents involving motor vehicles.
- Providing emergency assistance to persons on or near a highway or road patrolled as required by P.A. 416.

The sheriff's office can provide these services on secondary roads within a city or village if the legislative body of the local unit of government passes a resolution requesting the services, with the exception of taking complaints.

How funds can be spent:

- Employing additional personnel
- Purchasing additional equipment
- Enforcing laws in state and county parks
- Providing selective motor vehicle inspection programs
- Providing traffic safety information and education programs that are in addition to those provided before the effective date of P.A. 416, October 1, 1978

Eligible Expenses:

Eligible expenses include:

- Salaries and fringe benefits for time that deputies spend on secondary road patrol assignments.
- Mileage reimbursement OR Actual automotive costs.
NOTE: If using a mileage rate that includes an allowance for depreciation of the vehicle, including the IRS rate, the county may not also request reimbursement for a vehicle.
- Equipment expenses.
- Supplies and Operating expenses.

Ineligible Expenses:

Ineligible expenses include:

- Salaries and fringe benefits for time that deputies did not spend on secondary roads.
- Any costs related to non-secondary road patrol activity.

Quarterly Reimbursement Requests:

The county agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the county's official accounting system must be submitted with each Quarterly Financial Report. The ledger **must** reconcile to reported costs.

Funds are allocated each fiscal year beginning October 1. Sheriff offices must submit for reimbursement requests quarterly. Quarterly reports are due:

1. January 20
2. April 20
3. July 20
4. October 20

Reimbursement requests must be made using the OHSP MGX system. All personnel costs, automotive expenses, equipment, and operating costs must be listed and provided with the general ledger. All costs requested must reconcile

with the general ledger.

Method of Payment:

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. Reimbursement may be delayed should the county fail to provide all required reports and other documentation or is not in compliance with P.A. 416 and the Agreement Conditions and Requirements. Unallowable costs will not be reimbursed.

Quarterly SRP Statistical Reporting Requirements:

The county agrees to submit Quarterly SRP Statistical Report at the same time as the Quarterly Financial Report through MGX within 20 days of the completion of each quarterly period beginning with the date of this agreement:

1. Number of FULL TIME equivalent certified SRP Funded Road Patrol Deputies.
2. Number of FULL TIME equivalent certified County-Funded Road Patrol Deputies.
3. The total number of sworn officers in the sheriff's office.
4. Number of miles traveled performing road patrol by SRP Funded Road Patrol Deputies.
5. Number of miles traveled performing road patrol by County-Funded Road Patrol Deputies.
6. Number of traffic stops made by SRP Funded Road Patrol Deputies.
7. Number of traffic stops made by County-Funded Road Patrol Deputies.
8. Number of traffic-related verbal warnings given by SRP-Funded Road Patrol Deputies.
9. Number of traffic-related verbal warnings given by County-Funded Road Patrol Deputies.
10. Number of traffic-related citations issued by SRP-Funded Road Patrol Deputies.
11. Number of traffic-related citations issued by County-Funded Road Patrol Deputies.

SRP Related Activities (Only report on SRP activities for below)

12. Number of traffic citations issued in county parks.
13. Number of non-traffic arrests made in county parks.
14. Number of calls for assistance in county parks.
15. Number of crashes investigated which occurred on trunk lines.
16. Number of crashes investigated which occurred on secondary roads.
17. Number of crashes investigated which occurred in villages or cities.
18. Number of fatal crashes investigated which occurred on trunk lines.
19. Number of fatal crashes investigated which occurred on secondary roads.
20. Number of fatal crashes investigated which occurred in villages or cities.
21. Number of OWI arrest involving alcohol.
22. Number of OWI arrest involving drugs.

23. Number of alcohol offenses resulting in open container in vehicle arrests.
24. Number of crimes investigated resulting in crime reports filed.
25. Number of crimes investigated resulting in criminal arrests.
26. Number of motorists assists.
27. Number of law enforcement assists to your department.
28. Number of law enforcement assist to other departments or agencies.
29. Number of community traffic safety training sessions held.
30. Number of citizens attending the community safety training sessions.

