

“Menominee – Where the best of Michigan Begins”

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com*

*Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

Finance Committee

*Tuesday, November 12, 2019 – 5:00 PM
Menominee County Courthouse – Courtroom B
839 10th Avenue Menominee, MI 49858
(906) 863-7779*

(A Quorum of the Menominee County Board of Commissioners may be Present)

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call (Commissioners: Hafeman, Schei, Gromala, & Prestin)
- D. Approval of the Agenda
- E. Approval of the Previous Minutes (August 20, 2019 & October 25, 2019)
- F. Public Comment (*Statements, not debate, limited to 5 minutes on agenda items only*)
- G. Business
 - Millage Proposals
 - Budget Amendments – Group #1
 - VOIP Telephone Project - Update
- H. Public Comment (*Limited to 5 Minutes*)
- I. Commissioner Comment
- J. Adjourn

MENOMINEE COUNTY FINANCE COMMITTEE

Minutes of Meeting

August 20, 2019

****APPROVED NOVEMBER 12, 2019****

The Menominee County Finance Committee met on August 20, 2019 at 9:00 AM at the Menominee County Courthouse in Menominee, Michigan.

I. Call to Order

The meeting was called to order by Chair Hafeman at 9:00 AM.

II. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

III. Roll Call

Commissioners Present: Chair Hafeman, Commissioner Schei, Commissioner Gromala, and Commissioner Prestin.

IV. Approval of the Agenda

Motion made by Commissioner Schei, seconded by Commissioner Prestin to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

V. Approval of Previous Minutes – 3/22/2019

Motion made by Commissioner Gromala, seconded by Commissioner Schei to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

VI. Public Comment

Kathy Branz – Commented on the proposed budget for the Parks Department.

Nancy Gill – Commented on the proposed budget for MSU-Extension/4-H Program.

Bob Desjarlais – Commented on the proposed budget for the Parks Department and longevity bonuses for County personnel.

VII. Department Head / Elected Official Comment

Sheriff Ken Marks – Commented on the proposed budget for MSU-Extension/4-H Program.

VIII. Business

A. 2018/2019 Budget Amendments – Group # 3

Administrator Carviou went through the proposed budget amendments with the Finance Committee.

Motion made by Commissioner Schei, seconded by Commissioner Gromala to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

B. 2019/2020 Budget

Administrator Carviou presented his proposed 2019/2020 Budget to the Finance Committee. The Finance Committee reviewed the proposed budget and made several recommendations to the County Board.

Recommendation to remove Parking Lot Expansion Project (Other Legislative – 101.103.970.21) in the amount of \$5,000 from the proposed budget. Vote Taken. In Favor: Commissioner Gromala and Commissioner Prestin. Opposed: Chair Hafeman and Commissioner Schei. **SPLIT VOTE 2-2.**

Recommendation to remove Capital Outlay – Office Furniture (County Administrator – 101.172.970.00) in the amount of \$5,000 from the proposed budget. Vote Taken. In Favor: Chair Hafeman. Opposed: Commissioner Schei, Commissioner Gromala, and Commissioner Prestin. **RECOMMENDATION FAILED 1-3.**

Recommendation to restore Contractual Services – MOA (MSU-Extension – 101.261.801.00) in the amount of \$33,986 to the proposed budget. Vote Taken. **RECOMMENDATION PASSED UNANIMOUSLY.**

Recommendation to remove Snow Removal Equipment/Tractor (Buildings & Grounds – 101.265.970.02) in the amount of \$40,000 from the proposed budget. Vote Taken. In Favor: Chair Hafeman and Commissioner Prestin. Opposed: Commissioner Schei and Commissioner Gromala. **SPLIT VOTE 2-2.**

Recommendation to decrease the General Operating Transfer to the Library by \$25,000 (Library – 271.000.699.00) in the proposed budget. Vote Taken. In Favor: Chair Hafeman and Commissioner Prestin. Opposed: Commissioner Schei and Commissioner Gromala. **SPLIT VOTE 2-2.**

C. 2018/2019 MERS Additional Payments/Surplus Division

Administrator advised that there was \$500,000 in the 2018/2019 Budget for additional payments to the MERS system. Discussion ensued regarding the creation of surplus divisions to direct additional payments to and how to make those additional payments.

