

INFORMATION- 7/5/16

VI. COMMUNICATIONS

A. COMMUNICATIONS RECEIVED:

1. Letter from US Army Corps of Engineers
2. Letter from NorthCare Network

B. COMMUNICATIONS FORWARDED:

1. Letter to Lucas Bradshaw
2. Letter to Joel Frizzell
3. Letter to Becky McIntyre

VII. REPORTS OF STANDING AND STATUTORY COMMITTEES

1. Airport Advisory Board minutes of 3-14-16
2. Central Dispatch minutes of 5-11-15, 6-8-16
3. Human Services Board minutes of 5-16-16
4. Solid Waste Authority minutes of 5-24-16
5. Public Health minutes of 5-26-16
6. Pinecrest Board minutes of 5-26-16

VIII. REPORTS OF SPECIAL COMMITTEES AND OTHERS

1. Superior Trade Zone minutes of 4-19-16



US Army Corps  
of Engineers  
Detroit District

# Public Notice



Date: June 15, 2016  
Closes: July 29, 2016

File No. LRE-2016-6

## NATIONWIDE PERMIT REISSUANCE REQUEST FOR COMMENTS

On June 1, 2016, the U.S. Army Corps of Engineers published in the Federal Register its proposal to reissue the 50 existing nationwide permits (NWP) and issue two new NWP.

Nationwide permits are general permits issued on a nationwide basis to streamline the authorization of activities that result in minimal individual and cumulative adverse effects on the aquatic environment. Many of the proposed NWP require notification to the district engineer before commencing the work, to ensure that the activities authorized by those NWP have minimal individual and cumulative adverse impacts on the aquatic environment.

National Issues Concerning the Proposed NWP: The Federal Register notice is the public's opportunity to comment on the proposed NWP, general conditions, and definitions. Comments on national issues relating to these NWP should be submitted to docket number COE-2015-0017 at [www.regulations.gov](http://www.regulations.gov), or by email to [NWP2017@usace.army.mil](mailto:NWP2017@usace.army.mil) or by mail to Headquarters, U.S. Army Corps of Engineers, Directorate of Civil Works, ATTN: CECW-CO-R, 441 G Street, N.W., Washington, D.C. 20314-1000. Instructions for submitting comments are provided in the June 1, 2016 Federal Register notice. Comments on the proposed NWP are due by August 1, 2016.

Regional Issues Concerning the Proposed NWP, Including Regional Conditioning: Division engineers are authorized to add regional conditions specific to the needs and/or requirements of a particular region or state. Regional conditions are important mechanisms to ensure that the adverse environmental effects of activities authorized by the NWP are no more than minimal, both individually and cumulatively. Division engineers may also suspend or revoke specific NWP in certain geographic areas (e.g., states or watersheds) or high-value aquatic systems where the adverse environmental effects caused by activities authorized by those NWP may be more than minimal. An enclosure for this public notice (Enclosure 2) lists the proposed regional conditions currently under consideration by the Great Lakes and Ohio River Division for Michigan. The Detroit District is seeking comments on the proposed regional conditions and seeking comments on the need for additional regional conditions to help ensure that the adverse environmental effects of activities authorized by the proposed NWP are no more than minimal, individually and cumulatively. Unless otherwise noted, all proposed regional conditions listed on this enclosure are applicable for activities in

Michigan. Comments on regional issues relating to the proposed NWP's and regional conditions are to be sent to Charles Simon, Chief, Regulatory Office, U.S. Army Corps of Engineers, Detroit District, 477 Michigan Avenue, Detroit, Michigan 48226-2550, or by email to Katie Otanez at [Katie.L.Otanez@usace.army.mil](mailto:Katie.L.Otanez@usace.army.mil). Comments relating to regional conditions are due by July 29, 2016. Similar public notices proposing regional conditions in other regions or States are being published concurrently by other division or district offices.

After the final NWP's are issued, the final regional conditions will be issued after they are approved by the Division Commander. After the final NWP's are issued, States and Tribes will make their Clean Water Act Section 401 (401) water quality certification and States will make their Coastal Zone Management Act (CZMA) consistency determination decisions. The 401/CZMA decisions must be made within 90 days of the Federal Register notice announcing the issuance of the NWP's. The final NWP's will go into effect on March 19, 2017.

Draft decision documents for each of the proposed NWP's, which include environmental documentation prepared for the purposes of the National Environmental Policy Act, have been written by Corps Headquarters. The decision documents will address compliance of the NWP's with the requirements for issuance under the Corps general permit authority. These documents, as well as the proposed NWP's, are available for viewing at [www.regulations.gov](http://www.regulations.gov), docket number COE-2015-0017. Final decision documents will be prepared for the NWP's that are issued. In addition, the final national NWP decision documents will be supplemented by division engineers to address their decisions concerning regional conditions for the NWP's.

Enclosure 1 is an index of the proposed NWP's and conditions, points of further information, and a list of terms that are defined in the NWP document. Anyone wishing to provide comments may obtain a full text copy of the NWP's through the Corps Home Page at <http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits/NationwidePermits.aspx>, at [www.regulations.gov](http://www.regulations.gov) in docket number COE-2015-0017, or at the Federal Register at <https://www.gpo.gov/fdsys/pkg/FR-2016-06-01/pdf/2016-12083.pdf>.

If you have questions on the regional conditions or Nationwide permits in Detroit District, contact Katie Otanez at (313) 226-5479 or by e-mail at [Katie.L.Otanez@usace.army.mil](mailto:Katie.L.Otanez@usace.army.mil).

Charles Simon  
Chief, Regulatory Office  
Engineering & Technical Service

**Index of Proposed Nationwide Permits, Conditions, and Definitions****Proposed Nationwide Permits**

1. Aids to Navigation
2. Structures in Artificial Canals
3. Maintenance
4. Fish and Wildlife Harvesting, Enhancement, and Attraction Devices and Activities
5. Scientific Measurement Devices
6. Survey Activities
7. Outfall Structures and Associated Intake Structures
8. Oil and Gas Structures on the Outer Continental Shelf
9. Structures in Fleeting and Anchorage Areas
10. Mooring Buoys
11. Temporary Recreational Structures
12. Utility Line Activities
13. Bank Stabilization
14. Linear Transportation Projects
15. U.S. Coast Guard Approved Bridges
16. Return Water From Upland Contained Disposal Areas
17. Hydropower Projects
18. Minor Discharges
19. Minor Dredging
20. Response Operations for Oil and Hazardous Substances
21. Surface Coal Mining Activities
22. Removal of Vessels
23. Approved Categorical Exclusions
24. Indian Tribe or State Administered Section 404 Programs
25. Structural Discharges
26. [Reserved]
27. Aquatic Habitat Restoration, Establishment, and Enhancement Activities
28. Modifications of Existing Marinas
29. Residential Developments
30. Moist Soil Management for Wildlife
31. Maintenance of Existing Flood Control Facilities
32. Completed Enforcement Actions
33. Temporary Construction, Access, and Dewatering
34. Cranberry Production Activities
35. Maintenance Dredging of Existing Basins
36. Boat Ramps
37. Emergency Watershed Protection and Rehabilitation
38. Cleanup of Hazardous and Toxic Waste
39. Commercial and Institutional Developments
40. Agricultural Activities
41. Reshaping Existing Drainage Ditches
42. Recreational Facilities
43. Stormwater Management Facilities
44. Mining Activities
45. Repair of Uplands Damaged by Discrete Events
46. Discharges in Ditches
47. [Reserved]
48. Commercial Shellfish Aquaculture Activities
49. Coal Remining Activities
50. Underground Coal Mining Activities
51. Land-Based Renewable Energy Generation Facilities
52. Water-Based Renewable Energy Generation Projects
  - A. Removal of Low-Head Dams
  - B. Living Shorelines

**Proposed Nationwide Permit General Conditions**

1. Navigation
2. Aquatic Life Movements
3. Spawning Areas
4. Migratory Bird Breeding Areas
5. Shellfish Beds
6. Suitable Material
7. Water Supply Intakes
8. Adverse Effects from Impoundments
9. Management of Water Flows
10. Fills Within 100-Year Floodplains
11. Equipment
12. Soil Erosion and Sediment Control

- |  |  |
|--|--|
| 13. Removal of Temporary Fills                               | 24. Safety of Impoundment Structures                                       |
| 14. Proper Maintenance                                       | 25. Water Quality  |
| 15. Single and Complete Project                              | 26. Coastal Zone Management  |
| 16. Wild and Scenic Rivers                                   | 27. Regional and Case-by-Case<br>Conditions                                |
| 17. Tribal Rights  | 28. Use of Multiple Nationwide Permits                                     |
| 18. Endangered Species                                       | 29. Transfer of Nationwide Permit<br>Verifications                         |
| 19. Migratory Bird and Bald and Eagle<br>Permits             | 30. Compliance Certification   |
| 20. Historic Properties                                      | 31. Activities Affecting Structures or Works<br>Built by the United States |
| 21. Discovery of Previously Unknown<br>Remains and Artifacts | 32. Pre-Construction Notification  |
| 22. Designated Critical Resource Waters                      |  |
| 23. Mitigation   |  |

**District Engineer's Decision**

**Further Information**

1. District Engineers have authority to determine if an activity complies with the terms and conditions of a NWP.
2. NWPs do not obviate the need to obtain other federal, state, or local permits, approvals, or authorizations required by law.
3. NWPs do not grant any property rights or exclusive privileges.
4. NWPs do not authorize any injury to the property or rights of others.
5. NWPs do not authorize interference with any existing or proposed Federal project.

**Proposed Nationwide Permit Definitions**

- |                                     |  |
|-------------------------------------|--|
| Best management practices (BMPs)    | Practicable                            |
| Compensatory mitigation             | Pre-construction notification          |
| Currently serviceable               | Preservation                           |
| Direct effects                      | Re-establishment                       |
| Discharge                           | Rehabilitation                         |
| Enhancement                         | Restoration                            |
| Ephemeral stream                    | Riffle and pool complex                |
| Establishment (creation)            | Riparian areas                         |
| High Tide Line                      | Shellfish seeding                      |
| Historic property                   | Single and complete linear project     |
| Independent utility                 | Single and complete non-linear project |
| Indirect effects                    | Stormwater management                  |
| Intermittent stream                 | Stormwater management facilities       |
| Loss of waters of the United States | Stream bed                             |
| Non-tidal wetland                   | Stream channelization                  |
| Open water                          | Structure                              |
| Ordinary high water mark            | Tidal wetland                          |
| Perennial stream                    | Vegetated shallows                     |
|                                     | Waterbody                              |

**Proposed Detroit District Regional Conditions in Michigan:**

**2. Structures in Artificial Canals.**

*Detroit District NWP 2 Regional Conditions:*

The Detroit District proposes to continue the suspension of this Nationwide Permit.

**5. Scientific Measurement Devices.**

*Detroit District NWP 5 Regional Conditions:*

- a. The application must provide the latitude and longitude (or UTM coordinates) of each device.
- b. Each device must be marked in accordance with all relevant U.S. Coast Guard requirements.

**7. Outfall Structures and Associated Intake Structures.**

*Detroit District NWP 7 Regional Conditions:*

- a. On boatable waters, the face of the outfall shall not extend into the receiving water to impair navigation.
- b. The face of the outfall shall not create shoreline pockets capable of trapping debris.

**8. Oil and Gas Structures on the Outer Continental Shelf.**

*Detroit District NWP 8 Regional Conditions:*

The Detroit District has determined that this Nationwide Permit does not apply in Michigan.

**10. Mooring Buoys.**

*Detroit District NWP 10 Regional Conditions.*

- a. The application must provide the latitude and longitude (or UTM coordinates) of the buoy and the distance of the buoy offshore.
- b. The buoy must be clearly marked with the Corps of Engineers' File Number in letters at least 3 inches high and of contrasting color to the background color of the buoy.
- c. The mooring buoy must be marked in accordance with all relevant U.S. Coast Guard requirements.

**12. Utility Line Activities.**

*Detroit District NWP 12 Regional Conditions:*

- a. For substations and permanent access roads, no discharge is authorized in areas below the OHWM, areas subject to inundation by the adjacent water body, or areas which otherwise provide fish habitat functions.
- b. Impacts for substations and permanent access roads are limited to 1/4 acre in wetlands adjacent to navigable waters of the U.S. Applicants must demonstrate that upland alternatives are not practicable.

- c. Impacted wetlands outside of permanently maintained rights of way shall be restored to the same or more valuable wetland type (e.g., forested wetlands shall be restored to forested wetlands). Within permanently maintained rights of way, impacted wetlands shall be restored, unless otherwise authorized by the Corps.
- d. For utility lines placed across the channel of an authorized Federal navigation project, the following conditions apply:
  - 1) the line must be embedded at least 6 feet below the authorized Federal channel depth;
  - 2) existing and proposed elevation information on precise plan and section scale drawings are required;
  - 3) within 60 days after construction, an as-built survey must be provided indicating the points of entry and exit of the installation.
- e. The application must provide the latitude and longitude (or UTM coordinates) of each end of the utility line at the limits of Corps jurisdiction (OHWM or upland limit of wetlands), and for each point between where the utility changes direction.
- f. All excavated and dredged material, other than that used to backfill the trench as authorized pursuant to NWP 12, shall be disposed of on uplands.

### **13. Bank Stabilization.**

*Detroit District NWP 13 Regional Conditions:*

The Detroit District does not propose any regional conditions at this time.

### **14. Linear Transportation Projects.**

*Detroit District NWP 14 Regional Conditions:*

- a. For private road projects, the base width of the fill is limited to 16 feet. For private paths, the base width of the fill is limited to 6 feet. These limits apply unless the applicant provides a written statement supporting a variation, and the Corps accepts the justification. Culverts or other appropriate measures are required to maintain existing drainage patterns.
- b. For private road projects, impacts are limited to 1/10 acre.
- c. The selected route must be the least damaging practicable alternative.
- d. For public projects, the total impacts are limited to 3 acres for all crossings associated with the same project.

### **18. Minor Discharges.**

*Detroit District NWP 18 Regional Conditions:*

- a. Discharges of sand and/or pea gravel for creation or maintenance of shoreline recreation areas, swim areas, and the like are limited to 40 feet of frontage and no more than 1000 square feet. The location and waterward extent of the discharge must be the least environmentally damaging practicable alternative.
- b. The discharge material consists of clean, uncontaminated sand or crushed rock or stone.

**21. Surface Coal Mining Activities.**

*Detroit District NWP 21 Regional Conditions:*

The Detroit District has determined that this Nationwide Permit does not apply in Michigan.

**27. Aquatic Habitat Restoration, Establishment, and Enhancement Activities.**

*Detroit District NWP 27 Regional Conditions:*

The Detroit District does not propose any regional conditions at this time.

**29. Residential Developments.**

*Detroit District NWP 29 Regional Conditions:*

- a. The discharge must not cause the loss of greater than 1/4 acre of wetlands adjacent to navigable waters of the U.S.
- b. No discharge is authorized in areas waterward of the OHWM, areas subject to inundation by the adjacent waterbody, or areas which provide fish habitat functions.
- c. The following attendant features are authorized under this NWP: garage, driveway, parking/turn areas, lawn up to 15 feet surrounding the buildings, storage shed, septic field, utilities, deck foundations, and access paths.
- d. Culverts and other measures to maintain pre-existing drainage patterns across the site are required.
- e. Where the option is available, on-site sewage treatment systems shall utilize pump-back systems to upland.