Annual Reporting Requirements:

The county is required to submit their annual report through the MGX system which contains:

- (a) A description of the services provided by the sheriff's department of the county under MCL 51.76, other than the services provided in a county park.
- (b) A description of the services provided by the sheriff's department of the county under MCL 51.76 in county parks in the county.
- (c) A copy of each resolution by a city or village of the county which requests the sheriff's department of the county to provide the services described in MCL 51.76.
- (d) A copy of each contract between a county and a township of the county in which township the sheriff's department is providing a law enforcement service, as required by MCL 51.77(7).
- (e) The law enforcement plan developed under subsection (7), i.e., the Sheriff of each county and the director of the Department of Michigan State Police, or their authorized representatives shall meet and develop a law enforcement plan for the unincorporated areas of the county.
- (f) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76, improving the training programs of law enforcement officers.
- (g) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76, improving the communications system of the sheriff's department.
- (h) The recommendations of the sheriff's department of the county on improving the services provided by the Secondary Road Patrol Program.
- (i) The recommendations of the sheriff's department of the county on improving coordination of the enforcement agencies in your county.
- (j) The description of the role alcohol played in the incidences of personal injury, traffic accidents, and traffic fatalities in the county.

Record Keeping Requirements:

The county must maintain accounting records, following generally accepted accounting procedures, to receive reimbursement for expenditures under this agreement. Documentation supporting all expenditures shall be maintained for at least three years after the expiration of the fiscal year covering this agreement. The Sheriff agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified. All revenue and expenditures shall be recorded in a fund or account separate from the provider's other funds or accounts. The general ledger is required and must reconcile to reported costs.

1. Personnel Costs. Amounts expended under this agreement for P.A. 416-Funded Road Patrol Deputies shall be based upon payrolls documented and approved in accordance with the policies and practices of the Sheriff and shall be supported by time and attendance records and daily activity logs for individual employees. The daily logs must detail all activities engaged in, locations of activities, and times engaged in each activity.
2. All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Automotive expenses can be reported based either on the actual costs incurred for vehicles, gasoline, maintenance, insurance, and other vehicle costs, or on actual miles driven times a mileage rate. If the county chooses to use a mileage rate, they may either use the most recently published IRS business rate, in which case no further calculation is required, or calculate the mileage rate based on the county's actual costs. Supporting documentation for the county's calculated rate must be kept on file for review during monitoring.

Monitoring and Audit:

The OHSP, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Sheriff which are related to this agreement, for purpose of monitoring and audit.

The county shall comply with the requests of the OHSP for information on reports related to the manpower, expenditures, and services of the county.

Termination

The agreement is void if the county reduces its expenditures or level of road patrol below that which the county was expending or providing immediately before October 1, 1978, or October 1, 2021, whichever year the expenditures or level of road patrol is less. (MCL 51.77(1)). If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the Sheriff in writing and afford the Sheriff with an opportunity to demonstrate compliance. If compliance cannot be established, OHSP shall notify the Sheriff in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.

Sanctions:

If the county materially fails to comply with the terms and conditions of the agreement, the OHSP may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the county.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current agreement.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

Signature Agreement

Instructions

- Select the checkbox below to provide an electronic signature for the grant agreement.
- **An electronic signature from each of the specified roles is required before application submission.**

Agency Project Director - Sheriff

* ☒ Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Authorized Official - County Chairperson

* ☒ Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Financial Officer

* ☒ Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Motorola Upgrade of in car camera systems
09/23/25

CONTACT:

IT Tom Emperor

DESCRIPTION:

Discussion on the ongoing process of phasing out the outdated and non-functional in-car camera system. The replacement initiative aims to ensure all non-functioning units are updated with fully operational equipment to enhance reliability and performance.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The proposed purchase will be made using the existing IT budget. A single quote has been obtained from our current vendor, totaling \$40,800. This cost includes a 5-year extended warranty and unlimited cloud storage, ensuring long-term reliability and data accessibility.

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

09/23/25 board meeting.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request for the Board of Commissioners to approve the purchase of four (4) new in-car video systems to replace non-functioning units currently in use. The existing in-car camera systems are outdated and no longer operational. Approval is requested to proceed with this purchase to ensure continued functionality and reliability of in-car video systems.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval of this request.

Billing Address:
IONIA COUNTY SHERIFF
133 E ADAMS ST
IONIA, MI 48846
US

Quote Date:08/21/2025
Expiration Date:10/20/2025
Quote Created By:
Martin Omalley
Marty.OMALLEY@
motorolasolutions.com

End Customer:
IONIA COUNTY SHERIFF
Undersheriff Bucholtz
abucholtz@ioniacounty.org