Recommendation to establish three new surplus divisions: 1) Surplus Division unassociated with any Employee Division 2) Surplus Division to be associated with Employee Division 18 (911 Employees) 3) Surplus Division to be associated with Employee Division 23 (Road Patrol Deputies). Motion made by Chair Hafeman, seconded by Commissioner Prestin to approve. **MOTION CARRIED UNANIMOUSLY.**

Recommendation to forward two options to the County Board for making additional payments to MERS:

Option 1: Initial payment to MERS of \$250,000 upon approval followed by additional payments of \$10,000 per month for the following 25 months (Favored by Commissioner Schei and Commissioner Gromala).

Option 2: Payments of \$10,000 per month upon approval for the following 50 months (Favored by Chair Hafeman and Commissioner Prestin).

Vote Taken. **MOTION CARRIED UNANIMOUSLY.**

D. Menominee County Purchasing Policy

Administrator Carviou updated the Finance Committee that he was working on making updates to the County's Purchasing Policy. He presented a few ideas that he has put together so far, and received feedback and further direction from the Committee. This is an on-going project and updates will be brought back to the Committee in the future.

IX. Public Comment

County Treasurer Diane Lesperance – commented on millages, state budget and gas tax proposal, economic development, library penal fines, and MERS.

Equalization Director Kandace Curran – commented on parks, fairs, library, and MSU-Extension/4-H Program.

X. Commissioner Comment

None

XI. Adjournment

Motion made by Commissioner Schei, seconded by Commissioner Prestin to adjourn. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

MENOMINEE COUNTY FINANCE COMMITTEE

Minutes of Meeting

October 25, 2019

****APPROVED NOVEMBER 12, 2019****

The Menominee County Finance Committee met on October 25, 2019 at 10:00 AM at the Menominee County Courthouse in Menominee, Michigan.

I. Call to Order

The meeting was called to order by Chair Hafeman at 9:00 AM.

II. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

III. Roll Call

Commissioners Present: Chair Hafeman, Commissioner Schei, Commissioner Gromala, and Commissioner Prestin.

IV. Approval of the Agenda

Motion made by Commissioner Gromala, seconded by Commissioner Prestin to approve.
Vote taken. **MOTION CARRIED UNANIMOUSLY.**

V. Approval of Previous Minutes

No minutes for approval.

VI. Public Comment

Nancy Tuinstra – Representing the Friends of the Menominee County Library -- commented on the proposed library amendments.

VII. Business

A. 2018/2019 Final Budget Review

Administrator Carviou provided the Committee with an overview of the final Revenue and Expenditure reports for the 2018/2019 Budget. Based on these reports, the County is showing a \$357,212.16 surplus; however, Administrator Carviou cautioned that this number can change drastically as revenue and expenses received in October and November can still

be accrued back to the previous budget year if they belong in the 2018/2019 Budget. The auditors will also make journal entries and adjustments when they are here in January/February, which may also change this number. However, this number does provide a reflection of how the operating budget performed for the year because the funds for capital projects will be moved over by the auditors.

B. Library Budget Amendments

The Library Board submitted a proposal to address the \$25,000 cut to the Library's operating transfer. Administrator Carviou also made a proposal that addressed the \$25,000 reduction to the Library's operating transfer. Discussion ensued between the Committee, Administrator, Library Director, and Ms. Tuinstra from the Friends of the Menominee County Library. The consensus of the Committee was to have Administrator Carviou draft a budget amendment that reflects the proposal presented by the Library Board. The budget amendment will be brought back to the Committee for approval at the next Finance Committee Meeting.

C. Millage Proposals

Administrator Carviou and County Clerk Marc Kleiman presented information regarding millages for 911 and the Library. The Committee reviewed millages that other counties are running, 5-year revenue and expense projections, and projected millage income at different rates. The consensus of the Committee was to have the County Administrator and County Clerk draft language for a .625 millage proposal for 911 and a .375 millage proposal for the Library and bring it back to the Committee for approval. Proposed millages have to be approved by the County Board by December 17, 2019 to be included on the March 10, 2020 Presidential Primary ballot. The consensus was also to collect the millage during the December tax collection.