**39. Commercial and Institutional Developments.**

*Detroit District NWP 39 Regional Conditions:*

- a. No discharge is authorized in areas below the OHWM, areas subject to inundation by the adjacent water body, or areas which otherwise provide fish habitat functions of any kind.
- b. The discharge must not cause the loss of greater than 1/4 acre of wetlands adjacent to navigable waters of the U.S.

**41. Reshaping Existing Drainage Ditches.**

*Detroit District NWP 41 Regional Conditions:*

- a. All excavated materials shall be placed on uplands.

**42. Recreational Facilities.**

*Detroit District NWP 42 Regional Conditions:*

- a. No discharge is authorized in areas below the OHWM, areas subject to inundation by the adjacent water body, or areas which otherwise provide fish habitat functions of any kind.
- b. The discharge must not cause the loss of greater than 1/4 acre of wetlands adjacent to navigable waters of the U.S.

- c. Golf courses and ski areas are not authorized.

**43. Stormwater Management Facilities.**

*Detroit District NWP 43 Regional Conditions:*

- a. Construction of new facilities is not authorized.
- b. Maintenance activities are limited to 1/2 acre, in facilities which were designed for the primary purpose of stormwater detention, retention, and/or treatment.

**44. Mining Activities.**

*Detroit District NWP 44 Regional Conditions:*

The Detroit District proposes to revoke this Nationwide Permit.

**45. Repair of Uplands Damaged by Discrete Events.**

*Detroit District NWP 45 Regional Conditions:*

The Detroit District does not propose any regional conditions at this time.

**49. Coal Remining Activities.**

*Detroit District NWP 49 Regional Conditions:*

The Detroit District has determined that this Nationwide Permit does not apply in Michigan.

**50. Underground Coal Mining Activities.**

*Detroit District NWP 50 Regional Conditions:*

The Detroit District has determined that this Nationwide Permit does not apply in Michigan.

**52. Water-Based Renewable Energy Generation Projects.**

*Detroit District NWP 52 Regional Conditions:*

The Detroit District proposes to revoke this Nationwide Permit.

**A. Removal of Low-Head Dams**

*Detroit District NWP A Regional Conditions:*

The Detroit District does not propose any regional conditions at this time.

**B. Living Shorelines**

*Detroit District NWP A Regional Conditions:*

The Detroit District does not propose any regional conditions at this time.

**Detroit District Regional Conditions Applicable to all NWP's:**

(1) Based on a joint processing agreement between the Corps of Engineers (Corps) and the Michigan Department of Environmental Quality (MDEQ), submittal of a joint Corps/MDEQ permit application is required for activities in Michigan. The submittal of an application is not an authorization to perform the work. The application encompasses the same information as a pre-construction notification (PCN), thereby creating the circumstance that any proposed work in Michigan requires a PCN, irrespective of the National level requirements.

(2) In NWP verification letters, the Corps will state that: "The permittee shall not initiate activities authorized under the NWP until all required State authorizations have been received."

(3) If the Michigan Department of Environmental Quality has issued its authorization, we shall presume that 401 Water Quality Certification and Coastal Zone Management certification has been satisfied.

- (4) Excavation/dredging from areas of known or suspected contamination requires:
- a. Placement of the material in a Confined Disposal Facility or MDEQ Class II landfill; or
  - b. Placement of the material shoreward of a bulkhead or in uplands, and covered with at least 2 feet of clay and a layer of sod; or
  - c. Testing to demonstrate that the material is not contaminated. If the material is determined to be contaminated, it must be disposed of in a. or b. above.

(5) Dredging will be performed during MDNR preferred dredge periods except when the Corps has specifically determined that the limits are unwarranted (for example, MDEQ has issued a permit and has not restricted the dredging activities to these periods).

(6) Critical Resource Waters: NWP General Condition 22 (GC 22) designates Critical Resource Waters, and allows for Regional additions to the list. The following Critical Resource Waters are located in the Detroit District and subject to the restrictions and limitations identified in GC 22:

- a. NOAA-Designated Marine Sanctuaries: The Thunder Bay National Marine Sanctuary and Underwater Preserve is located in Lake Huron off Alpena, Michigan.
- b. National Estuarine Research Reserves (NERR): There are no NERRs within the Detroit District.
- c. State Natural Heritage Sites: There are no areas designated as state natural heritage sites through a state legislative or regulatory process.
- d. Outstanding National Resource Waters or Other Waters Officially Designated: The list of Critical Resources Waters (General Condition 22) in Michigan is amended to include the following:

All areas designated under Part 351, Wilderness and Natural Areas, of the Natural Resources and Environmental Protection Act, Public Act 451, 1994.

All rivers designated under Part 305, Natural Rivers, of the Natural Resources and Environmental Protection Act.

All Environmental Areas designated under Part 323, Shorelands Protection And Management, of the Natural Resources and Environmental Protection Act.

(7) National Wild and Scenic Rivers (NWSR): NWP General Condition 16 (GC 16) designates Wild and Scenic Rivers, and the restrictions applicable to them. The following are Wild and Scenic Rivers located within the Detroit District and subject to the restrictions and limitations identified in GC 16:

Au Sable River – main stem from the Mio Pond project boundary downstream to the Alcona Pond project boundary.

Bear Creek (Manistee County) – Coates Highway to the confluence with the Manistee River.

Black River (Gogebic County) - from the Ottawa National Forest boundary to Lake Superior.

Carp River – from the west section line of section 30, T43N, R5W to Lake Huron.

Indian River – from Hovey Lake to Indian Lake.

Manistee River – from the MDNR boat ramp below Tippy Dam to the Michigan State Highway 55 bridge.

Ontonagon River – East Branch from its origin to the Ottawa NF boundary; the Middle Branch from its origin to the northern boundary of the Ottawa NF, the Cisco Branch from its origin at Cisco Lake Dam to its confluence with Ten-Mile Creek south of Ewen, the West Branch from its confluence with Cascade Falls to Victoria Reservoir.

Paint River – main stem from the confluence of the North and South Branches to the Ottawa NF boundary, the North Branch from its origin to its confluence with the South Branch, the South Branch from its origin to its confluence with the North Branch.

Pere Marquette River – the segment downstream from the junction of the Middle and Little south Branches to its junction with Pere Marquette Highway (old US Highway 31).

Pine River – the segment from Lincoln Bridge to the east 1/16<sup>th</sup> line of Section 16, T21N, R13W.

Presque Isle River – the main stem from the confluence of the East and West Branches to the Minnewawa Falls, the East Branch within the Ottawa NF, the South Branch within the Ottawa NF, the West Branch within the Ottawa NF.

Sturgeon River (Baraga and Houghton Counties) – from its entry into the Ottawa NF to the northern boundary of the Ottawa NF.

Sturgeon River (Alger and Delta Counties) – from the north line of Section 26, T43N, R19W to Lake Michigan.

Tahquamenon River East Branch – from its origin to the Hiawatha National Forest boundary.

Whitefish River – The main stem from its confluence with the East and West Branches to Lake Michigan. The East Branch from the crossing of County Road 003 to its

confluence with the West Branch. The West Branch from County Road 444 to its confluence with the East Branch.

Yellow Dog River – From its origin at the outlet of Bulldog Lake Dam to the boundary of the Ottawa NF.

Portions of the following have also been designated as a “study river” for possible inclusion in the system: Brule River, Carp River, Little Manistee River, Paint River, Presque Isle River, Ontonagon River, Sturgeon River (Baraga and Houghton Counties), Sturgeon River (Alger and Delta Counties), Tahquamenon River, White River, Whitefish River.

(8) NWP General Condition 18 (GC 18) addresses Critical Habitats for Endangered Species. The following Critical Habitats located within the Detroit District are subject to the restrictions applicable to Critical Habitat for Federally Listed Threatened and Endangered Species identified in GC 18:

Critical habitat for the piping plover (*Charadrius melodus*) in Michigan was designated in the May 7, 2001 Federal Register (Vol. 66, No. 88, pages 22938-22969).

Revised Critical habitat for the Hine’s Emerald Dragonfly (*Somatochlora hineana*) in Michigan was finalized April 23, 2010 Federal Register (Vol. 75, No. 78, pages 21394-21453).

Critical habitat for the gray wolf (*Canis lupus*) in Michigan was reinstated in the February 20, 2015 Federal Register (Vol. 80, No. 34, pages 9218-9229).

# NorthCare Network

200 West Spring Street - Suite 2  
Marquette, Michigan 49855

June 23, 2016

Delta County Board of Commissioners  
310 Ludington  
Escanaba, MI Delta

Dear Delta County Commissioners:

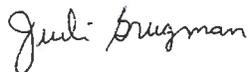
As the Regional Entity designated for Substance Use Disorder services in the Upper Peninsula, NorthCare Network has begun to plan for FY17. During FY16, the NorthCare SUD Policy Board approved \$91,250 for substance use disorder prevention, recovery or treatment services in Delta County funded with a portion of liquor tax monies NorthCare received from your county. The purpose of this letter is to offer the county the opportunity to request renewing those FY16 services/programs approved by the SUD Policy Board, to request modifications, or to submit a new request for FY17 for services that may not be available or otherwise funded.

Examples of programming typically funded with local liquor tax include; DARE programming, Drug/Treatment court case management, drug testing supplies/services for court involved individuals, and training related to substance use disorders. Please note that some of the liquor tax dollars received will be used to support provider services as necessary when other funds aren't available. The SUD Policy Board reviews funding recommendations based on identified service need and availability across the region (Upper Peninsula). NorthCare is responsible for managing SUD programming with Block grant, Healthy Michigan, Medicaid, MI Child, and PA2 funds. Enclosed is a list of NorthCare Network providers across the Upper Peninsula that provided substance use disorder prevention, recovery or treatment services.

Please feel free to pass this letter and request form on to law enforcement, judges, or drug courts that may want to submit a request for substance use disorder services. The NorthCare SUD Policy Board will review requests at their meeting scheduled for August 17, 2016. A completed form must be filled out if making a new request and/or if requesting a renewal of those FY16 services/programs that were approved last year by the SUD Policy Board.

**The deadline to submit the completed request form is Friday, July 29, 2016.** If you would like to receive the form electronically, please email Sandra Lambert at [slambert@northcarenetwork.org](mailto:slambert@northcarenetwork.org). For further information or any questions related to the funding request, please contact Judi Brugman at (906) 225-7286 or [jbrugman@northcarenetwork.org](mailto:jbrugman@northcarenetwork.org)

Sincerely,



Judi Brugman  
SAPT Director/Contract Manager

Enclosures (2)

cc: David Rivard, SUD Policy Board Member



Phone: 906.225.7254 Toll-Free: 888.333.8030 Fax: 906.225.5149  
[www.northcare-up.org](http://www.northcare-up.org)



NORTHCARE NETWORK SUBSTANCE USE DISORDER PROVIDERS

PREVENTION PROVIDERS

NAME	LOCATION OF SERVICE	SERVICE
Alger County Sheriff	Alger County Schools	Botvins Life Skills-school based
Bay Mills	Brimley	Botvins Life Skills-school based & Boys/Girls Club
Big Brothers/Big Sisters (Alger/Marquette counties)	Alger & Marquette counties	Youth Mentor programming
Child & Family Services of the Upper Peninsula	Alger, Baraga, Gogebic, Luce, Marquette counties	Botvins Life Skills-school based, Prime for Life, Strengthening Families, Communities That Care
Chippewa County Health Department	Chippewa County	Botvins Life Skills-school based, Prime for Life as referred, Children in the Middle as ordered
Copper Country Mental Health Institute	Gogebic County Schools	Botvins Life Skills-school based
DIAL Help, Inc	Baraga, Houghton, Keweenaw counties	Botvins Life Skills, Class Action, Prime for Life, Towards No Drug Abuse school based
Dickinson/Iron Health Department	Dickinson and Iron counties	Synar compliance
Great Lakes Recovery Centers	Alger, Dickinson, Mackinac, Marquette & Schoolcraft counties	Botvins Life Skills & Second Step –school based and Prime for Life as referred
Lac Vieux Desert	Gogebic, Iron & Ontonagon counties	Botvins Life Skills-school based & Prime for Life
LMAS District Health Department	Alger, Luce, Mackinac & Schoolcraft counties	Botvins Life Skills-school based
Marquette Co Health Dept	Marquette County	Botvins Life Skills-school based & coalition
Marquette Alger Reg'l Education Svcs. Agency	Alger & Marquette counties	Botvins Life Skills-school based & Prime for Life
Public Health Delta/Menominee	Delta & Menominee counties	All Stars, Prime for Life & coalitions
Sault Ste. Marie Tribe of Chippewa Indians	Alger, Chippewa, Marquette & Schoolcraft counties	Botvins Life Skills-school based
Western Upper Peninsula Health Department	Gogebic, Houghton, Ontonagon counties	Botvins Life Skills-school based

**NORTHCARE NETWORK SUBSTANCE USE DISORDER PROVIDERS**

**TREATMENT PROVIDERS**

Catholic Social Services of the Upper Peninsula	Escanaba, Gwinn, Iron Mountain, Marquette	Outpatient
DOT Caring Centers	Freeland, MI	Detox & Residential
Great Lakes Recovery Centers, Inc	Escanaba, Hancock, Iron Mountain, Iron River, Ironwood, Ishpeming, Manistique, Marquette, Munising, Negaunee, Newberry, Sault Ste. Marie, St. Ignace	Outpatient, Peer Coaches, Residential & Detox and Youth Residential
Keweenaw Bay Indian Community	Baraga, L'Anse	Outpatient and residential
Marquette General Hospital	Marquette	Outpatient
Phoenix House, Inc	Calumet, Hancock, Ontonagon	Outpatient and residential

**Local County Projects**

Alger County	Drug Court & Prime for Life	<i>Note: Local projects are all based on requests from the county and funded with liquor tax dollars.</i>
Chippewa, Houghton, Luce, Marquette, Mackinac counties	Drug Court Case Management Services	
Gogebic County	Court Assessments/Groups	
Iron County	In-jail counseling/DARE Programming	
Menominee County	Youth/Court Involved Assessments & Drug testing supplies	
Schoolcraft County	Drug Court & DARE Programming	

# NORTHCARE NETWORK

SUBSTANCE USE DISORDERS

## FY17 Liquor Tax Funds Request

Name of County:	
Liquor Tax payment to NorthCare 10/1/15- 9/30/16: \$	
Amount of FY17 (10/1/16- 9/30/17) Request: \$	
Name/Title of Contact:	
Phone #	Email address:
<b>NOTES: Funds must be spent on Substance Use Disorder Prevention, Recovery or Treatment services within the county. Examples of programming typically funded with local liquor tax include; DARE programming, Drug/Treatment court case management, drug testing supplies/services for court involved individuals, and training related to substance use disorders.</b>	
Provide or attach a brief description of how funds will be spent:	

**DEADLINE: FRIDAY, JULY 29, 2016**

Please mail, email or fax to NorthCare Network:

NorthCare Network  
200 W. Spring St., Suite 2, Marquette MI 49855  
(906) 225-5149  
slambert@northcarenetwork.org

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



June 8, 2016

Mr. Lucas Bradshaw  
9725 EE.25 Road  
Rapid River, MI 49878

RE: Brownfield Redevelopment Authority

Dear Mr. Bradshaw:

Congratulations on your recent re-appointment to the Brownfield Redevelopment Authority.