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Ext. List Price	Sale Price	Ext. Sale Price
Video as a Service								
1	AAS-M5-5YR-001	M500 IN-CAR VIDEO SYSTEM AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE*	4	5 YEAR	\$9,900.00	\$39,600.00	\$9,900.00	\$39,600.00
2	WGB-0176AAS	V300 WIFI BASE FOR M5 VAAS	4		Included	Included	Included	Included
3	WGB-0700A	M500 IN-CAR SYSTEM FRONT/PASSENGER CAM*	4		Included	Included	Included	Included
4	AAS-BWC-WIF-DOC	V300/V700 WIFI CHARGE/UPLOAD DOCK - VIDEO-AS-A-SERVICE	4	5 YEAR	\$300.00	\$1,200.00	\$300.00	\$1,200.00
5	WGW00502	M500 EXTENDED WARRANTY	4	5 YEAR	Included	Included	Included	Included
6	WGC02002-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS VAAS*	4	5 YEAR	Included	Included	Included	Included



Line #	Item Number	Description	Qty	Term	List Price	Ext. List Price	Sale Price	Ext. Sale Price
7	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5 GHZANT	4		Included	Included	Included	Included
8	WGP01394-001	4RE/M500 RADIO ANTENNA CABLE, 17FT	4		Included	Included	Included	Included

Grand Total**\$40,800.00(USD)**

Pricing Summary

		Payment Term		Upfront Sale Price	
Upfront Costs*					
				\$0.00	
Upfront Subscription Fee					
Video as a Service		Annually		\$8,160.00	
Sub Total:				\$8,160.00	
		Payment Term		Sale Price	Annual Sale Price
Year 2 Subscription Fee					
Video as a Service		Annually		\$8,160.00	\$8,160.00
Year 3 Subscription Fee					
Video as a Service		Annually		\$8,160.00	\$8,160.00
Year 4 Subscription Fee					
Video as a Service		Annually		\$8,160.00	\$8,160.00
Year 5 Subscription Fee					
Video as a Service		Annually		\$8,160.00	\$8,160.00
Sub Total:				\$32,640.00	
Grand Total System Price (Inclusive of Upfront and Annual Costs)				\$40,800.00	

*Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS includes access to high definition camera systems and the VideoManager EL Cloud evidence management platform.

VideoManager EL Cloud automates data maintenance and facilitates administration of your department's devices in a Government cloud-based storage solution. Agencies can capture, record, store, and efficiently manage all evidentiary data with VideoManager.

In addition, the VaaS solution can be expanded with CommandCentral Evidence to provide a single, streamlined workflow in the industry's only end-to-end digital evidence management ecosystem.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per device charge, billed quarterly.



VIDEOMANAGER EL CLOUD SOLUTION DESCRIPTION

VideoManager EL Cloud simplifies evidence management, automates data maintenance, and facilitates management of your department's devices, all in a cloud-based, off-premises storage solution.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely. It also allows live-streaming capabilities through the optional SmartControl and SmartConnect applications.

VIDEO EVIDENCE MANAGEMENT

Using VideoManager EL Cloud delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL Cloud makes evidence management as efficient as possible. With VideoManager EL Cloud, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

Simplified Evidence Review

VideoManager EL Cloud makes evidence review easier by allowing users to upload evidence into cloud storage from their in-field devices. When evidence is uploaded, important information is sorted, which groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name, and event type. This allows you to view recordings of an incident that were taken from several devices simultaneously, eliminating the task of reviewing irrelevant footage during review.

Its built-in media player includes a visual display of incident data, allowing you to tag moments of interest, such as when lights, sirens, or brakes were activated during the event timeline.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, and drawings, can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in VideoManager EL.

Easy Evidence Sharing

VideoManager EL Cloud allows you to easily share information in the evidence review or judiciary sharing process by exporting evidence data as MP4 files.

You can also find relevant evidence data using audit log filters, including criteria such as import, export, playback, download, share, and modify dates.

Automatic Data Maintenance

VideoManager EL Cloud lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on a daily, weekly, or monthly basis, based on how the user wants to configure the system.

Security groups and permissions are easily set-up in VideoManager EL Cloud, allowing you to grant individuals access to evidence on an as-needed basis.



Integration with In-Car and Body-Worn Cameras

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by the M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL Cloud based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

Optional Live Video Streaming

VideoManager EL Cloud integrates with SmartControl, an optional mobile application for Android or iOS that allows officers to complete evidence review work normally completed at their desk from their smartphone.

SmartControl also allows officers to categorize recordings using event tags, stream live video from, and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Agencies using VideoManager EL Cloud are able to assign users to devices, track them, and streamline shift changes. You can easily manage, configure, update firmware, and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled device system. VideoManager EL Cloud also tracks devices and enables them to be quickly exchanged between officers during shift changes. This minimizes the amount of devices needed for your fleet.

Device Tracking

You can easily manage, configure, and deploy their in-car and body-worn cameras in VideoManager EL Cloud. Devices can be assigned to personnel within VideoManager EL Cloud and tracked, helping agencies keep track of which users have specific devices.