Motion by Commissioner Gromala, seconded by Commissioner Prestin to direct the County Administrator and County Clerk to draft millage proposals with the discussed parameters and bring the drafts back to the Finance Committee for consideration. Vote taken. Motion made by Commissioner Schei, seconded by Commissioner Prestin to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY.

The Committee discussed setting a date for the next Finance Committee Meeting. It was decided to schedule the next meeting for November 12, 2019 at 5:00 PM at the Menominee County Courthouse prior to the regularly scheduled County Board Meeting.

IX. Public Comment

None

X. Commissioner Comment

None

XI. Adjournment

Motion made by Commissioner Prestin, seconded by Commissioner Gromala to adjourn.
Vote taken. **MOTION CARRIED UNANIMOUSLY.**

MENOMINEE COUNTY 9-1-1 AND CENTRAL DISPATCH MILLAGE PROPOSAL

Shall the County of Menominee be authorized to levy up to 0.625 mills (\$.625 for each \$1,000 of taxable value), against all taxable property within Menominee County for a period of five (5) years, 2020 to 2024, inclusive, for the purpose of continuing funding for a comprehensive, Countywide Enhanced 9-1-1 Emergency Telephone and Central Dispatch Services System?

(If approved and levied in full, this millage will raise an estimated \$499,303.27 for the Menominee County 911 Emergency telephone answering and dispatch system purposes in the first calendar year. In accordance with State law, a portion of the millage may be disbursed to the City of Menominee Downtown Development and Brownfield Redevelopment Authorities)

MENOMINEE COUNTY LIBRARY MILLAGE PROPOSAL

Shall the County of Menominee be authorized to levy up to 0.375 mills (\$.375 for each \$1,000 of taxable value), against all taxable property within Menominee County for a period of five (5) years, 2020 to 2024, inclusive, for the purpose of continuing funding to operate the County Library, purchase and maintenance of equipment at the County Library, and building/ground maintenance at the County Library?

(If approved and levied in full, this millage will raise an estimated \$299,581.96 for the Menominee County Library in the first calendar year. In accordance with State law, a portion of the millage may be disbursed to the City of Menominee Downtown Development and Brownfield Redevelopment Authorities)

Budget Amendment Summary 2019-20

<u>Number</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Account</u>
1	10/24/2019	Received a check from Legacy Communications per the settlement agreement & release	\$ 6,383.50	101-228-970.03 101-000-672.00
2	11/7/2019	Recommended by Library Board & Finance Committee to allocate \$25,000 cut in 2019/2020 Budget	\$ 25,000.00 \$ (2,000.00) \$ (2,000.00) \$ (350.00) \$ (150.00) \$ (500.00) \$ (20,000.00)	271-790-705.00 271-790-727.01 271-790-727.02 271-790-728.00 271-790-860.02 271-790-880.00 271-790-982.00
3	11/7/2019	Correct the Local Share Amount in the MIDC budget Attorney Assessment Fees Cannot be used to offset the local share (per the State)	\$ 12,000.00 \$ 12,000.00 \$ 12,000.00	260-000-699.00 101-000-696.01 101-999-999.21

Budget Am.
Group #1

2019-20

BUDGET AMENDMENT

NUMBER: 1

October 24, 2019

Re: Received Check from Legacy Communications per the settlement
agreement & release

Account Number	DESCRIPTION		Budget
101-228-970.03	Capital - Security Cameras	\$	6,383.50
101-000-672.00	Miscellaneous Revenue	\$	6,383.50

2019-20

BUDGET AMENDMENT
NUMBER: 2
November 7, 2019

Re: Recommended by Library Board & Finance Committee to allocate
\$25,000 cut in 2019/2020 budget.