Enclosed is an Oath of Office. Please sign this document in front of a Notary Public and return it to the County Clerk's Office, at the Delta County Courthouse, as soon as possible. For your convenience, a Notary Public is located in the Clerk's office during the hours of 8:00 a.m. to 4:00 p.m., Monday thru Friday.

The Delta County Board of Commissioners looks forward to working with you in the upcoming years.

Sincerely,

A handwritten signature in black ink that reads "Mary K. Harrington". The signature is fluid and cursive.

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Enclosure

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
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ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



June 8, 2016

Mr. Joel Frizzell  
3064 Truax 24<sup>th</sup> Road  
Cornell, MI 49818

RE: Brownfield Redevelopment Authority

Dear Mr. Frizzell:

Congratulations on your recent re-appointment to the Brownfield Redevelopment Authority.

Enclosed is an Oath of Office. Please sign this document in front of a Notary Public and return it to the County Clerk's Office, at the Delta County Courthouse, as soon as possible. For your convenience, a Notary Public is located in the Clerk's office during the hours of 8:00 a.m. to 4:00 p.m., Monday thru Friday.

The Delta County Board of Commissioners looks forward to working with you in the upcoming years.

Sincerely,

A handwritten signature in black ink that reads "Mary K. Harrington". The signature is written in a cursive style.

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Enclosure

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
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PHONE: 906-789-5100  
FAX: 906-789-5197



June 27, 2016

Becky McIntyre  
Community Corrections Manager  
WCUP Community Correction  
310 Ludington St Suite 210  
Escanaba, MI 49829

Dear Becky,

At the regular meeting of the Delta County Board of Commissioners on June 21, 2016, the West-Central U.P. Community Corrections Program grant renewal application for FY2017 was approved.

If you need any additional information on this matter, please contact the administration Office.

Sincerely,

A handwritten signature in black ink that reads "Mary K. Harrington". The signature is written in a cursive, flowing style.

Mary Harrington  
Chairperson



3300 Airport Road  
Escanaba, MI 49829  
Kelly Smith, Manager  
Administration: (906)786-4902; Fax: (906)786-2583  
ksmith@deltacountymi.org www.deltacountymi.org/airport

Brian Herioux, Chairman   Dee Dee Anderson Skradski, V-Chair   Airpt Brd   David Moyle, Cty Brd Rep  
Patrick Johnson, Cty Brd Rep   Will Carne, Airpt Brd.   Vickie Schwab, Airpt Brd.   Brian Belmonti, Airpt Brd

## Delta County Airport Advisory board

March 14, 2016 8:00 a.m.

### Approved Minutes

- I. **ROLL CALL:**  
**PRESENT:** Herioux, Carne, Schwab, Johnson, Belmonti, Moyle, Manager Smith  
**ABSENT:** Anderson-Skradski
  
- II. **APPROVAL OF AGENDA:** Moved by Johnson and seconded by Moyle to approve the agenda. **MOTION CARRIED.**
  
- III. **APPROVAL OF MINUTES:** Moved by Moyle and seconded by Johnson to approve the minutes of January 11, 2016. **MOTION CARRIED. .**
  
- IV. **PUBLIC COMMENT ON AGENDA ITEMS:** None
  
- V. **MANAGERS REPORTS:**
  - A. New Hires Kevin Teal and John Kell will be going to ARFF 40 Hr Training 4/10 - 15 2016. Once complete, they both will fully FAA training. Randy Gascon's last day as Trainer will be April 29.
  - B. County Board signed the 1<sup>st</sup> Fire Suit State Contract for the remainder money from 2012 Block grant program. Other three suits will be in the 2016 FAA Grant.
  - C. FAA Projects. – April Localizer Project pushed back until June 1: June 7 is the Malsar Project start date. Smith is working with FAA to minimize loss (if any) of commercial flights due to runway closures, etc.
  - D. MAAE Conference.
    1. EAS Status – FAA Reauthorization Bill – extended through July 15, 2016.
    2. Policy Plan for the State was discussed and looks like the State will remove the information regarding bus service in the UP as an alternate to EAS.
    3. Fire Training Grant should be available again for 2017.
  - E. Smith discussed budget status and most is on track. Fuel gallons sold for 100LL were lower than 2015, but belief is the late cold snap caused this downturn.
  
- VI. **OLD BUSINESS:**

Hangar Construction: Bids due for hangars is April 1 at 2:00 pm. After opening, we will go thru a confirmation stage, asking the low three a set of questions, making sure the project is understood and all is included in bid amount. Once satisfied, award will be made. Then project can be awarded and start date finalized.
  
- VII. **RENZONE UPDATE:** None

VIII EDA/CHAMBER UPDATE

- A. Schwab discussed the Grants for the Delta Commerce Center – Requesting a letter of support for the UP State Fairgrounds for 1) Upgrade to Ruth Butler Building; 2) New Veterans Center/Chamber/CVB Building; 3) Campground upgrade – Relocation to 4-acre portion of fairgrounds. Discussion was held and majority felt the Airport Advisory Board couldn't write a letter of support, since we only make recommendations to the County Board, and a few were not in favor of making that recommendation, due in part not getting information quickly enough to make an informed decision.
- B. Meijer's Ground Breaking Ceremony will take place very soon.
- C. Uppertunities – 5/25/16 at Casino
- D. Robotics Competition March 19, 2016

IX NEW BUSINESS:

- A. UP Honor Flight – May 25, 2016
- B. Textron Aviation – Business Visit with new Beechcraft 250; EDA, Airport, Escanaba Career ED, etc, will host this company – Educational Seminars in the morning, Business Seminar in the afternoon. Airport, County, EDA, Businesses, to receive invitation. 60 students, tours, etc. Watch for more info.
- C. Smith will be attending MRO Convention, Dallas, TX for Upper Michigan Green Aviation Coalition. Moyle motions and seconded by Johnson to approve Smith's travel with expenses being paid from the Renzone Account .

X PUBLIC & BOARD MEMBER COMMENTS: None

XI ADJOURNED: Meeting adjourned at 9:20 a.m.

**Next Board meeting is May 9th, 2016, 8:00 a.m.**

Respectfully Submitted by:

Kelly Smith, Airport Manager

Brian Herioux, Board Chair

DELTA COUNTY CENTRAL DISPATCH AUTHORITY MEETING  
May 11, 2016 -- 9:00 a.m.  
Courthouse

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**1. Call to order 9:00 a.m.**

**2. Roll Call**

AGENCY	MEMBER	YES	NO
Escanaba City	Tall, Marc	x	
Fire Chief's Association	Lundberg, Jim		x
Gladstone City	Geyer, Paul	x	
Sheriff's Department	Oswald, Ed	x	
State Police	Cunningham, Greg		x
Township Association	Johnson, Greg	x	
Delta County	Bergman, Ryan	x	
911 Coordinator	Segorski, James	x	
E M Coordinator	Berbohm, Robert	x	

Also present: Jon Giese - TAC Committee  
Rebecca O'Brian  
CUPPAD - Steve & Nathan

**3. Adoption of Agenda:**

Motion to approve agenda:

MOTION: Greg Johnson  
SECOND: Paul Geyer  
SUPPORT: ALL

**4. Public Comment on Agenda Items: NONE**

**5. Approval of Previous Meeting Minutes (April 13, 2016):**

Motion to accept minutes with no changes

MOTION: Ed Oswald  
SECOND: Greg Johnson  
SUPPORT: ALL

## 6. Communications: NONE

A.

## 7. Committee and Liaison Reports:

A. Coordinator's Report: Given by Jamie Segorski

1. Incident Analysis Report - Substance of calls - Meth Dump sites - more and more over the past 6-8 weeks, ramp up law enforcement. Clean up is done by UPSET, three Escanaba Officers trained to assist with removal of meth sites. MIOC is creating maps on where dump sites are found.
2. PMCS – Scheduling Anderson check tower sites, Mark Seymour – squelch too low, possible reason why some transmissions have been missed on VHF side. Adjusted squelch. Develop county wide template for radios is moving forward
3. SNC Reports are being completed and mailed out the end of this week
4. New Director Robert LaMarche will start in June

B. Treasurer's Report:

Beginning Balance	\$
Additions	\$
Expenditures	\$ - 64,163.00
<b>Ending balance</b>	<b>\$ 418,765.00</b>

C. Monthly Report -- City of Escanaba: **NONE**

- 1.

D. Monthly Budget Status Report and approval of amendments: Presented by Ryan Bergman

1. Strong reimbursement on wireless fees, Training funds – not spent, plans?
2. Equipment includes MDT's not much spent, more invoices coming? Escanaba is ordering two more MDT's will be on the July 1, 2016 fiscal budget

E. Emergency Management Report: Bob Berbohm

1. Countywide Drill - eliminate communication problems at hospital- fire simulation  
Wi-Fi Fax ER - worked well  
Tornado - Backup power, preparing for that  
Region 8 – Health coordinators, exercise was asked to be longer  
Page out - 2 person did not have correct phone numbers, fixed problems that arose
3. Active Shooter - completed – trained 48 officers throughout Upper Peninsula

**F. TAC Committee Report: John Giese: Jamie Segorski**

1. TAC Meeting - Agreed to create quarterly schedule. Monthly email will be sent out to create agenda, having agenda - meeting can be attended with solutions.
2. Next TAC meeting election of officers, times for meetings need to be set, time workable for everyone.
3. County wide template for radios, can be universal

A

- 1.

**8. Old Business: NONE**

A.

**9. New Business:**

**A. Payment of Bills: Attached to Minutes**

MOTION to pay bills in the amount of **\$ 106,922.54**  
Includes Annual 911 billing

MOTION: Paul Geyer  
SECOND: Marc Tall  
SUPPORT: ALL

**B. CUPPAD – Steve and Nathan**

Works with county on GIS –

Concern with past system vs present, not a lot of experience with present

Editing 911 data in certain format save steps

Nathan – who is funding what? Share duties

Delta County purchased 20 hours for township mapping

Agreement needs to be made on cost to maintain mapping

Agreed Jamie Segorski, Ryan Bergman and CUPPAD meet to discuss  
and present next month.

**10. Public Comment: NONE**

**11. Authority Members Comment:**

- A. Greg Johnson - Jail Millage, further out in the count is where votes were lost.  
Plans or changes to strategy. Discussions November 2016 vs May 2017  
If run again, hire unaffiliated group that can do fundraising
- B. Marc Tall- Reverse 911, where are we on this. Friday May 13, 2016 is regional  
board meeting, should be approved by then. Next step is the grant process,  
state approval, federal approval. If approved it will be done quickly  
Currently Dickinson county has an off breed  
Requested that an email be sent after Friday's meeting to update on Reverse  
911.
- C. Mapping/Patrol Cars - cars do not have. Gladstone uses Google Earth  
CUPPAD can set up on device; Web Mapping;  
there is a lot of potential

**12. Other Items: Next Meeting:** June 8, 2016 9:00 am

**13. ADJOURNMENT:**

MOTION: Greg Johnson  
SECOND: Marc Tall  
SUPPORT: ALL

**APPROVAL OF MINUTES:**

CHAIRPERSON

VICE-CHAIRPERSON

\_\_\_\_\_

\_\_\_\_\_

DATED: \_\_\_\_\_

DELTA COUNTY CENTRAL DISPATCH AUTHORITY MEETING

June 8, 2016 -- 9:00 a.m.

Courthouse

---

**1. Call to order 9:00 a.m.**

**2. Roll Call**

AGENCY	MEMBER	YES	NO
Escanaba City	Tall, Marc	x	
Fire Chief's Association	Lundberg, Jim	x	
Gladstone City	Geyer, Paul	x	
Sheriff's Department	Oswald, Ed	x	
State Police	Cunningham, Greg		x
Township Association	Johnson, Greg		x
Delta County	Bergman, Ryan	x	
911 Coordinator	Segorski, James	x	
E M Coordinator	Berbohm, Robert	x	

Also present: Jon Giese - TAC Committee  
Rebecca O'Brian

**3. Adoption of Agenda:**

Add mapping to the end of new business

Motion to approve agenda:

MOTION: Jim Lundberg  
SECOND: Marc Tall  
SUPPORT: ALL

**4. Public Comment on Agenda Items: NONE**

**5. Approval of Previous Meeting Minutes (May 11, 2016):**

Motion to accept minutes with clarification of email was to be sent after Regional 911 meeting

MOTION: Ed Oswald  
SECOND: Marc Tall  
SUPPORT: ALL

**6. Communications: NONE**

A.

**7. Committee and Liaison Reports:**

A. Coordinator's Report: Given by Jamie Segorski

1. **Incident Analysis Report** - Up 500 calls, July- Aug usually around 3500 calls.
  
2. Farley from Garden and Zac from Anderson Communications working with them on tower. Looking at the possibility of putting a 30 foot tower on top of the Garden water tower in an attempt to create a better signal. Also looking at the possibility of occupying the Coast Guard tower at the end of the peninsula.

B. Treasurer's Report:

Beginning Balance	\$ 418,765.95	End of May 2016
Additions	\$ 74,721.19	
Expenditures	\$ 106,922.54	
<b>Ending balance</b>	<b>\$ 386,564.60</b>	

C. Monthly Report -- City of Escanaba: **NONE**

1.

D. Monthly Budget Status Report and approval of amendments: Presented by Ryan Bergman

1. Millage \$588,000 revenue \$519,000 expenditures  
Anticipate using fund balance  
Marc Tall – Anticipate projects reimbursements? Bergman - possible month behind

2.

E. Emergency Management Report: Bob Berbohm

1. Legislation May 12 changed all Emergency Notification System I Paws – no guidance as of yet
2. Aug Meeting – RAVE presentation 10:00 am Marquette. Mackinac County purchased RAVE
3. Mutual Aid Agreement 911 - under legal review
4. RAVE \$3000 continued maintenance agreement
5. NOAH - events support forum, fair board meeting to present, monitoring weather just for fair
6. Lundberg - House Bill – delay to 2019 in E911 requirements for 7000sq ft buildings, pushed back because of schools, and large organizations
7. June 14- Christian Park will be doing a modified evacuation

F. TAC Committee Report: John Giese: Jamie Segorski

1. **NONE**

2.

**8. Old Business: NONE**

A.

