

**FINANCE, PERSONNEL, & RULES COMMITTEE**

**September 24, 2024**

**9:00 AM**

**Meeting will be at the conference room at the Mason County Airport Terminal**

**A. Roll Call**

**B. Approval of the Agenda**

**C. Approval of the Minutes**

**D. Reading of Correspondence**

**E. Limited Public Comments**

**F. Committee Work**

1. Consideration of a request for after hours/on-call pay
2. Consideration of a proposal for Managed IT Services
3. Consideration of a Mason County Website Link Policy
4. Consideration of a Freelance Legal Services Agreement
5. Consideration of a request for extra funds for the hazardous waste collection day
6. Consideration of a proposal for Environmental Review Services
7. Consideration of a request to dispose of surplus equipment
8. Consideration of the proposed 2025 Final General Fund Budget

**G. Limited Public Comments**

**H. Any other business**

**I. Adjournment**

**Finance, Personnel, & Rules Committee Meeting**  
**September 10, 2024**  
**Mason County Airport**

Commissioner Andersen called the Finance, Personnel, & Rules Committee Meeting (FPR) to order at 10:30 a.m. in the conference room of the Mason County Airport. Members present: Commissioners: Andersen, Hull and Bacon. Absent: None. Others present: Deputy Administrator Szczypka, Administrator Knizacky, Prosecutor Hand and Clerk Kelly. Public: Oakview representatives C. Lange, S. Razminas, J. Lamm.

Motion by Bacon and seconded by Hull to approve the agenda. Motion carried.

Motion by Hull and seconded by Bacon to approve the minutes of the August 27, 2024 meeting. Motion carried.

**Correspondence:** None.

**Limited Public Comment:** None.

**Committee Work:**

**Consideration of Oakview Medical Care Facility millage request:** Oakview Medical Director Lamm is requesting the full millage to be levied. Bed capacity is being moved to 79 beds down from 96 (59 skilled care and 20 Sutter) and they would need to maintain 85% occupancy or lose funding. Noted is continued staffing issues. Hero Pay is paid to all employees and is reimbursed by the State for direct care workers, but this is believed to continue only through September of 2025. The State Covid rules are still impacting the facility requiring staff to be off 10 days and continue to wear masks. It was noted that due to the Headlee rollback they cannot levy the maximum levy, they would only be able to levy \$0.9707. Motion by Hull and seconded by Bacon to send to the full Board for consideration the millage request for Oakview Medicare Care Facility at \$0.9707 mills. Motion carried.

**Consideration of a request for compensation pay:** Prosecutor Hand requested payout of compensation time for staff member K. Riley, who has 319.75 hours. The request is to pay out 279.75 at currently hourly rate of \$22.21/hour and hold 40. The FPR Committee discussed the County policy with Prosecutor Hand noting that the County policy has a max of 80 hours and prior approval is needed from the Finance Chair for comp time. Discussed was use of the 80 hours by staff or loss of anything over 80. Motion by Hull and seconded by Bacon to pay out 279.75 hours at \$22.21/hour and allow to carry over the 40 hours on the books. Pre-authorization by Finance Chair would be needed for future compensation hours. Motion carried. Prosecutor Hand left the meeting at 11 a.m.

**Consideration of exceptions to the CDBG Conflict of Interest policy:** Administrator Knizacky reviewed the CDBG House grants conflict of interest statute and requested guidance for the exceptions. Discussion ensued. Due to the number of applications, the County would not move forward with obtaining a legal opinion until having moved through all of the current applications that do not have a conflict of interest. Needed was the MISHSA definitions to make determinations on the applications in question. Administrators' Knizacky and Szczypka were instructed to proceed with the projects they have.

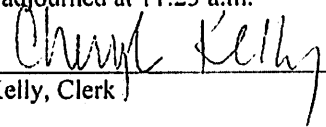
**Consideration of Finance, Personnel, and Rules Transfers:** Motion by Hull and seconded by Bacon to send the following transfers to the full Board for approval: Road Patrol-\$213,587.50; Friend of the Court-\$153,750.00; Jail Operations-\$168,250.00; Probate Court Child Care-\$90,250.00; Property & Liability Insurance-\$11,250.00. Motion carried.

**Consideration of a request related to reimbursement of capital costs:** Administrator Knizacky reviewed the email sent by Sheriff Cole for the request from the Amber Township Board for a dedicated officer in Amber Township during the summer months. Discussed was using the guidelines already established with existing Township-Pere Marquette Charter. All costs associated would be at 25% of the officer's costs and 25% of the 60% current capital cost and 25% of the 100% replacement cost. Motion by Hull and seconded by Bacon to establish the above guidelines as noted for Amber Township. Motion carried.

**Limited Public Comment:** None.

**Any other business:** Administrator Knizacky noted that a request for additional pay for salaried employee for hours worked outside of the normal work week would be on the next agenda. This would impact more than this salaried employee.

Meeting adjourned at 11:23 a.m.

  
Cheryl Kelly, Clerk



## 79<sup>th</sup> District Court of Mason County

304E. Ludington Ave., Ludington, MI 49431

Phone: (231) 843-4130 Fax: (231) 845-9076

Email: [districtcourt@masoncounty.net](mailto:districtcourt@masoncounty.net)

**John Middlebrook**  
District Judge

**Glenn Jackson**  
Magistrate

September 9, 2024

To: Mason County Commissioners

From: Glenn Jackson, 79<sup>th</sup> District Court Administrator / Attorney Magistrate

**RE: Request for After Hours / On-call Pay**

Dear Commissioners,

Due to changes within the court system over the last few years that have resulted in an increased demand of my time, I am requesting to be paid for time spent performing arraignments, search warrants, and arrest warrants on Sundays, holidays, and after hours. More specifically, I am asking to be paid \$50.00 for each after-hours search warrant or arrest warrant and \$65.00 for each after-hours arraignment. The number of hours spent will vary from year-to-year, but it's anticipated that this request will cost the County an average of \$5,000.00 per year. Thus, I am requesting an additional budget of \$7,500 per year, and I am asking that this become effective as soon as possible.

While on call, my obligations for the office include: search warrants, arrest warrants, probation violation questions, bond violation questions, and arraignments and interim bonds. Let me briefly describe each of these duties.

**Search warrants:** This involves officers drafting a multiple-page document, me reviewing it, and then both of us signing it. This takes an average of 30 minutes per search warrant. These can happen at any time of day or night, are very time sensitive, and can be quite disruptive, particularly when performed in the middle of the night. The average number of annual search warrants since 2013 has been 114. **This year, the court has already issued 142 search warrants, and it's only September. 34 of these search warrants have been after hours. Of these warrants, I've signed all but 3 of them.**

**Arrest Warrants:** Occasionally, something happens after hours for which law enforcement needs to obtain a warrant to arrest an individual. That warrant is drafted by the prosecutor and sworn to by law enforcement. If probable cause is found, I sign it and distribute it to law

enforcement. This procedure averages about a half an hour. This only happens a handful of times a year, but also can occur any time of day or night.

Note: I am not asking to be paid for arrest warrants (more commonly referred to as complaints) issued just prior to arraignment on Sundays or holidays. That time is factored into the time for arraignments.

**Probation Violation / Bond Violation Questions:** Our District Court does not have probation officers or pre-trial release (i.e. bond) compliance officers. Thus, anytime law enforcement has an encounter with a suspect they think is on bond or district court probation, they have to call to confirm this with me if they wish to pursue a bond or probation violation. This occurs a handful of times a month, at all times of day and night, but is not typically a lengthy discussion. Thus, I am not seeking to be paid any extra for these phone calls.

**After-Hours Arraignments and Interim Bonds:**

After an individual is arrested, with or without a warrant, the Constitution requires that they be promptly arraigned or given an interim (cash) bond. Arraignments performed within 48 hours of arrest are presumed to be constitutional. Arraignments held after the 48-hour mark are presumed unconstitutional. Thus, our local procedure is to try arraign anyone arrested overnight, regardless of whether the charge is a misdemeanor or a felony, the following day. The exception to this, is weekends and extended holidays.

**Weekend and Holiday Misdemeanor Arrests:**

In the event of a misdemeanor arrest on the weekend or on a holiday, those individuals are given interim (cash) bonds to appear for arraignment the following week. To effectuate this, every Saturday and Sunday, or holiday morning, I am responsible for going through jail booking sheets and setting interim bonds for those lodged on misdemeanors. I can handle nearly all of these from home in less than an hour, and I have some flexibility as to when I perform this task. Thus, I am not requesting to be paid any extra for interim bonds.

**Weekend and Extended Holiday Felony Arrests:**

Felonies are much different than misdemeanors. The law does not allow interim bonds on felony arrests. Thus, anyone lodged on weekends or extended holidays must be arraigned at some point over the weekend or extended holiday.

To arraign someone, the prosecutor must first draft and sign a complaint. A police officer must then swear to the complaint in front of the magistrate/judge. An MIDC attorney must then meet with the defendant via Zoom to go over the charges and their rights. The magistrate/judge then joins the Zoom call and performs the arraignment. Finally, the judge/magistrate prepares the appropriate bond paperwork and sends it to the jail. This process takes approximately from 45 minutes to an hour.

Given that I need the cooperation of a prosecutor, the jail, law enforcement, and an MIDC attorney, we schedule weekend arraignments for 9 a.m. on Sunday (i.e., anyone arrested between Friday afternoon and early Sunday morning gets arraigned at 9 a.m. on Sunday). On extended



holidays, we try to plan a date and time so as not to have to perform unnecessary arraignments (i.e., they can wait until the next business day).

Arraignments after 5pm on Weekdays:

Weekday arraignments can be tricky. I start my day by 8 a.m. each day combing through jail booking sheets to figure out who is in jail and who needs to be arraigned. I then forward that information to the Prosecutor's Office and the on-call MIDC attorney. We try to start arraignments as soon as I can on weekdays; however, before I can begin, I need to have the complaints from the Prosecutor's Office, they have to be sworn to by law enforcement, and both the jail and the MIDC attorney need to be available. The goal every day is to start arraignments by 3 p.m., but that does not always occur. Also, keep in mind that we are often arraigning more than one person. On days in which there are three or more people that need to be arraigned, and we have to wait until 3 p.m. or later for complaints, it's virtually impossible to finish by 5 p.m. Thus, sometimes, despite my best efforts, I have to stay past 5 p.m. to complete arraignments.

As of today, the District Court has conducted 207 felony arraignments this year. **41 of the 207 felony arraignments have been performed on Sundays, and approximately 10 arraignments have been conducted past 5 p.m.** In 2023, the District Court performed 236 felony arraignments, 27 of which were on Sundays, and very few of the arraignments were held after 5 p.m.

I am not currently compensated for any work performed after hours. Why am I asking for this now? Several reasons:

- Many counties have deputy magistrates or full-time district court judges. We do not. I am always on call. The only exception for me being on call is when Judge Middlebrook covers, which only occurs one weekend a month or for any pre-planned vacations. Judge Middlebrook also has to cover for Oceana County.
- Comp time just doesn't work for my situation. I've tried it. Other than the Judge, I am the only one that is legally allowed to perform many of the functions that I am required to perform. Given the re-districting, Judge Middlebrook is now only in Mason County on Monday, Wednesday, and Friday. Thus, when he's not here, it's rare that I can leave, and when he is here, we are busy.
- Allowing MIDC counsel to talk to defendants prior to arraignment requires that significantly more time is spent on each arraignment. While the time varies with every arraignment, what used to be on average a 15-30 minute procedure, is now on average a 45-minute to an hour procedure.
- Having to make sure that an MIDC attorney is available for arraignment also makes scheduling arraignments much more difficult. Prior to MIDC attorneys, the magistrate could perform arraignments at their convenience. While our MIDC attorneys try very hard to make themselves available, they have their own obligations and are not always immediately available. This is especially difficult on Sundays, which is why we have elected to have a set time of 9 a.m.

I do not make this request lightly. I recognize and appreciate that I am not alone in having to work after hours. However, I believe the amount of hours that I am having to put in, and the fact that I am essentially 1-of-1 in being able to perform these duties, makes this request fair and reasonable.

I apologize for this being quite lengthy, but I wanted to make an effort to fully-describe the need for this change.

Judge Middlebrook fully supports this request, and we will both make ourselves available to answer any questions that you may have.

Sincerely,

*/s/ Glenn Jackson III*

79<sup>th</sup> District Court Administrator/Magistrate

MCCNAB SPECIAL MEETING  
MINUTES  
September 16, 2024

PRESENT: County Clerk Cheryl Kelly, County Treasurer Andrew Kmetz, County Register of Deeds Diane Englebrecht, County Deputy Administrator Kaitlyn Szczypka, County Magistrate Glenn Jackson, County Airport Manager John O'Connor, County Zoning Director Cayla Sanders.

ABSENT: County Sheriff Kim Cole, County Drain Commissioner Dan Rohde, County Administrator Fabian Knizacky.

Meeting called to order by Vice-Chairman Kmetz at 10:30 am at the Mason County Airport Conference Room.

Public Comment: None

Addition to Agenda: Appointment of a Website single point of contact for the new Website Upgrade Project.

Motion by C Kelly, second by K Szczypka to approve the Minutes of July 29, 2024 as presented. Motion carried.

