



PROCLAMATION

WHEREAS: In 1964, John Gill started a small tool and die company with his brother-in-law, Gerald Williams, in Plainfield Township, Grand Rapids, Michigan; and

WHEREAS: The business grew with the addition of stamping products in the early 1970's, welding and assembly in the 80's, and again in the 90's, when John invested in product design and engineering capabilities resulting in products which were increasing in complexity; and

WHEREAS: In 1985, John's wife, Rita Williams, became general manager, leading the company as CEO until 2009 during which time she grew sales from close to \$8 million to over \$100 million; and

WHEREAS: In 2010, Rita handed over the reins to daughters Rita Woodruff and Mary Gill-Thornton who serve as CO-CEO's, continuing the family tradition of manufacturing excellence; and

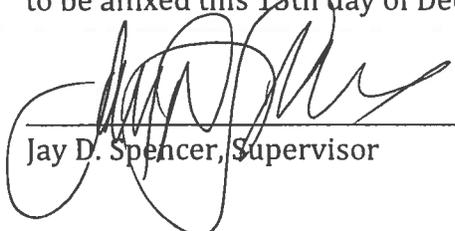
WHEREAS: Today Gill Industries is a global supplier of precision engineered assemblies, as Gill designs, engineers and manufactures things that move; and

WHEREAS: Gill Industries employs 1,898 people globally including 620 in Michigan; and

WHEREAS: Gill Industries will continue to serve as a leading business in our community for generations to come.

NOW THEREFORE: I, Jay D. Spencer, Supervisor of Plainfield Charter Township, do hereby recognize Gill Industries on the occasion of its 50th anniversary and call the observance to the attention of our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Township, to be affixed this 15th day of December, 2014.



Jay D. Spencer, Supervisor



PLAINFIELD CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN

NOTICE OF PUBLIC HEARING
PARKS & RECREATION – 5 YEAR MASTER PLAN

The Plainfield Charter Township Board of Trustees will hold a public hearing on the proposed Parks & Recreation 5 Year Master Plan. The public hearing will take place on Monday, December 15, 2014 beginning at 7:00 P.M. at the Plainfield Charter Township offices located at 6161 Belmont Avenue N.E.; Belmont, MI 49306.

A complete copy of the proposed Parks & Recreation 5 Year Master Plan is available for public inspection at the Plainfield Charter Township Clerk's Office and the Township website at www.plainfieldmi.org.

Any interested party may submit written comments concerning said proposed Parks & Recreation 5 Year Master Plan until the date and time of said hearing. The Township will provide necessary and reasonable auxiliary aids and services at the meeting for individuals with disabilities upon adequate notice to the Township Clerk in writing or by calling (616) 364-8466.

Stephanie L. McMillen, CMC
Plainfield Charter Township Deputy Clerk

Memorandum

To: Plainfield Township Board of Trustees
From: Cameron L. Van Wyngarden, Township Superintendent
Date: 12/11/2014
Re: Request to Support Resolution on Proposed 911 Surcharge

Board,

Over the past year Supervisor Spencer and I have spent a significant amount of time discussing and debating the funding of 911 dispatch operations with other Kent County townships and Kent County administration. Specifically the issue is the funding structure for dispatching fire calls.

Through the years the way fire dispatch has been handled in Kent County has changed and consolidated to where we are today with two 911 dispatch centers; one operated by the Kent County Sheriff's Department and the other by the City of Grand Rapids. Initially Kent County covered fire dispatch for a number of townships at no charge, but over time as more cities and townships moved to Kent County for dispatch services the County began to charge these new members for the service. This has led to our current status where some cities and townships pay for the service, while others, including Plainfield, do not.

This past June Kent County presented the townships with a solution to this funding inequity. The County offered to continue paying for a portion of fire dispatch, but asked each township to begin paying a share based on a formula that included 911 calls for service and dispatched incidents. The township Supervisors met to discuss this proposal, and developed a counter proposal, which is attached to this memo and was sent to Kent County last month.

The township Supervisors' proposal primarily pushes for two major changes in 911 dispatch; 1) a consolidation of the two dispatch centers into one for greater efficiency and effectiveness, and 2) an increase of the phone surcharge to cover all the costs for 911 service. To cover all costs the current surcharge of \$0.45 per phone line would need to increase by at least a dollar per line to cover all costs. This level of increase would require county-wide approval by voters.

The logic behind the phone surcharge approach is basically this – 911 is a service that is only used by phones and other devices with data connections, therefore this is the most appropriate way to pay for this service. This is the approach that is used by many counties around Michigan, including most of our neighboring counties.

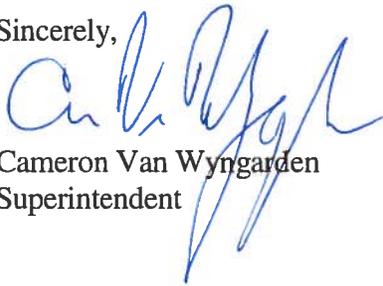
December 11, 2014

A county-wide vote for an increase in a phone surcharge would not happen prior to 2016, so a plan is needed to fund dispatch between now and when a new funding source can be secured. To address this need, the township Supervisors' developed a three-year interim plan to assist in funding fire dispatch under the conditions that this funding would not result in a cost savings to the County and after three years a new solution must be set in place. Under this proposal Plainfield Township would pay approximately \$15,000 in 2015 which has been included in our approved budget. This amount would scale up to approximately \$42,000 by 2017, the final year included in the proposal.

Obviously our preference would be to continue to receive this service for free from the County. However, in light of the pressure to change this situation from the cities and townships that currently pay I believe it is in Plainfield Township's best interests to be a leader on this issue and propose an agreement that is in our long-term best interests. I believe the proposal from the township Supervisors accomplishes this.

I recommend the Board approve the Resolution in Support of Consolidated 911 Emergency Dispatch Service Funded by Phone Surcharges as presented.

Sincerely,



Cameron Van Wyngarden
Superintendent

PLAINFIELD CHARTER TOWNSHIP

KENT COUNTY, MICHIGAN

RESOLUTION ___ of 2014

**RESOLUTION IN SUPPORT OF CONSOLIDATED 911 EMERGENCY DISPATCH
SERVICE FUNDED BY PHONE SURCHARGES**

Minutes of a regular meeting of the Township Board of Plainfield Charter Township, County of Kent, State of Michigan, held at Plainfield Township Hall on December 15th, 2014 at 7:00 p.m., Eastern Daylight Time

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Board Member _____ and supported by Board Member _____.

WHEREAS, Township government has a long and rich history of efficient, effective, responsible, accountable governance in Michigan, and

WHEREAS, governments in Kent County plan regionally and act locally to improve our quality of life, and

WHEREAS, consolidation of dispatch services throughout the county may potentially lead to improved service, reduced cost, or both, and

WHEREAS, the current funding model for 911 dispatch is inequitable and passing the costs on to the local units of government is the wrong approach, and

WHEREAS, 911 Dispatch is a service that should be paid for by the users of that service, which would likely involve an increase in the 911 phone surcharge, and

WHEREAS, the Kent County Board of Commissioners is the body responsible for placing the 911 surcharge issue on a County-wide ballot for a vote of the people, and

WHEREAS, until a County-wide vote can occur, a temporary and limited funding solution which does not release the County from its funding duties, must be set in place until a permanent funding solution can be established.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Trustees of Plainfield Charter Township:

A. Support and affirm the Kent County Township Supervisors' proposal as set forth in their letter of November 19, 2014.

B. Recommend that Kent County immediately begin the planning process with the Cities of Grand Rapids and Wyoming to consolidate dispatch operations into one unit.

C. Recommend that Kent County begin to take all actions necessary to present to the voters a ballot question that would permit an increased phone surcharge and to place that ballot question before the voters no later than 2016.

D. Support the development with Kent County of an interim funding agreement, as referenced in the November 19, 2014 letter.

E. All resolutions and parts of resolutions in conflict herewith are repealed.

YEAS: Board members: _____

NAYS: Board members: _____

ABSTAIN: Board members: _____

ABSENT: Board members: _____

RESOLUTION DECLARED ADOPTED

Ruth Ann Karnes, Township Clerk

I HEREBY CERTIFY that the forgoing is a true and complete copy of a resolution adopted by the Township Board of Plainfield Charter Township, County of Kent, Michigan, at a regular meeting held on December 15th 2014, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Ruth Ann Karnes, Township Clerk

November 19, 2014

Daryl Delabbio
County Administrator
Kent County Administration Building
300 Monroe Avenue NW
Grand Rapids, MI 49503-2206

Mr. Delabbio,

This past June you called together a number of Township leaders to discuss the current funding challenges and inequities that exist regarding emergency dispatch services in Kent County. During that meeting you and your staff presented a funding formula that would more equitably fund dispatch services through a formula that took into consideration relevant factors such as the number of 911 calls received and incidents responded to by public safety units. While certainly more equitable, this approach was not well received by many of the local units, in particular those units that do not currently make specific financial contributions for dispatch service.

The Kent County Township Supervisors recently met to discuss this issue, and came to the following conclusions:

- **The current funding model is inequitable.** Currently, the County covers the cost of fire dispatch service for a portion of townships, while other townships, cities, and villages must pay additional cost for the same service. Fixing this imbalance is the priority of the units that currently pay, and is recognized by the others as a situation that should be addressed.
- **Consolidation of dispatch services throughout the County may potentially lead to improved service, reduced cost, or both.** Over the years dispatch service has consolidated into two systems, one operated by the County and the other by the City of Grand Rapids. While these two systems work collaboratively, we believe additional efficiencies can be gained by further consolidation into one system.
- **Passing the cost along to the local units is the wrong approach.** In conjunction with a consolidated service, we believe a consolidated, County-wide funding model is the most appropriate approach to meet this need.
- **911 Dispatch is a service that should be paid for by the users of that service.** Calls for emergency service originate from phones and other communications devices, not by real estate. Therefore, the most appropriate model to fund 911 services is through an adequate user surcharge placed on phone and data lines of service throughout the County.