Faster Shift Changes

VideoManager EL Cloud's Rapid Checkout Kiosk feature allows agencies to take advantage of a pooled camera system to utilize fewer cameras. Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface. At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL Cloud also enable you to configure devices to operate in alignment with your agency's policies and procedures.



M500 IN-CAR VIDEO SYSTEM

SOLUTION DESCRIPTION

The M500 In-Car Video System is the first AI-enabled in-car video solution for law enforcement. It combines Motorola's powerful camera technology with our industry-leading digital evidence management software, VideoManager, to deliver high-quality digital evidence and real-time analytics.

The M500 offers the following benefits:

- Delivers exceptionally clear, evidence-grade video, from inside and outside the vehicle

The M500 has three high-definition cameras, mounted on the front and rear windshield and in the cabin. The front camera has a 4K sensor, with an ultra high-definition recording resolution that captures both wide-angle and focused video streams. The cabin camera's infrared illumination allows backseat recording in total darkness, and a built-in microphone captures audio in the vehicle during recording.

- Works reliably, even in challenging situations

The cameras and processor are small, rugged devices, easily and securely installed where they do not hinder any line of sight. They are tamper proof and built to withstand significant impact and severe weather conditions. Even if a vehicle is in a serious collision, the Uninterruptible Power Supply automatically kicks in to continue capturing evidence for those critical extra seconds.

- Protects video data, whether in transit or at rest

The powerful core processor, with a 1 terabyte drive, securely stores all video footage, encrypting the data to prevent cyber threats.

- Provides users a reliable, easy-to-learn system

Ease of use is at the heart of the M500. The interface is highly intuitive, and any feature can be accessed with no more than three touches of the control panel. Users can start a recording manually or program sensors to activate a recording when triggered – such as a siren, blue lights, vehicle speed, crash detection, wireless microphones, and more. After the recording starts and is categorized, everything is automated, including the uploading of footage to the system's evidence management software, VideoManager. There, recordings are easily managed, redacted, organized, and shared with all authorized parties, including first responders, fleet managers, investigative officers, supervisors, prosecutors, and legal teams.

- Increases efficiency

The system's software makes it easy to search and analyze video footage, which can save countless hours for users and minimize human error.



- Promotes trust

By providing a clear record of incidents that occur while officers are on duty, the M500 promotes trust between public safety agents and the communities they serve.

- Integrates seamlessly with other Motorola technologies

The M500 offers additional benefits when working in conjunction with Motorola's V700 Body-Worn Camera or L5M License Plate Recognition camera and VehicleManager.

When used with the V700, the M500 in-car video system triggers the V700 to record at the same time. Officers can focus on the situation at hand, while the cameras – working together as a seamless system – capture synchronized recording from multiple vantage points. The footage is uploaded to and can be reviewed on the same system.

When used with the L5M, both the LPR camera and the M500 feed their collected license plate data into Vigilant VehicleManager and display the information on a single interface. Working together, the systems increase coverage while maintaining ease of use through a shared user interface and database.

The M500 is a reliable and comprehensive mobile video solution that will enhance safety, promote accountability, and improve efficiency. It ensures that you always have the critical information needed for smarter, faster decisions to help keep officers and the communities they serve safe.



MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL



security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.



SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).



System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- **Required Training**
 - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
 - Needs to be renewed yearly.
 - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
 - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- **Optional Training**
 - WGD00186 - M500 Installation Overview and Quick Start (NA)
 - Not required for installation. Available for the installing technician.
 - WGD00177 - M500 In-Car Video System Installation Guide
 - Not required for installation. Available for the installing technician.
 - MN010272A01 - M500 In-Car Video System Basic Service Manual



- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.



- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.



General Customer Responsibilities (if applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.



PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
 - Contract documents.
 - A summary of contracted applications and hardware as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.



Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.



- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.



PROJECT EXECUTION

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

Motorola Deliverables

- Contracted Equipment.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

- Equipment Inventory (if applicable).

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1-1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
 - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
 - Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10



Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

Automatic License Plate Recognition (ALPR) Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.



SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:



- Create users, groups, and setup permissions.
 - Create event categories.
 - Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)**Motorola Responsibilities**

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.



DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.



SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.



- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.



PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



ASSUMPTIONS

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formerly known as Microsoft Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
 - 5 Mbps + 3 Mbps per additional device.
 - This assumes it will take 8 hours to upload 5 GB of video on a device.
 - 40-50 Mbps per concurrent uploading device.
 - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer's network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If another type of security is desired, the Customer will be responsible for configuring these security requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.