**9. New Business:**

**A. Payment of Bills: Attached to Minutes**

MOTION to pay bills in the amount of **\$ 64,073.40**  
Includes Annual 911 billing

MOTION: Paul Geyer  
SECOND: Jim Lundberg  
SUPPORT: ALL

**10. Public Comment: NONE**

**11. Authority Members Comment:**

- A. Marc Tall requested a Budget Amendment
  
- B. CUPPAD – Mapping - Jamie Segorski would like to propose money in budget for this year, Mapping \$6000 per year

Motion to add \$6000 per year to the budget for mapping, starting this year

MOTION: Paul Geyer  
SECOND: Jim Lundberg  
SUPPORT: ALL

- C. Paul Geyer mentioned in the past the July meeting has been cancelled, meeting will be held in July as per chair person

**12. Other Items: Next Meeting:** July 13, 2016 9:00 am

**13. ADJOURNMENT:**

MOTION: Jim Lundberg  
SECOND: Paul Geyer  
SUPPORT: ALL

**APPROVAL OF MINUTES:**

CHAIRPERSON

VICE-CHAIRPERSON

\_\_\_\_\_

\_\_\_\_\_

DATED: \_\_\_\_\_

**Delta County  
Department of Health and Human Services Board  
305 Ludington Street  
Escanaba, MI 49829**

**BOARD MEMBERS**

**GERALD SMITH, CHAIR  
ELAINE BOYNE  
STACEY RANDALL**

**DIRECTOR**

**RUSSELL K. SEXTON  
906-789-7217**

**Meeting #987**

**Date: May 16, 2016**

The regular meeting of the Delta County Department of Health and Human Services Board was called to order by Russell Sexton, Board Secretary, at 10:04 a.m. Eastern Time. The meeting was held in the Delta County Board Room on the second floor of the State Office Building located at 305 Ludington Street, Escanaba.

Present: Gerald Smith, Board Chair; Elaine Boyne, Board Member, and Russell Sexton, Board Secretary.

Absent: Stacey Randal, Board Member.

Others Present: None.

**APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Mr. Smith and supported by Ms. Boyne. Motion passed without opposition.

**APPROVAL OF MINUTES:**

Minutes of the April 18, 2016, Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Smith and supported by Ms. Boyne. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for April 2016 were reviewed. There were \$76.80 in expenditures for DHHS Board Meeting attendance; plus 432.48 in expenditures for MCSSA Legislative Conference in Lansing, leaving a balance of \$2,167.32.

Ms. Boyne related that she did not want the county to fund her participation in the MCSSA Legislative Conference at that amount, thus she communicated with the Delta County Administrator and sought reimbursement for expenses of \$85.20, instead of the \$432.48.

As a result the Financial Report was changed to reflect that change and the new balance is \$2,514.60.

A motion to approve the financial report was made by Ms. Boyne and supported by Mr. Smith. Motion passed without opposition.

**DIRECTOR'S REPORT:**

**Staffing Information:** Delta County: There are 5 full time management staff, including 1 tri-county director and four first line supervisors consisting of 1 children's protective services supervisor, 1 foster care supervisor, 1 assistance payments supervisor and 1 general program supervisor who covers some assistance payments staff in Delta County and an Indian outreach worker in Menominee County (this position was eliminated, but will remain until the person in the position is transferred or finds a new position). There is 1 tri-county community resource coordinator. There are 5 administrative support staff, 4 general and 1 fiscal (one of these positions was eliminated, but will remain until one of them transfers or finds a new position). There are 6 children's protective services specialists with two of those positions vacant at this time, 6 foster care and foster home licensing specialists with one of those positions vacant at this time, 1 educational planner who serves the entire Upper Peninsula and 1 MiTeam Analyst who covers the Triad. There are 12 assistance payments specialists (two are on a long term military leave, one position is vacant). There is currently a hiring freeze in effect for the Assistance Payments and Administrative Support areas and it is anticipated to last throughout fiscal year 2016.

We have 4 Business Service Center 1 staff stationed in our office, which includes 1 contract specialist, 1 child welfare funding specialist and 2 Adult Services Specialists.

We have 2 central office personnel stationed in our office - both Michigan Rehabilitation Services analysts - 1 full time and 1 part time.

**Statewide Director's Meeting Information:** No information was provided.

**Collaborative Issues:** No new information was provided.

**Business Plan Update:**

FY 2015 Operating Funds: Delta County allocation is: \$12,449.00. Year-to-date expenditures are: \$12,528.82, which constitutes 100.6% of the allocation expended with 50% of the year elapsed.

FY 2015 Travel Funds: Delta County allocation is: \$49,619.00. Year-to-date expenditures are: \$16,273.44, which constitutes 32.8% of the allocation expended with 50% of the year elapsed.

Assistance Payments Standard of Promptness: Current data for Delta County is 97.36%. Business Services Center 1 average is 97.45% and State average is 97.07%.

Family Independence Program Work Participation Rate: Current data is 50% Statewide Goal is 50%. Year to date average for Delta County is 63.89%.

**Miscellaneous:**

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits for March 2016:

- Family Independence Program: 34 cases; 65 recipients; \$9,562.00 in benefits provided.
- Food Assistance Program: 2,838 cases; 5,268 recipients; \$588,247.00 in benefits provided.
- State Disability Assistance: 19 cases; 19 recipients; \$4,242.00 in benefits provided.
- Child Development and Care: 89 cases; 122 recipients; \$42,557.00 in benefits provided.
- State Emergency Relief: 23 cases; \$6,949.00 in benefits provided.
- Unduplicated total: 2,890 cases; 5,334 recipients; \$651,557.00 in benefits provided.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 1,235 cases; 2,457 recipients
- Other Children < Age 21: 271 cases; 303 recipients
- Pregnant Women & Children Under 19: 973 cases; 1,614 recipients
- MiChild: 118 Cases; 182 recipients
- Non-SSI Aged, Blind & Disabled: 1,072 cases; 1,104 recipients
- SSI Aged, Blind & Disabled: 1,056 cases; 1,056 recipients
- Medicaid Eligible Total: 4,249 cases; 6,713 recipients

Healthy Michigan Plan County Enrollment: 2247+

Assistance Payments caseloads and financial information can be obtained by anyone at any time by logging onto the DHHS public website at [www.michigan.gov/dhhs](http://www.michigan.gov/dhhs), go to Forms and Publications and search the key word: Green Book. There you can look at past years and specific month data.

DHHS policy for all programs, as well as a variety of other information one might want to know about DHHS can be found at the [www.michigan.gov/dhhs](http://www.michigan.gov/dhhs) site.

**Board Member Input/Suggestions:** None.

A motion to accept the Director's Report was made by Mr. Smith and supported by Ms. Boyne. Motion passed without opposition.

**UNIT REPORT:** None

**BOARD BUSINESS:**

1. **Approval of Vouchers:**

Vouchers for April were reviewed and a motion to approve all vouchers was made by Mr. Smith and supported by Ms. Boyne. Motion passed without opposition.

2. **MCSSA:** Elaine Boyne attended the MCSSA District One Meeting and she provided the board with a synopsis of the meeting. All board members were provided with a copy of the minutes for that meeting. Of note is that the Michigan Association of Counties has an Insurance Supplement that can be purchased by citizens of Delta County who currently do not have any health insurance.

The District One meetings for 2016 are: July 27<sup>th</sup> and October 26<sup>th</sup>. All meetings are in Marquette at the Landmark Inn and start at 1130 Eastern. MCSSA State President will be coming to the U.P. in June and the U.P. DHHS Boards may get together to meet with him – more information to follow.

**NEW BUSINESS:** Two contracts were presented for review:

CSCOM 17-21003. Contractor – Delta County Friend of the Court. Contract is for statewide child support enforcement and establishment services as required by federal Title IV-D statutes. FY 17 agreements are being written to replace current agreements that expire 9/30/2016 and will be effective for five years. Total funding for the five years will be \$2,832,236.00. Funding is from 10/01/2016 through 9/30/2021.

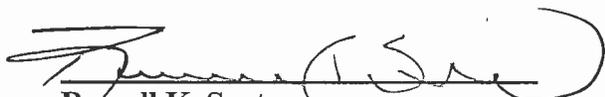
RC 16-21001. Contractor – Michigan State University. Contract is for Psychiatric Services via Teleconference for Bay Pines Center. This is a three year contract starting at 4/18/2016 and going through 4/17/2019 for \$39,600.00 per year for a three year total of \$118,800.00.

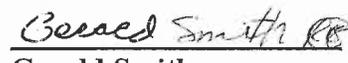
Mr. Smith made a motion to signify review of the contracts, which was supported by Ms. Boyne. Motion passed without opposition.

**PUBLIC COMMENT:** There were no public comment.

**NEXT MEETING:** June 20, 2016 at 10:00 a.m. in the Delta County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Mr. Smith and supported by Ms. Boyne. Meeting adjourned at 10:45 a.m.

  
Russell K. Sexton  
Board Secretary

  
Gerald Smith  
Chairperson

Pc: DHHS Board Members; Delta County BOC; Delta County DHHS Office File

# **A G E N D A**

## **DELTA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD MEETING**

**305 Ludington Street, Second Floor Conference Room**

**July 18, 2016, 10:00 A.M. Eastern Time**

- A. Approval of agenda**
- B. Approval of June 20, 2016 minutes**
- C. Financial report**
  - 1. Review of vouchers**
- D. Director's Report**
  - 1. Staffing Information**
  - 2. Statewide Directors Meeting/Information**
  - 3. Collaborative Issues/Information**
  - 4. Director's Portfolio Update**
  - 5. Miscellaneous**
  - 6. Board Member Input/Suggestions**
- E. Unit Reports:**
- F. Board business**
  - 1. Approval of vouchers**
  - 2. MCSSA**
- G. New business**
- H. Public comment (5 minute limit per speaker)**
- I. Next meeting – August 15, 2016 – 10:00 AM**
- J. Adjournment**

“What do we believe? Who do we serve? What do we do?”

Mission:

The Michigan Department of Health and Human Services provides opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient.

Vision:

Develop and encourage measurable health, safety and self-sufficiency outcomes that reduce and prevent risk, promote equity, foster healthy habits, and transform the health and human services system to improve the lives of Michigan families.

**DELTA SOLID WASTE MANAGEMENT AUTHORITY  
REGULAR MEETING  
May 24, 2016  
COUNTY BUILDING, 2950 COLLEGE AVENUE, ESCANABA MI**

**MEMBERS PRESENT:** Randy Gorecki, Steve Rose, Patrick Johnson, Eric Buckman, Steve Viau and Gary Boudreau

**OTHERS PRESENT:** Don Pyle, Kim Peterson, Mike Segorski and Ann Fix

**MEMBERS ABSENT:** Ralph Blasier

Meeting was called to order at 7:00 p.m. by Randy Gorecki

**Public Comment** – Mike Segorski and Ann Fix expressed their concerns regarding debris being illegally dumped at the North 30<sup>th</sup> Street/Ski Hill Recreation property that is owned by the City of Escanaba. Ann Fix stated in 2008 she organized a clean-up that totaled 11 tons of debris and approximately 60 tires and in 2009 totaled 2 tons of debris which cost the City approximately \$3,000. They stated 13 more bags of garbage was taken out last week and encouraged the landfill to be good neighbors to the City of Escanaba.

Don Pyle stated the Landfill has given funds to the City of Escanaba for clean-up costs for the area of 19<sup>th</sup> Avenue North (road leading to the landfill) on an annual basis.

Steve Rose stated at last month's meeting that illegal dumping is taking place in Cornell.

Ann Fix stated the recent concrete barricades placed at the compost site should have waited until after spring time clean-up for residents and the timing was bad. She further stated the hours are not user-friendly.

Randy Gorecki explained the big cost of the landfill taking on the recent costs of large branches and stumps.

Mike Segorski encouraged more discussion so a workable solution could be made. The City is trying to get illegal dumping under control and perhaps not charge the City a tipping fee for debris collected in that area.

**Secretary's Report – Minutes of April 26, 2016**

**A motion was made by Steve Rose, seconded by Gary Boudreau, to approve the April 26, 2016, meeting minutes. Motion was approved unanimously.**

**Treasurer's Report**

April Financial Statements stated the Authority had Total Operating Revenues of \$159,592. The Total Recycling Operating Revenues was \$20,775. The Total Operating Income was \$8,965 with a year-to-date loss of \$5,011. The Total Operating Expenses was \$150,627. Reviewed the total recycling expenses for 2015 which were \$332,664.

**A motion was made by Gary Boudreau, seconded by Steve Viau, to approve the Treasurer's Report. Motion was approved unanimously.**

### **Payment of Bills**

Payments to First Merit Bank for \$11,116.25 and Huntington National Bank \$75,250.00 were for interest payments on the notes.

**A motion was made by Gary Boudreau, seconded by Patrick Johnson, to approve payments of the bills in the amount of \$171,614.48. Motion was approved unanimously.**

**Additions to Agenda** – None

### **City Concerns on Compost Site (Ralph Blasier)**

Ralph Blasier was absent and this item will be tabled.

General discussion took place. Don Pyle stated he has been hearing that people are not happy with the cement barricades as they are having a hard time getting in and out of the compost area. Approximately \$700 has been spent so far on the cement barricades for the compost area. Discussed the possibility of a gate on the left side entrance that would be open during landfill operating hours and closed after hours in which people would have to use the entrance to the right with the cement barricades. During operating hours people can be seen as to what they are dumping.

**A motion was made by Patrick Johnson, seconded by Steve Viau, to purchase a gate not to exceed \$1,600 and to purchase two additional signs with the remaining \$2,300 that was originally approved. Motion was approved unanimously.**

Discussed having a public forum as using that opportunity to educate everyone on the expenses of the landfill and the upcoming millage request and people could voice their concerns/complaints. There was a consensus that there will be a public forum before the next regular meeting to start at 6:30 p.m. The next meeting is scheduled to be held at the Catherine Bonifas Civic Center on Tuesday, June 21<sup>st</sup>.

### **Millage Discussion**

Millage talking points were discussed. A sheet was handed out with ideas and venues for using them talked about. Timeliness was also discussed.

### **Capping Construction Update**

On Wednesday all of the two feet sand layer over the top of the waste will be completed. The extension of the methane wells will be done. Another layer will be capped of sand and sealed.

### **Manager Report**

The audit information was turned in to Anderson Tackman.

Page 3

Letter was received from Associated Bank that they are not renewing the letter of credit. Don Pyle spoke with Ryan Bergman on how Delta County can help. He is working on closing out a current letter of credit with DEQ for wetland mitigation that is complete.

Discussed the municipal clean-up and looking into strategies to improve those events.

### **Board Comments**

Steve Rose will be done serving on the authority in November 2016.

### **Adjournment**

**A motion was made by Gary Boudreau, seconded by Patrick Johnson to adjourn the meeting with the time being 8:37 p.m. Motion was approved unanimously.**

**REGULAR MEETING**  
**DELTA SOLID WASTE MANAGEMENT AUTHORITY**

**June 21, 2016**

The regular meeting of the Delta Solid Waste Management Authority will be held on Tuesday, June 21, 2016 at 6:30 P.M. in the **Bonifas Civic Center** in Escanaba.

Pledge of Allegiance  
Public comment  
Secretary report  
Treasurer report  
Payment of bills  
Additions to agenda

**AGENDA:**

1. City Concerns on Compost Site (Ralph Blasier)
2. Discussion from the Public Open Forum
3. Millage discussion
4. Capping Construction up-date
5. Manager report.
6. Board comments.