Account Number	DESCRIPTION		Budget
271-790-705.00	Part Time Salary	\$	25,000.00
271-790-727.01	Library Supplies	\$	(2,000.00)
271-790-727.02	Periodicals	\$	(2,000.00)
271-790-728.00	Office Equipment - Library	\$	(350.00)
271-790-860.02	Travel/Board	\$	(150.00)
271-790-880.00	Programming	\$	(500.00)
271-790-982.00	Books	\$	(20,000.00)

2019-20

BUDGET AMENDMENT

NUMBER: 3

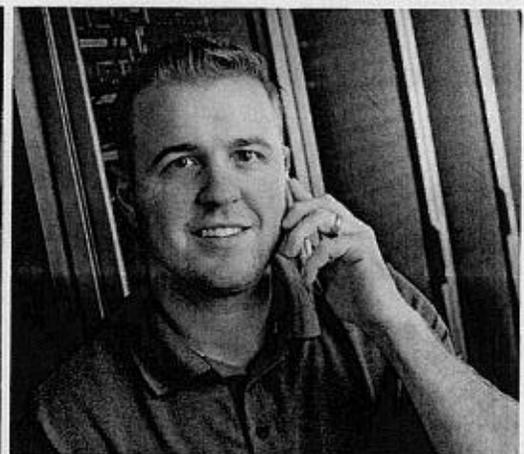
November 7, 2019

Re: Correct the Local Share Amount in the MIDC Budget - Attorney
Assessment Fees Cannot be Used to Offset Local Share per State

Account Number	DESCRIPTION		Budget
260-000-699.00	Transfer in from General FB	\$	12,000.00
101-000-696.01	Transfer in from FB - Operating	\$	12,000.00
101-999-999.21	MI Indigent Defense Attorneys	\$	12,000.00

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY
 PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	YTD BALANCE 09/30/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDCGT USED
Fund 101 - GENERAL FUND							
Expenditures							
Dept 103 - OTHER LEGISLATIVE							
101-103-970.19	TELEPHONE REPLACEMENT VOIP	100,000.00	100,000.00	24,073.65	18,611.00	75,926.35	24.07
Total Dept 103 - OTHER LEGISLATIVE		100,000.00	100,000.00	24,073.65	18,611.00	75,926.35	24.07
TOTAL EXPENDITURES		100,000.00	100,000.00	24,073.65	18,611.00	75,926.35	24.07
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		100,000.00	100,000.00	24,073.65	18,611.00	75,926.35	24.07
NET OF REVENUES & EXPENDITURES		(100,000.00)	(100,000.00)	(24,073.65)	(18,611.00)	(75,926.35)	24.07



November 7, 2019

A Proposal for

MENOMINEE COUNTY

Jason Carviou
JCarviou@Menomineeco.com

Prepared By

Fred Kunkel
Technology Advisor
320.259.3001 x1701
fred.kunkel@marconet.com

Document Number: 060125

taking technology further

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MENOMINEE COUNTY RFP IP Telephony System



Prepared by:
Marco - Madison
 Fred Kunkel
 320.259.3001 x1701
 fred.kunkel@marconet.com

Prepared for:
MENOMINEE COUNTY
 839 10TH AVE
 MENOMINEE, MI 49858
 Jason Carviou
 906.863.2493
 JCarviou@Menomineeco.com

Quote Information:
Quote #: 060125
 Version: 1
 Date Issued: 11/07/2019
 Expiration Date: 11/17/2019
 Special Pricing Program:
 NJPA

Products

Description	One-Time	Qty	Ext. One-Time
This quote is based on the Mitel Sourcewell (formerly NJPA) contract #022719-MBS			
MiVoice Business Hardware			
3300 MXe III w/ 1GB RAM Controller	\$2,340.00	1	\$2,340.00
MiVBus Enterprise SW for 3300 (no users)	\$897.00	1	\$897.00
3300 MXe III Controller SATA SSD	\$265.00	1	\$265.00
MiVoice Business Enterprise PBX Software	\$1,800.00	1	\$1,800.00
3300 MXe III Controller SATA SSD	\$265.00	1	\$265.00
3300 MXe III w/ 1GB RAM Controller	\$2,340.00	1	\$2,340.00
Embedded Digital Trunk Module	\$900.00	1	\$900.00
PWR CRD C13 10A 125V - NA Plug	\$15.00	1	\$15.00
PWR CRD C13 10A 125V - NA Plug	\$15.00	1	\$15.00
MiVoice Business Licenses			
MiVoice Business Mailbox License	\$30.60	1	\$30.60
MiVoice Business SIP Trunk License	\$60.00	4	\$240.00
MiVoice Business Mailbox License	\$30.60	1	\$30.60
NPM IP-Record-a-Call		1	
Quality Mgt Concurrent User License	\$600.00	1	\$600.00
MiCClient License - Peering Adv Server		1	
MiCClient License - Federation Adv Server		1	
MiCollab Suite			
MiCollab Base Software	\$597.00	1	\$597.00
MiCollab NPUM MiVoice Business Mailbox Licenses x50	\$900.00	1	\$900.00
UCC v4.0 Entry User for Enterprise x1	\$135.00	6	\$810.00
UCC v4.0 Entry User for Enterprise x50	\$5,610.00	2	\$11,220.00
Mitel Endpoints			
6920 IP Phone	\$177.00	83	\$14,691.00