Discussion regarding Managed IT Services. Motion by D Englebrecht, second by C Sanders to recommend to the Finance, Personnel and Rules Committee to contract with VC3 for Managed IT Services with the proposed Cloud Backup Solution for a three-year contract with an option to extend. Motion carried.

Website Link Policy Update. Motion by G Jackson, second by K Szczypka to Amend the Mason County Website Link Policy as follows:

1. Link must be to a governmental agency (remove the rest of the verbiage currently in #1).
2. Remove – schools are considered part of government
3. Remove – no longer list media outlets
4. Link must be to local non-profit resources or government funded program that serves the citizens of Mason County.

Motion carried.

Discussion regarding Resources and Links for Seniors. Motion by D Englebrecht, second by G Jackson to approve Community Pace and Healthy Ideas links for the Senior Services. Motion carried.

Discussion regarding appointing a single point person for the Website Upgrade Project. Motion by A Kmetz, second by G Jackson to appoint Kaitlyn Szczypka as the Website Point Person for the Website Upgrade Project. Motion carried.

Public Comment: None

There being no other business, meeting adjourned at 11:10 am.

Diane L. Englebrecht  
Secretary

# **Mason County Computer Network Advisory Board**

304 E. Ludington Ave. - Ludington, MI 49431

[www.masoncounty.net](http://www.masoncounty.net)

## **Mason County Website Link Policy.**

**Purpose:** The purpose of this policy is to ensure proper and consistent linkage to the Mason County Governmental Website.

Requests for providing links to the [www.masoncounty.net](http://www.masoncounty.net) homepage must comply with one (1) of the following:

1. Link must be to a governmental agency and/or
2. Link must be to a local non-profit resource.

All requests must be made in writing (paper or electronic) to the Director of Information Technology or the MCCNAB board.

All requests shall be forwarded to the MCCNAB Chairperson who has the authority to determine compliance with the policy and to notify the requesting party of his or her decision.

Mason County reserves the right to remove any broken link.

Approved by MCCNAB 11/16/2009  
Approved by Board of Commissioners 12/08/2009  
Effective 12/08/2009  
Amended by MCCNAB 3/18/2013  
Amended by MCCNAB 9/18/2017  
Amended by MCCNAB 11/15/2021  
Amended by MCCNAB 09/16/2024

## **Knizacky, Fabian**

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**From:** Hand, Beth  
**Sent:** Monday, September 16, 2024 8:32 PM  
**To:** Knizacky, Fabian  
**Subject:** finance personnel committee 9/24/2024  
**Attachments:** Contract Sakwa oct-dec.docx

Fabian,

Good evening. Can I please get this put on the agenda for the next Committee meeting. Please and thank you. As of now, I have to be front of both Judge Nellis and Judge Sniegowski at 9:30 am on the 24<sup>th</sup> which is a magic trick I am still trying to coordinate with the courts so if there is any feasible way this could potentially be decided in my absence or if you have any suggestions on how to make this work I would be all ears. Thanks again for your wisdom and guidance.

Beth

Beth M. Hand  
Mason County Prosecuting Attorney  
304 E. Ludington Ave.  
Ludington, MI 49431  
Office: (231) 845-7377  
Fax: (231) 845-8125

## **FREELANCE LEGAL SERVICES AGREEMENT**

This Freelance Legal Services Agreement ("Agreement") is entered into on this 10th day of October 2024 ("Effective Date"), by and between the Office of the Mason County Prosecutor (the "County") and Fried, Saperstein, Sakwa, PC ("Freelance Counsel"). The County and Freelance Counsel are sometimes referred to herein individually as a "Party" or collectively as the "Parties".

WHEREAS, the Parties each have separate law practices.

WHEREAS, the County desires to retain Freelance Counsel to provide freelance, remote, legal services related to juvenile delinquency cases in the Mason County Juvenile Court.

WHEREAS, Freelance Counsel desires to provide freelance legal services to the County.

WHEREAS, the Parties now desire to memorialize the terms related to the provision of freelance legal services and as they have agreed upon.

NOW, THEREFORE, for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

- 1. Professional Representation and Confidentiality.** Freelance Counsel shall provide services to the County in a manner which will protect and advance the County's rights and interests consistent with the ethical rules of professional responsibility governing the duties and responsibilities of counsel. As set forth below, the Parties agree to share confidential information necessary to provide services, and each Party agrees to maintain the privileged and confidential nature of such shared information. Said obligation of confidentiality shall survive the termination of this Agreement or a Party's withdrawal from it.
- 2. Supervision and Responsibility.** Unless otherwise agreed in writing by the Parties, the County will maintain supervision and control of documentation and decision-making, including decisions on litigation strategy and the assignment of litigation duties and responsibilities with the assistance and support of Freelance Counsel. The County is responsible for: (a) maintaining the master case file; (b) maintaining a calendaring system for all dates related to the litigation; (c) insuring that all filings and other actions occur in a timely fashion; (d) coordinating responsibility for court appearances, including responsibility for trial, if any; (e) coordinating conference calls and communication; (f) overseeing equitable expenditures of costs and expenses; and (g) ensuring that all Parties promptly receive file-stamped copies of all pleadings and memoranda filed in the litigation, copies of any and all correspondence or notices sent to or received from the Court, and copies of all correspondence sent to or received from opposing counsel. Decisions regarding substance and strategy shall be ultimately made by the County with the advice and assistance of Freelance Counsel. The County shall own all rights to any work product generated by Freelance Counsel while performing the services related to this Agreement. The County may modify any work product prepared by Freelance Counsel.
- 3. Independent Contractor.** Freelance Counsel shall be engaged by the County as an independent contractor. Freelance Counsel is not an employee of the County and is therefore not entitled to any benefits afforded to of the County.
- 4. Freelance Legal Fees.** Freelance Counsel will be entitled to payment of legal fees for any legal services provided pursuant to this Agreement. Unless otherwise agreed to by the Parties, Freelance Counsel will be entitled to receive an hourly rate of \$125.00. Unless otherwise agreed to by the Parties, Freelance Counsel's hours will be limited to no more than 20 billable hours in any single month. Freelance Counsel will be responsible for providing itemized billing in a form acceptable to the County for work performed.

All payments made by the County to Freelance Counsel will immediately become property of Freelance Counsel and will not be placed in an attorney trust account.

5. **Term.** This Agreement shall be for a term of three (3) months beginning October 10, 2024 and will automatically terminate at the end of the Term unless otherwise agreed to in writing by the Parties.

6. **Termination.** The Parties agree that upon written and reasonable advance notice, either Party may terminate this Agreement, for whatever cause or reason or for no cause or reason, subject to the Rules of Professional Conduct of the State Bar of Michigan and applicable provisions of Michigan law.

6. **Miscellaneous.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all taken together shall constitute one and the same Agreement. Electronic copies of this Agreement shall have the same force, effect, and legal status of originals. This Agreement is intended by the Parties to be the final, integrated expression of their agreement and constitutes the entire and exclusive understanding and agreement between the Parties regarding this subject matter. Any modifications or amendments made to this Agreement shall be made in writing executed by both of the Parties. Nothing herein shall create an employer-employee relationship or partnership. This Agreement is not-assignable. This Agreement shall be governed by the laws of the State of Michigan. Any dispute between the Parties concerning this Agreement shall not be resolved through litigation or arbitration, but be resolved in a face-to-face sit-down meeting with a mutually agreed upon Michigan attorney, whose decision shall be final and non-appealable.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

OFFICE OF THE MASON COUNTY PROSECUTOR

By: \_\_\_\_\_  
Beth M. Hand  
Prosecuting Attorney

FRIED, SAPERSTEIN, SAKWA, PC

By: \_\_\_\_\_  
Layne Sakwa (P66060)  
Partner

## Knizacky, Fabian

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**From:** Dani McGarry <dani.mcgarry@macd.org>  
**Sent:** Monday, September 16, 2024 7:43 AM  
**To:** Knizacky, Fabian  
**Subject:** Assistance with hazardous waste?

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**CAUTION: This email originated outside of Mason County's networks. Do not click links, reply or open attachments unless you have verified its authenticity.**

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Good morning Fabian,

We had a successful hazardous waste collection day last month, but as the bills are coming in from contractors processing materials, we are finding that their onsite estimates of material were off. We have our contractors estimate the weights of material being brought in (they charge by the pound) so as to not exceed our budget. With final weight slips that we received, I'm estimating that we'll be about \$3,400 over budget. My Board has requested that we reach out to the County and some partners to help cover this overage and the District will cover a portion as well.

I remember last year that you maybe had some extra funds if we were in a pinch. Would that apply to this year as well? Even \$1,000 would go a long way.

Thank you in advance for considering,

Dani McGarry  
Executive Director  
Mason-Lake Conservation District  
(231) 757-3707 ext 102  
655 N. Scottville Rd., Scottville, MI 49454





# Co-Managed IT Support For Mason County



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5/17/2024

## Letter of Introduction

RE: Introduction

Thank you for allowing VC3 the opportunity to submit a response to your RFP. I wanted to take a moment to outline who we are and what we do as an organization.

VC3 is a U.S. based "C" corporation with a regional office in Bath, Michigan (just north of East Lansing). We were founded in 1998 and have grown steadily, focusing on providing technology services to local government.

VC3 has read, acknowledged, and agrees with the scope of work, terms, and conditions as outlined in the County's RFP and all quote contained herein will be valid for 90 days.

Thank you again for your time and consideration of VC3.

A handwritten signature in cursive script that reads 'Randy Allen'.

Randy Allen, MCSE, A+

Senior Account Executive, Michigan Office

[randy.allen@vc3.com](mailto:randy.allen@vc3.com)

Toll free: 855-487-4448 ext 8205

Direct: 517-798-1509

## General Company Information

- We focus on Local Government IT needs (accounting for over 95% of our business)
- We are fingerprinted, and background checked/cleared to work on LEIN and MICJN
- We have over 1200 municipal customers in North America. Over 600 are in Michigan.
- We are a Microsoft Certified Partner and have been in business since 1998
- We have over 550 people on staff. 40+ are located in MI.

VC3 is the primary source of contracted IT Services for local government in Michigan. At over 600 governmental customers in the state, no other vendor has close to our knowledge of local government business processes. Our interaction with the industry and knowledge of emerging technologies is unparalleled. We are unique in our ability to evaluate new technologies and implement them in a way consistent with the special laws, rules, and requirements of being a Michigan County. We pride ourselves on timely attention and a strong commitment to resolving the computer needs of our clients. We know that IT done right can benefit everyone.

*Thank you for your interest in VC3.*

*We welcome the opportunity to speak with you about your computer needs.*





## History/Biography of IT Right (A VC3 Company)

Founded in 1998 by Dan Eggleston and Richard Brewer, IT. Right began as the independent consulting division of a Lansing-based technology school. By the year 2000, company operations had taken a significant turn away from the traditional teaching roles.

Early ties with BS&A Software brought Organization and municipal business that required travel throughout the state. While successful, the consulting division was not symbiotic with the technical school. Consequently, Mr. Eggleston decided he would purchase all outstanding shares of the business; and thus, become its sole owner.

Between 2000 and 2006, I.T. Right experienced steady growth within Michigan. In 2006 I.T. Right began offering hosted services including website, email, email filtration and offsite/managed backup.

From 2007 through 2017, I.T. Right has experienced double-digit year over year growth, still focusing almost exclusively on Michigan local government. Staffing levels grew in this period from 7 to 35, adding several of what are now key senior team members and giving I.T. Right the culture and customer service reputation it is known for today.

2023 and beyond. With the growth of BS&A Software into the fund accounting market and their plans to expand nationally; We are expecting to continue our current pace of double-digit growth for the foreseeable future. This led to becoming a part of VC3. This allows the resources to keep expanding service to all our municipal clients.

Fiscal summary: VC3 is a U.S. based "C" corporation. Its growth is funded exclusively by revenue/profits. Except for a couple of revolving lines of credit from its hardware vendors, VC3 has no debt. VC3 is fully insured with Auto, Workers Compensation, and a million-dollar umbrella liability policy. Employees enjoy paid vacation, H.S.A. Health Insurance, company matched 401K, and other benefits.



## Identifying Information

VC3, Inc. maintains a regional office in MI:

IT Right, Inc.  
5815 East Clark Rd., Suite G  
Bath, MI 48808  
855-487-4448  
517-318-0350

Jarud Koenigsknecht, MCSE  
Operations Manager, Michigan Office  
[Jarud.koenigsknecht@vc3.com](mailto:Jarud.koenigsknecht@vc3.com)





## Qualifications

IT Right (A VC3 Company) is the leading local government network consultant in Michigan. A Microsoft Certified Partner with over 20 years of experience and the Solar Winds 2018 “MSP of the Year.” We are skilled in providing a seamless Microsoft Cloud environment utilizing Microsoft Azure, SharePoint, and Office 365 to help reduce our client’s overall hardware overhead and improve their overall security posture. We have over 600 municipal customers, #1 in the state. All our technicians are fingerprinted, CJIS compliant, and background checked to be certified to work on MICJN and LEIN. VC3 is the only Authorized BS&A Software Network Consultant in the state; and will work with any vendor or contractor to get the job done. We are also well versed in New World Systems, RecPro, Laserfiche, ArcGIS, City Works, Pontem, Fund Balance, OnBase, Laserfiche, Core Talon, SRMS, CLEMIS, Fire House, Fire Tools, and many other software packages designed for municipalities. VC3 has no known relationship or conflict of interest with the customer or any of its staff.