- **It is the responsibility of the Kent County Board of Commissioners to place the 911 surcharge on a county-wide ballot in 2016.** As this is a county-wide issue, it is the responsibility of the county to place this issue on the ballot. The ballot proposal must provide sufficient funding to entirely fund all functions of 911 dispatch.
- **An interim funding solution must be found while working toward the implementation of the phone surcharge.** Recognizing that a voter-approved 911 surcharge is our ultimate goal, a plan must be developed to fund fire dispatch until a surcharge can be set in place. This interim plan would cover 2015-2017 to provide sufficient time for a county-wide vote on a surcharge as well as time for surcharge funds to sufficiently accumulate to fully fund 911 operations.
- **The interim solution should not result in a cost savings to the County.** The intent of the interim plan is to balance costs between the local units, not to relieve the County from their current share of the cost for fire dispatch.
- **The interim solution is a temporary arrangement.** If the voters of Kent County do not approve a 911 surcharge a new funding solution must be found. The local units of government are not agreeing to a cost sharing model past the three-year interim solution.

Based on these conclusions, we offer the following proposal to resolve this matter. We request the County to begin the planning process with the Cities of Grand Rapids and Wyoming to consolidate dispatch operations into one unit. This new combined dispatch service would be funded through an increased phone surcharge, which requires a vote of the people to enact. We resolve to work with the County to support the combined dispatch plan and encourage voters to approve the surcharge during a 2016 election.

Attached is a spreadsheet with a proposed three-year phase in of fire dispatch fees based on incidents per responding unit. It is our preference to work within this cost structure, beginning in January 2015 and ending December 2017.

Mr. Delabbio, we thank you for the courtesy you have shown us by approaching us and asking us to work with you to resolve this issue. We wish to return the same courtesy by supporting the County in an effort to unify and modernize our dispatch services as many of our neighboring counties have done in recent years. Please let us know how we can be of assistance in this effort.

Sincerely,

Kent County Township Supervisors

Grand Rapids - OUT
Wyoming - OUT

	Amount/Calls	Per Call			
	\$519,278/22454	\$23.13			
	CALLS	FEE	25%	50%	75%
Plainfield	2,391	\$55,303.83	\$13,825.96	\$27,651.92	\$41,477.87
Cutlerville	1961	\$45,357.93	\$11,339.48	\$22,678.97	\$34,018.45
Cascade	1608	\$37,193.04	\$9,298.26	\$18,596.52	\$27,894.78
GR Twp	407	\$9,413.91	\$2,353.48	\$4,706.96	\$7,060.43
Lowell	820	\$18,966.60	\$4,741.65	\$9,483.30	\$14,224.95
Alpine	1013	\$23,430.69	\$5,857.67	\$11,715.35	\$17,573.02
Courtland	351	\$8,118.63	\$2,029.66	\$4,059.32	\$6,088.97
Oakfield	290	\$6,707.70	\$1,676.93	\$3,353.85	\$5,030.78
Cannon	508	\$11,750.04	\$2,937.51	\$5,875.02	\$8,812.53
Dutton	511	\$11,819.43	\$2,954.86	\$5,909.72	\$8,864.57
Caledonia	787	\$18,203.31	\$4,550.83	\$9,101.66	\$13,652.48
Ada	573	\$13,253.49	\$3,313.37	\$6,626.75	\$9,940.12
Byron Center	674	\$15,589.62	\$3,897.41	\$7,794.81	\$11,692.22
Sparta	865	\$20,007.45	\$5,001.86	\$10,003.73	\$15,005.59
Algoma	543	\$12,559.59	\$3,139.90	\$6,279.80	\$9,419.69
Solon	391	\$9,043.83	\$2,260.96	\$4,521.92	\$6,782.87
Sand Lake	316	\$7,309.08	\$1,827.27	\$3,654.54	\$5,481.81
Kent City	358	\$8,280.54	\$2,070.14	\$4,140.27	\$6,210.41
Cedar Springs	645	\$14,918.85	\$3,729.71	\$7,459.43	\$11,189.14
Spencer	331	\$7,656.03	\$1,914.01	\$3,828.02	\$5,742.02
Grattan	215	\$4,972.95	\$1,243.24	\$2,486.48	\$3,729.71
Alto	205	\$4,741.65	\$1,185.41	\$2,370.83	\$3,556.24
Walker	519	\$12,004.47	\$3,001.12	\$6,002.24	\$9,003.35
Kentwood	4,492	\$103,899.96	\$25,974.99	\$51,949.98	\$77,924.97
Grandville	1,680	\$38,858.40	\$9,714.60	\$19,429.20	\$29,143.80
Wyoming	0	\$0.00	\$0.00	\$0.00	\$0.00
Grand Rapids	0	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	22,454	\$519,361.02	\$129,840.26	\$259,680.51	\$389,520.77

**Wyoming - IN
Grand Rapids - OUT**

	Amount/Calls	Per Call			
	\$604297/27824	\$21.72			
	CALLS	FEE	25%	50%	75%
Plainfield	2,391	\$51,932.52	\$12,983.13	\$25,966.26	\$38,949.39
Cutlerville	1961	\$42,592.92	\$10,648.23	\$21,296.46	\$31,944.69
Cascade	1608	\$34,925.76	\$8,731.44	\$17,462.88	\$26,194.32
GR Twp	407	\$8,840.04	\$2,210.01	\$4,420.02	\$6,630.03
Lowell	820	\$17,810.40	\$4,452.60	\$8,905.20	\$13,357.80
Alpine	1013	\$22,002.36	\$5,500.59	\$11,001.18	\$16,501.77
Courtland	351	\$7,623.72	\$1,905.93	\$3,811.86	\$5,717.79
Oakfield	290	\$6,298.80	\$1,574.70	\$3,149.40	\$4,724.10
Cannon	508	\$11,033.76	\$2,758.44	\$5,516.88	\$8,275.32
Dutton	511	\$11,098.92	\$2,774.73	\$5,549.46	\$8,324.19
Caledonia	787	\$17,093.64	\$4,273.41	\$8,546.82	\$12,820.23
Ada	573	\$12,445.56	\$3,111.39	\$6,222.78	\$9,334.17
Byron Center	674	\$14,639.28	\$3,659.82	\$7,319.64	\$10,979.46
Sparta	865	\$18,787.80	\$4,696.95	\$9,393.90	\$14,090.85
Algoma	543	\$11,793.96	\$2,948.49	\$5,896.98	\$8,845.47
Solon	391	\$8,492.52	\$2,123.13	\$4,246.26	\$6,369.39
Sand Lake	316	\$6,863.52	\$1,715.88	\$3,431.76	\$5,147.64
Kent City	358	\$7,775.76	\$1,943.94	\$3,887.88	\$5,831.82
Cedar Springs	645	\$14,009.40	\$3,502.35	\$7,004.70	\$10,507.05
Spencer	331	\$7,189.32	\$1,797.33	\$3,594.66	\$5,391.99
Grattan	215	\$4,669.80	\$1,167.45	\$2,334.90	\$3,502.35
Alto	205	\$4,452.60	\$1,113.15	\$2,226.30	\$3,339.45
Walker	519	\$11,272.68	\$2,818.17	\$5,636.34	\$8,454.51
Kentwood	4,492	\$97,566.24	\$24,391.56	\$48,783.12	\$73,174.68
Grandville	1,680	\$36,489.60	\$9,122.40	\$18,244.80	\$27,367.20
Wyoming	5,370	\$116,636.40	\$29,159.10	\$58,318.20	\$87,477.30
Grand Rapids	0	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	27,824	\$604,337.28	\$151,084.32	\$302,168.64	\$453,252.96

Grand Rapids - Wyoming

IN

	Amount/Calls	Per Call			
	\$990,006/48956	\$20.22			
	CALLS	FEE	25%	50%	75%
Plainfield	2,391	\$48,346.02	\$12,086.51	\$24,173.01	\$36,259.52
Cutlerville	1961	\$39,651.42	\$9,912.86	\$19,825.71	\$29,738.57
Cascade	1608	\$32,513.76	\$8,128.44	\$16,256.88	\$24,385.32
GR Twp	407	\$8,229.54	\$2,057.39	\$4,114.77	\$6,172.16
Lowell	820	\$16,580.40	\$4,145.10	\$8,290.20	\$12,435.30
Alpine	1013	\$20,482.86	\$5,120.72	\$10,241.43	\$15,362.15
Courtland	351	\$7,097.22	\$1,774.31	\$3,548.61	\$5,322.92
Oakfield	290	\$5,863.80	\$1,465.95	\$2,931.90	\$4,397.85
Cannon	508	\$10,271.76	\$2,567.94	\$5,135.88	\$7,703.82
Dutton	511	\$10,332.42	\$2,583.11	\$5,166.21	\$7,749.32
Caledonia	787	\$15,913.14	\$3,978.29	\$7,956.57	\$11,934.86
Ada	573	\$11,586.06	\$2,896.52	\$5,793.03	\$8,689.55
Byron Center	674	\$13,628.28	\$3,407.07	\$6,814.14	\$10,221.21
Sparta	865	\$17,490.30	\$4,372.58	\$8,745.15	\$13,117.73
Algoma	543	\$10,979.46	\$2,744.87	\$5,489.73	\$8,234.60
Solon	391	\$7,906.02	\$1,976.51	\$3,953.01	\$5,929.52
Sand Lake	316	\$6,389.52	\$1,597.38	\$3,194.76	\$4,792.14
Kent City	358	\$7,238.76	\$1,809.69	\$3,619.38	\$5,429.07
Cedar Springs	645	\$13,041.90	\$3,260.48	\$6,520.95	\$9,781.43
Spencer	331	\$6,692.82	\$1,673.21	\$3,346.41	\$5,019.62
Grattan	215	\$4,347.30	\$1,086.83	\$2,173.65	\$3,260.48
Alto	205	\$4,145.10	\$1,036.28	\$2,072.55	\$3,108.83
Walker	519	\$10,494.18	\$2,623.55	\$5,247.09	\$7,870.64
Kentwood	4,492	\$90,828.24	\$22,707.06	\$45,414.12	\$68,121.18
Grandville	1,680	\$33,969.60	\$8,492.40	\$16,984.80	\$25,477.20
Wyoming	5,370	\$108,581.40	\$27,145.35	\$54,290.70	\$81,436.05
Grand Rapids	21132	\$427,289.00	\$106,822.25	\$213,644.50	\$320,466.75
TOTALS	48,956	\$989,890.28	\$247,472.57	\$494,945.14	\$742,417.71

Annis, Visser & Brandt, P.C.
Attorneys at Law

TIMOTHY B. VISSER
ERIC E. BRANDT

RICHARD C. ANNIS, JR.
RETIRED

RICHARD C. ANNIS, SR.
(1902-2004)

LOCATED AT:
2228 ALPINE AVENUE, N.W.
WALKER, MICHIGAN

MAILING ADDRESS:
P.O. Box 141635
GRAND RAPIDS, MICHIGAN 49514-1635

TELEPHONE
(616) 784-3443

FACSIMILE
(616) 784-3611

E-MAIL
annisvisser@sbcglobal.net

December 10, 2014

Plainfield Charter Township Board
Plainfield Charter Township
6161 Belmont Ave., N.E.
Belmont, MI 49306

Re: 5580 West River Drive

Dear Members of the Board:

The Friends of the White Pine Trail have offered to gift to the Township a parcel of real estate located at 5580 West River Drive that was previously gifted to it by William E. Patterson, Jr. and Mary A. Patterson.