Randy Gorecki  
Chairman



# Public Health Delta & Menominee Counties



## Board of Health Meeting

Harris Township Fire Hall  
Harris, MI

### Meeting Minutes

Thursday, May 26, 2016

#### Board Members Present

Bob Burie	Jan Hafeman	Mary Harrington
Patrick Johnson	Larry Schei	Tom Trudgeon

#### Public Health Staff

Mike Snyder, Health Officer/ Administrator  
Dr. Terry Frankovich, Medical Director  
Kim Gustafson, Assistant Program Coordinator

#### 1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on May 26, 2016. The meeting was called to order at 12:00 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Assistant Program Coordinator, and is recorded above.

#### 2. Approval of Agenda

Mr. Snyder requested to add item "Letter of Appeal" to the agenda.

**Ms. Hafeman moved to amend the agenda by adding the "Letter of Appeal" to the May 26, 2016, agenda as item 7.a. Motion was supported by Mr. Schei and carried.**

**Ms. Hafeman moved to approve amended May 26, 2016, agenda. Motion was supported by Mr. Schei and carried.**

**3. Approval of Minutes**

**Ms. Hafeman moved the minutes from April 21, 2016, be approved. Motion was supported by Ms. Harrington and carried.**

**4. Public Comment**

There was no public comment.

**5. By-Laws of the Delta Menominee District Board**

**Mr. Burie moved the By-Laws of the Delta Menominee District Board be approved as presented. Motion was supported by Ms. Hafeman and carried.**

**6. MERS Quarterly Statement**

There was a discussion regarding the MERS Quarterly Statement. Questions were answered by Mr. Snyder.

**7. Review and Approval of April Check Register**

The Board of Health reviewed the April check register. Questions were answered by Mr. Snyder.

**Ms. Harrington moved the April check register be approved. Motion was supported by Ms. Hafeman and carried.**

**7.a Letter of Appeal**

Mr. Snyder presented the board with a copy of a letter he received regarding a request to waive a food license late fee for a food service establishment in Delta County. The establishment would like to have the late fee reimbursed. Mr. Snyder answered questions asked by the board members.

**Mr. Johnson moved the request to return the late fee be denied. Motion was supported by Ms. Hafeman. Chairman Trudgeon requested a roll call vote and the motion carried 5 to 1.**

- Bob Burie – No**
- Jan Hafeman – Yes**
- Mary Harrington – Yes**

**Patrick Johnson – Yes**  
**Larry Schei – Yes**  
**Tom Trudgeon - Yes**

## **8. Medical Director's Report**

Dr. Frankovich presented Mr. Snyder with an award from the Michigan Environmental Health Association (MEHA). She read an excerpt from a letter submitted to the MEHA nominating committee by a sanitarian, now working at the Western U.P. Health Department, who began her career working under Mr. Snyder's direction in PHDM's Environmental Health division. The awards committee at MEHA reviewed this and other letters of support for his nomination and named him "Sanitarian of the Year." Dr. Frankovich and the Board thanked Mr. Snyder for his dedication and service to Public Health, Delta & Menominee Counties.

Dr. Frankovich also updated the board on Zika virus. Although 80% of individuals who become infected with the virus will never become ill and nearly all of the remaining 20% will have a mild, self-limited illness, it is the profound effect on the developing fetus which has raised marked concerns. Microcephaly or 'small head' has been seen in the infants of some women infected with Zika during pregnancy. In essence, the skull does not grow normally because the brain does not grow normally and these children are likely to have profound developmental impairments which are irreversible. There is currently no vaccine to prevent the Zika virus so the focus is on prevention through mosquito abatement and avoidance of mosquito bites. Since it has been demonstrated to be transmitted through sexual contact from males to females, it is recommended that males who have been infected abstain from intercourse with their partner of childbearing age or use condoms. The mosquitos capable of carrying Zika virus are not known to circulate in Michigan at this time so cases in Michigan natives to date are either through travel to areas with Zika or sexual contact with an infected male partner.

## **9. Health Officer's Report**

- Mr. Snyder thanked the board for making accommodations in order to change the BOH meeting.
- PHDM has received two small grants from the M & M Foundation; one for the City of Menominee Community Gardens and the other for the Every 15 Minutes program. Mr. Snyder gave an overview regarding the program. The BOH was shown a video from the Stephenson High School Every 15 Minutes program.
- Mr. Snyder presented the board with the cinema ads that are playing at the Escanaba and Marinette movie theaters for the next year.

**10. Public Comment (three minutes maximum)**

No public comment.

**11. Board Member Comments**

There were no Board Member comments.

**12. Adjournment**

**There being no further business, Mr. Hafeman made a motion the meeting be adjourned at 1:22 p.m. CDT. Motion was supported by Ms. Harrington and carried.**

  
Chairperson

:kg Approved June 16, 2016



MINUTES OF THE MEETING OF THE  
PINECREST BOARD OF TRUSTEES

Date: Thursday, May 26, 2016	Place: Board Room
Presiding: Elaine Boyne, Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Chairperson Boyne called the meeting to order at 2:00 p.m. Central time.

Roll Call:  
 Trustees present: Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman, Darlene Smith, Administrator  
 Trustees Absent: Gerald Smith  
 Leadership Team Members present: Susan Williamson, Director of Nursing; Candace Meintz, CFO  
 Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of May Agenda	There were no additions or deletions to the agenda	A motion was made by Trustee Degenaer, supported by Trustee Driscoll, to approve the Agenda as presented. Motion carried.
Board action on Minutes of the April 2016 meeting	The minutes had been sent to the Trustees for their review prior to this meeting	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the minutes as presented. Motion carried.

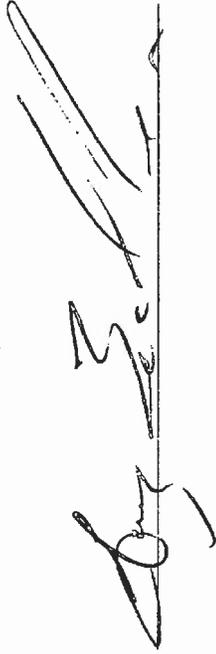
<p>Board action on the April Manifest of Invoices</p>	<p>The Manifest of Invoices had been sent to the Trustees for their review prior to this meeting. Trustee Hafeman asked if the invoice to Packerland, which shows 1 charge, is for residents and for common areas as well? The invoice does cover charges for common areas and the residents rooms, which we then bill the residents for.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the Manifest of Invoices and to pay the bills. Motion carried.</p>
<p>Board Action on Financial Statement for April 2016</p>	<p>CFO Meintz reviewed the Financial Statement for April 2016.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the Financial Statement as presented. Motion carried.</p>
<p>Board Committee Reports: Whispering Pines Committee Report</p>	<p>Trustee Driscoll reported that the Whispering Pines Committee had met at 12:30 today. They reviewed the Financial Statement, the Assistant Administrator's report, the Corporate Compliance Review, the report on unemployment and the Whispering Pines/Great Northern Home Care resignations for 2015.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Hafeman, to approve the report as presented. Motion carried.</p>
<p>Board Action Items/Resolutions: Request for Write Offs</p>	<p>CFO Meintz reviewed the request for Write offs in the amount of \$12,209.07, noting that \$6150 of that amount is for 1 resident who was supposed to be under Blue Cross Blue Shield, but wasn't. We are pursuing Medicaid for payment. To date we have received \$3700.00 toward this claim. One Claim was not kept active</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Write Off in the amount of \$12,207.07. Motion carried.</p>

	<p>and so that will have to be a write off. We do continue to work on these claims. We do work to obtain prior authorization for payment from an individual's insurance before admission, or know what insurance plan(s) they are on.</p>	
<p>Report of Quality Assurance and Resident Council Committees</p>	<p>Susan Williamson reported on the Resident Council Meetings held during the month. Each home reviewed the Activities Calendar for June, were reminded to keep the cookies and candies in their rooms in a container with a lid. There were no complaints or concerns.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Degenaer, to approve the Administrator's report. Motion carried.</p>
<p>Quality Assurance</p>	<p>Susan Williamson reported on the Quality Assurance Meeting for May. We had 4 citations from our recent survey. We feel we had a wonderful survey with many compliments for the staff, grounds, etc. There were no complaints made to the surveyors from the residents. Staff had a party to thank them for their hard work.</p>	
<p>Safety Committee Report</p>	<p>Lois Ball reported that the Safety Committee had met during May. All incidents and accidents were reviewed. Staff continues to do a good job. A few non major issues were reviewed. The Committee was to receive a fire safety inservice but David Kausak couldn't make the meeting.</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve the report as presented.</p>

<p>Administrator's Report</p>	<p>Administrator Smith reported that the Volunteer Banquet, held on April 28<sup>th</sup> was successful. The State Survey was already reviewed in Susan Williamson's report. We had the Fire Marshall Survey, April 28 – 29<sup>th</sup>, we received 2 citations. She discussed these issues. We continue working with the YMCA, now doing Health Risk Assessments and nutrition counseling. She attended the OSF Advisory Meeting on May 3<sup>rd</sup>, UP Education Days in Marquette on May 4<sup>th</sup> and 5<sup>th</sup>; the Alzheimers' Support Group on May 10<sup>th</sup>, the Water Authority Meeting on May 25<sup>th</sup>, we held a Labor/Management Meeting and we will try to meet every other month or so and encourage a department with an issue to bring their issue to their department steward and then bring the employee(s) and Dept. Head into the Labor/Management meeting to discuss this; the Iron Mountain Networking Meeting on May 24<sup>th</sup> and the MYM Networking Meeting on May 25<sup>th</sup>.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to accept the Administrator's report as presented. Motion carried.</p>
<p>Comments from the Public</p>	<p>Lois Ball, Executive Secretary reported that she had been called out of this meeting to be presented with a check Pinecrest was awarded from the Hannahville 2% Grant. This Grant money, along with another smaller grant from</p>	

	out liability insurance company, will allow us to purchase a piece of equipment for therapy.	
Adjournment	The meeting adjourned at 2:49 p.m.	A motion was made by Trustee Naser, supported by Trustee Hafeman, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary



Darlene Smith, Acting Secretary

*Darlene Smith* 6/23/16

**SUPERIOR TRADE ZONE  
REGULAR MEETING  
April 19, 2016**

A meeting of the Superior Trade Zone was held on Tuesday, April 19, 2016, at 9:30 a.m. at the Maple Ridge Township Hall, 3892 West Maple Ridge 37<sup>th</sup> Road, Rock, MI 49880.

**PRESENT:** Bark River Township Supervisor Gregg Johnson, Chocolay Township John Greenberg, City of Escanaba City Manager Jim O'Toole, City of Gladstone City Manager Darla Falcon, Delta County Commissioner Patrick Johnson, Ely Township Supervisor Carl Hosang, Ford River Township Gary Boudreau, Forsyth Township Supervisor Joe Minelli, Humboldt Township Supervisor Thomas Prophet, Ishpeming Township Supervisor James Nankervis, Maple Ridge Township Supervisor Judy Trudell, Marquette County Administrator Scott Erbisch, and Negaunee Township Supervisor Bill Carlson.

**ALSO PRESENT:** City of Escanaba Executive Assistant Buffy L. Smith, Amy Clickner with the LSCP/ Marquette County Economic Development Organization, Delta County Administrator Ryan Bergman, City of Marquette CFO Gary Simpson, and Delta County Economic Development Director Vicki Schwab.

**ABSENT:** City of Marquette Commissioner Sarah Reynolds, Garden Township Supervisor Ray Young, Masonville Township Supervisor Peter Brock, Nahma Township Supervisor Warren Groleau, Richmond Township Supervisor Scott Mills, and Wells Township Supervisor Robert Therrian.

Scott Erbisch called the meeting to order at 9:30 a.m.

**ROLL CALL**

Buffy L. Smith conducted the roll call.

**APPROVAL/CORRECTION(S) TO MINUTES:** February 5, 2016

**A motion was made by James Nankervis, seconded by Jim O'Toole, to approve the meeting minutes as submitted. Ayes were unanimous.**

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

**A motion was made by Gregg Johnson, seconded by Bill Carlson, to approve the April 19, 2016 agenda as submitted. Ayes were unanimous.**

**CONFLICT OF INTEREST DECLARATION**

Jim O'Toole stated the City of Escanaba will abstain from voting on agenda item #2 under new business, the approval for reimbursement of the website request for proposal newspaper advertisement reimbursement fee of \$155.30.

**UNFINISHED BUSINESS**

**1. Discussion – Website Request for Proposals.**

Scott Erbisch stated on or around February 18, 2016, the Superior Trade Zone released a request for proposal for the design and implementation of the Next Michigan Superior Trade Zone website. On March 17, 2016 six (6) proposals were received. A review of the proposals along with a selection recommendation will be made.

Scott Erbisch stated the details of the vendor listing (attached) included in the agenda packet, totaling six (6) submissions. Marquette County and Delta County's IT staff discussed the listing and believe the best three (3) choices, based on cost, background and experience, are 906 Technologies out of Marquette, MI

(the only local submission), Gulo located in Chicago, IL, and Revize located in Troy, MI. Scott Erbisch added Marquette County uses Revize for their website and are satisfied with their work.

Ryan Bergman stated the vendor listing was reviewed by Delta County's IT Director with recommendation being Revize. Revize has a better listing of clients and updates are included in the fee eliminating 564+additional costs. 906 Technologies charges additional fees for updates and changes. Also, he added Revize had an impressive list of government clients.

Scott Erbisch stated \$12,000 has been budgeted for the creation of the website.

Amy Clickner stated she would like a local company to be given the opportunity.

Jim O'Toole stated local participation was very minimal and disappointing.

**A motion was made by Jim O'Toole, seconded by Patrick Johnson, to award Revize the initial website creation set up and first year of operation for a fee of \$11,734. Ayes were unanimous.**

## **2. Approval – Website Request for Proposal Newspaper Advertisement Reimbursement.**

Scott Erbisch stated the City of Escanaba is requesting to be reimbursed \$155.30 for a newspaper advertisement on the website request for proposal project. Money for advertisement has been included in the budget.

**A motion was made by Patrick Johnson, seconded by Bill Carlson, to excuse the City of Escanaba and abstain from voting. Ayes were unanimous.**

**A motion was made by John Greenberg, seconded by Bill Carlson, to approve reimbursement to the City of Escanaba for the \$155.30 website request for proposals advertising fee. Ayes were unanimous.**

## **3. Update – Customs/Border Patrol Status.**

Scott Erbisch stated an update will be provided on the efforts to add custom services and border patrols agents into the Sawyer International Airport operation. The previous part time agent retired and the Federal Government has not filled the open position.

Scott Erbisch stated he continues to stress the importance of an agent servicing not only Sawyer International but the region. There is a need for assistance and an agent that could travel beyond Sawyer's borders would be ideal for the Upper Peninsula. A freight study is currently under way through the assistance of the Regional Prosperity Initiative Group, which will research international cargo potential. Scott Erbisch added clarification on how many agents are needed and if the agents will be allowed to travel outside of Sawyer is unclear. Efforts are ongoing to push the need for agent(s) and support for the concept of customs in the region. Ideally customs will look at shipping, passenger, cargo, cruise ships, etc.

Jim O'Toole questioned if a request letter or resolution of support from this body will help.

Scott Erbisch stated a letter can be sent to Senator Gary Peters and shared with our consultant to provide encouragement.