## Office Tech Staff/Staffing Plan



***Daniel Eggleston, B.A., MCSE+I, Founder***

Dan is the founder of IT Right. All those letters stand for Microsoft Certified Systems Engineer +Internet. Dan's degree is actually in literature. He is real picky about his coffee (Starbucks knows him by name) and should not be left alone in a room with a bucket of cashews.



***Randy Allen, MCSE, Senior Account Executive***

Randy has been with IT Right (now VC3) since 2007 and is responsible for new sales for the company. He has over 20 years of experience in the industry and is an MCSE. Before becoming a network engineer, Randy was a United States Army Paratrooper. A much less picky coffee drinker, Randy keeps us stocked up on flavored creamers.



***Dee Putnam, Client Relationship Manager (CRM)***

We can't tell you how thrilled we are to have Dee on Board. She drinks coffee or tea depending on the day and seems more to care about having a hot mug of something on the desk when it's cold.



***Tom Conway, Strategic Advisor***

Tom brings a wealth of experience to the team. He has been helping clients with IT planning for 13 years and has a business background. As one could expect, his organizational and management skills make him a valuable addition to the VC3 team. He prefers dark roast coffee, no sugar or cream.







***Steve Schenk, Strategic Advisor***

Steve joined us in 2022. As an industry veteran, Steve's time as a network engineer, business owner and trusted advisor bring a wide range of talents to the team. The combination of top-tier University education and "real-life" experience provides real value to our clients and partners. He believes that coffee smells like freshly ground heaven.



***Fred Helms, Senior Account Executive***

Fred started with the company in March of 2022. We are grateful that he is with us. He prefers his coffee with lots of milk and chocolate.



***Jon Thelen, Client Solutions Manager***

Jon joined us in August of 2020 and has been a great addition to the team. He now serves as the manager of the client solutions team, where all the quotes and proposals generate from. He drinks his coffee hot in the winter and iced in the summer--usually with cream.



***Nicole Bradford, M.S., Service Coordinator & Warehouse Coordinator***

Nicole joined us in 2017 and was immediately tasked with managing the schedules of all those field engineers. She is also tasked with receiving items, shipping and several other tasks in the office. Her latte consumption has increased somewhat as a result, and we're quite grateful she's here.



***Jarud Koenigsknecht, B.S., MCSE, Senior Service Manager***

Jarud has been with our company since 2006! This makes him our honorary senior team member. He has a bachelor's degree in Computer Science and is an MCSE. Jarud does not yet drink coffee. But he is one of 10 children, so we suspect his parents will teach him about coffee when the time comes.



***Denise Douglas, Service Desk Manager***

Denise joined in September of 2022. Since that time, we have identified her as the foremost coffee drinker among us. She prefers to drink it in large quantities, and cares little for how it's prepared.



***Will Jones, Cisco Expert, Senior Systems Engineer***

Will joined us in 2014. He's a serious technician and an even more serious coffee drinker, cajoling the rest of the staff with one of our favorite exclamations: "If you kill the Jo, you make some mo'!" We appreciate that he reads technical manuals for fun. He is a Computer Hardware Wizard!



***Victor Arden, Toolset Orchestration Specialist***

Victor joined us in 2007. He left for a little while but was welcomed back enthusiastically. He normally drinks his coffee black but cut back recently when he joined cross fit. Victor takes calls from his home office in Grand Blanc, MI.



***Shawn Dyer, Backup Specialist***

Shawn joined us in 2016. He is currently our backup system admin; and an invaluable help in maintaining our hosted services. Shawn enjoys frequent cups of strong coffee, nah it's just refreshing water for him.



***Todd Lyman, M.S., DSSE, Alignment Manager***

Todd joined us in 2012. He holds a master's degree in Communications from BGSU. Todd has proven himself a quick study and eager team member but seems to prefer a good cup of cocoa over coffee.



***Elijah Barnes, Project Manager***

Elijah has been with VC3 since 2017. He coordinates with all the vendors and makes sure all the projects run smooth. He sneaks a cup of whatever is brewing from time to time and has brought us some interesting regionally roasted beans from his home in northern Michigan.





***Ken Young, Service Manager***

Ken joined us in 2013. He has over five years of experience in IT and has been a great addition. He has an enthusiastic attitude and an infectious laugh. He drinks this insane caffeine thing called a "Rock Star." We think this might (in part) account for his enthusiasm.



***Nathan Feldpausch, Project Engineer & Strategic Advisor***

Nathan returned to I.T Right in September of 2019 and as always an asset to our team. Give him a hot drink, and he is happy. Hot cider, hot chocolate, coffee...he likes it all!



***Jermey Casler, Network Engineer***

Jermey joined VC3 in September of 2020. He configures all the network equipment that hits his desk. He has a firm belief that there are two basic food groups, caffeine and sugar.



***Mason Salsbury, Implementation Engineer***

Mason joined us in 2018. He's a member of our field crew and, strangely, seems to prefer Biggby coffee over Starbucks. Maybe it's the cherry roast?



***Carter Bohrer, Deployment Specialist***

Carter joined the team in October of 2022. He works as part of the deployment team and isn't quite sure what all the fuss is about. South American blend, blonde roast, French pressed, black. Why, how else would you drink it?



***Mark Tiltman, Implementation Engineer***

Mark joined VC3 as a field engineer in 2016. He's happy with whatever coffee is handed to him but left to his own devices he seems to use hazelnut creamer.

***Miles Eshelman, Field Technician***

Miles joined the team in September of 2022. He doesn't seem to be too picky about coffee and will drink with or without cream or sugar on any given day.

***Keith Fraley, Implementation Engineer***

Keith also joined us in June of 2021 as part of the field crew. He has skills in networking and has worked help desk at previous companies. His motto is "sometimes you gotta drink some coffee, put on some rock n' roll, and handle your business."

***J. D Heacock, Field Technician***

J.D joined us in 2019 as part of the field crew. His day begins and ends with an energy drink. He usually says, "What's coffee?"

***Mohamad Osseili, Field Technician***

Mohamad joined the field team in October of 2023. His service area will be focused more on the east side of the state and will be a great asset to our team.

***Isaac Wood, Systems Engineer***

Isaac joined our service desk in 2023. He used to drink instant coffee, but we taught him the rewards of patience. He now drinks real coffee and tells us (more excitedly with each cup) how much he enjoys it. We may soon have to teach him when to switch to water.

***Robby Maudrie, Systems Engineer***

Robby joined us in 2019. He's one of our help desk technicians, and so far, as we are aware does not drink a drop of coffee. We don't know how he does it. Some of us don't believe it.



***Jennifer Reynolds, Systems Engineer***

Jennifer joined our team in May of 2023. Jennifer comes to us with several years of IT and Customer Service experience. She has been a great addition to our team.



***Randy Fisher, Alignment Analyst***

Randy joined us in 2019. He's one of our help desk technicians, and so far, his perfect mornings is spent drinking coffee, eating breakfast, and taking his dogs for a walk.



***Reid Battjes, Systems Engineer***

Reid joined VC3 in 2021. We're still not sure whether he drinks coffee because he likes it, out of necessity, or just because it's there, but either way he drinks it black.



***Marcus Luongo-Jenks, Systems Engineer***

Marcus joined us in 2019. He once analyzed data from over 500 ways to prepare coffee and concluded that black coffee is superior. He still sometimes takes cream.



***Andrew Drown, Systems Engineer***

Andrew joined us on the help desk in 2021. His coffee preference is black, but he will occasionally indulge with a pumpkin-spice latte.



***Robby Schmidt, Systems Engineer***

Robby joined Team Michigan in 2022. We're still not sure whether he drinks coffee because he likes it, out of necessity, or just because he states "when life gives you lemons, you trade them for coffee."



***Michael Doty, Systems Engineer***

Michael joined us on the help desk in 2022. He likely is found measuring the complexity of coding tasks in coffee cups. He reported one day that one was like a five-espresso algorithm.

***Erik Chambers, Systems Engineer***

Erik joined us in 2022 as part of the service desk team. He always says, “no matter what historians claimed, BC really stood for ‘Before Coffee.’”

***Jack Hastings, I.T. Advisor***

Jack joined the team in early 2023. Jack comes to us with 5 years experience in project and support management as well as an MBA and a Business Administration degree. His role is very similar to the strategic advisor where he helps with client issues. Coffee preference: Black.

***Shanta Tomlinson, Systems Engineer***

Shanta joined VC3 in 2020, but most recently transferred to the service desk team in 2023. We're so grateful to have her on board. Get this: she drinks straight espresso.

***Micah Haffner, Senior Systems Engineer***

Micah is joining the Service Delivery Team as a Senior Systems Engineer. He comes to us with over 20+ years of technical experience in various roles, as well as an Associates degree in CIS Programming.

***Mitch Smith, Business Account Manager***

Mitch is joining the Client Strategy team as a Business Account Manager in 2023 and comes to us with a few years of previous experience.

***Josh Conway, Deployment Specialist***

Josh joined the Proactive Services team as a Deployment Specialist, where he will be installing new systems to client sites. He comes to us with a few years of previous experience.

***Joseph Safago, Field Technician***

Joe joined the field team in August of 2023. He will be the new mainstay of northern MI. He has a military background and we are excited to have him on board.

***Luke White, Field Technician***

Luke first came in June of 2023 as a deployment specialist, but now he will be working as a field technician over on the east side of the state.



***Jordyn Sims, Alignment Analyst***

Jordyn joined in 2023, first as a first call resolution team member, but is now on the alignment management team. She has over 2 years of IT experience and most recently worked as a Security Specialist Technician.

***Paisley Seward, Systems Engineer***

Paisley has been with us since the beginning of 2023. She has experience in fast-paced customer service environments and will be working remote. Coffee preference: Black.

In addition to the Michigan based team, VC3 brings a wealth of experience and capability to the table.

- # of VCIOs (IT directors and Strategic Advisors) - 33
- # of dedicated Help Desk Engineers - 89
- # of System Engineers - 147
- # of Technical Team Leads - 23
- # of Level 3 Escalation Engineers (domain experts) - 17
- # of Account Managers (primary business contact) - 31
- # of Data Center Infrastructure Engineers - 5
- # of Project Managers - 10
- # of Application Development Engineers – 17



## Security

**VC3 uses a layered approach to security that includes, but is not limited to the following:**

- Strong border/perimeter security (usually Cisco).
- Industry best practices and policies. With over 500 Michigan Municipal networks under our Managed Services, we are more uniquely positioned to pass along and help develop relevant policies.
- FIPS 140-2 compliant encryption enforced on all authorized remote access.
- 2 Factor authentication wherever possible.
- Remotely monitored Operating System and Third-Party Patching for performance and security.
- Comprehensive Disaster Recovery planning including the use of hybrid cloud technology.
- (FIPS 140-2 compliant).
- Industry best practice network policies and restrictions including user and password audits that ensure just in time and just enough access is granted to accomplish the require work without unnecessarily increasing the County's attackable footprint.
- Password audits that test to ensure that strong passwords are also smart passwords and not easily guessed.
- Appropriate audit trail and logging.
- End user training and testing to reduce the incidence of “Ransomware “ CEO Fraud, and other common Cyber threats.
- CIS (Center for Internet Security) Benchmark implementation.



## General Migration Plan

To re-iterate, VC3 is Michigan's leading governmental managed service provider with over 600 municipal customers in Michigan. As such, over our nearly 20 years in business, we have developed a list of best practices and standards which are meant to secure your network and prove the best overall work experience. The following is our usual order of business for the first month:

*Our Account Manager meets with existing Management/department heads:*

- o Establish connection, develop a communication plan
- o Determine what if anything requires urgent attention
- o Establish general goals for the immediate and mid term

*A senior network engineer meets with existing IT Staff/Consultants.*

- o Reviews the network with an eye toward standardizing and implementing best practices
- o Collects information about existing struggles
- o Collects (where possible) network maps, administrative accounts/access, and key vendor contact information

*A Junior Network Technician arrives on site and:*

- o Works with our hosted services department to implement our RMM (Remote Monitoring and Management) Software
- o Addresses Identified urgent issues as possible
- o Works on filling out Hardware Inventories and Network Maps as needed

*The Account Manager and Senior Network Engineer meet and develop a detailed plan of action.*

## Response Time/Technology Used for Remote Support

Remote repair services are provided from our location in Bath, MI. We have 10-15 technicians on staff during regular business hours and an on-call technician after hours. Our network is a redundant fiber-optic network with generator backup that services BS&A Software as well as VC3. We use a combination of VPN Secured RDP (Cisco AnyConnect) and Bomgar remote access software to service customers remotely. Both technologies use FIPS 140.2 certified compliant encryption

Remote response during business hours: 95% of our calls are answered immediately by a technician, with the average "call-back" occurring within 30 minutes.

On-site response time: Our current maximum on-site response time in an emergency should be no more than 4 hours in the lower peninsula. Closer to 2 hours in your part of the state.