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

Title: MDOT Transportation Work Authorization (TWA)
Date: September 23, 2025

CONTACT: Linda Pigue, Road Dept. Managing Director

DESCRIPTION:

MDOT is issuing a Transportation Work Authorization (TWA) for I-96 emergency Concrete Repairs. MDOT believes the TWA will be approximately \$499,900. MDOT requested the Ionia County Road Department issue an RFP to solicit bids for the work. The proposed joint repair work will greatly reduce the amount of patching that we will have to do on I-96 this winter. We issued an RFP and received two bids.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

A TWA is used by MDOT to budget and allocate additional funding to complete a project. MDOT reimburses the Road Department 8.5% of the value of the contract for handling the RFP process. MDOT requires that the bid be awarded to the low bidder.

LEGAL REVIEW:

N/A

DEADLINE:

September 23, 2025

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board accept the low bid from Causie Contracting Inc. in the amount of \$413,344.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

DESCRIPTION	CD HUGHES	CAUSIE CONTRACTING, INC.
Anticipated Concrete Quantity: 419 CYD		
Concrete Pavement Repairs Cost per CYD	\$795.00	\$576.00
Maintenance Of Traffic (1 LSUM)	\$15,000.00	\$77,000.00
Mobilization (1 LSUM)	\$40,000.00	\$20,000.00
Minor Traffic Devices (1 LSUM)	\$30,000.00	\$75,000.00
TOTAL	\$418,105.00	\$413,344.00

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

Title: Maintenance of MDOT Car Pool Lots

Date: September 23, 2025

CONTACT: Linda Pigue, Managing Director

DESCRIPTION: As part of our State Trunkline Maintenance Contract, MDOT requests we solicit bids for maintenance of the M-44/M-66 Carpool lot, Jordan Lake/Grand River Carpool lot and the Portland Road/Grand River Carpool Lot. We solicited bids and received one bid from Thomas Lawn Care LLC.

OTHER DEPARTMENTS/AGENCIES AFFECTED: None

FINANCIAL ANALYSIS: MDOT reimburses the Department for the cost of maintaining the carpool lots and both the revenue and expense are included in the Department's 2026 budget.

LEGAL REVIEW: Not applicable.

DEADLINE: September 23, 2025.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION): Request the Board accept the Thomas Lawn Care LLC bid of \$150 per lot for a total of \$450 per week.

ADMINISTRATOR'S RECOMMENDATION: The Administrator recommends approval.

BID FORM
CONTRACT #25-05
MAINTENANCE OF CAR POOL LOTS

I hereby certify that the following represents my bid for furnishing all equipment, material and labor to maintain the following carpool lot locations in accordance with the specifications and conditions.

Contract period 1st week of April through end of October each year beginning in 2026 and ending in 2030.
Start and finish dates each year are approximate.

Payment for the completed work shall be included in the following contract unit price for all labor, equipment, and materials required to satisfactorily complete the work described herein.

M-44 / M-66 Carpool Lot Maintenance	\$ <u>150⁰⁰</u>	Per Week
Jordan Lake/Grand River Carpool Lot Maintenance	\$ <u>150⁰⁰</u>	Per Week
Portland Rd/Grand River Carpool Lot Maintenance	\$ <u>150⁰⁰</u>	Per Week
	\$ <u>450⁰⁰</u>	Contract Total-per week

Megan Thomas
Signature

8-9-4-2025
Date

Megan Thomas- President
Print Name / Title

616-430-3717 (travis)
Phone Number

Thomas Lawn Care LLC
Company Name

Fax Number

1473 W. Main St
Address

616-430-3717
Cell Phone Number

Ionia MI 48846
City, State, ZIP

Thomaslawncare2011@gmail.com
Email address

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION
Sobriety Court Budget Amendments

CONTACT:

Kim Clark, 64A District Court Administrator

DESCRIPTION:

64A District Court Sobriety Court Program was awarded \$22,500 for fiscal year 2025 under the Veteran's Court Grant, \$100,500 under the Michigan Drug Court Grant Program and \$37,000 under the Office of Highway Safety Planning Grant through the State Court Administrative Office. The budget amendment serves to correct the initial budgeted amounts input by Finance and correct to actual.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

64A District Court Veteran's Court Program/64A District Court Probation Office.

FINANCIAL ANALYSIS:

\$160,000

DEADLINE:

Immediately.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request for budget amendment approval.

9/18/2025

Purpose/Description of Request: To correct 2025 budget for Sobriety Court Grant Programs

Finance Officer Review	Date
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COUNTY OF IONIA
BUDGET AMENDMENT REQUEST

County Administrator Approval _____

Board Approval _____

Date _____

Date _____