In speaking with Cameron Van Wyngarden and John Short, it is my understanding that the property would be an integral component of the trail that the Township eventually wants to run along the river. A map of the subject property is enclosed for your reference. The property is approximately 13.5 acres in size. The true cash value of the property based on the 2014 tax assessment is \$48,600.00. The property has limited development value due to accessibility issues and flood plane and/or floodway issues.

The Friends of the White Pine Trail propose to transfer the property by way of a Quit-Claim Deed. Therefore, the Township would be acquiring the property subject to the outstanding real estate taxes. The 2013 tax year taxes are currently delinquent in the approximate amount of \$1,437.98. Furthermore, 2014 summer and winter taxes remain unpaid and would also be the obligation of the Township.

The Friends of the White Pine Trail have requested that the property only be used for trails, open space and/or other park purposes. Furthermore, to recognize the donors of the property, Friends of the White Pine Trail have requested that the park be named after the donors. To accomplish this, I have drafted the enclosed Agreement which would be recorded with the Kent County Register of Deeds.

Also enclosed is a copy of the Quit-Claim Deed to transfer the real estate. If the Township desires to accept the gift, the following motion could be offered and approved: I move to accept the gift of the real estate commonly known as 5580 West River Drive and to enter into the proposed Agreement with Friends of the White Pine Trail.

If it is the Township Board's desire to accept the gift, it would be beneficial to take such action this year so that the Township is the owner of the property as of December 31, 2014, thereby making the property tax exempt for 2015. While David Heyboer plans on attending the Board meeting to answer any questions, the plan is that the Quit-Claim Deed and Agreement would be signed by him in the days following the meeting at the Township Hall when a notary public is available.

If you have any questions, please feel free to contact me.

Yours very truly,

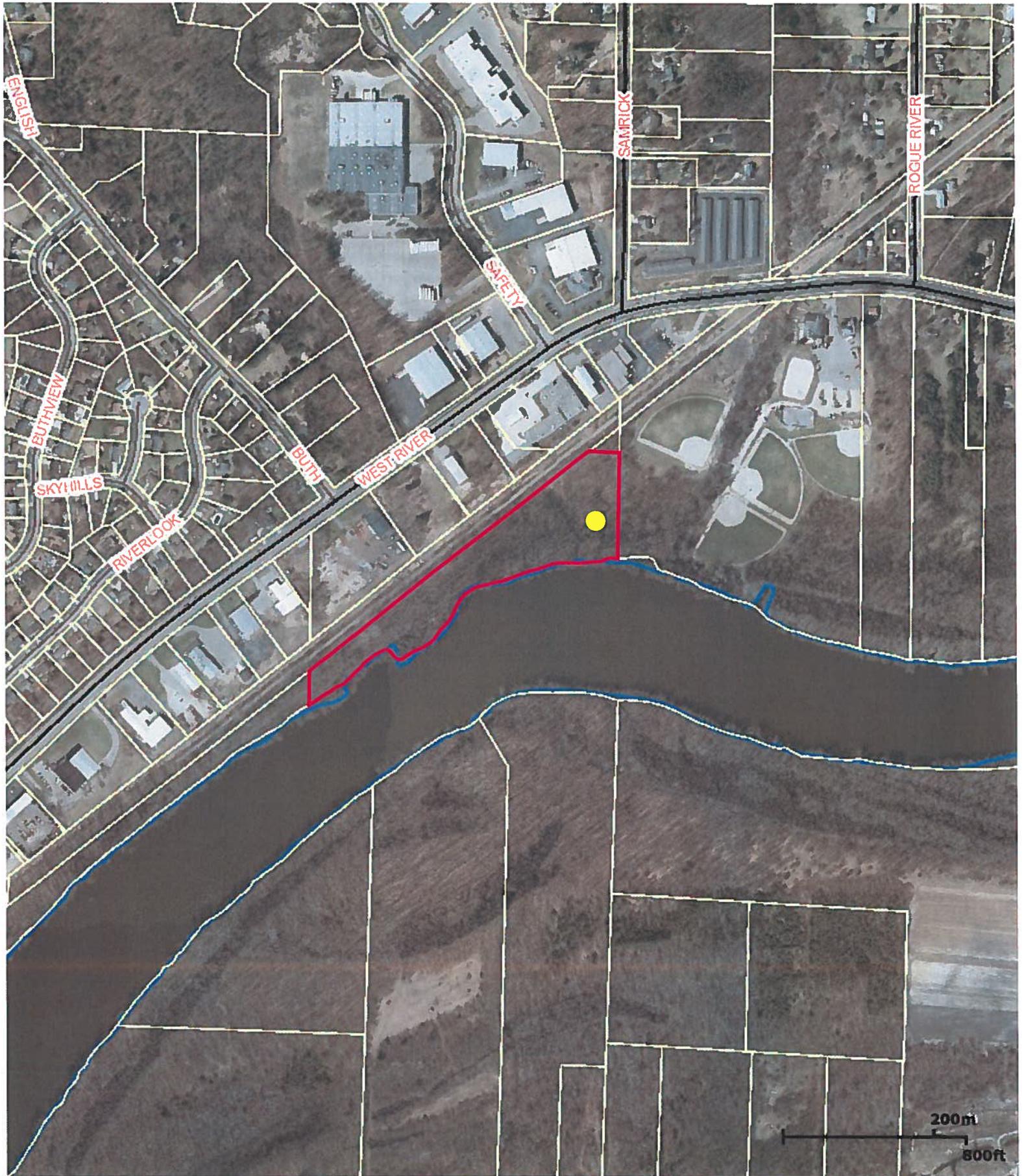
ANNIS, VISSER & BRANDT, P.C.

A handwritten signature in black ink, appearing to read 'E. Brandt', written in a cursive style.

Eric E. Brandt

Enclosures

5580 West River Drive NE



Copyright © 2009 - 2014 County of Kent, Michigan. All rights reserved



Kent County Geospatial Service

DISCLAIMER: This map does not represent a legal document. Kent County Michigan makes no warranty, expressed or implied, regarding accuracy, completeness or usefulness of information presented. Users of this information assume all liability for its fitness for a particular use.

QUIT-CLAIM DEED

THIS QUIT-CLAIM DEED, made this ____ day of _____, 2014

BETWEEN Friends of the White Pine Trail, a Michigan non-profit corporation, of 5075 Egypt Valley Road, Belmont, MI 49306, party of the first part,

and Plainfield Charter Township, a Michigan municipal corporation, of 6161 Belmont Ave., Belmont, MI 49306, party of the second part,

Witnesseth, that the said party of the first part, for NO CONSIDERATION by these presents does hereby grant, bargain, remise, release and forever QUIT-CLAIM unto the said party of the second part, all its interest in that certain piece or parcel of land situated in the Township of Plainfield in Kent County, and State of Michigan, and described as follows:

That part of Government Lot 1 lying Southeasterly of the Southeasterly line of Pennsylvania Central Railroad Right of Way (100 feet wide), Section 20, Town 8 North, Range 11 West, Plainfield Township, Kent County, Michigan.

P.P.N.: 41-10-20-426-007
Commonly known as: 5580 West River Dr., NE

The foregoing description was provided by the grantor, for which the preparer assumes no responsibility.

This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The grantor grants to the grantee the right to make all divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

This conveyance is exempt from transfer tax under MCLA 207.526(a) and MCLA 207.505(a).

(When applicable, pronouns and relative words shall be read as plural, feminine or neuter, respectively.)

This conveyance is subject to an Agreement recorded in the Office of the Kent County Register of Deeds at Instrument No. _____.

FRIENDS OF WHITE PINE TRAIL

By: _____
David Heyboer, Its President

STATE OF MICHIGAN)
)ss.
COUNTY OF KENT)

On this _____ day of _____, 2014, before me, a Notary Public, in and for said County, appeared David Heyboer as President of Friends of the White Pine Trail to me known to be the same person described in and who executed the within instrument and acknowledged the same to be of his free act and deed.

PREPARED BY AND RETURN TO:
ANNIS, VISSER & BRANDT, P.C.
Eric E. Brandt (P52007)
P.O. Box 141635
Grand Rapids, MI 49514-1635
(616) 784-3443

Eric E. Brandt, Notary Public
Kent County, Michigan
My Commission Expires 5/04/2018

AGREEMENT

This Agreement is entered in to this _____ day of December, 2014 between **Friends of the White Pine Trail**, a Michigan nonprofit corporation, of 5075 Egypt Valley Road, Belmont, MI 49306, and **Plainfield Charter Township**, a Michigan municipal corporation, of 6161 Belmont Ave., N.E., Belmont, MI 49306.

WHEREAS, Friends of the White Pine Trail is the owner of the following property (the Premises) situated in Plainfield Township, Kent County, Michigan and legally described as follows:

That part of Government Lot 1 lying Southeasterly of the Southeasterly line of Pennsylvania Central Railroad Right of Way (100 feet wide), Section 20, Town 8 North, Range 11 West, Plainfield Township, Kent County, Michigan.

PPN 41-10-20-426-007

WHEREAS, Friends of the White Pine Trail desires to convey the Premises to Plainfield Charter Township by way of a Quit-Claim Deed and subject to certain restrictions and requirements contained herein; and

WHEREAS, Plainfield Charter Township is willing to accept the Premises by way of a Quit-Claim Deed and subject to the restrictions and requirements contained herein; and

WHEREAS, the parties desire to reduce their understanding to a writing and record the same with the Kent County Register of Deeds;

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

1. Upon conveyance of the Premises to Plainfield Charter Township, the Premises shall only be used for trails, open space and/or other park purposes.