## Disaster Recovery

VC3 uses FIPS compliant backup devices locally to backup and restore data, as well as implementing offsite backup from those devices to our central datacenter, or in Cloud via Datto, if preferred. We use RAID 1 and RAID 10 hard drive mirroring technologies as well as Shadow Copy to further protect data. In the event of a system down event, we are well positioned to respond quickly. We can get to any location in the lower peninsula in less than 4 business hours (2 hours is typical). Because we have the data protected using various layers, we often can restore the data very quickly and have the server up and running again within the same business day. In the event of total hardware failure, we would overnight a new server and have the network up the following business day. To that end, we often keep a spare server in stock for just such an emergency.



## Strategic Advisor / Account Management

Your Strategic Advisor (Account Manager) will be Steve Schenk. Steve has over 30 years' experience as a network engineer and trusted IT advisor. His contact information is as follows:

Steve Schenk  
267-813-8297  
[Steve.schenk@vc3.com](mailto:Steve.schenk@vc3.com)

He will communicate with and advocate for the County, serving both as a project planner and overall ombudsman for the account.

## Monitoring

VC3 uses Labtech MSP software for Remote Monitoring and Management (RMM). Our RMM dashboard is monitored daily by senior technicians, with more urgent events creating tickets automatically in ConnectWise for quicker response time. Patching, Antivirus, Performance Monitoring, and General System Health can be summarized and reported to the County weekly, monthly, or quarterly.

## Documentation and Records

All work including requests for work and approvals will be documented in our PSA (Connectwise) and will be available for both historical context and to calculate SLA performance. Sensitive documents including network diagrams, and network administrative information are recorded in separate in-house systems (not in the cloud) which require two factor authentications. All documentation pertaining to VC3's work on and knowledge of the County's network is the property of VC3, Inc. VC3 will treat all such information as strictly confidential and will not be disclosed to third parties without the explicit direction of the appropriate County Officials. This will be outlined in appropriate Non-Disclosure Agreements and corresponding Management Control Agreements as required for CJIS certification.

VC3 will not share the administrative passwords. VC3 will create administrative access accounts upon the request/direction of the appropriate administrative staff. Maintaining separate administrative accounts is required by certain regulations and is a best practice for monitoring and auditing changes made to the network.

At the end of the contract, or at any time during the contract, VC3 will provide full enterprise administrative access to County personnel. All VC3 staff recognize the County as the primary and final owner of the network; control of which ultimately resides with those Officials (elected and otherwise) who have been entrusted with its management by the board.

In the event of conflicting instructions that cannot otherwise be resolved, VC3 will look to the board or its appointed Technology Coordinator for written direction. Failing that, or in the case of sensitive legal matters, VC3 will look to the County Attorney for explicit direction.

Security audits can be performed at the discretion of the County.

## Customer Reference List

The following references are Municipalities that hire us for various engineering and administrative work:

Osceola County	Jon-Thomas Burgess	301 W. Upton Ave Reed City, MI 49677	231-832-5572
City of Jackson	Lori Lewis	161 W. Michigan Ave. Jackson, MI 49201	517-768-6395
Cascade Township	Brian Wilson	2865 Thornapples SE, Grand Rapids, MI, 48546	616-949-3765
City of Cadillac	Owen Roberts	200 North Lake Street, Cadillac, MI 49601	231-779-7363
City of Marshall	Eric Zuzga	323 W. Michigan Ave., Marshall, MI 49068	269-781-5183
City of Plymouth	Tom Alexandris	201 S. Main Street, Plymouth, MI 48170	734-453-1234
Grosse Ile Township	Brian Friel	24525 Meridian Rd., Grosse Ile, MI 48138	734-676-4422
City of Manistee	Ed Bradford	70 Maple Street, Manistee, MI 49660	231-723-2558
Crawford County	Jim Baker	200 W. Michigan Ave., Grayling, MI 49738	989-344-3205
Pere Marquette Twp.	Rachel Enbody	1669 S. Pere Marquette Hwy, Ludington, MI 49431	231-845-1277

## Customer List

41B District Court  
 Account Receivable Solutions  
 Ada Township  
 Addison Township  
 Addison, Village of  
 Adrian Public Library  
 Aetna Township  
 Alaiedon Township  
 Allegan City  
 Almont, Village  
 Antrim Township  
 AMG Appraisal Services  
 Arcada Township  
 Architects Design Group  
 Ashley, Village  
 Aurelius Township  
 Ausable Charter Township  
 Bangor City  
 Bath Township  
 Barry, Township  
 Beaver Creek Township  
 Bedford Charter Township  
 Bellevue, Village  
 Benton Charter Township  
 Bernard Risdon  
 Big Rapids Township  
 Big Rapids, City  
 Bingham Township  
 Birmingham, City  
 Blackman Township  
 Bloomfield Hills, City  
 Blue Water Area Humane Society  
 Bois Blanc Township  
 Boyne Library  
 Brady Township  
 Brighton Township  
 Brooklyn, Village  
 Brown Deer, Village  
 Brownstown Township  
 BS&A Software  
 Buchanan Township  
 Burns Township  
 Burr Oak Township  
 Cadillac, City  
 Caledonia Township Kent  
 Caledonia Township Shiawassee

Caledonia, Village of  
 Cambridge Township  
 Cannon Township  
 Career Quest Learning Center  
 Cascade Charter Township  
 CCTC  
 Century Glass  
 Cheboygan City  
 Cherry Grove Township  
 Chesaning, Village  
 China Township  
 Chippewa County  
 Clam Lake Township  
 Clare PD, City of  
 Clare, City of  
 Clare County  
 Clark Township  
 Clinton County  
 Clio Fire Department  
 Clio, City  
 Clyde Township  
 cocm.org  
 Collaboration Systems Group  
 Columbia Township  
 Comstock Township  
 Comstock Township FD  
 Concord, Village of  
 Convis Township  
 Core Technology  
 Corunna, City  
 Crawford County  
 Crawford Sheriff Department  
 Croswell City  
 CSZ Services  
 Dalton Township  
 Dan P Eggleston  
 Davison, City of  
 Davison, City of DPW  
 Decatur, Village  
 Delhi Township  
 Detroit, City  
 Dewitt Area Recreation Authority  
 Dewitt DDA  
 Dewitt, City of  
 Dewitt, Township  
 Dexter, Village

DMC Service Group  
 Dornbos Sign & Safety  
 Douglas PD  
 Douglas, City of the Village  
 Dundee Township  
 Dundee, Village  
 Durand, City of  
 Eagle Township  
 East China Township  
 Eaton Township  
 Eau Claire, Village  
 Edenville Township  
 Egelston Township  
 Elsie Public Library  
 Elsie, Village of  
 Erie Township  
 Farwell, Village  
 Fennville, City  
 Filer Township  
 Flint Township  
 Flint Twp. PD  
 Flushing, City  
 Fraser, City  
 Frederic Township  
 Fruitland Township  
 Gaines Township  
 Garfield Township  
 Georgetown Township  
 Gladwin County  
 Goodrich, Village  
 Grand Blanc, City  
 Grand Ledge City  
 Grand Ledge Fire  
 Grant Township



Grass Lake Charter Township  
Gratiot Agricultural  
Gratiot County  
Gratiot County Child Advocacy  
Gratiot County Road Commission  
Grayling Housing Commission  
Grayling, City of  
Grosse Ile Township  
Grosse Pointe City  
Grosse Pointe Farms, City of  
Grosse Pointe Park City  
Grosse Point Shores City  
Gull Lake Sewer  
Hamilton Township  
Hampton Charter Township  
Hamtramck City  
Hanover Township  
Hartland Township  
Henrietta Township  
Hesperia, Village  
HFA  
HFA Southfield  
Holly Township  
Hopkins Township  
Houghton Lake Ambulance Authority  
Houghton Lake Building Agency  
Houghton Lake Sewer Authority  
Huntington Woods City  
Huron County Road Commission  
Huron PD  
Huron Township  
Imlay City  
Imlay City PD  
Ingham County  
Ingham Township  
Ionia, City  
Isabella County Road Commission  
Ithaca, City  
Jackson, City  
Jasper Township  
Johnstown Township  
Jonesfield Township  
Kalamazoo Township  
Kimball Fire  
Kimball Township  
Kotchville Township  
Lake County  
Laketon Township

Laketon Township  
Lakewood Club, Village of  
Lansing Catholic  
Lansing Charter Township  
Lansing Charter Township  
Police  
Lansing, City  
Lansing Glass  
LaSalle Township  
Lee Township  
Leighton Township  
Lenawee Humane Society  
Lenox Township  
Leoni Utility Authority  
Leroy Township  
Leslie Township  
Liberty Township  
Libertyville  
Litchfield, City Of  
Livonia, City  
Locke Township  
Loch-Alpine  
Township  
London Township  
Ludington, City of  
Luna Pier, City of  
Lyon Township  
Lyons Twp. District Library  
Lyons, Village  
Macomb Twp.  
Madison Twp.  
Manistee, City  
Maple Forest Township  
Marion Township  
Markey Township  
Marshall City  
Marquette, City  
Martin, Village  
Mason County  
Memphis Police Department  
Memphis, City  
Michigan Petroleum Assoc.  
Michigan State Fireman's Assoc.  
Millington Township  
Monroe Charter Township  
Monroe Charter Township FD  
Montrose Township  
Moorland Township

Morenci Library  
Mt. Morris Township  
Mulder Company  
Mundy Township  
Mundy Township Fire  
Mundy Township Police Department  
Municipal Inspection Services  
Muskegon Township  
MWEA  
Nelson Township  
New Haven Township  
Newaygo County  
North Branch Township  
North Oakland County Fire Authority  
North Star Township  
Northfield Township  
North Oakland Fire  
Authority  
Oakland Township  
Oceana County  
Oceola Township  
OCMAA.ORG  
Olive Township  
Onkama Township  
Onondaga Township  
Orion Township  
Ortonville, Village of  
Oscoda  
Oshtemo Township  
Osceola County  
Oskaloosa  
Otisco Township  
Ovid Township  
Ovid, Village of  
Pere Marquette Charter Township  
Petersburg, City  
Pewamo, Village  
Pinconning Township  
Pine Lake Fire Department  
Pine River Township  
Pittsfield Township  
Plymouth, City  
Port of Monroe  
Port Sanilac Village  
Prairieville Township  
Putnam Fire  
Redford Township  
Richfield Township





Richland Township  
Riley Township  
Risdon Rigs  
Rives Township  
Rochester, City  
Rochester, City PD  
Roseville, City of  
Saline, City  
Salem Township  
Sand Lake Village  
Sandusky, City  
Sanilac County  
Saugatuck, City of  
Sault Ste. Marie, City  
SCCAFC  
Scio Township  
Shelby, Village  
Sheridan Township  
Shorewood Village

Signature Appraisal  
SLC Meter  
Sodus Township  
Somerset Township  
South Branch Township  
South Lyon City  
Southern Clinton County Municipal  
Utility Authority  
Spring Arbor Township  
St. Ignace, City  
St. Martha School  
Sterling Heights  
Stockbridge Area Ambulance  
Stockbridge Township  
Summit Township  
Suwanee, City  
SWBCWS  
Tecumseh, City

Thornapple Township  
Torch Lake Township  
Trenton City  
Vassar, City  
Vernon Township  
Vernon, Village  
Victor Township  
Walker, City of  
Waterloo Township  
Wayne County  
WCA Assessing  
Webster Township  
West Side Water  
Wexford County  
Wheatfield Township  
Whitefish Township  
White Lake Township  
Williamston PD  
Williamston, City of  
Woodland Township







## How Can VC3 help You?

### ***Flexible IT Solutions for Your Business Needs***

- Complete Network Management
- Document Lookup Solutions
- Online Backup Services
- Website and Email Solutions
- Hosted VoIP Phone Systems
- Software Development

### ***IT Support Solutions for Local Government Since 1998***

- Microsoft Certified Partner
- On-Site Support, No Charge for Drive Time
- 600+ Government Customers in Michigan
- Toll Free Remote Support

### ***Contact VC3***

- Toll Free **800-787-1160**
- [service@vc3.com](mailto:service@vc3.com)
- [www.vc3.com](http://www.vc3.com)

## Fees Contract Optional

### ***Service Contract:***

Service Contracts are a flat rate agreement for labor and networking services. Service contracts cover all labor and maintenance related to the network, both on-site and remote. The cost of equipment, software, or cloud services is not included. Large multi-day projects, including server installations, will be quoted, and billed at a separate fixed fee rate of \$175 / hr.

### ***Bundle with Proactive Network Administration, Maintenance, Remote Backup:***

A bundled quote including proactive administration, remote backup, software patching, and anti-virus is provided. It offers a two-tiered approach to your IT needs. This software covers anti-virus, Microsoft and 3<sup>rd</sup> party patch management, predictive hardware failure, network inventory, and intrusion detection.

### ***Billing Procedure:***

VC3 bills parts upon delivery. Unless otherwise agreed upon, service contracts and renewals are billed monthly and sent out one month before renewal date.

### ***Contract Termination:***

Either party may terminate the Agreement for material breach by the other party of the Agreement which is not cured within 30 days from the receipt by the party in breach of a written notice from the other party specifying the breach in detail. If paying quarterly or annually, the remaining time will be prorated and paid to The Client within 120 of receipt of the termination notice.