6930 IP Phone	\$246.00	12	\$2,952.00
6970 IP Conference Phone	\$495.00	3	\$1,485.00
Mitel Call Recording			
MiVoice Call Recording Base Pack x10	\$1,620.00	1	\$1,620.00
MiVoice Call Recording MITAI Single License x1		1	
MiVoice Call Recording Multi MITAI License x1		1	
Miscellaneous			
MiCollab Server - HP DL20 Gen 10	\$1,199.79	1	\$1,199.79
Call Recording Server - HP DL360 Gen 10	\$3,300.66	1	\$3,300.66
AudioCodes - MediaPack 114 - 2FXS, 2FXO	\$298.35	3	\$895.05
Mitel Software Assurance			
SWA Std 5y MiVBus System	\$318.60	1	\$318.60
SWA Std 5y MiCollab System	\$255.00	1	\$255.00
SWA Std 5y MiCollab UM Mailbox	\$9.00	50	\$450.00
SWA Std 5y UCC Entry MIVB	\$30.90	106	\$3,275.40
SWA Std 5y MiVCallRcd Sys w/30	\$535.80	1	\$535.80
SWA Std 5y MiVBus System	\$318.60	1	\$318.60
Public Sector Competitive Discount	(\$3,625.10)	1	(\$3,625.10)
5 Years Marco Managed Voice Support	\$12,500.00	1	\$12,500.00

Subtotal: **\$63,437.00**

Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee	\$25,879.50	1	\$25,879.50

Subtotal: **\$25,879.50**

Professional Services Engagement Agreement

ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

This Professional Services Engagement Agreement, together with the responses Marco provided to the Request for Proposal for an IP Telephony System, outlines the products (if applicable), services, and deliverables that Marco will provide to the Client for this project ("Agreement"). Marco will work closely with the Client a consultative basis to optimize the success of the engagement. In addition, this document outlines the roles and responsibilities of the Customer during this Agreement. This Agreement is governed by and subject to the Relationship Agreement between Client and Marco. This Agreement is valid through the expiration date on this document.

Any requested changes to this Professional Services Engagement Agreement will be accommodated according to the change management process outlined below. Marco shall not be responsible for any delays that results from incomplete or inaccurate information supplied by the Client. Any work performed by Marco that is not listed in this scope of work or which is required to assist the Client with the completion of this Agreement will be subject to the change management process described below. Marco shall not be responsible for any failure of equipment or network service resulting from any Client supplied equipment.

PAYMENT SCHEDULE

Client shall make payments according to the following schedule:

- Twenty-five percent (25%) of the total amount due shall be paid upon execution of the Agreement;
- Fifty percent (50%) shall be paid upon delivery;
- Ten percent (10%) shall be paid at cutover;
- Fifteen percent (15%) shall be paid after acceptance by Client.

■ ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

Menominee County is replacing their current PBX solution with a more robust and feature rich Mitel MiVoice Business platform with IP Phones to utilize the county network infrastructure and allow for failover.

■ ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered "in-scope" for the purposes of this engagement:

- Marco project manager will work with Customer to design a system database including dial plans, call flows, ACD queues, hunt groups, auto attendants and trunks.
 - Weekly meetings are included for up to 10 hours max.
 - 8 design meetings are included.
- Phones
 - Phones will be primarily programmed on Courthouse Controller and resilient to Sheriff Dept Controller.
 - Phones will be programmed with key templates.
 - Install combination of IP phones at Courthouse, Sheriff Dept, Airport, Annex, 9th Street locations.
- Trunks
 - Customer has a PRI and 4 analog trunks at the Courthouse, 2 Analog trunks at the Sheriff, Airport, Annex locations. There is no Telco trunking at 9th Street.
- Dynamic Extension
 - Marco will setup Dynamic extension for up to 106 users based on licensing.
- Music on hold
 - Customer to supply music on hold source.
- MiCollab
 - Server can be setup to authenticate users from active directory for applications if county chooses.
Customer will need to fill in fields in Active Directory as needed.
Customer must supply an AD user to read information.
 - Voicemail
Marco will setup a voicemail box for each user.
Marco will setup Unified messaging for each user in the MiCollab NuPoint.
Customer will need to setup a super user account to authenticate for unified messaging. This will require the email administrator to create
 - MiCollab Client
Customer must supply a SSL Certificate.
Customer must set up DNS.
Marco will setup MiCollab client for up to 106 users based on licensing
Marco will work with customer to deploy 2 clients.
Customer will be responsible for deploying remaining clients.
Below are each of the Client requirements.

Table 19: MiCollab for PC Client Requirements

Component	Requirement	Version
Central Processing Unit (CPU)	2.0 GHz or faster	Dual core
Available Hard Disk Space	300 MB free hard disk space	
Random Access Memory (RAM)	8 GB or more recommended	
Operating System	Microsoft Windows 7 SP1	Professional/Enterprise/Ultimate 32 or 64-bit
	Microsoft Windows 10 Anniversary Update or later	32 or 64-bit
Thin Clients	Citrix® XenApp® Client	7.14

Table 20: MiCollab MAC Desktop Client Requirements

Component	Requirement	Version
Central Processing Unit (CPU)	1.6 GHz or faster	Dual core
Available Hard Disk Space	100 MB free hard disk space	
Random Access Memory (RAM)	2 GB RAM minimum (4 GB or more recommended)	
Network Interface Card (NIC)	Full duplex 10/100/1000 Mbps (100 Mbps full duplex recommended)	
Sound Card	Full duplex	
Operating System (OS)	10.10 or later	

MiCollab Web Client requirements

The MiCollab Web Client provides remote access to a subset of MiCollab Client features from one of the following supported computer Web browsers:

- Microsoft Internet Explorer® 11
- Mozilla® Firefox® latest version
- Apple® Safari latest version
- Google Chrome™ latest version

MiCollab for Mobile for requirements

MiCollab for Mobile is a stand-alone client that users install on their mobile device. MiCollab for Mobile provides an integrated environment in which you can communicate with corporate contacts, and access and manage visual voice mail and call history.

MiCollab for Mobile is supported on the following devices:

Device	Requirement
Android	OS version 5.0 or later version
iPhone	OS version 10.3 or later version

- Training
 - Marco has included 2 days of training.
 - Please see section below for training details.
- Phases
 - Marco has included a one phase cutover. If additional phases are needed they can be added on a billable basis.
- Travel

- Project management and design will be performed remotely.
- Engineer's time will be remote and onsite.
- Customer is using a their network to support their voice and data routing between sites.
- Networking:
 - Unless specifically included in the Scope of work above, the customer is required to complete the configuration of:
 - Project related DNS entries
 - SSL Certificates
 - DHCP Scopes
 - Voice VLANs and required IP Subnets
 - LAN and WAN Quality of Service
 - Work with data circuit provider to ensure proper bandwidth and QoS markings
 - POE
- If Marco Data Network support is needed to configure VoIP Readiness or troubleshoot Audio Quality those services will be billab outside of the project at \$200/hr.

Marco End User Training

If Marco training has been included with this project the following guidelines are followed.

- Available in half or full day increments.
- Available time will be used for:
 - Custom end user training material creation.
 - Onsite or remote training.
 - Remote training
 - Via Webex or similar collaboration
 - Setup time
 - Training end users
 - Onsite training
 - Travel
 - Setup time
 - Training end users
- Actual classes and subjects will be mutually agreed upon by Marco training specialist and Customer.
- Minimum participants in one training class is 3. Maximum 15.

Admin Training is not covered in these courses.