2. Whereas, the parties desire to recognize the fact that the property was conveyed to the Friends of the White Pine Trail by William E. Patterson, Jr. and Mary A. Patterson, the name of the park shall be the "Patterson Family/Friends of the White Pine Trail Township Park" or another name mutually agreeable to the parties to this Agreement. The Township shall not be obligated to place any signs, plaques or other means of identification of the park name at the Premises provided, however, the Friends of the White Pine Trail shall be permitted to do so subject to approval by the Plainfield Charter Township Board which shall not be unreasonably

STATE OF MICHIGAN)
) SS
COUNTY OF KENT)

On this _____ day of December, 2014, before me, the subscriber, a Notary Public in and for said County, personally appeared Jay D. Spencer as Supervisor of Plainfield Charter Township, to me known to be the same person described in and who has executed the within instrument, and acknowledged the same to be his free act and deed.

_____, Notary Public,
Kent County, Michigan
My commission expires: _____

Prepared by Eric E. Brandt (P52007)
and return to: ANNIS, VISSER & BRANDT, P.C.
P.O. Box 141635
Grand Rapids, MI 49514-1635
(616) 784-3443

10c

Memorandum

To: Board of Trustees

From: Stephanie L. McMillen, CMC, CMMC
Deputy Clerk

Date: 12/11/2014

Re: Meeting and Records Management Solutions

Background

Cameron and I have been working on this for several months now; I was first introduced to iCompass at the annual Michigan Clerks Association Conference this summer and was extremely impressed by their product, therefore I attended a more in-depth presentation in September.

I have looked at a number of these types of products/solutions over the years and this is the first one that I actually felt was a viable mechanism that would streamline and automate our agenda and board packet process over multiple departments. It could easily be implemented and utilized by staff, board, and committee members creating better productivity and efficiencies. The meeting solution along with the records management solution would also foster greater accountability and transparency for us as a local unit of government.

I approached Cameron about my findings and he himself met with iCompass in October and came to the same conclusion. Cameron has since discussed this with both the Technology Committee and the Board on a number of occasions and we are now coming to you with a request for approval to enter into a service agreement with iCompass Technologies for their Meeting and Records Management Solutions.

Cameron and I have reviewed three Meeting & Records Management Solutions and received the following quotes for each system

<u>Name</u>	<u>Vendor</u>	<u>Initial Cost</u>	<u>Annual Recurring Cost</u>
iCompass Meeting & Records Management Solution	iCompass Technologies	\$27,600 (1 st year included)	\$ 14,600
Laserfiche	General Code	\$ 70,426 (1 st year included)	\$ 17,526
OnBase	PRGX	\$ 95,080 (1 st year included)	\$ 11,816

While each of the systems provide similar core functionality, it was determined based on the desired features and extensive review by Township staff that the iCompass Meeting and Records Management Solution would be the best option for the Plainfield Charter Township in terms of overall functionality, flexibility and cost associated with the system.

Budget Impact

Funding for this item will come from the monies budgeted for technology improvements in the capital improvement fund for Fiscal Year 2015.

Recommendation

Staff is recommending that the Board of Trustees approve a service agreement with iCompass Technologies for the iCompass Meeting and Records Management software, for \$27,600 for Fiscal Year 2015 and \$14,600 for each additional year of service.

Thank you for your consideration.

	iCompass		General Code Laserfiche		OnBase	
	First Year	Renewal	First Year	Renewal	First Year	Renewal
Base Software Costs						
Server Hardware	N/A		Not incl		Not incl	
Server Software	\$27,600	\$14,600	\$5,000		\$34,000	\$6,800
Records Management	included	included	\$6,000		included	included
Public Access	included	included	\$25,000		\$1,880	\$376
Agenda Workflow	included	included	\$7,956	\$7,956	\$11,000	\$2,200
iPad annotation	included	included	Not incl		Not incl	Not incl
Subtotal	\$27,600	\$14,600	\$43,956	\$7,956	\$46,880	\$9,376
Users						
Number of admin users	unlimited	unlimited	8	8	8	8
Software cost per admin user	included	included	\$500		\$1,000	\$200
Number of base users	unlimited	unlimited	7	7	7	7
Software cost of access only user	included	included	\$500		\$600	\$120
Subtotal	\$0	\$0	\$7,500	\$0	\$12,200	\$2,440
Support / Maintenance						
Server Hardware	included	included	Not incl	Not incl	Not incl	Not incl
Server Software Updates	included	included	Not incl	Not incl	Not incl	Not incl
Program Software Updates	included	included	Not incl	Not incl	Not incl	Not incl
General Support	included	included	\$9,570	\$9,570	included	included
Subtotal	\$0	\$0	\$9,570	\$9,570	\$0	\$0
Professional Services						
Server	included	included	\$9,400		\$36,000	
Agenda	included	included	Not incl		TBD	
Public Access	included	included	included		TBD	
Subtotal	\$0	\$0	\$9,400	\$0	\$36,000	\$0
TOTAL	\$27,600	\$14,600	\$70,426	\$17,526	\$95,080	\$11,816
3 year Cost of Ownership	\$56,800		\$105,478		\$118,712	

Features	On Base	General Code (Laserfiche)	iCompass	Additional Notes on iCompass Product
Records Management System	✓	Records Management software is DoD 5015.2 certified	✓	Focus on tracking and reporting on the legal retention requirements. Includes tracking FOIA/Public Record Request, Reporting on destruction dates, destroying documents while retaining records of destruction, flagging vital records, flagging legal hold records, record owner etc.
Retention Schedule Import and wizard (auto populates disposition information, destruction information etc.)		✓	✓	
Smart Queing of Potential Records			✓	
Smart Filters for Destruction - Schedules for destruction tracking and reporting			✓	
Destroyed document tracking and reporting		✓	✓	
FOIA / Public Record Tracking			✓	uploaded by City of Walker will be OCR'd manually by iCompass.
Auto OCR			✓	Not truly comparable to - Agenda workflow vs. Automated agenda solution with public/mobile access
Public Access Portal and searching of records Complete agenda automation solution			✓	
ipad app for Agenda's and mobile device friendly for all other modules (internal and public)			✓	
Allows departments to organize documents while record retention and meta-data is handled behind the scene		✓	✓	Keep main interface clean with no uploading here and moving over
Unlimited users, training, coaching and support - No additional charges		License base fees purchased training	✓	
Cloud Infrastructure		✓	✓	Cloud Infrastructure for over 14 years
All updates and upgrades included			120 GB	
Document Management System		✓	✓	Focus on sharing documents, restricting - opening and edit access, collaboration workflows, version tracking and history. (Everything to do with creating and storing a file)
Email Integration - Ability to send to DocuWare straight from Outlook		✓		OCR is included and so is INTELLIGENT INDEXING
Needs add-on module for OCR			✓	Can be automated
Dynamic upload and reordering		✓	✓	
Add user defined metadata to documents and folders				
Full Text Search - search the contents of the entire repository for a specific word or phrase; Boolean and Fuzzy searches are supported as well.		✓	✓	
Property / Metadata Search - search on a single document property or combination, including document name, document text, location, file type, creation date, or user defined metadata		✓		
Search Toolbar - Perform a quick search with Google like functionality		✓	✓	
Search Options - Perform Basic and Advanced Searches		✓	✓	

Features	On Base	General Code (Laserfiche)	iCompass	Additional Notes on iCompass Product
Ease of use - interface is similar to Microsoft Windows		✓	✓	Leading Web interface (quick previews, mobile friendly etc...)
Send documents directly from MS Office applications to the repository		✓	✓	MS Word Plugin
Drag and drop documents directly into the repository from Windows Explorer		✓	✓	
Scan documents into the repository using FTP, TWAIN, ISIS and Kofax supported scanners as well as Multi-Function copiers		✓	✓	FTP printers scan directly into system
Integrated Workflow software with wizard driven workflow configuration		✓	✓	
Built in Workflow activities out of the box		✓	✓	
Customizable Workflow routing		✓	✓	
Read and write data from fillable PDF forms		✓	✓	
Pull and push data from ODBC compliant third party databases		✓		
Create custom workflow scripts using VB.NET and C#		✓		
Active Directory Integration - Single Sign On		✓		
Permission Inheritance - configure access through group membership, and allow users to inherit security settings from the groups they belong to.		✓	✓	
Access Control Lists - secure documents through access control list, security tags, and privileges.		✓	✓	
Role Based Authorization		✓	✓	
Privilege Delegation		✓	✓	
Secure Deletions - identify who can mark an item for deletion		✓	✓	
Secure Purging - identify who can purge items from the repository		✓	✓	
Security Watermarks - create mandatory watermarks for printed, exported, or viewed documents		✓		
Document Check in / Check out		✓		
Import Photos from Digital or Mobile Cameras and clean up the images for curvatures or warped images.		✓		
Store any native file format including photos, videos, MS Office documents, PDFs, CAD drawings, etc.		✓	✓	
Ability to annotate documents with highlights, sticky notes, redactions, call out boxes, stamps, etc without altering the original image.		✓		
Track Electronic and Physical Records		✓	✓	
Full document lifecycle management		✓	✓	
Perform legal holds on documents;		✓	✓	

Created by the City of Walker



iCompass

Proposal for
Plainfield Charter Township, MI

Prepared for: Cameron Van Wyngarden
Township Superintendent

Tuesday, December 9, 2014

Prepared by:
Joshua Fruecht, MPA, CMC
Account Executive
iCompass Technologies, Inc.



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Welcome to *iCompass*!

Thank you for affording us the opportunity to provide you with this proposal for our *Meeting Management Solution (MMS)*. Should you require any additional information, require clarification or have any questions whatsoever please feel free to contact me at your convenience.

Situation Review

Plainfield Charter Township is a vibrant community just north of Grand Rapids; the second largest community in Michigan. Because of its commitment to a high quality of life, Plainfield Charter Township has provided a great place to live, work, and play. Plainfield Charter Township is also committed to serving its citizens with efficient government and is thus investigating the efficiencies of electronic meeting and records management software.

The Township currently has a manual process for creation of the agenda packet and management of records. The agenda packet is created manually from paper and email input, then delivered to members of the Board of Trustees. The Township Clerk's Office in collaboration with the Township Superintendent is responsible for records management and all steps in the agenda creation distribution process, as well as preparation of meeting minutes, scanning and posting documents to the Township's website.