# Appendix A

## Service Plan and Pricing



## **VC3 Co-Managed IT + Backups**

**Mason County, MI**

304 E Ludington Ave  
Ludington, Michigan 49431  
United States

**Diane Englebrecht**  
networkadmin@masoncounty.net  
2313166565

Reference: 20240516-151000273  
Quote created: May 16, 2024  
Quote expires: August 14, 2024

**VC3 (Michigan Branch)**  
5815 East Clark Road  
Suite G  
Bath, MI 48808  
United States

**Prepared by: Randy Allen**  
Senior Account Executive  
randy.allen@vc3.com  
+15177981509

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
PSA Access Shared access to VC3 Ticketing System for Internal IT Users to manage and respond to end user service requests.	1	\$51.50 / month	\$51.50 / month for 3 years
RMM Access Shared Access to VC3 RMM Platform for Internal IT Users for remote support / access purposes only.	1	\$99.99 / month	\$99.99 / month for 3 years
IT Documentation Shared Access to VC3 Documentation Platform for Internal IT Users	1	\$14.99 / month	\$14.99 / month for 3 years
Co-Managed Server 24x7x365 Server Monitoring, Maintenance & Support Strategic IT Planning Endpoint Detection & Response (EDR) + 24x7x365 SOC	11	\$80.00 / month	\$880.00 / month for 3 years
Co-Managed Network 24x7x365 Network Monitoring, Maintenance & Support Strategic IT Planning	1	\$202.02 / month	\$202.02 / month for 3 years
Co-Managed Workstation Monitoring & Maintenance Workstation Monitoring & Maintenance Endpoint Detection & Response + 24x7x365 SOC	130	\$23.99 / month	\$3,118.70 / month for 3 years
Cyber Aware Complete Employee Cyber Security Awareness Training - Advanced Training Catalog Simulated Phishing Tests - Increased Variation of Tests	130	\$2.50 / month	\$325.00 / month for 3 years

**PRODUCTS & SERVICES****QUANTITY****UNIT PRICE****PRICE**

Data Recovery - Server Backup	9	\$32.00 / month	\$288.00 / month for 3 years
Data Recovery - Cloud Storage (Per GB)	88,000	\$0.05 / month	\$4,400.00 / month for 3 years

**SUMMARY**

Monthly subtotal

\$9,380.20

**Comments**

Cloud storage required for Backups is calculated at 4 x current data backup. Presently that is **22,000 GB (or 22 TB)**.

VC3 agrees to stagger the rate as follows:

**April 1st 2025 – March 31st 2026: \$5736.73 monthly**

**April 1st 2026 – March 31st 2027: \$7558.46 monthly**

**April 1st 2027 – March 31st 2028: \$9380.20 monthly**

After the 3 years, we would move to a Cost of living arrangement which would increase annually at a rate of 4% or the CPI Index.

## **Order Governed by the Master Agreement**

This Order is subject to and governed by Company's Master Agreement in effect on the date this Order is entered into between Company and Client. The Master Agreement is available at <https://www.vc3.com/terms-of-service/> and is incorporated in full into and made a part of this Order by this reference. The Client may also request a copy of the

Master Agreement by submitting an email request to [betterit@vc3.com](mailto:betterit@vc3.com) identifying the Client and the applicable Orders. Company's entering into this Order is conditioned on Client's agreement to the Master Agreement, and by entering into this Order with Company, Client accepts and agrees to the Master Agreement.

## **Deliverables & Services**

### **Discovery & Deployment**

Setup the Client System for management and provide training to help the Client get the most out of the services. This includes:

1. Deployment of all services listed above.
2. Full documentation and inventory of your network
3. Best-practice configuration of the network for monitoring and management
4. Orientation and training for your staff
5. MacOS Note: If Client is utilizing Mac OS, Company will provide documentation to end users on how to install Company's monitoring and management platform. MacOS does not allow a remote deployment of standard Company tools. Should Mac OS users require onsite assistance to install VC3's monitoring and management platform, support will be provided on a Time and Materials basis at the rates detailed within Client Master Agreement.
6. Implement performance monitoring of client's network prior to and during implementation.

### **24x7 Monitoring and Incident Response Services**

1. Provide 24X7 Incident response services for all included server, and network devices.
2. Provide phone, remote and onsite support to authorized users for all included server and network devices.
3. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.
4. Provide 24x7 collection of performance data for the client's included server and network devices per Company's best practices.
5. Utilize industry best practices for remote access, control, and management of all devices.
6. Patching: Deploy, manage, and monitor the installation of approved service packs, security updates and firmware updates as deemed necessary on all applicable devices. Some devices such as tablets and cell phones may not be compatible with included patching methodologies.
7. Resolution of monitoring alerts.
8. Resolution of performance issues.
9. Resolution of availability issues.

## **Foundational Protection**

1. Deploy Endpoint Detection and Response (EDR) to all workstations and servers with Company RMM deployed.
2. Monitor workstations and servers with EDR installed via 24x7x365 partner SOC.
3. Respond to incidents and service requests. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.

## **Strategic IT Planning**

Provide the client with a named Strategic resource to assist Client with the following:

1. **Budgeting:** Work with the client to develop an annual technology budget for recurring expense items and new capital requirements in alignment with organizational goals.
2. **Strategic Planning:** Recommend technology solutions as well as provide roadmaps that support key business processes in order to help the client leverage technology appropriately. The Company will work with the client as part of the annual planning process to understand the current business drivers and goals and make recommendations targeted toward maximizing the effectiveness of the client's technology investment.
3. **Analyze IT Health data:** Perform a periodic analysis of the data collected by Company's monitoring systems to proactively resolve issues and assess potential risks within the environment. The Company will make this analysis available to key stakeholders and provide direction on business decisions regarding the level of investment.

## **IT Asset Administration**

1. Hardware and software asset and warranty expiration tracking
2. Domain name expiration tracking
3. Hardware and software purchase specification
4. Web portal access for ticket creation and management
5. Maintaining network documentation and secure password storage
6. Interfacing with vendors such as internet service providers (ISPs)

## **Procurement**

1. Server, Networking, and Power equipment.
2. Desktops, laptops, tablets.
3. Peripherals, including Printers.
4. Software, including subscription-based services.
5. Domain names and security certificates.



## **Managed Backups**

- 1. Installation and Configuration:**
  - a. Install backup agents and initialize backups on all protected servers within the Client's environment.
  - b. Perform an initial seed of the Client's backup data and will load that data into the cloud.
  - c. Configure the cloud backups such that backups are performed per the backup retention schedule determined during implementation.
  - d. Configure the backup monitoring to alert VC3 of backup failures.
  - e. Perform an initial backup of all systems and will confirm that backups are performing as expected.
- 2. Backup Management:**
  - a. Monitor and maintain backups for the servers protected.
  - b. Perform periodic updates to the backup software such as patches, and updates.
  - c. Provide replacement components for failures that occur as a result of internal equipment defects or end of life for Company provided hardware. This does not include physical damage to the equipment due to abuse or environmental factors (for example, fire, hurricane or flood damage).
- 3. Disaster Recovery Plan**
  - i. Work with Client to identify and document backup requirements to form a Disaster Recovery Plan. This includes:
    - i. Servers to be backed up.
    - ii. Recovery Point Objective (RPO)
    - iii. Recovery Time Objective (RTO)
    - iv. Data Backup Plan
    - v. Automatic Daily Restore Testing.
    - vi. Disaster Recovery team
    - vii. Requirements of Data Recovery

## **Exclusions**

Items other than those included above are expressly excluded from the Services provided within this Order. The following exclusions and clarifications are intended to clarify the scope of services for this order:

1. Excluded services are those related to functionality upgrades, such as those required to evaluate, specify, purchase, and implement client system or server upgrades such as operating systems, Microsoft Office suite software unless included with a specific Company product, third party software deployments or upgrades, or equipment related to these services whose scope exceeds that defined above. Company will provide these services to the client on a Time & Materials Order basis at the rates outlined in the Master Agreement. If modification or replacement of a hardware device or component is required, client is responsible

for all hardware and hardware vendor services costs, excluding Company owned hardware explicitly provided through this Order.

2. Resolution of end-user reported problems.
3. Software development, training and project work, including client-owned PC upgrades and non-patch upgrades of software, are not included.
4. When client requests services by Company not explicitly included in this agreement, they are agreeing to invoicing of said services per the terms outlined in the Master Agreement. For all services which incur additional hourly fees, Company will notify the client that these services are outside the scope of this work order and will receive approval from client prior to rendering these additional services.
5. Software and licensing purchased by the client directly from a third-party vendor are not included as a part of services to be supported.
6. Architectural changes, mass deployment, database management, data visualization and business process automation / troubleshooting are considered excluded from this Order.
7. Cybersecurity event or incident response activities or remediation efforts exceeding eight (8) hours of technician, engineer or project management time.
8. Should deficiencies, malware infections, or critical vulnerabilities be discovered during the deployment of services, Company will bring to Client attention and discuss the impact of the deficiencies on Company's ability to provision the Services and provide client with options to correct the deficiencies. Initial remediation hours will be billed outside of this Order unless otherwise explicitly stated in this Order.

## Assumptions

1. The Order will not become effective unless and until it is agreed upon and signed by the Client and Company.
2. If Company is providing or managing Client 's Microsoft Licenses, then Client agrees to the Microsoft terms and conditions as stated in the Microsoft Customer Agreement found here: <https://www.microsoft.com/licensing/docs/customeragreement>
3. Company reserves the right, at its discretion, to pass onto the client any changes to obligations, such as terms or pricing imposed on Company by a given vendor, for an offering that is currently resold to the client at any time during the current agreement term.
4. Company will make reasonable efforts to resolve all issues remotely prior to dispatching an engineer onsite. Travel hours incurred will be invoiced according to the Master Agreement.
5. Microsoft NCE licenses and subscriptions run on an annual basis and cannot be terminated nor altered mid-term.
6. If client Microsoft licenses are under a current annual NCE subscription, Company assumes they will migrate to become under Company's management at the point of renewal.

7. The items defined in this Order are designed to enhance the security of the customer environment. There is no guarantee that any security measure will prevent a data breach, infection, or other cyber security incident.
8. Company is authorized to obtain any documentation or information regarding any and all accounts at all locations the Client may have with any telecommunications vendor. Company also has the authority to be added as an account contact and speak on behalf of the Client in negotiating services, billing, credits and/or connectivity of this Client's services with the Telecommunications company and/or vendor with the proviso that only the Client has authority to enter into contracts with any vendor or supplier.
9. Throughout the relationship between Company and Client, the Company will also make extensive use of Remote Management software. This software is used across all clients to monitor workstations and servers in real time. Company will also use this software to remotely connect and assist the Client's users when they have a technological problem if the user has an internet connection. In addition, endpoint protection software, ticketing, and asset management are managed through this software.

## **Client Responsibilities**

1. Client will provide a primary point of contact for Company to work with on all services provided in this Order.
2. Client is responsible for authorizing access for Company to sites that are owned / controlled by third parties.
3. Client is responsible for proper disposal of client-owned devices.
4. Client will make a best effort to maintain the minimum infrastructure requirements as defined by Company.
5. Client will maintain both hardware and software maintenance agreements with the source Vendor whenever possible to allow for ongoing access to security updates and to provide quick replacement of non-functioning components.
6. Client must assign Company as their Microsoft Partner of record.
7. Client is responsible for procurement and ownership of all licenses, maintenance, and vendor support agreements required for support of their third-party applications, excluding the Microsoft licensing explicitly included in the per seat packages identified in Products & Services section.
8. Third party tool licensing may be required for additional cost.
9. Client will be financially responsible for any remaining or ongoing charges from Microsoft. Microsoft subscriptions can each have their own terms and renewal dates. It is the client's responsibility to engage Company to adjust Microsoft subscription counts and terminations prior to 12 months from the original work order or subsequent change order purchase date.

## **Invoicing**

Company will invoice the Client a pro-rated monthly fee based on any partial month of service plus the first full month of service on the effective services start date. All subsequent service months will be invoiced at the start of the month in which services are to be rendered. Services activated after the first of month may be invoiced on a pro rata basis the following month. All One-Time Fees will be invoiced to Client upon signature of this Order.

Any taxes related to services purchased or licensed pursuant to this Order shall be paid by Client or Client shall present an exemption certificate acceptable to the taxing authorities. Applicable taxes and freight charges shall be billed as a separate item on the invoice.

Unit rates will automatically increase annually on the anniversary of the Effective Services Start Date equivalent to the CPI change for All Urban Consumers or by 4.00%, whichever is higher.

The terms of this Order will automatically renew for an additional term of equivalent length to the current active term unless notice of termination is provided to Company no fewer than 90 calendar days prior to expiration of the current active term.

Company will audit the Client's usage of units on a monthly basis; for each unit found in excess of the amount listed above, Company will increase the monthly fee by the corresponding amount indicated above. Reductions in Units above the minimum threshold will be reflected on the invoice within 30 days of service removal. Additional services may be added at any time during the life of this contract at the unit rates listed above.