911 Dialing

Marco pre-configures all telephone systems to directly initiate a call to 9-1-1. This means that users must dial 911 directly without dialing any additional digit, code, prefix, or post-fix, including any trunk-access code such as the digit "9". Client agrees to educate its users as to this method of dialing 911. The configuration also requires notification of all 911 calls to at least one local user. Client shall provide the local user who shall receive such notifications.

■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

The following tasks and deliverables for our Coordination Team will be considered "in-scope" for the purposes of this engagement:

- Marco point of contact for Client scheduling
- Order Placement and Tracking to ensure delivery to correct location
- Facilitate creation of the engagement execution timeline and communication with Client on execution activities
- Schedule & Facilitate Internal/External Kickoff Meeting – distribution of meeting notes and deliverables if required from meeting (if Required)
- Schedule additional meetings as required for successful completion of engagement

- Schedule Engineering resources for both onsite/remote time to complete this service engagement
- Facilitate any change orders and change requests to this Professional Services Engagement
- Tracking of post cutover punch-list items (if applicable)

■ CLIENT RESPONSIBILITIES

If applicable, Client will provide full access to all premises as needed by Marco to perform its responsibilities under this Agreement. Any refusal or failure to provide access shall relieve Marco of its performance obligations and may require a change order for additional services to complete the work at a future time. Client will also provide a suitable work area for Marco personnel if work is completed on premises.

When and where applicable, Marco will configure remote access to the Clients network for post-installation remote support. Questions or concerns with Marco having this access should be communicated during the review of this Professional Services Engagement Agreement in order to discuss alternative methods of support. When remote access support is authorized, Marco will use this access whenever a support ticket is created. Marco will communicate with Client prior to Marco accessing the Clients systems for any non-support ticket remote access needs.

- Customer is responsible for Network Setup and Configuration
 - Marco will advise customer of best practices/recommendations

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- Customer is responsible for providing the POE network switches

■ CHANGE MANAGEMENT

Marco will review all changes that are requested by Client. As part of this review, Marco will prepare a Change Order that documents the requested change and, if applicable, any impact on the implementation schedule and pricing. Changes requested can affect the implementation schedule and services price quoted. As a result, Marco will not implement any change without a Change Order authorized by Client and accepted by Marco. Any changes or additions to this Professional Services Engagement will be priced according to the prevailing rate or if requested by the Client, separately quoted before the change or addition is made.

■ WARRANTY AND RETURNS

Warranty:

Your equipment is covered by its respective manufacturer warranties. Please consult the warranty documentation that accompanies the product for details. Any charges from the manufacturer are the sole responsibility of the customer (including, but not limited to, shipping, travel and/or labor charges). Marco can provide assistance with the processing of these warranties for a processing fee. Optional contracts or warranty enhancements are available for an additional fee at the time of purchase.

Returns:

Upon receipt of merchandise, make sure specifications are correct before opening or marking merchandise. If you need to make a return to Marco, you must: Request to return the UNOPENED merchandise within fifteen (15) days; Product must be returned in the original undamaged/unmarked box; Recognize that special or custom orders are non-returnable; Merchandise can be subject to restock fees and/or denial of return. – For Marco's Complete Return Policy, please refer to: <http://www.marconet.com/support/request-return/return-policy/>

■ COMPLETION PROCESS

Once all tasks detailed in the DESCRIPTION OF SERVICES AND DELIVERABLES section(s) have been completed, Marco

will consider the project complete and the customer will be notified of project closure.

Quote Summary - One-Time Expenses

Description	Amount
Products	\$63,437.00
Professional Services Labor	\$25,879.50
Total:	\$89,316.50

Payment Options

Description	Payments	Interval	Amount
Marco Payment & Financing Options			
One-Time Payment	1	One-Time	\$89,316.50

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, Product Agreement(s), and applicable policy(s) ("Terms and Conditions") located at www.marconet.com/legal for the products it is obtaining as identified in this Schedule of Products.
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.

Marco Technologies, LLC

MENOMINEE COUNTY

Signature: _____
Name: _____
Title: _____
Date: _____

Prepared for: Jason Carviou
Signature: _____
Signed by: _____
Title: _____
Date: _____
PO Number: _____
Email Address: _____