Key benefits to Plainfield Charter Township for implementing meeting and records management software include:

- Less time for staff to create, review, approve, submit agenda items, create meeting minutes and manage records.
- A central system to manage agendas, minutes, follow-up items, and records across the organization.
- Improve transparency by providing online access to public meeting information and records.
- User-Friendly experience for Board of Trustees to access the agenda via the iPad.



We Can Help - iCompass is an Industry Leader

iCompass provides:

- **INDUSTRY LEADING** implementation speed.
- **UNLIMITED** support, coaching and training
- 'Easy as That' fees which offer **BEST OVERALL VALUE**

iCompass provides *CivicWeb*, the leading Solutions for cloud-based *Meeting, and Records Management* for Municipal Clerks who are swamped with never-ending tasks related to managing their meeting process, records administration and tracking responsibilities.

CivicWeb automates meeting and records management workflow in one system, and facilitates open governance through comprehensive and seamless access to information. It provides real-time pulse and complete visibility into what's going on across the entire organization.

iCompass routinely has its customers up and running in two (2) meeting cycles via our MAX 20 Hour Training Program. Our customers' immediate ROI is also realized in part due to our true all-inclusive pricing model, cloud-based service, no IT involvement, no expensive consultants, no over-built systems and no costly RFP process.



Our 'Best in Class' CivicWeb Tools

Records Management Solution (RMS) - Enables you to address the core requirements of Records Management with an easy to use and affordable solution – and you can start using it within DAYS of purchase.

Includes the following modules:

- *Records Manager*
 - Classification Scheme & Retention Schedule
- *Action Tracking*
 - *Public Records Request Tracker* and *Archives Tracker*
 - *Output Document Capability* (1 for each Tracker, if applicable)
 - *InTouch* (for *Public Records Request Tracker* only)
- *FilePro*
 - *FilePro Custom Banner*
 - *FilePro Connector*
 - *FilePro Enterprise Search*

Highlights:

- Records Management capabilities for managing items, documents, and uploaded files
- Manage paper and electronic records, including location of records (building, room, box, folder)
- Dashboard – one place to do your Records Management work including powerful searching
- Integrated hierarchical classification/retention schemes, with the ability to easily search by classification
- Includes *FilePro* the *Archives Tracker* and the *Public Records Request Tracker*
- Easily classify existing *CivicWeb* documents (agendas and minutes), and uploaded documents & files
- Management of retention schedules (disposition and destruction) - view records ready to move to the next state
- Powerful and flexible filtering of most subsets of the database – customized per user (department, disposition date, location, active vs. archived, etc.)
- Highly flexible 'metadata' support – incorporate those most important search fields and add new ones
- Track boxes of records in storage, managing movement to archive and destruction with included *Archives Tracker* – helps with your box labelling as well

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- Pre-defined and custom filtering of records into working lists and standard searches – output to Excel / Word
- Ability to assign security to records, including metadata and attached files, and to assign security to users to restrict access to records, and records management functionality
- Supports import and storage of most image and document file types
- Ability to search full text of OCR scanned electronic documents
- Maintain your Vital Records on line – for storage, searching and disaster recovery
- Manage legal holds of records – preventing destruction while in place
- Flexible security management
- Supports sending email notification with link to specific record
- Audit logging of records management activities and edits
- Facilitates instant publishing of records to the public using *FilePro*



Meeting Management Solution (MMS) – streamlines the creation, approval and distribution of agenda packets, minutes, meeting decisions/actions, and management of records.

Includes the following modules:

- *Meeting Manager* (unlimited Meeting Templates)
 - *Agenda & AgendaNotes* (iPad®, Web and PC versions)
 - *Minutes*
- *Action Tracking*
 - *Meeting Tracker* + 1 additional Tracker of Customer's choice
 - *Output Document Capability* (1 for each Tracker, if applicable)
- *FilePro*
 - *FilePro Custom Banner*
 - *FilePro Connector*
 - *FilePro Enterprise Search*
- *SharePoint Connector, Laserfiche Connector*, (if applicable)

Highlights:

- Increased visibility into the entire meeting process through a 'dashboard' view of all agendas, minutes and actions created, approved, distributed, and stored
- Reduction of the repetitive 'copy and paste' process when preparing, approving and distributing agendas, minutes, related forms and actions
- Creation of agenda items electronically
- Last minute changes can be easily and quickly accommodated
- Multiple types of attachments can be used, and there is no limit to how many
- There is no limit to the number of templates, and you have complete control to make changes to existing templates or create new ones
- Automatic page re-numbering, even for last minute additions to the agenda
- Built-in approval process with e-mail notification
- Final agendas, minutes, and related documents can be quickly and easily posted to a designated website (via the *FilePro* module) for public and/or staff access
- Ability to project HTML split screen view of agenda during meetings
- Hard copies of agendas, minutes, forms and actions lists can be printed any time
- Minutes are pre-populated for quick on-the-fly minute taking during meetings
- Capture and tracking of meeting decisions and action item follow-up
- Ability to manage and provide online access to historical and archived records for both the public and/or staff using the *FilePro* module
 - Automatically OCR documents as they are inputted into the system
 - Drag and drop file management
 - Document destruction logging
 - Manage access levels and security options
 - Document searching and sharing

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- Powerful search capabilities
- Flexible access levels and security options

AgendaNotes (iPad® Version) Highlights:

- Access to any electronic agenda as soon as it is published
- Download the agenda and attachments to an iPad®
- User security maintained through login / password controls
- Highlight text with a swipe
- Place sticky notes right on reports and attachments
- Free hand circle and mark-up your entire agenda
- Auto sync grabs updates and agenda items on the go
- Hot links straight to your notes for quick review
- Easily print the agenda and your notes at any time

AgendaNotes (Web Version) Highlights:

- Access to any electronic agenda as soon as it is published
- View the agenda and attachments on any device
- Add notes to agenda headings and items
- Hot links straight to your notes for quick review
- Easily print the agenda and your notes at any time

AgendaNotes (PC Version) Highlights:

- Access to any electronic agenda as soon as it is published
- Download the agenda and attachments to a Windows compatible laptop or desktop computer
- Add notes to agenda headings and items
- Easily print the agenda and your notes at any time
- Options to download some or all attachments – great for dial-up users



Our Value

Using *CivicWeb*, Municipal Clerks manage their meeting and records management workflows up to 75% faster, enabling the shifting of resources to other pressing priorities.

This is due to our MAX 20 Hour Training Program, true all-inclusive pricing model, cloud-based service, no IT involvement, no expensive consultants, no over-built systems and no costly RFP process.

Commitment to our Customer Community

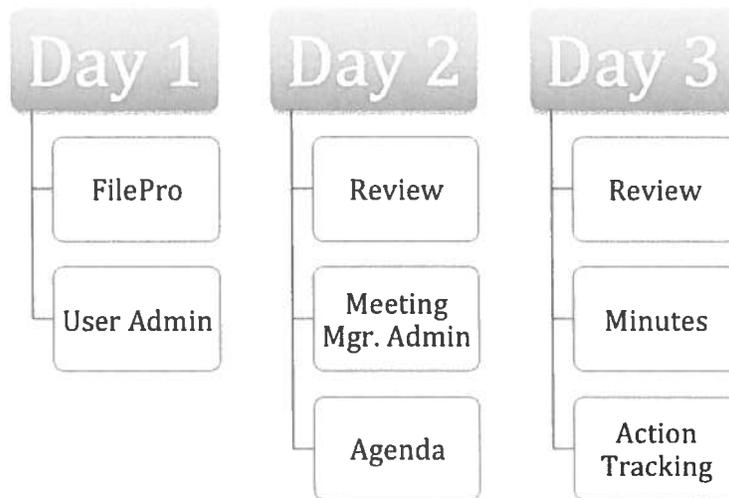
- Our focus is the public sector only – over the past 14 years, we have built a customer base of 400 local government and other public sector customers, serving over 2000 public sector employees and over 1 million members of the general public.
- Our *CivicWeb* tools are built specifically for public sector organizations and assist in delivering open, accessible and green government
- We have a *Customer Advisory Board* – chaired by a customer and the agendas for these meetings are set by the customers
- We facilitate collaboration among our customer community via tools such as the ability to conduct searches across the public folders of our customers' *FilePro* sites (FilePro Enterprise Search), user groups, one-day regional user sessions, our annual user conference, monthly collaboration webinars, newsletters and blogs



MAX20 Training Program & the Industry's Fastest Implementation

MAX20 Training Program

Our industry-leading *MAX20 Training Program* ensures that you are up and running quickly - in less than 20 hours – with our *Meeting Management Solution*, or *Records Management Solution*. Note – if you purchase only *FilePro* or *Action Tracking*, the training is less than 4 hours and 6 hours respectively – see below.



Highlights:

- On-line, workshop style training with an instructor leading each module
- The training is interactive and takes place over a four-day period during the same week
- Workshop Time – Opportunity to get hands on with each module with immediate access to the Instructor for assistance
- Chat session for collaboration with other customer participants
- The modules you attend, thus the number of days required will depend on the services you have purchased:
 - *Meeting Management Solution* – days 1, 2 and 3
 - *Records Management Solution* – days 1, and 4 plus the *Action Tracking* part of Day 3
 - *FilePro* only – day 1
 - *Action Tracking* only – day 1 plus part of Day 3

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Prior to *MAX20 Training*, the following implementation activities happen:

1. Kick-Off Call – 15 mins

Purpose:

- Official hand-off from iCompass Sales to Customer Success
- Introductions of key implementation personnel on both sides of project
- Agreement on implementation timelines
- Agreement on Success Criteria for the project

2. Business Analysis Session – 45 mins

Purpose:

- Quick review of Success Criteria
- Understand your workflow and processes
- Confirm configuration settings for your system

3. Launch Session – 30 mins

Purpose: To provide you with a walk-through of the system configured with your settings for the first time prior to the start of the *MAX20 Training* the following week

Post *MAX20 Training*, the following implementation activities happen:

1. Customer Acceptance Sign-off (on your last day of training)

Purpose: Official sign-off for the implementation of your system

2. Coaching Sessions

Purpose: To ensure success in your use of the Services to which you subscribe

- Each coaching session is 1 hour in length and there is a session for each module



Unlimited Support, Coaching & Training

Unlimited Support:

- The Customer may designate up to 3 individuals who will be registered with iCompass as authorized Champions eligible for free and unlimited support throughout the duration of the relationship.
- Only authorized Champions will receive support – inquiries from others within the Customer’s organization will be directed to the authorized Champions.
- Support requests will be documented and e-mailed to the authorized Champion making such requests (as well as added to the Customer Resource Center) so as to minimize support requests in the future.
- 1-800 telephone and e-mail support during the business hours of 5:30 AM to 5:30 PM (Pacific Time), Monday-Friday (not including stat holidays).
- Support calls will be answered by a human being 24 hours/day, 7 days/week.
- iCompass will respond to incoming Support calls within 10 mins of our Customer Success Team receiving them, and we’ll do so by phoning the Customer back.
- “Support” is defined as follows: *“iCompass providing the Customer assistance either over the phone or via e-mail related to the Customer’s use of the Services.”*

Unlimited Coaching Sessions:

- The Customer may request an unlimited number of Coaching Sessions for designated individuals throughout the duration of the relationship.
- An authorized Champion must make such requests.
- Each Coaching Session will last between 15 and 30 minutes.
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week’s notice of any cancellation or rescheduling of Coaching Sessions. The Customer may cancel or reschedule a Coaching Session twice with less than one week’s notice without penalty. After the second occurrence, there will be a \$200 fee charged to the Customer for each subsequent occurrence.