# Addendum A – Service Desk Priorities

Incidents and Service Requests are triaged and prioritized to effectively resolve the most important issues in a timely manner. Company utilizes the following priorities, criteria and response metrics:

- **Priority 1:**
  - System/device/application down causing work to cease and critical impact to the entire organization, a whole department, or a C-level executive or VIP user; no interim solution available; Client is in danger of or is experiencing a financial loss or the ability to make strategic business decisions is impaired.
  - **24x7 Support:** Priority 1 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.
- **Priority 2:**
  - System/device/application down causing work to cease and potential business impact for up to 5 users, a C-level executive, or a VIP user; no interim solution available.
  - **24x7 Support:** Priority 2 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.
- **Priority 3:**
  - Level of service degraded causing impact to an individual user; no interim solution available. Operational impact to the organization or a whole department though work continues as a result of implementing an interim solution or use of other system/device/service.
  - **Business Hours Support:** Priority 3 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.
- **Priority 4:**
  - Minor inconvenience to a department or user exists though work continues as a result of implementing an interim solution or use of another system/device/service.
  - **Business Hours Support:** Priority 4 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.
- **Priority 5:**
  - Maintenance tasks, audits, or alignment work that is not requested by the client.
  - **Business Hours Support:** Priority 5 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

Call Priority	Initial Client Contact Guidelines	Initial Client Contact Percentages
1	1 Hour	90%
2	2 Hours	90%
3	4 Business Hours	90%
4	8 Business Hours	90%
5	N/A	N/A

## Addendum B - Maintenance Windows

All work performed within Company's Hosting or Client Infrastructure is a form of maintenance. Such work may or may not result in a disruption of service depending on the scope of the activity.

1. **Scheduled Maintenance:** All planned work performed on Company's Hosting or Client Infrastructure by Company engineers, or staff is defined as "Scheduled Maintenance". During Scheduled Maintenance, some or all of Company's Hosting or Client Infrastructure may be out of service and therefore may not be accessible to users. Regularly Scheduled Maintenance will occur between 2 AM and 6 AM in the local time zone for which the Client Infrastructure being maintained resides. Downtime to perform changes is expected during this window. If Client has a business need to avoid said downtime, they must provide their request via the Company Service Desk ten business days in advance.
  - a. **Notification:** Client will be notified via email should Scheduled Maintenance be required to take place outside of the windows specified above.
2. **Emergency Maintenance:** All work performed in response to a disruption or a threat to the availability of a component of Company's Hosting or Client Infrastructure within the control of Company is defined as "Emergency Maintenance".

Emergency Maintenance will be conducted based upon the timeframe that the emergency exists. Normal business hours will see an immediate response. For issues that occur during non-business hours, the impact of the event will be evaluated as soon as possible, and appropriate measures taken to return the system to normal availability.

- a. **Notification:** Client will be notified via email should Emergency Maintenance be necessary. Commercially reasonable efforts will be made to notify Client prior to emergency maintenance. Company reserves the right to complete Emergency Maintenance without prior notification to Client if necessary to mitigate risks posed by the need for Emergency Maintenance in a timely manner.

## **Signature**

Signature

Date

Printed name

---

## **Countersignature**

Countersignature

Date

Printed name

# Appendix B

## IT Service Proposal



## MASON COUNTY MANAGED IT SERVICES PROPOSAL

The services required for all phases of the Mason County Managed IT Services are as follows:

<u>Tasks</u>	<u>Bid</u>
1. 24/7 Network Server/Workstation Monitoring	<u>\$ 68,840.76 - Yr 1</u>
2. Technical Support as Needed	<u>included</u>
3. Emergency Services	<u>included</u>
4. Cloud Backup Services	<u>included</u>
5. AD User and Group Policy Management	<u>included</u>
6. IT Policy Review and Development	<u>included</u>
7. Employee Training (phishing/Internet security/etc.)	<u>included</u>
8. Reporting and Communication	<u>included</u>
9. Technology Strategy Planning	<u>included</u>
6. Vendor Management	<u>included</u>
7. Procurement Management	<u>included</u>
<b>Total not to exceed annual amount</b>	<u>\$5736.73 - Yr 1</u>
<b>Hourly rates for additional services</b>	<u>\$175 / hr</u>
 Randy Allen	
Print Name	
 <i>Randy Allen</i>	
Signature	<u>\$ 68,840.76 - Yr 1</u>
	<u>\$90,701.52 - Yr 2</u>
	<u>\$112,562.40 - Yr 3</u>
 VC3	
Firm Name	



# **MASON COUNTY**

## **REQUEST FOR PROPOSALS (RFP)**

**CHILL Grant Program  
Environmental Review Services**

**RESPONSE DUE: August 30, 2024 at 4:00 p.m.**



**MASON COUNTY  
MICHIGAN**

304 E. Ludington Ave., Ludington, MI 49431 • 231-843-7999 • [masoncounty.net](http://masoncounty.net)

## Purpose

This questionnaire will be used by Mason County for the purpose of making an evaluation of firms interested in providing NEPA environmental review services for the Mason County CHILL Grant Program.

## Background

The CDBG Housing Improving Local Livability (CHILL) Program is a federally funded program that requires a National Environmental Protection Act (NEPA) Environmental Review (ER). Mason County has been selected to participate in the Homeowner Improvement activity type by the Michigan State Housing Development Agency (MSHDA).

## Activity Type

**Homeowner Improvement Project (HIP).** Preserving affordable owner-occupied housing units will be achieved by offering low- and moderate-income homeowners, those making less than 80% of the area median income (AMI), up to \$40,000 to address health and safety concerns and maintenance issues.

Eligible project costs are the actual costs of rehabilitating housing and soft costs, including but not limited to interior and exterior improvements to meet code requirements, roof repair or replacement, siding, windows, plumbing, electrical, mechanical, and insulation. This excludes cosmetic only renovations and upgrades.

## Scope

**CEST Tiered (Tier 1 & Tier 2)**

**Funding Source:** CDBG

**Program Name:** CDBG CHILL

**Federal Agency:** HUD/MSHDA

1. Mason County to Provide:	
Activity Type	HIP
ER Standards	NEPA
ER Type/Determination	CEST Tiered (Tier 1 & 2)
Tier 1 Area	Mason County
Tier 2 Number of Units	TBD

2. ER Consultant to Include in RFP Response:	
Activity Type	HIP
ER Type	CEST Tiered (Tier 1 & 2)
Days to Complete Tier 1	30-45
Time to complete each Tier 2	30-45
ER Completion Date	10 days Following completion of Tier 1 & 2
ER Cost	See Bid Proposal Sheet
NEPA ER Experience	Yes

## Instructions for Filing

Please fill out and email this questionnaire to [kszczyпка@masoncounty.net](mailto:kszczyпка@masoncounty.net).

Please respond to the following prompts:

1. Type complete name, address, and zip code of submitting firm.
2. Provide date the firm was established under the name shown in question 1.
3. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, etc.).
4. List not more than two principals from submitting firm who may be contacted. Listed principals must be empowered to speak for the firm on policy and contractual matters.
5. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices that provide professional services. Show total personnel in all offices.
6. Provide brief resumes of key personnel expected to participate on this project. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include
  - (a) title of each key person and specialist,
  - (b) project assignment or role that person will be expected to fulfill in connection with this project,
  - (c) highest academic degree achieved and the discipline covered (if more than one discipline, rate highest and list both), the year received and the particular technical/professional discipline which that individual will bring to the project, and
  - (d) a synopsis of experience, training, or other qualities which reflect the individual's potential contribution to this project. Include such data as: familiarity with State regulatory agency procedures, similar type of work performed in the past, management abilities, familiarity with the general area of the project, etc. Please limit synopsis of experience to relevant information.
7. Describe at least two projects of similar scope including your firm's experience that best illustrate your NEPA environmental review experiences. Briefly describe the purpose, and management of each such project; the approximate clients served; and approximate timeline/completion date of project. Indicate the budget for each. Describe your firm's responsibility or role in the projects. Give a Reference name and phone number and a Contractor name and phone number as references for each project described.



8. Indicate your firm's present workload: projects in design, current projects, and new projects that have not been started.
9. Provide, through narrative discussion, reasons why the firm is especially qualified to undertake this project. Any awards or recognition received by the firm or individuals for similar work, special approaches or concepts developed by the firm appropriate to this project, financial capacity, etc.

The completed questionnaire should be signed by a principal of the firm, preferably the Chief Executive Officer.

Additional data, brochures, etc. should not accompany this form.

Firms responding to this questionnaire shall not seek the identity of or attempt to contact Board members.

Failure to comply with the above instructions may result in disqualification.

**QUESTIONNAIRE FOR THIRD PARTY ADMINISTRATIVE SERVICES  
MASON COUNTY CHILL GRANT PROGRAM ENVIRONMENTAL REVIEW SERVICES**

Environmental Consulting Solutions

2013

1. Firm Name/Business Address:

2. Year Established

Single Member LLC

3. Type of Ownership

4. Names of not more than two principals to contact: Title/Telephone Number

1) Andrew Foerg – President/Owner - 248-763-3639

2)

5. Present Offices: City/State/Telephone Number and number of personnel at each office.

Royal Oak, MI 248-763-3639 - 5 Persons

Identification/Certification: I certify that the information contained in this questionnaire is true and complete and I agree and understand that any falsification of material facts will result in my forfeiting any rights to consideration for this project.

Signature: Andrew Foerg Digitally signed by Andrew Foerg  
Date: 2024.08.26 20:39:08 -04'00'

Type Name and Title: Andrew Foerg – Owner Date: August 29, 2024

**QUESTIONNAIRE FOR THIRD PARTY ADMINISTRATIVE SERVICES  
MASON COUNTY CHILL GRANT PROGRAM ENVIRONMENTAL REVIEW SERVICES**

6. Brief resume of key persons anticipated to be utilized for this project (duplicate this sheet as needed)

---

a. Name, Title:

Andrew Foerg, Owner/Contract Manager/Technical Reviewer

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b. Project Assignment:

ER assistance, QA/QC, Technical Review, Technical lead on asbestos, lead paint, radon and geology.

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c. Education: Degree(s)/Year/Specification:

B.S., Geology, Wayne State University, 1984

- Certified Professional Geologist (CPG), American Institute of Professional Geologists (AIPG), #9977
- Certified Professional Geologist (CPG), State of Kentucky, #1958
- Registered Professional Geologist (RPG), State of Indiana, #1428
- Certified Underground Storage Tank Professional (CP), State of Michigan, #613
- Certified Lead Inspector/Risk Assessor, State of Michigan, MDCH, #P-04659
- Accredited Asbestos Inspector, State of Michigan, LARA, #A40959

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d. Experience and qualifications relevant to the proposed project:

Mr. Foerg is a Certified Professional Geologist with over 35 years in the environmental industry. Responsibilities focus on client service, project management and technical problem solving.

Clients encompassed major oil companies, national retailers, automotive companies, developers, housing commissions, municipalities, attorneys, public school districts, charter schools and private companies.

Mr. Foerg's experience includes gathering data and preparing National Environmental Protection Act (NEPA) Environmental Reviews statutory compliance reports for compliance with MEDC CDBG, HUD and USDA funded projects.

**QUESTIONNAIRE FOR THIRD PARTY ADMINISTRATIVE SERVICES MASON COUNTY CHILL  
GRANT PROGRAM ENVIRONMENTAL REVIEW SERVICES**

Brief resume of key persons anticipated to be utilized for this project (duplicate this sheet as needed)

---

a. Name, Title

Julie Pratt – Senior Project Professional

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b. Project Assignment:

Project Manager and Lead Environmental Reviewer

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c. Education: Degree(s)/Year/Specification

B.S., 1993, Biochemistry – Michigan State University, East Lansing, Michigan

- Certified Industrial Storm Water operator
- ASTM Certification in RBCA Applied at Petroleum Release Sites
- 40-Hour HAZWOPER Initial Health and Safety Training
- 8-Hour HAZWOPER Health and Safety Refresher

---

d. Experience and qualifications relevant to the proposed project:

Ms. Pratt is a Certified Industrial Storm Water operator and also has over 30 years of professional experience in the environmental consulting industry. As a Senior Project Professional, Ms. Pratt is responsible for coordinating and managing environmental contamination and compliance projects for industrial, commercial, residential, and municipal clients. Ms. Pratt's experience includes gathering data and preparing National Environmental Protection Act (NEPA) Environmental Reviews for compliance with MEDC CDBG, HUD and USDA funded projects.



**QUESTIONNAIRE FOR THIRD PARTY ADMINISTRATIVE SERVICES MASON COUNTY CHILL  
GRANT PROGRAM ENVIRONMENTAL REVIEW SERVICES**

Brief resume of key persons anticipated to be utilized for this project (duplicate this sheet as needed)

---

a. Name, Title

Stephan Kulpanowski – Senior Geologist – Environmental Services

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b. Project Assignment:

Designing and implementing investigations at sites of environmental contamination, interpreting results, evaluating remedial options, and negotiating remedial solutions with regulatory agencies.

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c. Education: Degree(s)/Year/Specification

B.S. (with distinction), 1984, Anthropology and Geology, Wayne State University, Detroit, Michigan

M.S., 1987, Geology, Wayne State University, Detroit, Michigan

- Michigan Association of Environmental Professionals, Board of Directors, 2007 - 2013
- Hazardous Waste Site Supervisor Training, OSHA 8-hour certification
- Health and Safety Training for Hazardous Waste Sites, OSHA 40-hour certification

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d. Experience and qualifications relevant to the proposed project:

Expertise includes oil spill response under the Incident Command System, hydrogeologic and remedial investigations, regulatory site closure, preparing sampling plans, remediation system design, legal strategies, data management, health and safety, risk assessment, conducting forensic investigations, PCB cleanup options under TSCA. Excellent problem-solving and communication skills.