**A motion was made by Jim O'Toole, seconded by Joe Minelli, to send a letter of support on behalf of the Superior Trade Zone stating there is a need for assistance in our area and an agent that could service not only Sawyer International but also travel throughout the Upper Peninsula would be very beneficial. This letter of support will be sent to Senator Gary Peters office. Ayes were unanimous.**

Jim O'Toole stated the Executive Committee can draft a letter and send it to everyone for review before sending copy to Senator Gary Peters office.

#### **4. Discussion – Marketing and Branding Strategy.**

Scott Erbisch stated a discussion will take place concerning the development of a marketing and branding strategy which would be designed to reach target audiences about the benefits of the Next Michigan Superior Trade Zone.

Scott Erbisch questioned who would be responsible for logo development, if this should be a duty for a sub-committee or the Executive Committee.

Jim O'Toole stated the current Executive Committee consists of Scott Erbisch, Ryan Bergman, Mike Angeli, and himself.

Jim O'Toole discussed the Redevelopment Ready Community program with the MEDC that the City of Escanaba is working on. This is a program that evaluates all the land development tools. At Jim O'Toole's request with the State of Michigan, a training seminar is scheduled for June to learn about marketing and branding. He would like to include the Superior Trade Zone to attend this training to learn and improve upon marketing and branding concepts.

Vicki Schwab suggested a contest for logo design aimed toward graphic design students with a cash prize, checking with Bay College and NMU on marketing students interested in a summer internship, the Michigan Rail Conference in Marquette on August 17-18th would be a great place to market the STZ, follow up from input provided on the website is always important, and she also stated the EDA has an in-house graphic expert if needed.

Bill Carlson likes the concept of involving Bay College and Northern Michigan University.

Scott Erbisch stated the winter semester ends within a week and students in summer classes may be a possibility.

Amy Clickner likes the idea of a sub-committee being selected for marketing and branding. This is based on her experience/background. She said Vicki Schwab is knowledgeable with marketing and branding also and would be another good candidate for this committee.

**A motion was made by Bill Carlson, seconded by James Nankervis, to approve Vicki Schwab and Amy Clickner to be part of the marketing and branding sub-committee. Ayes were unanimous.**

#### **NEW BUSINESS**

##### **1. Discussion – Consideration of Sub-Committees.**

Scott Erbisch stated a discussion will take place concerning the benefits of establishing various sub-committees for specific tasks that may come before the full membership of the Board from time to time.

Jim O'Toole stated he would like the STZ to consider three (3) sub-committees consisting of four (4) people each. The initial sub-committees will be for 1) marketing and branding, 2) transportation, and 3) financial incentives.

Vicki Schwab suggested the transportation sub-committee be broadened to an infrastructure sub-committee focusing on railroads, air, broadband, water, sewer, power, etc.

Jim O'Toole said the three (3) sub-committee groups will be 1) infrastructure, 2) marketing and branding, and 3) financial incentives. He also suggested one (1) or two (2) assessors be included on the financial incentives sub-committees.

## **2. Discussion – Existing Renaissance Zones within the Next Michigan Superior Trade Zone Boundaries.**

Scott Erbisch stated a discussion will take place concerning the future of the region's expired and expiring Renaissance Zones and the possibility of having them transitioned into "Next Michigan Superior Trade Zones".

Ryan Bergman said the County's current Renaissance Zone is expiring within the year and he would like to convert it to a Renaissance Zone into a Next Michigan Superior Trade Zone.

Scott Erbisch stated verification on the number of sites, possible limitations with acreage or any other restrictions that would prevent this from happening need to be looked in to. He will speak with the MEDC representative regarding this. Additionally, this topic can be added to the financial incentives sub-committee discussions.

### **MEMBER ANNOUNCEMENTS AND UPDATES**

Jim O'Toole stated City Assessor Daina Norden will be leaving the City with her last day of work being Friday, April 22<sup>nd</sup>.

### **GENERAL PUBLIC COMMENT**

Vicki Schwab stated a couple of upcoming events. On April 29<sup>th</sup> there will be a safety conference at Bay College if there is anyone interested in attending. On May 25<sup>th</sup> there is the Uppertunities Tourism Conference. Lastly, on August 17<sup>th</sup> to 18<sup>th</sup> there is the Michigan Rail Conference in Marquette which would be a great place to market the STZ.

Jim O'Toole stated the infrastructure sub-committee should attend the Michigan Rail Conference scheduled for August 17<sup>th</sup> and 18<sup>th</sup> in Marquette.

Amy Clickner said with the Empire Mine becoming idle, resulting in the loss of an estimated 400 jobs, she is working with other businesses to help the impacted families in the area. She will be a guest speaker at the May 11<sup>th</sup> Delta County Joint Governmental meeting to discuss the closure and what is being done to help those impacted.

### **AUTHORITY/STAFF COMMENT AND ANNOUNCEMENTS**

Patrick Johnson stated he would like to add Dave Anthony with Hannahville to the STZ distribution general listing. He understands that Hannahville cannot become a voting member/part of the interlocal agreement but believes his participation with STZ progress is a good idea.

**A motion was made by Jim O'Toole, seconded by Patrick Johnson, to extend an invitation to the various tribes located throughout the U.P. to be participants in the Superior Trade Zone. Ayes were unanimous.**

Scott Erbisch provided an update on the dark stores issues. Initiative has been taken from the City of Escanaba and Marquette County with the fairness issues that need to be addressed. Part of the problem is the deed restrictions. Bills were drafted last year and taken up by the committee in November and December of last year. As a result of those discussions, a sub-committee has been formed to draft a bill that will meet the needs. Restricted deeds need to be monitored in a way that makes sense when doing appraisals or eliminated altogether.

**ADJOURNMENT**

The meeting adjourned at 10:50 a.m.

---

Scott Erbisch, Chairperson  
Marquette County Administrator

---

Patrick Johnson, Secretary  
Delta County Commissioner

NB # 1  
STZ 4/19/16

Vendor	Location	Experience (yrs)	Sites? ? Local references	Upfront costs	Yearly
906 Technologies	Marquette, MI	11	? Local references	\$12,000	225
Samsa	Saginaw, MI	21	300	12,385	509
Revize	Troy, MI	21	1200	9,834	1,800
Gulo	Chicago, IL	13	100	9,500	1,800
Civic Plus	Manhattan, Kansas	18	2200	14,898	14,898
NWA	Grand Blanc, MI	26	? None municipal or gov	19,000	570

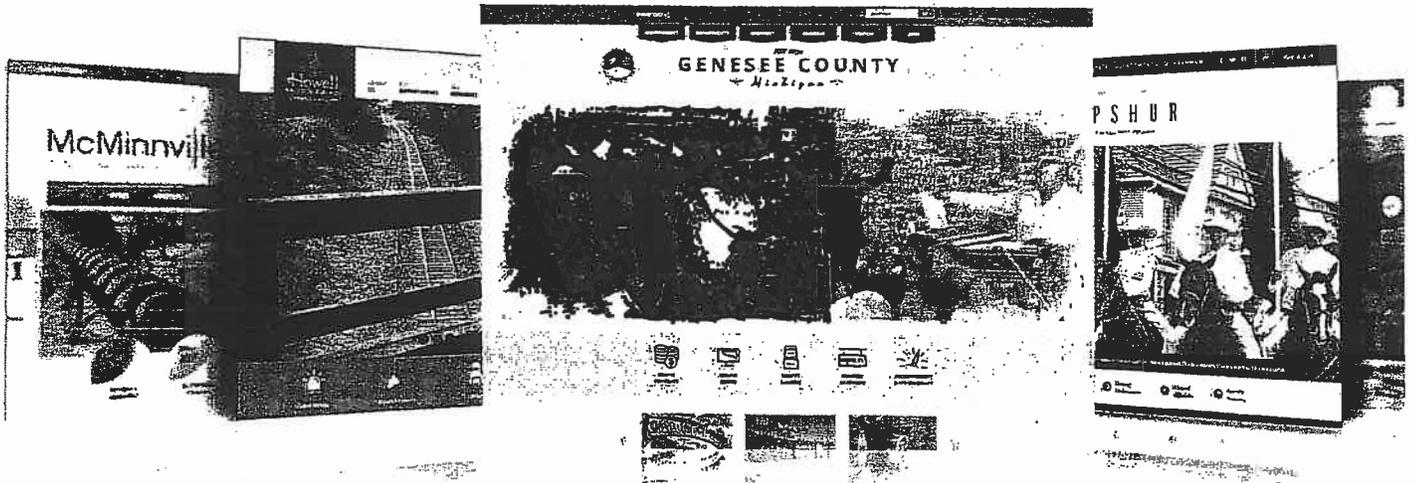


# Revize®

*A Proposal for*

## The Next Superior Michigan Trade Zone

Completely new. Completely amazing.



Joseph J. Nagrant

Revize Government Websites

1890 Crooks Rd, Troy, MI-48084

Ph: 248-269-9263 x16

Fax: 866-346-8880

[www.revize.com](http://www.revize.com)

3-14-16

Pricing good for 60 days

Dear Scott Erbisch, James V. O'Toole, and the Next Superior Michigan Trade Zone Website RFP Committee,

Thank you for considering Revize as your web development partner. Marquette County has been a long time Revize client and we want to help out the Next Superior Michigan Trade Zone get a website that will actually engage web visitors via Responsive Web Design, SEO, Social Media, email, and text alerts so they get updated information without even having to visit the website.

For nearly two decades, Revize has been a leader in providing high quality, internet-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

**Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better EDC community.**

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

**Our innovative solutions are custom-tailored to meet the needs of each individual member/client.**

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

**Government clients select Revize because we can help them:**

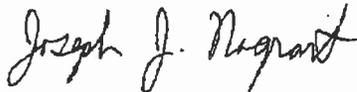
- Effectively engage constituents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

**Revize Websites build engagement with your constituents.**

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your organization.

Please contact me if you have any questions at all.

Sincerely,



Joseph J. Nagrant  
Sales and Business Development Director  
248-766-9562  
joseph.nagrant@revize.com

# VIII Scope of Services

Thank you for considering Revize Software Systems for your new website project.

Number/Module Name	Function	Offered by Vendor	Vendor Comment
Agenda Management	Upload, manage agendas	Yes	
Audience based navigation	Intuitive design navigation features-OPTIONAL	Yes	
Automatic expirations	Expiration dating and dated posting	Yes	
Breadcrumbs	Or comparable navigation tool	Yes	
Browser based administration	Update, delete, and create template-based web pages	Yes	
Calendar- departmental as well as city-wide	Update/publish calendars by both department and city-wide	Yes	
Calendar subscription	Download ics/web cal file-OPTIONAL	Yes	We will use iCal
Contact Us	Dynamic content	Yes	
Cascading Style Sheet	Customizable templates	Yes	
Citizen request center	Self-serve request tracking – OPTIONAL	Yes	
Department home pages	Dynamic content	Yes	
Directories, listings	Dynamic content	Yes	
Document repository	Portal to upload, store, and retrieve documents in PDF and Word format. May need to integrate an ECM (Enterprise Content Management) System in the future.	Yes	
E-subscriptions	User managed electronic subscription for communications	Yes	
Emergency Notification	Global site notification	Yes	
Exit Page	Notice of leaving site	Yes	
Frequently Asked Questions	Dynamic content	Yes	

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Proposal for The Next Superior Michigan Trade Zone

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# Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly.

In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the ***right balance between the total cost of the solution and the quality of the design, online apps and user functionality.*** In simpler terms, you need a solution that works for you and serves your constituents.

## About Us:

With more than 1200 municipal clients nationwide, Revize Software Systems is one of the industry's eminent providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

## Our Innovative Responsive Web Design (RWD) and Web Apps:

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors. Here you will find the communication tools you need such as:

- ✓ Citizen Request Tracker
- ✓ Calendar of Events
- ✓ E-Notification
- ✓ On-Line Payment Portal

- ✓ Facilities Reservations
- ✓ News Center with Facebook/Twitter Integration
- ✓ Emergency Alerts
- ✓ Online Forms / Survey Tools
- ✓ E-Newsletter Applications

### **Our Award-Winning eGov CMS:**

Revize is renowned as a leader in providing practical, high-value, easy to use content management software eGov CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

### **Quick Deployment, Personalized Training and Support:**

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients ***in less than half the time it takes our competitors.*** Our training program is customized based on each client's needs, and **we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful.** Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.

# Company

# Revize®

# Profile

REVIZE, LLC  
FOUNDED: 1995  
HEADQUARTERS: 1890 Crooks Road,  
Troy, MI 48084  
PHONE: 248-269-9263  
WEB SITE: [www.revize.com](http://www.revize.com)

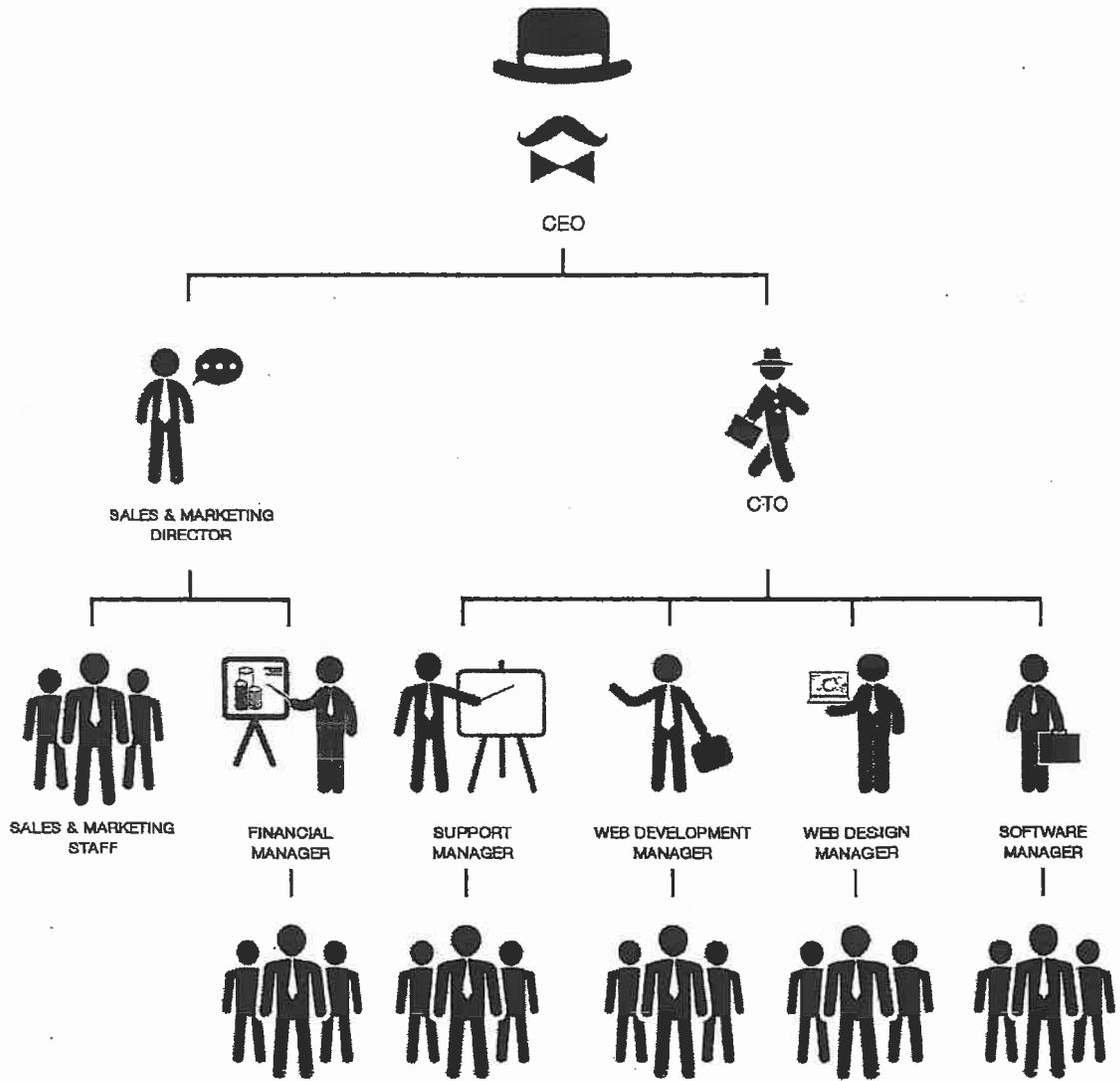
Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art **Revize e-Gov CMS**. **Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads: The empowerment of people through simplified information management technologies.**

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision.