Unlimited Training Sessions:

- The Customer may request an unlimited number of free Training Sessions for designated individuals throughout the duration of the relationship.
- Such training will be provided via our *MAX20 Training Program* - On-line, workshop style training with an instructor leading each module.
- An authorized Champion must make such requests.
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week’s notice of any cancellation or rescheduling of participation within Training Sessions. The Customer may cancel or reschedule participation within a Training Session twice with less than one week’s notice without penalty. After the second occurrence, there will be a \$200 fee charged to the Customer for each subsequent occurrence.

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Other 'Best in Class' Customer Resources:

- Monthly educational webinars
- iCompass Customer Resource Center which includes a growing collection of quick reference guides and videos
- iCompass Template Libraries for easy searching and review of sample documents from dozens upon dozens of other iCompass customers. Such documents include agendas, minutes, forms, classification schemes/retention schedules, etc.

Storage Space and Pricing

Up to **120 GB** of storage is included in the Records and Meeting Management Solution fees set out in this proposal. Additional storage may be provided on the following schedule, and is calculated and payable on an annual basis:

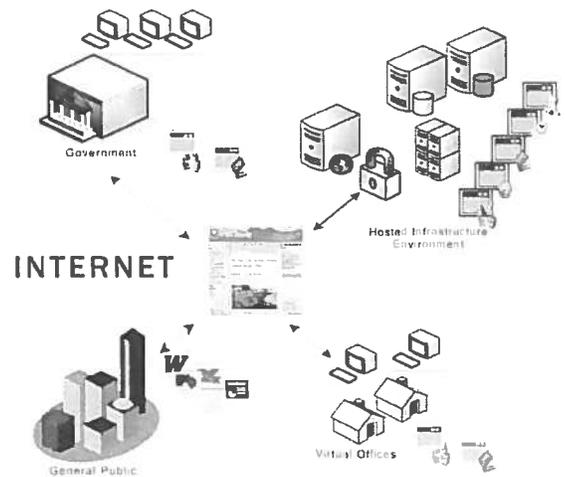
Included in project pricing	120 GB
121GB to 1TB	\$5/GB
1TB to 10TB	\$3/GB
Above 10TB	To be discussed

Our Cloud Delivery Model - Software as a Service (SaaS)

Our *CivicWeb* tools are delivered over the Internet and our customers only require a web browser to access and use them. **Overall, the SaaS model is a much lower-cost delivery of software services - you no longer have to over spend or build in-house!**

Key Benefits:

- Joining a community of other Small Local Government municipalities for best practice improvement.
- All feature updates included.
- Constant redundant back-up of all information.





'Easy as That' Fees

Records Management Solution (RMS):

- Includes Records Manager, Action Tracking, and FilePro modules.
- Includes standard classification scheme and retention schedule for your region.
- Includes 2 Trackers created in Action Tracking (Public Records Request Tracker +Archives Tracker)
- Includes MAX20 Training, implementation, & support as detailed within this document
- Includes unlimited users within your organization
- Includes all regular upgrades to the modules
- **20% Local Leader Program Discount**

Meeting Management Solution (MMS):

- Includes *Meeting Manager, Action Tracking, FilePro, FilePro Custom Banner, FilePro Connector, FilePro Enterprise Search, and AgendaNotes* (iPad®, Web and PC versions)
- Includes *SharePoint Connector, Laserfiche Connector*, (if applicable)
- Includes unlimited meeting types (agendas & minutes)
- Includes 2 Trackers created in *Action Tracking (Meeting Tracker + Report Tracker)*
- Includes MAX20 Training, implementation, & support
- Includes unlimited users within your organization
- Includes all regular upgrades to the modules
- **25% Discount applied as bundled with RMS**

CivicWeb Portal (CWP):

- Meeting schedules, agendas, minutes, voting and attendance records are all included.
- Linked to website
- Delivers information to the public automatically
- Automatically refreshes with the latest information once it is complete
- Meeting schedules, agendas, minutes, voting and attendance records are all included.

Year 1 Fee	Years 2+ Fee
<p style="text-align: center;"> \$34,500 - \$6,900* \$27,600 </p> <p style="text-align: center;">*See iCompass Local Leader Program Discount</p>	<p>\$14,600</p>
<p>Included</p>	<p>Included</p>
<p>Included</p>	<p>Included</p>



iCompass Local Leader Program*

Since Plainfield Charter Township, MI is one of the first in your geographic region to join the iCompass team, we are extending the Township a **20% discount off of the regular first year price of \$34,500** as part of the iCompass Local Leader Program. Below you will find a negotiable set of requests from iCompass for participation in the program.

- Participation:
 - in a customer case study much like [this one](#) with Whitby, Ontario
 - in a video case study much like [this one](#) with Issaquah, WA.
 - In a video based webinar discussing the results of using the software with a panel of other municipal Clerks and a moderator.
 - as a periodic telephone reference for calls from new customers in the area.
 - as a potential guest blog poster on the iCompass website telling a brief story about the project.
- A listing on the iCompass references web page.

Terms & Conditions:

- The fees outlined herein are guaranteed until **December 31, 2014**.
- The fees outlined herein are based on a three year term contract.
- The one-time activation fee includes set-up of the application(s).
- The annual hosting fee includes hosting in the facilities of our managed hosting services partner, technical support (e-mail and 1-800 support), maintenance, on-line training sessions, regular upgrades to the software and storage space.
- All activation and annual fees are payable up front.
- Your license will include unlimited users from your Township.



No Risk Satisfaction Commitment

iCompass wants our customers to feel safe in committing to a future of electronic agendas and records management. For this reason we offer the industries safest No Risk Satisfaction Commitment.

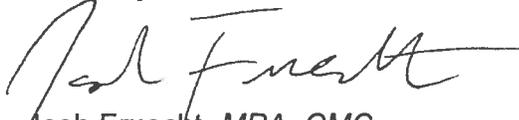
If for any reason Plainfield Charter Township is dissatisfied with the software, implementation or services provided by iCompass Technologies during the first 6 months after purchase all funds will be returned and commitments waved. Following this 6 months period should Plainfield Charter Township decide to discontinue services for any reason with 30 days' notice, any future commitments will be waved.

Conclusion

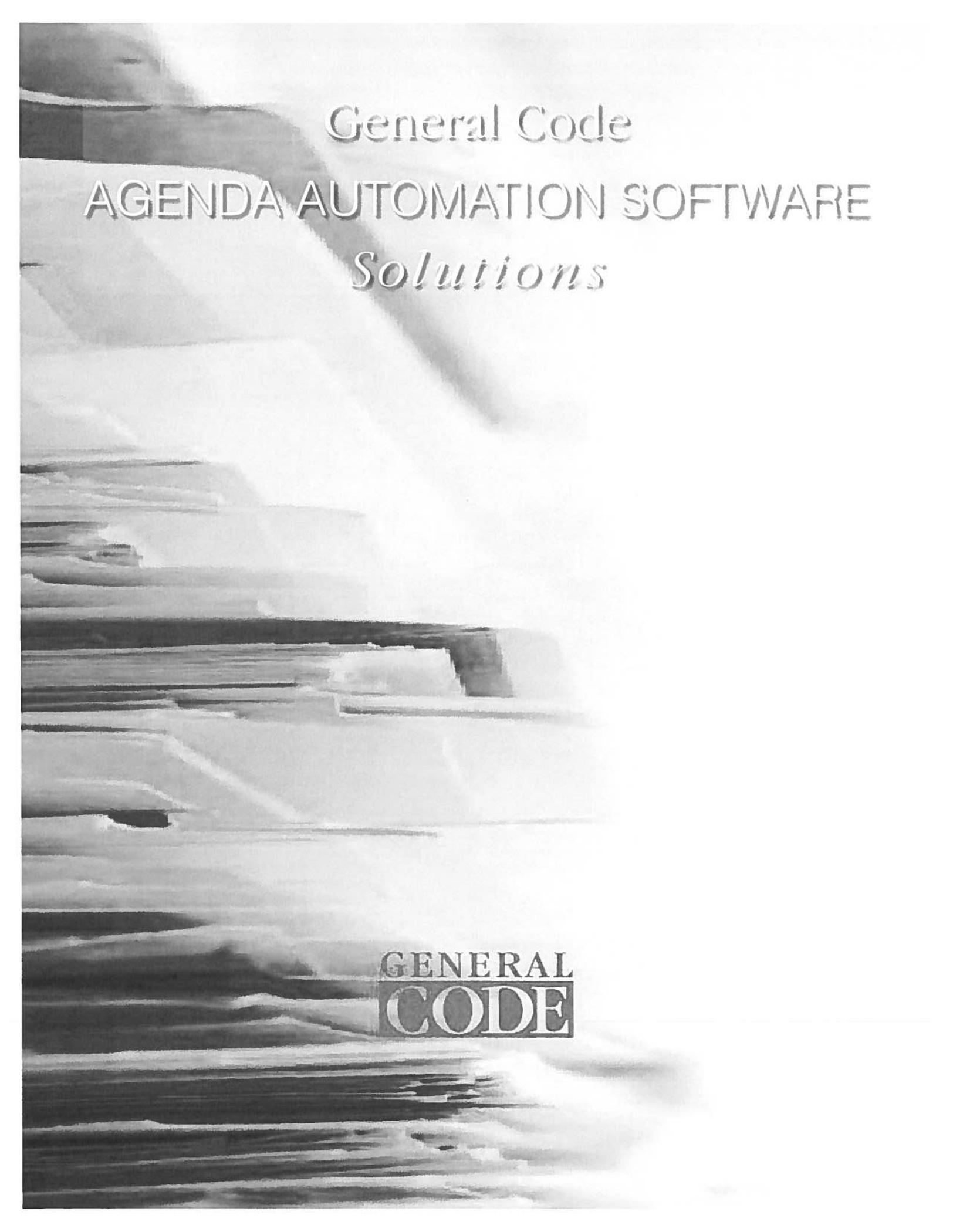
Again, thank you for affording us the opportunity to provide you with this proposal for our *CivicWeb* Services. With almost 15 years of experience serving over 400 public sector customers, we trust that you will find great value in our services.