**QUESTIONNAIRE FOR THIRD PARTY ADMINISTRATIVE SERVICES  
MASON COUNTY CHILL GRANT PROGRAM ENVIRONMENTAL REVIEW SERVICES**

7. List at least two projects of similar scope including your firm's experience that best illustrate your MSHDA grant administration experiences. Briefly describe the purpose, and management of each such project; the approximate clients served; and approximate timeline / completion date of project. Indicate the budget for each. Describe your firm's responsibility or role in the projects. Give an Reference name and phone number and a Contractor name and phone number as references for each project described. (If additional space is needed, please use back of this sheet.)

**Project Name:** South Community Flint Plan, Clark Commons Development  
**Owner:** City of Flint, Genesee County Land Bank  
**Client:** Norstar Building Co., Robert Nickoloff, 313-354-2141  
**Dates:** 2017-2023  
**Firm Personnel:** Andrew Foerg, Brent Kelley, Julie Pratt, Steve Kulpanowski  
**Budget:** Approximately \$600,000

**South Flint Community Plan - Clark Commons** is a development project proposed by Norstar Development USA, LP in conjunction with the Flint Housing Commission. The project involves infill development of high quality mixed-income residential housing on currently vacant, under-utilized land. The development is expected to be completed in three phases and provide infill development within an existing single-family neighborhood which has been the beneficiary of more than \$30 million of federal, state and local investment.

The housing element of the project centers on the development of replacement housing units for existing Atherton East tenants, and creating new housing opportunities for current and future Flint residents (~193 units on 265,000+ development square feet). The project receives funding from both the U.S. Department of Housing and Urban Development (HUD) and the Michigan State Housing Development Authority (MSHDA). Therefore, all components of the environmental work must adhere to HUD, MSHDA and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirements and regulations.

To date, the following services have been conducted or are ongoing at the Clark Commons Development:

- MSHDA Phase I ESAs
- Baseline Environmental Assessments
- Subsurface Investigations
- Exploratory Excavation
- Response Activity Plan for NFA
- Direct Contact Exposure barriers
- Hazardous Materials
- Phase II and III ESAs
- Part 50 and Part 58 NEPA ERs
- Remedial Actions
- Geophysical surveys
- Due care implementation
- VI Mitigation Systems
- Asbestos surveys

**Project Name:** Gardenview Estates – Development I through V  
**Owner:** Detroit Housing Commission  
**Client:** Norstar Building Co., Robert Nickoloff, 313-354-2141  
**Dates:** 2013 - 2022  
**Firm Personnel:** Andrew Foerg, Brent Kelley, Julie Pratt, Steve Kulpanowski  
**Budget:** Approximately \$375,000

**Gardenview Estates** is a comprehensive project involving the redevelopment of a 140-acre former public housing development in Detroit, Michigan. DHC contracted a HUD Environmental Assessment and Construction Readiness Assessment on the property, which was completed in 2004-2005. Subsequent work was initiated in 2007 for the developer of the portions of the site designated for rental housing. To date, eight phases of rental development (totaling approximately 50 acres) have been constructed and are fully occupied, and the ninth phase is almost complete.

ECS professionals were involved in the following services:

- MSHDA Phase I ESAs
- Construction Readiness Assessment
- Baseline Environmental Assessments
- NFAs
- Limited Soil Excavation
- Restrictive Covenants
- Geotechnical Studies
- Test Trenching
- Health And Safety Plans and Training
- Roofing Inspections
- Phase II and III ESAs
- HUD NEPA Environmental Assessments
- Subsurface Investigations
- Remedial Activities
- Exposure Barriers
- Vapor Mitigation System
- Geophysical Surveys
- Due Care Plans and Implementation
- Public Education
- Engineering Evaluations

**QUESTIONNAIRE FOR THIRD PARTY ADMINISTRATIVE SERVICES  
MASON COUNTY CHILL GRANT PROGRAM ENVIRONMENTAL REVIEW SERVICES**

8. Describe current workload and ability to handle this project. It is anticipated that the third party administration of the program will commence during the late spring of 2024.

Our current workload is moderate (8 Environmental Reviews, 4 Phase I ESAs, 3 Phase II ESAs, and 6 "other" projects). Projects have varying due dates and we are able to meet deadlines. We have the capacity to take on additional work, and this CHILL Grant Environmental Review project will not overtax our capacity. In the event that projects other than Environmental Reviews require resources (such as field work etc.) we have established long term relationships with other environmental services companies and we are able to draw on them for support. Environmental Review services are all handled in house.

9. Provide, through narrative discussion, reasons why the firm is especially qualified to undertake this project. Information provided should include, but not be limited to, such data as: Any awards or recognition received by the firm or individuals for similar work, special approaches or concepts developed by the firm appropriate to this project, financial capacity, etc.

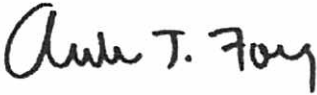
**ECS** has extensive experience in completing Environmental Reviews. We are a MSHDA pre-qualified environmental consultant for both Group A (Phase I/II ESAs, BEAs, DDCCs etc.) and Group B (NEPA/HUD Environmental Reviews and other environmental review record submittals) services.

**ECS** has over 10 years of experience with Environmental Reviews (ERs) and has completed over 55 ERs for projects with varying scopes of work including residential housing, municipal projects, infrastructure, as well as small and large scale commercial/industrial operations. Our experience includes numerous projects regulated by the US Department of Housing and Urban Development (HUD), and the US Department of Agriculture (USDA). ECS has also provided Environmental Reviews on numerous Michigan Economic Development Corporation (MEDC) CDBG projects including Public Gathering Spaces Initiatives and Water Resource Infrastructure Initiatives. Environmental consulting services have also included additional activities required to satisfy consultation and/or mitigation measures associated with various laws and authorities, including but not limited to noise assessments, endangered species and wetlands assessments, archeological assessments (i.e., shovel tests, human remains detection), and contaminants/toxics (i.e., radon, lead based paint, asbestos, Phase I ESAs, Phase II ESAs, and due care compliance).

**MASON COUNTY CHILL GRANT PROGRAM - ENVIRONMENTAL REVIEW SERVICES  
BID PROPOSAL**

The services required for all phases of the Mason County Chill Grant Program Environmental Review

Services are as follows:

<u>Tasks</u>	<u>Bid</u>
1. Tier I Review	\$2,000
2. Tier 2 Environmental Review (per unit)	\$500
Hourly rates for additional services	\$150.00/hour
<u>Andrew Foerg</u> Print Name   Signature	
<u>Environmental Consulting Solutions</u> Firm Name	

\*Based on the information provided in the request for quote, the project costs are associated with rehabilitation of housing and soft costs. For the purposes of this quote it will be assumed that none of the proposed activities meet the definition of an "undertaking" since they do not have the potential to cause effects on historic properties. Should it be determined that proposed activities do meet the definition of an undertaking, then consultation with SHPO will be required and a Section 106 application(s) will be required. Additional fees will apply.

\* Client will provide ECS any required documentation for inclusion into the NEPA environmental review, including but not limited to previous environmental reports (i.e. Phase I ESA, asbestos survey, lead based paint). Should it be determined that the documentation is not available and is required, ECS can prepare a proposal for environmental services upon request.

## Knizacky, Fabian

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**From:** Nelson, Eric  
**Sent:** Tuesday, September 10, 2024 1:41 PM  
**To:** Nellis, Jeff  
**Cc:** Knizacky, Fabian; Szczypka, Kaitlyn  
**Subject:** Old AED's

Good Afternoon,

While searching on how to dispose of the old AED's I came across a company that has a buyback program. I contacted them and they explained that we send them the units and they inspect them. If the units meet their criteria, they send us a check. If they don't meet their criteria, they are simply disposed of. Either way, the old units will be off our hands.

If you would like me to move forward with this, the form asks what company/name to appear on the check, and a contact person. The rest is basic address, phone, email, and unit information.

Thank You,

Eric



DEPUTY ERIC NELSON  
ROAD PATROL DIVISION  
COURTHOUSE SECURITY  
MASON COUNTY SHERIFF'S OFFICE

302 N. DELIA ST.  
LUDINGTON, MI. 49431

231-690-8138  
ENELSON@MASONCOUNTY.NET

**MASON COUNTY 2024 FINAL GENERAL FUND EXPENDITURE BUDGET**

<u>Description</u>	<u>2022 AUDITED</u>	<u>2023 AUDITED</u>	<u>2024 AMENDED</u>	<u>2025 PRELIMINARY APPROVED</u>	<u>2025 FINAL REQUESTED</u>	<u>2025 FINAL APPROVED</u>
Board of Commissioners	131,317	125,649	148,000	148,000	148,000	148,000
Michigan Association of Counties	10,873	10,873	10,875	10,875	10,875	10,875
Juvenile Court	127,492	92,468	97,850	97,850	132,475	132,475
Administrator	331,541	339,267	539,800	527,000	544,650	544,650
Tax Allocation Boards	1,268	1,137	1,475	1,425	1,500	1,500
Clerk	590,283	622,657	701,025	715,425	812,475	717,025
Audit	25,512	27,510	36,000	36,000	49,000	49,000
Remonumentation	35,893	43,063	34,950	36,325	39,225	39,225
Copy Machine & Fax	11,876	10,662	19,700	19,700	19,700	19,700
Treasurer's Office	424,082	439,813	474,275	496,775	519,375	519,225
Equalization Dept.	476,965	461,635	524,975	535,275	541,825	541,825
Election & Canvassers	61,203	42,316	187,125	137,250	141,750	137,250
County Maintenance	137,737	134,448	175,250	166,250	167,175	167,175
Register of Deeds	315,849	324,280	352,900	369,750	372,675	372,675
Courthouse Maintenance	163,860	133,741	152,300	153,300	153,350	153,350
Maintenance - Scottville Complex	23,214	23,662	29,150	29,150	29,200	29,200
Jail Annex Building	19,490	21,772	31,425	31,425	31,500	31,500
Circuit Court	484,365	521,304	625,075	641,075	644,550	638,950
District Court	735,853	734,674	797,150	836,450	854,437	843,575
Probate Court	607,666	644,292	779,400	781,850	813,300	813,300
Prosecutor's office	787,694	861,361	957,825	1,001,350	1,041,000	1,019,450
Family Counseling Service	-	-	4,000	4,000	4,000	4,000
Jury Commission	11,597	15,359	16,200	16,200	16,800	16,200
Courthouse Security	154,935	235,311	275,825	288,900	291,250	291,250
Probation/Parole	3,030	4,173	8,050	8,050	8,750	8,750
Emergency Planning	124,575	110,086	195,375	205,575	202,875	202,875
Animal Control	226,450	222,359	234,575	249,000	249,025	249,025
Dept. of Public Works	32,455	30,544	36,325	37,075	38,475	38,475
Train Commissioner	338,503	353,855	395,000	412,875	431,300	431,250
Trains at Large	2,154	1,554	2,300	2,300	2,300	2,300
Health Department Building	73,504	65,471	82,475	82,475	82,725	82,725
Medical Examiner	108,341	138,491	166,000	166,000	166,000	166,000
Veteran's Burial	6,600	6,600	21,100	21,100	21,100	21,100
Veteran's Affairs Grant	50,183	57,911	71,150	71,425	72,250	72,250
Housing Dept.	206,655	194,615	258,350	267,125	270,425	270,425
County Plat Board	-	-	300	300	300	300
Cooperative Extension	107,899	110,685	128,500	132,025	131,550	131,550
Regional Planning	7,686	7,844	7,800	7,850	7,850	7,850
Economic Development	27,925	19,547	43,950	43,950	57,725	57,725
Parks & Recreation	4,898	361	4,000	2,000	2,000	2,000
Airgrounds	24,690	9,133	9,175	7,900	8,225	8,225
Employee Benefits	50,442	100,755	-	-	-	-
Contingency	-	-	13,550	83,925	100,000	66,700
	<b>7,066,555</b>	<b>7,301,238</b>	<b>8,650,525</b>	<b>8,882,550</b>	<b>9,232,962</b>	<b>9,060,900</b>

**MASON COUNTY 2024 FINAL GENERAL FUND EXPENDITURE BUDGET**

Description	2022 <u>AUDITED</u>	2023 <u>AUDITED</u>	2024 <u>AMENDED</u>	2025 PRELIMINARY <u>APPROVED</u>	2025 FINAL <u>REQUESTED</u>	2025 FINAL <u>APPROVED</u>
<b>APPROPRIATIONS - OTHER:</b>						
United Way - 2-1-1 Service	1,500	2,000	2,000	2,000	2,000	2,000
District #10 Health Department	186,519	186,519	186,519	186,519	186,519	186,519
Mason/Lake Soil Conservation	19,000	19,000	19,000	22,000	22,000	22,000
Household Hazardous Waste Prog	7,000	7,000	7,000	9,000	9,000	9,000
Mental Health Authority	139,625	139,250	139,250	139,250	139,250	139,250
911 Center	158,888	158,762	158,825	158,825	158,825	158,825
Lakeshore Regional Partners	89,645	112,127	89,650	89,650	121,900	121,900
	<u>602,177</u>	<u>624,658</u>	<u>602,244</u>	<u>607,244</u>	<u>639,494</u>	<u>639,494</u>