Please feel free to contact me if you have any questions, require any further clarification or wish to have a service agreement prepared in order to proceed with this proposal. I can be reached on my cell phone at 863-266-9998.

Sincerely,



Josh Fruecht, MPA, CMC
Account Executive
iCompass



General Code
AGENDA AUTOMATION SOFTWARE
Solutions

GENERAL
CODE

NovusAGENDA—Automate your Agenda Process

From managing submissions and gathering attachments to approvals, printing and distribution of the packets, to all the other steps that take place behind the scenes before board meetings, the agenda process can be an arduous—and expensive—undertaking.

NovusAGENDA is an easy-to-use tool created to take paper, the duplication of effort and inherent inefficiencies out of the process of creating agendas including assembling informational packets for meetings, tracking progress on agenda items and disseminating both agendas and minutes to board members and the public. NovusAGENDA takes the paper off your desk and moves the process into your computer.



▶ **SAVE** Cost, Resources and Time

The savings are measurable

The cost of manually gathering, photocopying and routing paper agendas can be exorbitant. With NovusAGENDA, you no longer need to go through ecologically wasteful and time-consuming packet development and distribution. From NovusAGENDA's simple Web-based interface, employees and officials within the organization can electronically create, approve and track agenda items. All of your forms, documents and attachments are available online so board members, staff and citizens can access the electronic documents at any time.

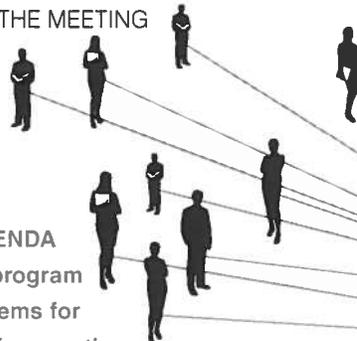


NovusAGENDA provides an affordable, easy-to-use way to manage an automated paperless agenda process—customized to reflect your approval process.

Simple, familiar and powerful — *The agenda process is made simple:*

BEFORE THE MEETING

1 Staff and officials simply log into the NovusAGENDA software program and add items for an upcoming meeting.



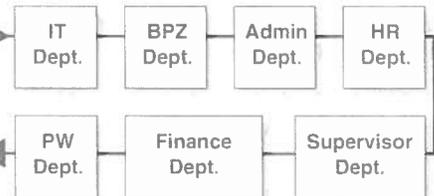
agenda coordinator

The agenda coordinator can oversee the entire agenda process by publishing agendas and minutes right from his or her desk.



BEFORE THE MEETING

2 After the agenda document has moved through a established department-to-department workflow, the agenda coordinator reviews and publishes the agenda to the Web.



DURING THE MEETING

3 During the actual meeting, minutes and votes are recorded directly into the program.



AFTER THE MEETING

4 The minutes are published as a draft and circulated for approval. After approval, minutes can instantly be published to the Internet.

New Feature

NovusBOARDVIEW for Board members

NovusAGENDA not only automates the creation and publication of agendas and minutes, it now empowers Board members to have an active role in the agenda process. NovusBOARDVIEW provides Board members of choices and flexibility with how they receive and utilize agenda items such as:

- View upcoming meeting agenda items
- Make private comments on any item for their own purposes
- Print the meeting agenda with or without private comments
- Review draft minutes prior to voting on them
- Make and print private comments on minutes
- Research past agendas, minutes and personal comments

NovusAGENDA allows the agenda coordinator to meet the needs of each of the Board members with delivery options:

- 1). Post to a secure Intranet or Internet site
- 2). Send a single 'stitched' PDF file
- 3). Deliver a traditional paper packet

When you purchase the NovusAGENDA software, NovusBOARDVIEW is included at no additional cost.

Customize Your Current Process

The NovusAGENDA system has been designed with customizable usage in mind. Rather than replace your current agenda-creation process, the experts at Novusolutions have created a program that will immediately feel familiar, simple and powerful. Mirroring your current agenda processes – from forms to format – it takes your current process and automates the steps that are time consuming and redundant.



NovusAGENDA Key features and benefits:

- Easy to use, easy to deploy
- Electronically mirrors your current paper-based process
- Custom screens make item creation easy
- Saves paper, time and money
- Web-based for easy 24/7 access to information
- Unlimited use license—multiple meetings, multiple users at no extra cost
- Record minutes and votes into the program during meetings
- Option to publish draft minutes electronically for approval
- Post approved minutes to the Internet instantly
- Improve customer service to your entire organization or community
- Everything is formatted and print ready if printing is required

Getting Started

To learn more about General Code's NovusAGENDA agenda automation solution we invite you to call us at:

(800) 836-8834

Or join us for a free webinar demonstration. Sign up today at:

www.generalcode.com/webinars

Give us a few minutes of your time, and we'll be happy to show you the General Code advantage.

About General Code

Serving the needs of communities for more than 45 years, General Code provides a variety of products and services to over 2,600 municipal governments throughout the United States. Offering codification and document management solutions, including municipal codes and manuals, supplementation service, electronic and Internet access to codes, records management

solutions and building and planning software, General Code sets the standard for improving the code enforcement process and is on the cutting-edge of technology, providing new and reliable tools to our customers to better service their constituents/clients. We pride ourselves on our experience level, our technical knowledge in the industry and our focus on the customer. Visit us at www.generalcode.com to learn more.

About Novusolutions

NovusAGENDA is software product created by Novusolutions based in Tampa, Florida. NovusAGENDA was founded in 2000 on the belief that Web-based software solutions would offer a unique opportunity for governments and educational institutions to automate the

business processes that had previously been too expensive to automate. Novusolutions uses Microsoft's SQL Server as the backbone of all of their software, written to an 'open standard' to easy tie existing systems to their own.



72 Hinchey Road
Rochester, New York 14624
800-836-8834
Fax: 585-328-8189
www.generalcode.com



Information made civil.

Estimated Content Management Project Pricing for Charter Township of Plainfield, Kent County, MI

**THESE PRICES ARE BASED ON A PRELIMINARY NEEDS ASSESSMENT AND ARE PROVIDED
FOR BUDGETARY ESTIMATING PURPOSES ONLY.**

When the Township is ready to proceed with the work and its comprehensive requirements are determined, a formal quote can be finalized which may include applicable price adjustments.

Line Item Description	Model #	Quantity	Unit Price	Total
Base Software				
Avante Server for MS SQL with Workflow	MSE30	1	\$5,000.00	\$5,000.00
Avante Named Full User with Snapshot & Email	MNF05	15	\$500.00	\$7,500.00
Base Software Subtotal				\$12,500.00
Add-Ons/Plug-Ins				
Avante Standard Public Portal	MPPS	1	\$25,000.00	\$25,000.00
Avante Records Management Module	MSM60	1	\$6,000.00	\$6,000.00
Add-Ons/Plug-Ins Subtotal				\$31,000.00
Support				
LSAP Avante Named Full User with Snapshot & Email	MNF05B	15	\$110.00	\$1,650.00
LSAP Avante Server for MS SQL with Workflow	MSE30B	1	\$1,100.00	\$1,100.00
LSAP Avante Standard Public Portal	MPPSB	1	\$5,500.00	\$5,500.00
LSAP Avante Records Management Module	MSM60B	1	\$1,320.00	\$1,320.00
Support Subtotal				\$9,570.00
Professional Services				
On-Site Days (<i>installation, configuration, training</i>)	ON-B	2	\$1,650.00	\$3,300.00
Transparent Records Management Consulting Days - On-Site	TRMOS	2	\$1,650.00	\$3,300.00
Transparent Records Management Consulting Days - In-Office	TRMIO	2	\$1,150.00	\$2,300.00
Laserfiche Project Management	PM	1	\$500.00	\$500.00
Professional Services Subtotal				\$9,400.00
Grand Total				\$62,470.00

Note:

- 1. Anticipated annual LSAP fees after the included 1st year for the above configuration would be \$9,570.00*
*subject to change based upon the then-current support prices for that year**
- 2. Automated Workflow Module (software) is included with Laserfiche Avante. If/when the Township wishes to implement Automated Workflow, there will be additional development and configuration time required. We will be happy to assess any Workflow implementation desires with you and provide any relevant fees at your request. (Fees will be based on the number and complexity of the desired workflows to be implemented.) These additional service fees would not apply until you are ready to implement this component.**
- 3. The number of record series that can be addressed within the above consulting days for Transparent Records Management is approximately five (5). If the Township wishes to use General Code to convert more record series, additional time will need to be added for this service and a formal quote will be provided once the additional record series are identified and related requirements are specified.**

REFERENCES

The following references are current General Code clients who have completed similar projects. Please feel free to contact anyone on the list.

City of Monroe, MI

Michelle LaVoy, Clerk
734-243-0700

Delta Charter Township, MI

David Marquette, GIS/IT Administrator
517-323-8590

Eaton County, MI

Robert Sobie, IT Director
517-543-4704



NovusAGENDA Cost Demo Support Partners About Us Clients NovusHR Blogs



[Cost](#)

[Pilot Program](#)

[How Do I Buy?](#)

University Feedback

NovusAGENDA saves us about \$4,000 each meeting in printing and distribution costs alone! I will never go back to paper.

Major Florida University

Agenda Software Cost for Meeting Management

[Home](#) > Cost

Check out our [Pilot Program](#)

Low Cost, Great Software!

NovusAGENDA software cost includes an unlimited use license for as many users and meeting types as you need. All paperless meeting software costs are billed annually on one invoice for the year.

Meeting automation software costs are listed below. If your entity is not listed here please contact us for more information.

Municipal Government - Counties, Cities and Towns

Meeting automation software pricing for Municipal Government is based on population.