**APPROPRIATIONS TO COUNTY FUNDS:**

192. Welfare Child Care	-	-	50,000	50,000	50,000	50,000
207. Road Patrol	2,191,475	2,265,075	2,562,250	2,594,000	2,594,000	2,594,000
215. Friend of the Court	570,000	587,000	615,000	667,225	687,000	687,000
225. Junk Ordinance	6,700	15,200	16,500	16,500	16,500	16,500
227. Landfill Perpetual Care	40,000	40,000	-	-	-	-
230. Employee Vacation & Sick P.	-	-	50,000	50,000	50,000	50,000
260.. Indigent Defense	153,500	248,500	180,000	158,000	158,000	158,000
266. Jail Operations	1,944,475	2,019,000	2,019,000	2,116,000	2,116,000	2,116,000
269. Law Library	10,000	10,000	10,000	10,000	10,000	10,000
273. Community Development	-	5,250,000	-	-	-	-
290. Social Welfare	-	15,000	15,000	15,000	15,000	15,000
292. Probate Child Care	411,000	401,075	361,000	406,000	406,000	406,000
402. Equipment Replacement	715,075	335,300	344,525	337,525	355,150	355,150
470. Public Improvement	1,312,956	902,956	426,956	486,956	492,956	486,956
481. Airport - Improvement	62,000	55,000	55,000	55,000	55,000	55,000
536. Mason County Land Bank	-	100,000	-	-	-	-
581. Airport - Operating	152,800	294,000	166,000	166,000	166,000	166,000
676. Ins. - Liability	45,000	45,000	45,000	45,000	45,000	45,000
677. Ins. - Worker's Compensatio	10,000	10,000	10,000	10,000	10,000	10,000
678. Ins. - Health, Pension, & Life	731,550	322,000	322,000	322,000	322,000	322,000
	<u>8,356,531</u>	<u>12,915,106</u>	<u>7,248,231</u>	<u>7,505,206</u>	<u>7,548,606</u>	<u>7,542,606</u>

<b>Total General Fund Budget</b>	<u><u>16,025,263</u></u>	<u><u>20,841,002</u></u>	<u><u>16,501,000</u></u>	<u><u>16,995,000</u></u>	<u><u>17,421,062</u></u>	<u><u>17,243,000</u></u>
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**FUND 470 CAPITAL EXPENDITURES**

Sheriff storage building	50,000	100,000	20,000	50,000	50,000	50,000
Courthouse Roof	470,000	-	-	-	-	-
Airport Terminal	31,000	31,000	31,000	31,000	31,000	31,000
Animal Control Building	21,000	21,000	21,000	21,000	21,000	21,000
Transmission Tower	1,500	1,500	1,500	1,500	1,500	1,500
Parks	20,000	20,000	20,000	20,000	20,000	20,000
102 Fifth Street	12,000	12,000	12,000	12,000	12,000	12,000
Jail	90,000	90,000	90,000	90,000	90,000	90,000
Jail Property	-	260,000	-	-	-	-
Court Building at Jail site	400,000	50,000	20,000	50,000	50,000	50,000
Jail Annex Building	20,000	20,000	20,000	20,000	20,000	20,000
Mason County Land Bank	-	100,000	-	-	-	-
Health Department Building	59,456	59,456	59,456	59,456	59,456	59,456
Courthouse Steps	2,000	2,000	2,000	2,000	2,000	2,000
Courthouse Building & Grounds	100,000	100,000	100,000	100,000	100,000	100,000
HVAC System Replacement	36,000	36,000	30,000	30,000	36,000	30,000
	<u>1,312,956</u>	<u>902,956</u>	<u>426,956</u>	<u>486,956</u>	<u>492,956</u>	<u>486,956</u>



**MASON COUNTY 2024 FINAL GENERAL FUND EXPENDITURE BUDGET**

Description	2022	2023	2024	2025	2025	2025
FUND 402 CAPITAL EXPENDITURE	<u>AUDITED</u>	<u>AUDITED</u>	<u>AMENDED</u>	<u>PRELIMINARY</u> <u>APPROVED</u>	<u>FINAL</u> <u>REQUESTED</u>	<u>FINAL</u> <u>APPROVED</u>
Airport equipment & vehicle	3,200	3,200	3,200	3,200	3,200	3,200
Broadband	303,000	-	-	-	-	-
DPW & Drain Com. Computers	500	500	500	500	-	-
DPW & Drain Com. GIS	1,250	1,250	1,250	1,250	1,250	1,250
Ambulance	30,000	30,000	30,000	70,000	70,000	70,000
Courthouse security system	16,000	16,000	16,000	16,000	16,000	16,000
District/Circuit Court computers	1,000	1,000	1,000	1,000	-	-
Emergency Manage. Equipment	10,000	10,000	10,000	10,000	10,000	10,000
Sheriff's firearms	9,075	9,075	9,075	9,075	9,075	9,075
Road Patrol body cameras	8,350	8,350	8,350	8,350	8,350	8,350
Tax System computers	4,000	4,000	3,000	4,000	-	-
Probate equip. & furniture	500	500	500	500	500	500
Accounting System computers	3,000	3,000	2,500	3,000	-	-
Animal Control vehicles	17,050	3,000	3,000	3,000	5,000	5,000
Maintenance vehicle	3,000	3,000	3,000	3,000	5,000	5,000
Phone Systems	10,000	10,000	10,000	10,000	10,000	10,000
General computer replacement	15,000	15,000	15,000	15,000	27,125	27,125
Sheriff Servers	3,000	3,000	3,000	3,000	3,000	3,000
SRO Vehicles & equipment	131,000	42,575	-	-	-	-
Sheriff Office Diving Equipment	3,500	3,500	3,500	3,500	3,500	3,500
Sheriff Office Dive Trailer	2,000	2,000	2,000	2,000	2,000	2,000
Forensic Computing School	2,500	2,500	2,000	2,500	2,500	2,500
SERT Equipment & Trailer	5,000	5,000	5,000	5,000	5,000	5,000
Road Patrol Total Station	1,000	1,000	1,000	1,000	1,000	1,000
Sheriff Radar Equipment	1,000	1,000	1,000	1,000	1,000	1,000
Road Patrol Software	1,500	1,500	1,500	1,000	500	500
Sheriff radios	1,000	16,000	1,000	1,000	1,000	1,000
Sheriff vehicles	100,000	100,000	110,000	120,000	120,000	120,000
In car cameras	2,000	2,000	2,000	2,000	2,000	2,000
Sheriff's Marine Boat	3,000	3,000	71,000	10,000	10,000	10,000
Sheriff computers & equip.	3,500	3,500	3,500	3,500	15,500	15,500
Sheriff's Ballistic Vests	3,000	3,000	3,000	3,000	3,000	3,000
Sheriff's Canine	1,000	1,000	1,000	1,000	1,000	1,000
Aerial Photos	1,000	1,000	1,000	1,000	1,000	1,000
Clerk Copiers	1,000	1,000	1,000	1,000	1,000	1,000
Clerk Imaging Equipment	4,000	2,000	2,000	2,000	2,000	2,000
Zoning Equipment	400	400	400	400	400	400
Courtroom equipment	500	500	500	500	500	500
Courthouse vehicle	1,000	1,000	500	1,000	1,000	1,000
Tower generator	250	250	250	250	250	250
Sheriff's tasers	3,000	3,000	3,000	3,000	3,000	3,000
Vital records software server	-	2,000	2,000	2,000	2,000	2,000
Animal Control vests	-	2,500	-	500	500	500
Website	-	3,450	-	1,000	1,000	1,000
Register of Deeds furniture	-	2,000	-	-	-	-
Clerk furniture	-	500	500	500	500	500
Clerk computer & printers	-	1,000	500	1,000	-	-
Treasurer scanner	-	750	1,000	1,000	1,000	1,000
Windows Office software	2,000	2,000	2,000	2,000	-	-
Election equipment & computer:	2,000	2,500	2,000	2,000	2,000	2,000
Zoning vehicle	1,000	1,000	1,000	1,000	2,500	2,500
	<u>715,075</u>	<u>335,300</u>	<u>344,525</u>	<u>337,525</u>	<u>355,150</u>	<u>355,150</u>

**MASON COUNTY 2024 FINAL GENERAL FUND REVENUE BUDGET**

	2022	2023	2024	2025	2025	2025
Description	<u>AUDITED</u>	<u>AUDITED</u>	<u>AMENDED</u>	<u>PRELIMINARY</u> <u>APPROVED</u>	<u>FINAL</u> <u>REQUESTED</u>	<u>FINAL</u> <u>APPROVED</u>
Property Tax Collection	11,032,596	11,800,081	12,390,000	12,847,500	12,962,000	12,962,000
Personal Property Reimbursement	1,220,077	998,496	411,000	411,000	426,550	426,550
Delinquent Personal Tax	745	1,975	2,300	1,925	1,925	1,925
Federal Payment in lieu of tax	127,630	135,537	145,400	135,525	145,400	145,400
Industrial Facilities Tax	48,853	24,786	24,325	26,375	25,450	25,450
Real Estate Transfer Taxes	226,406	169,099	120,000	120,000	120,000	120,000
Other Taxes & Fees	90,474	84,119	54,075	32,600	31,950	31,950
Zoning Department	18,740	17,725	19,900	17,725	19,000	19,000
Soil Erosion & Sediment	20,575	21,700	21,750	21,700	23,000	21,700
Dog licenses	46,745	44,980	44,500	44,975	44,975	44,975
All other Licenses & Permits	1,030	1,180	1,075	1,050	1,300	1,050
Court Equity Fund	123,094	130,112	128,350	130,100	130,100	130,100
Judges Salary Standardization	137,172	137,172	137,150	137,150	137,150	137,150
Probate Judge Supplement	127,455	135,762	127,500	135,750	135,750	135,750
Veteran's Affairs Service Grant	47,783	50,828	68,800	68,800	68,800	68,800
Emergency Preparedness	30,335	22,358	31,000	22,350	22,350	22,350
Fr. of Ct./Incentive Program	31,697	34,096	31,700	34,075	34,075	34,075
C.R.P. Reimbursement	342,582	365,023	391,525	365,000	365,000	365,000
Juvenile Court Officer Grant	27,317	27,317	27,300	27,300	27,300	27,300
Victims Rights	36,703	49,936	43,175	43,175	42,675	42,675
Convention Facility Tax	179,289	224,254	179,275	201,375	243,725	243,725
Township Liquor License	18,002	18,377	17,575	18,375	18,375	18,375
State Survey Remonumentation	35,887	40,342	33,250	36,300	39,175	39,175
State Revenue Sharing Grant	557,008	596,290	627,600	627,600	671,950	671,950
County Incentive Program	125,784	125,781	125,775	125,775	125,775	125,775
All other State Grants	37,618	33,108	33,100	33,100	32,625	32,625
All other Federal Grants	5,809,086	153,165	-	-	-	-
Circuit Court Costs	13,781	22,387	21,175	21,800	22,400	22,400
District Court Costs	60,471	88,183	63,000	63,000	77,000	77,000
Probation Oversight Fees	26,399	30,040	30,000	30,000	30,000	30,000
Civil Fees	51,108	47,306	47,000	47,000	47,000	47,000
Recording Fees	164,288	133,410	140,000	130,000	130,000	130,000
Circuit Court Fees	8,187	10,501	10,300	10,500	10,500	10,500
Probate Court	18,017	15,564	13,950	15,550	15,550	15,550
County Clerk	54,840	51,959	51,000	51,950	39,000	51,950
Inter-Departmental Personnel Ser.	21,440	19,327	18,150	19,700	19,700	19,700
Prosecutor	13,349	5,217	7,500	5,200	5,200	5,200
Printed & Electronic Copy Sales	11,864	11,000	15,000	11,000	11,000	11,000
All other Charges for Services	122,351	123,606	115,825	120,950	118,775	120,975
Ordinance Fines & Costs	15,923	24,973	20,000	20,000	25,000	25,000
Bond Forfeitures	9,695	6,425	7,500	6,425	6,425	6,425
Investment Income	182,781	348,604	149,000	225,000	225,000	225,000
Investment Income - restricted	151,515	274,988	-	-	-	-
Gain (loss) on investments	(592,017)	344,545	-	-	-	-
Rents, Leases	34,300	34,593	34,000	34,000	34,000	34,000
Reimbursements, Refunds	394,842	417,597	361,575	357,550	357,650	357,650
Transfers from other funds	-	-	-	-	-	-
911 Center	158,888	164,904	158,625	158,775	158,825	158,825
Total General Fund Revenue	21,422,705	17,618,728	16,501,000	16,995,000	17,229,400	17,243,000
Surplus (Deficit)	5,397,442	(3,222,274)	-	-	(191,662)	-
January 1, Fund Balance	10,567,755	15,965,197	12,740,923	12,740,923	12,740,923	12,740,923
Adjustments for the audit	-	(2,000)	-	-	-	-
December 31, Fund Balance	\$ 15,965,197	\$ 12,740,923	\$ 12,740,923	\$ 12,740,923	\$ 12,549,261	\$ 12,740,923