Organizations over 20,000 in population	\$663/Month	$\times 12 = 7,956$
Organizations under 20,000 in population	\$413/Month	

K-12 Education

Meeting automation software pricing for K-12 Education is based on number of Schools in the system.

Organizations 11 schools or over	\$663/Month
Organizations 10 schools or under	\$413/Month

Higher Education

Meeting automation software pricing for Higher Education is a flat rate for all organizations

All Higher Ed	\$413/Month
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Special Districts, Commissions, Agencies - all others

Meeting automation software pricing for other organizations is a flat rate for all organizations

All other organizations	\$413/Month
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How much do we spend today?

We often ask our potential clients if they know how much it costs today to manage their paper-based processes, and without exception the answer is "I have no idea." If you do not understand the costs of operating today, it will be hard to understand the value of changing to a new method. Our Cost Savings Analysis will give you a complete analysis of how much you will save.

See our Video that discusses [cost savings for NovusAGENDA](#)

What do I need to do?

Click on the link below and answer the simple questions, making sure to include your basic contact information. We will send you a Cost Savings Analysis tailored to your organization. The answers to our questions help us tailor the cost savings to your current process.

Armed with that information, you can quickly make an intelligent decision about whether or not NovusAGENDA will add value to your organization. This will take you less than 3 minutes to complete, and the result will be your ability to see the whole picture and decide if you need to spend more time finding automated solutions. It is that simple.



OnBase Document Management Solution

Plainfield Charter Township

December 11, 2014

Presented by:

Danielle Adamson
Director, Automation Solutions
944 52nd Street SE
Grand Rapids, MI 49508
616.257.6369
danielle.adamson@prgx.com
www.prgx.com



DISCOVER YOUR HIDDEN PROFITS[®]

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EXECUTIVE SUMMARY

Thank you for your interest in PRGX and the OnBase solution. At PRGX we take pride in the complete solutions we are able to provide to our customers. Many software companies market simple solutions to streamline business processes. PRGX has lived business processes with its clients for over 20 years. We know that “one size” does not always “fit all”. We work with our clients to implement custom tailored solutions to fit their organization’s specific needs.

As you read this high level budgetary proposal, the PRGX team wants to let you know that we value your time and would appreciate the opportunity to become a trusted partner.

Based on our experience with other organizations that have gone through a similar selection process, there is one important question you need to ask.

How do we choose the right partner when all the “records management” proposals sound so similar?

One way to think of the process automation industry is to compare it to something a little more familiar. Imagine you want to build your dream house. One of the first steps in this process is choosing a general contractor. Whichever contractor you choose will lay a foundation, build a frame and throw a roof on it. Most contractors will follow a similar process. However, the results will be dramatically different, depending on the skill of the workers, the design, the team’s reliability, the quality of the materials, etc.

We look forward to the opportunity to present to you in person and elaborate on the ways that PRGX can create value for Plainfield Charter Township and help you to build your “dream home”.

Thank you,

The PRGX Team

PROJECT OVERVIEW

To assist Plainfield Charter Township in the selection process of an enterprise document management solution PRGX has provided the following proposal. This proposal is focused on:

- Digital document storage and context searching with OCR
- Records retention and classification
- Public access (website) to search public records
- Automated agenda and minutes workflow

PRGX is pleased to be able to provide this high level quote. The purpose of this high level quote is to illustrate that PRGX's solution specifics meets all the requirements of Plainfield Charter Township and that our experience provides successful options to meet these stated goals.

PRGX's approach offers additional competitive advantages:

- ◆ Full dedication to automation with capability to provide best practice strategy combined with leading technology with proven results.
- ◆ Customization and full integration of each solution delivered.
- ◆ Multiple long-term vendor software relationships that provide PRGX the unique capability to deliver a "best of breed" solution as defined by the automation opportunity.

It is with these core competencies and strengths that we are pleased to be providing this high level quote and fully feel that our consultative approach fits well to the needs of the Plainfield Charter Township.

PROPOSED SOLUTION

The Plainfield Charter Township is looking to implement a solution to meet their scanning and imaging technology needs. The focus is on providing the best solution that delivers the best value. PRGX is recommending the following solution based on the information obtaining from the Quote Request email.

HIGH Level Deliverables:

- Digital document storage and context searching with OCR
- Records retention and classification
- Public access (website) to search public records
- Automated agenda and minutes workflow

SOLUTION PRICING

Pricing listed below is an estimate based on the information from our previous meeting. Depending on the final solution the software and/or professional services may change. Pricing does not include any applicable taxes or anticipated travel costs.

This solution includes the following server component:

- OnBase
- Web Server Software
- Unity client
- EDM Services
- Application Enabler
- Records Management
- Document Retention
- (1) OnBase Scan License
- OCR Indexing

The pricing for this portion of the solution is estimated at:

	Purchase Price	Annual Maintenance
OnBase Server Components	\$34,000	\$6,800
Estimated Professional Services	\$36,000*	

*Professional Services cost are determined at time of discovery.

The end user licenses are comprised with the following options depending on how many concurrent users and scanners are required.

	Purchase Price	Annual Maintenance
Per Concurrent Seat	\$600	\$120
Per Workflow Concurrent Seat	\$1,000	\$200

Per Licensed Scanner	\$500 - \$2,000	\$100 - \$400
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Agenda Management requires a concurrent client and a concurrent workflow client.

	Purchase Price	Annual Maintenance
Agenda Management	\$11,000	\$2,200
Professional Services	To be determined at time of discovery	

Constituency Web Access is based on 188,000 constituencies and only includes access. If workflow is required additional cost could be applicable.

	Purchase Price	Annual Maintenance
Public Access	\$1,880	\$376
Professional Services	To be determined at time of discovery	

CONCLUSION

PRGX appreciates the opportunity to respond to provide this high level quote, which we believe optimally fits with the Plainfield Charter Township's strategy and with the strengths of PRGX's core practice. We expect our solution to fully support the process, utilizing best practices and industry superior technology. Our offering takes into consideration not only what is required to provide high quality document management solutions and service, but also the value placed on having the Plainfield Charter Township as a client of PRGX.

Please feel free to contact me should there be any questions and/or concerns relative to this matter. In the meantime, I look forward to hearing back from you and remain hopeful that you will find our offer satisfactory.

Best Regards,

Danielle Adamson

Danielle.Adamson@PRGX.com

OnBase 14 Server Requirements

CPU: 2.4 GHz dual-core / dual processor

Recommended: Intel® XEON™ processor with multiple cores or processors

Memory (RAM): 4 GB (Using the minimum recommended memory may have an adverse effect on performance).

Recommended: 16 GB

Free Hard Disk Space: 1 GB (Available disk space should be at least twice the size of the largest file users may upload).

Recommended: 50 GB

Network Card: Gigabit Ethernet

Web Browser: Microsoft Internet Explorer 9.0, 10.0, or 11.0 (Ensure that all Internet Explorer security updates are applied).

Operating Systems: Windows Vista SP2 (or later), Windows Server 2008 SP2 (or later), Windows Server 2008 R2 SP1 (or later), Windows Server 2012, Windows Server 2012 R2, Windows 7 SP1 (or later), Windows 8, Windows 8.1

The above Client module supported operating systems require both:

- Microsoft .NET Framework 4.5.1
- Microsoft Visual C++ 2010 Redistributable Package (x86)

Because some versions of Internet Explorer are not supported on all operating systems supported by OnBase, the following versions of IE are recommended for the listed operating systems:

- Windows Server 2003: IE 8
- Windows Server 2008 / Windows Server 2008 R2: IE 9
- Windows Server 2012: IE 10

IIS: Microsoft Internet Information Server 7.0, 7.5, 8.0, or 8.5

Server .NET / XML / Runtime Libraries: Microsoft .NET Framework 4.5.1 required for OnBase, 3.5 SP1 or later service pack and Microsoft .NET Framework 4.0 (Full Profile/Extended) (*may be required for specific modules*).

MSXML 3.0 SP7 and MSXML 4.0 SP2 (*both are required*)

Microsoft Visual C++ 2010 Redistributable Package (x86)

Database Requirements: Microsoft SQL Server 2005 (SP2 or later recommended), Microsoft SQL Server 2008 (RTM, SP1, SP2: SP2 Recommended), Microsoft SQL Server 2008 R2 (RTM, SP1: SP1 Recommended), Microsoft SQL Server 2012

Recommended: Microsoft SQL Server 2012 Edition

Web and Application Servers must be dedicated purpose servers; not used as a domain controller, DNS server, non-OnBase Web server, e-mail server, print/database/file server, index server, proxy server, network backup server, jukebox manager, network performance monitor, OnBase Client processing workstation, or Workflow/API OnBase Client broker. Network and disk I/O hardware should be optimized for performance and redundancy. Two network ports can reduce server bottlenecks by using a segmented network for external and internal requests, where external requests are sent to the Web clients and internal requests are sent to the file and database servers. A Gigabit Ethernet connection to the file server and minimal latency connection to the database server are recommended. SSL Web servers will typically run at a lesser percentage of a non-SSL Web server's throughput due to the SSL encryption demands placed on the CPUs.

Memorandum

To: Plainfield Township Board
From: Cameron L. Van Wyngarden, Township Superintendent
Date: 12/10/2014
Re: Request for Closed Session to Review Performance

Township Board,

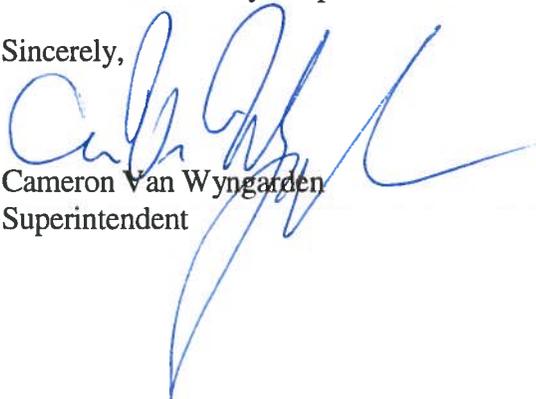
I request the Board enter into a closed session during their public meeting on December 15, 2014 to conduct an evaluation of my work performance, per the Michigan Open Meetings Act:

15.268 Closed sessions; permissible purposes.

Sec. 8. A public body may meet in a closed session only for the following purposes:

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

Sincerely,


Cameron Van Wyngarden
Superintendent