While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize e-Gov web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

**We are proud of our award winning web designs, technologies, web content management, training, support and capabilities. And we are especially proud of being recognized as one of the industry's top government website experts. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.**

# Revize Organization Chart



# Why Choose Revize?

## **We Have Government Specific Experience and Outstanding Client Testimonials**

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

## **We Will Build a Government Communication Center that Works for Your Community!**

The Revize website design, e-Gov CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and e-Gov applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

## **We Build Superior Technology into Every Website with CMS Performance & Reliability That's Second to None.**

What sets Revize apart from other companies? **Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today.** By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

## **We Always Provide Knowledgeable, Friendly and Responsive Service!**

All this, and a reliable IT partner too! Our website development is superior, and our e-Gov CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup

infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. **Revize's higher benefit-to-cost ratio makes us a clear and easy choice!**

### The Client Owns the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% NO! As our client, you own the template source code and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning.

## Top Ten Reasons Why Revize gives you the Greatest Value!

- ✓ Modern, timeless and unique website design integrated with online e-Gov apps
- ✓ On-time delivery
- ✓ Competitive pricing
- ✓ Responsible stewardship of the organization's stakeholders
- ✓ Full functionality to update and manage your website
- ✓ All the tools/apps needed to increase communications with citizens
- ✓ An easy CMS to train employees quickly
- ✓ Extended phone and email support
- ✓ Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.
- ✓ 1200+ satisfied government clients

*"Our website needed to be revised into not just an online communication center but a website that would involve, engage and get residents to participate more in their county government, and Revize did just that! Revize delivered on all of its promises, and our dream of a new website for Genesee County came true with no glitches or unexpected surprises. All of the Revize Citizen Engagement Web Applications were welcomed with open arms by our county residents and I have to believe that this is the major difference between Revize and its competitors."-- Maxine Daniels, IT Director, Genesee County, MI*

# Awards & Accolades

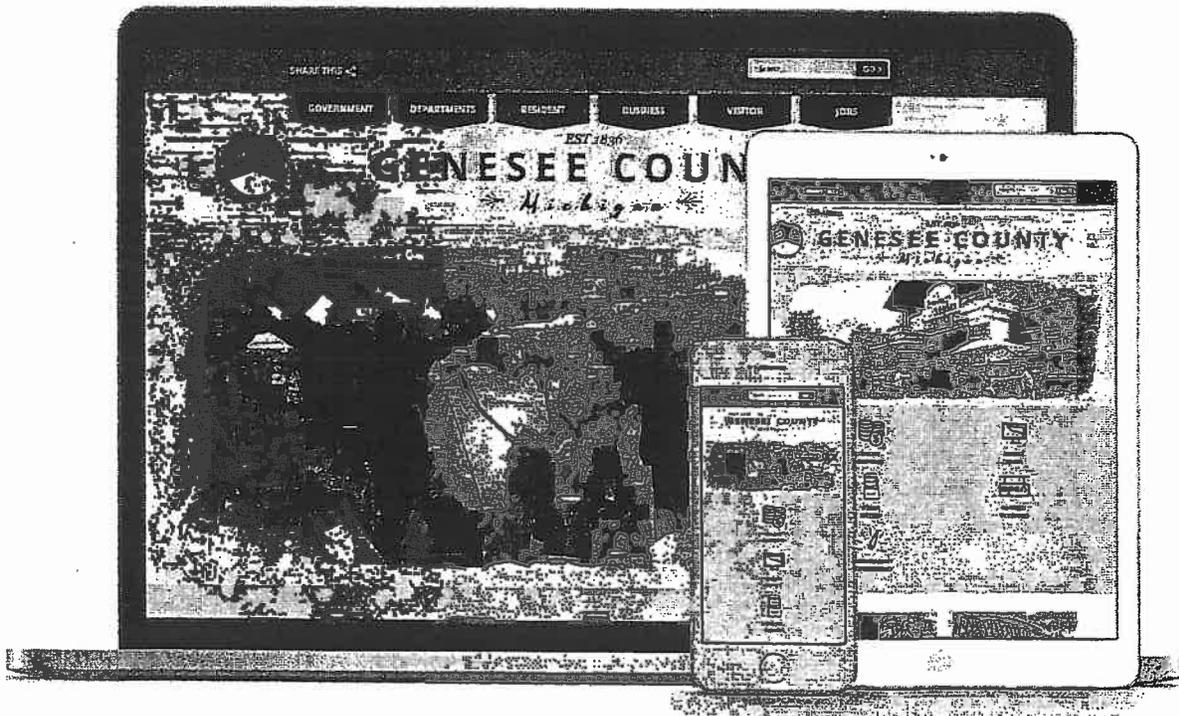
## Middletown Township, Pennsylvania

*Horizon Interactive Winner*



# Genesee County, Michigan

*Horizon Interactive Award Winner*



# The Revize Solution For The Next Superior Michigan Trade Zone Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences. We don't utilize a "one size fits all" approach because it doesn't make sense. However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

**Dedicated Accounts Manager:** Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

**Dedicated Project Manager:** Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

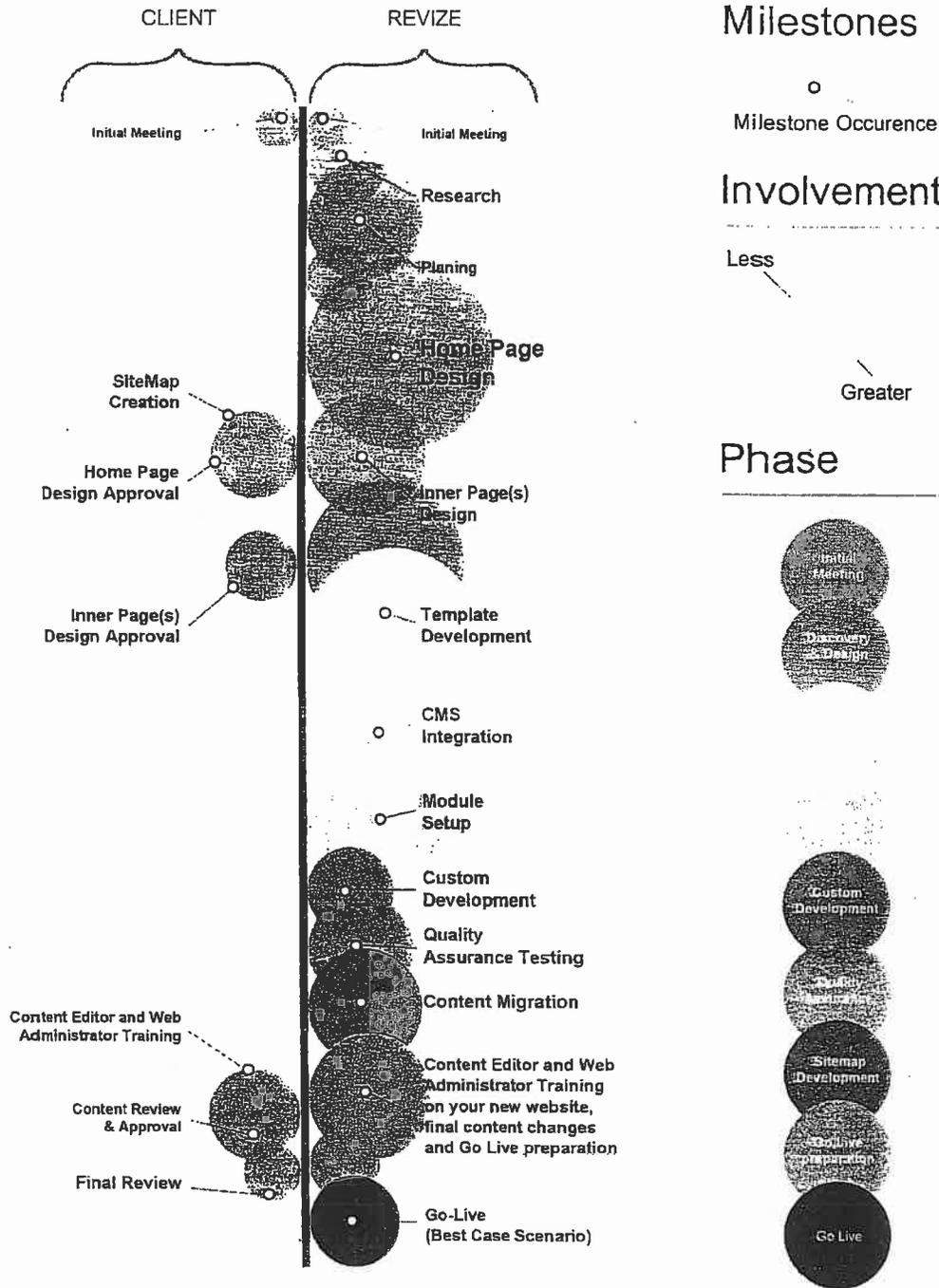
**24/7/365 Project Portal Access:** From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

# The Revize Eight-Steps and Go Live!

## Project Timeline

Phases	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 2	2 Weeks
Phase 2: Discovery & Design	Weeks 3 thru 5	3 Weeks
Phase 3: Template Development, CMS Integration	Weeks 6 thru 7	2 Weeks
Phase 4: Module Setup	Weeks 8 thru 9	2 Weeks
Phase 5: Custom Development	Weeks 10 thru 11	2 Weeks
Phase 6: Quality Assurance Testing	Week 12	1 Week
Phase 7: Sitemap Development / Content Migration	Weeks 13 thru 14	2 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 15	1 Week
Go-Live (Best Case Scenario)		15 Weeks

# REVIZE PROJECT LIFE CYCLE



## Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site. Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting. The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site?  
etc..

## Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period. Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and

development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

### Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

### Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

**#1 Responsive Web Design** – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

**#2 Liquified Content** – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your

community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

**#3 Image Tiles** – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

**#4 Parallax Scrolling** – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

**#5 Innovative Typography** – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

**#6 Social Feeds** – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

### **Key Phase Objectives & Deliverables:**

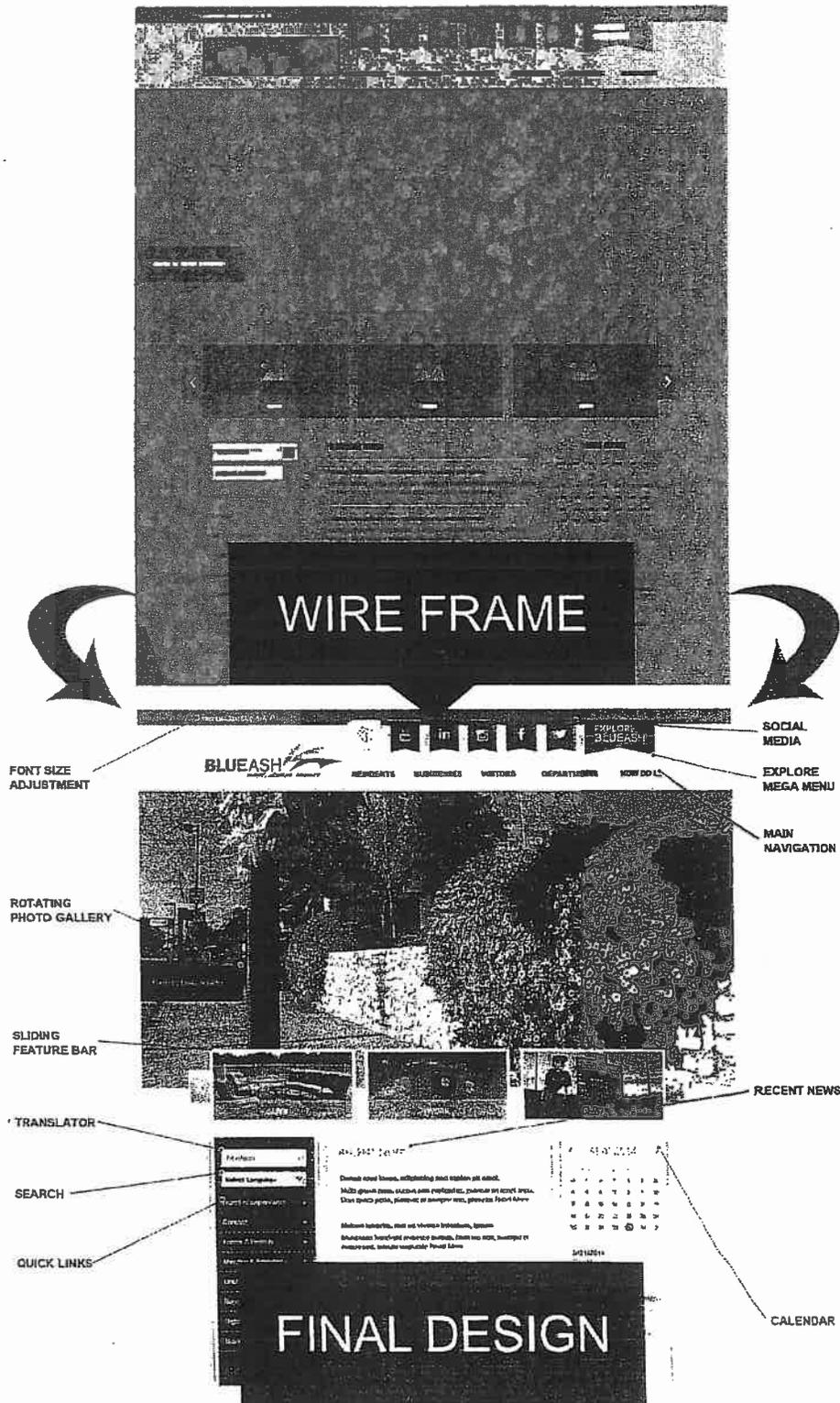
**Over the past 20 years, Revize has mastered the art of designing government websites. The following steps are followed while designing new sites**

- ▶ **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.

- ▶ **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe\*) for the home page.
- ▶ **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

*Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.*

# WIRE FRAME TO CONCEPT



- ▶ **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.
- ▶ **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.
- ▶ **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.

## Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

## Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

## Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

## Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

## Phase 7: Content Development / Content Migration

Revize will develop a pre-defined number of pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.. **There are no limits to the number of pages you can create after you have gone through training.**

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

## Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

## **Standard Training Agendas**

### **Basic Administrator Training (How to)**

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

### **Advanced Administrator Training (How to)**

- Run back-end reports
- Run Google Analytics reports

### **Content Editor Training (How to)**

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

### **Training on use of specific Modules included, such as:**

- Emergency Alert
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Request Center

- RSS
- And more....

## Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

## Marketing & Ongoing Consultation:

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

## Search Engine Registration and Marketing:

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

# Training, Technical Support & Hosting

## Free Training Refresher

Should members of your staff resign or retire, Revize will provide a second refresher training for your new staff members at no cost. The training would be followed by online video tutorials and links to downloadable training manual, so you will never lack the knowledge required to manage your website effectively. Our training team continuously improves our training materials to make sure that we teach all the tricks and essentials necessary to edit the content of the site and build new pages. The Revize support portal is accessible 24/7 to report any post-training issues so that we can take care of it right away.

## Service Level Assurance

Our clients expect their websites to be up and running 24/7. Revize is proud to boast an impressive 99.99 percent uptime – the best in the industry. We constantly invest in the newest technology and innovations to ensure the smooth running of your website. However, in the highly unlikely event that your website is down for two hours or more, Revize will provide monthly prorated credit equal to one day of your annual service contract (example: Annual Service Contract divided by 365 days = daily credit). Each two hour increment will entitle you to one day of credit.

## Unlimited Technical Support

The Revize technical support staff is available to assist you with content management and technical issues, 'round-the-clock, via either phone or email. You can contact Revize's friendly and knowledgeable support and customer service representatives 24/7 for assistance with our website solutions including our content management technology, online interactive tools, training and hosting services. Telephone support is available between 8 a.m. – 6 p.m. EST Monday through Friday (excluding federal holidays); email support and our customer online portal is available 24 hours a day 365 days a year.

### **Maximum Response Times:**

- › 1 hour for crisis issues
- › 4-6 hours for critical issues
- › 24 hours for normal issues

### **Revize Support:**

- **8 a.m. – 6 p.m. EST (Monday thru Friday)**
- **Dedicated support staff to provide assistance and answer all questions**
- **New and existing user training**
- **Training refreshers**
- **Video tutorials and online training manual**
- **Automatic integration of enhancements**
- **E-Newsletter module support**
- **Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...**

### **Software Maintenance:**

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. **As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.** When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

### **Revize Maintenance Covers:**

- **4 CMS upgrades per year**
- **Software and modules upgrades (Automatic Install)**
- **Server Hardware & OS upgrades**
- **Immediate bug fixes/patches**
- **'Round the clock server monitoring**
- **Data Center network upgrades**
- **Security and antivirus software upgrades**
- **Firewall and router upgrades**
- **Bandwidth and network infrastructure upgrades**
- **Remote backup of all website assets**
- **Tape backup of all website assets**
- **Quarterly newsletters on major feature updates**
- **Regular Webinars on CMS features and usage**

# Hosting Service

Revize has two state of the art physical data centers located in San Diego and Houston with around the clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 8GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

Revize provides our clients with 5GB to 20GB of data storage server space for each website; additional server space is available if needed for a nominal annual fee. Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

## Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24 hours a day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

## Security Controls and Protocols

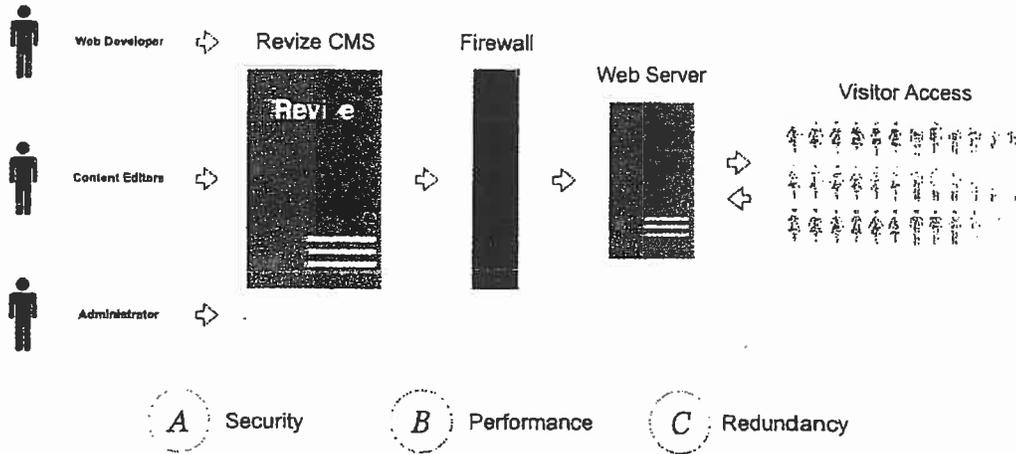
- › Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- › Intrusion detection and prevention software (such as file integrity checking software)
- › Host-based firewalls to protect CMS servers from unauthorized access
- › Patch management software
- › Security and Authentication Gateways
- › Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- › HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- › SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS

## Application Security Authentication

- › **Roles Based Security:** Role based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc. or department roles and assign the department specific roles to users.
- › **Permission Based Security:** Ability to setup Content Owners/Editors and restrict which site pages they are authorized to update
- › **Global & Department Workflow Management:** Create workflow management and approval processes where authorized department personnel become approvers for department level content changes. Or create global workflow where all content changes are routed through one central approver.

# Revize Technology Architecture

## Revize Intelligent Publishing® WCM



The Revize e-Gov CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

# Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

## **JOSEPH J NAGRANT**

*Business Development Director*

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- ▶ **Philosophy:** "Always put yourself in the client's shoes and do what is best for them."
- ▶ **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- ▶ **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- ▶ **Role on your website project:** Supervisor of account management between client and project team.

## **RAY AKSHAYA**

*Technical Director*

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- ▶ **Philosophy:** "Work Hard, Help People and Live Honest."
- ▶ **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- ▶ **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- ▶ **Role on your website project:** Technical Director

### **SAMIR ALLEY**

*Creative Arts Director/Lead Designer*

Samir has more than a decade of experience in managing web site design projects. He has deployed 260+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- ▶ **Philosophy:** "Empathy, Focus, and... Impute"
- ▶ **Education:** BS in Computer Science, Wayne State University
- ▶ **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- ▶ **Role on your website project:** Graphic design of website and backup support.

### **TOM GOODEN**

*Graphic Designer, Illustrator, and Website Developer*

Tom is a senior front-end developer and designer with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent design work.

- ▶ **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose.
- ▶ **Education:** Associate Degree in Computer Science, Oakland Community College
- ▶ **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5
- ▶ **Role on your website project:** Graphic design of website and backup support.

**DENISE BRAZIER**

*Project Manager/Trainer*

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- ▶ **Philosophy:** "Always explain things in the terms of your audience to ensure their understanding"
- ▶ **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- ▶ **Expertise:** Training, education, teaching, public affairs and project management.
- ▶ **Role on your website project:** Trainer for the Content Management toolset and project manager

**THOMAS JEAN**

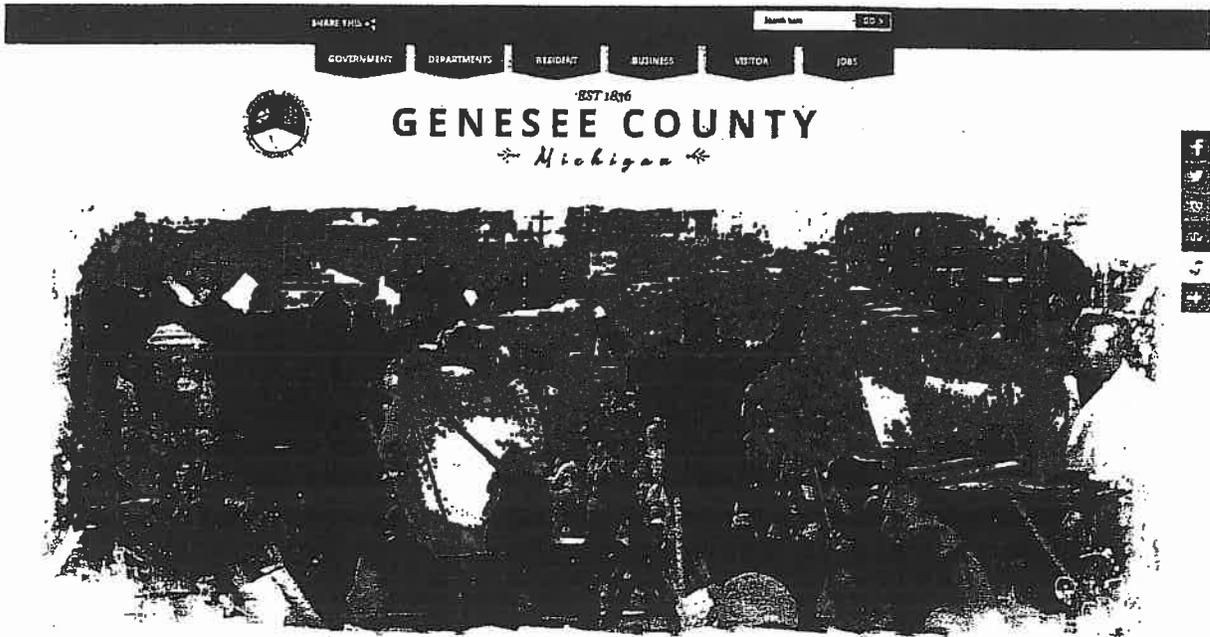
*Government Subject Matter Expert/Senior Account Manager*

As a Government Subject Matter Expert, business development and account executive, Thomas has brought to Revize a very special skill set. Not only does he sell Revize products and services, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in Genesee Township Michigan, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background as an elected official, president of a non-profit organization, and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- ▶ **Philosophy:** As a township trustee, I know the challenges that elected officials face and what is important to them. I very much enjoy helping them by showing them all of the advantages of modernizing a community's technology.
- ▶ **Education:** BS degree in Political Science from University of Michigan; studied under top government academics.
- ▶ **Expertise:** Business development, business management, government procedure, public affairs, community development.
- ▶ **Role on your website project:** Account and client management

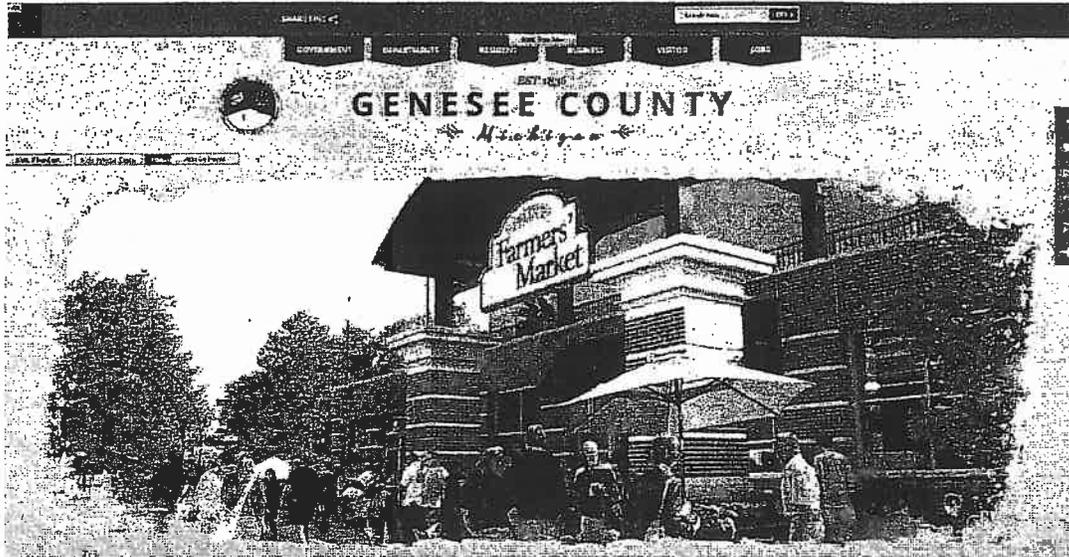
# Revize eGov CMS User Interface

## 1. Revize CMS User Interface Home Page

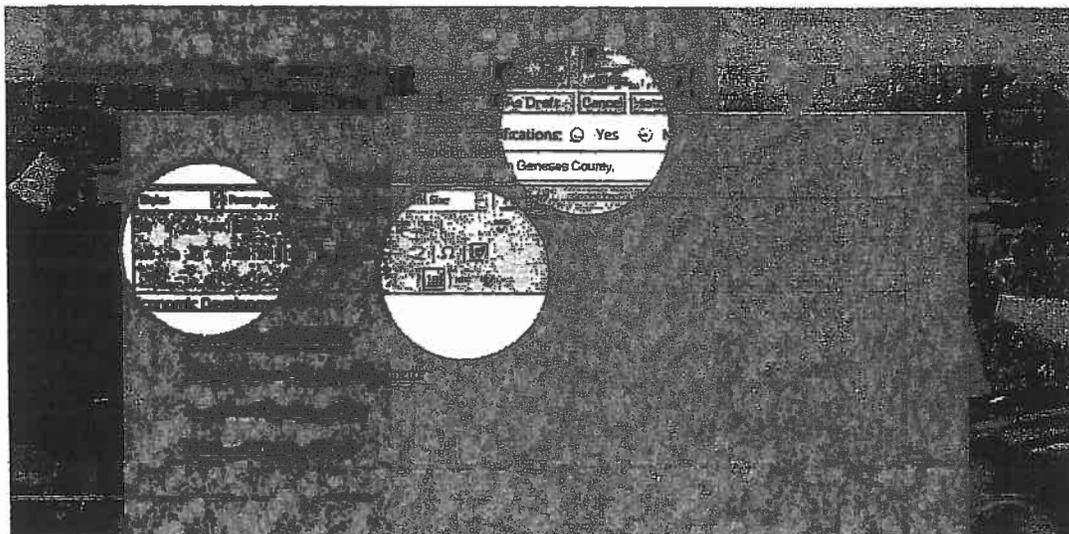


2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

# Government Account References

## **MARQUETTE COUNTY, MI (CLIENT SINCE 2009)**

*Jennetta Clark, MS, IT Systems Analyst*

Office: 906-315-2605

Email: [jclark@mqtco.org](mailto:jclark@mqtco.org)

Website: [www.co.marquette.mi.us](http://www.co.marquette.mi.us)

## **WEBSTER CITY ECONOMIC DEVELOPMENT, IA (CLIENT SINCE 2013)**

*Kirby Winter, IT Director*

Office: 515-832-9151

Email: [kwinter@webstercity.com](mailto:kwinter@webstercity.com)

Website: [www.buildwebstercity.com](http://www.buildwebstercity.com)

## **RENVILLE COUNTY ECONOMIC DEVELOPMENT, MN (CLIENT SINCE 2014)**

*Kyle Schlomann, IT Director*

Office: 320-523-3805

Email: [kyle\\_s@co.renville.mn.us](mailto:kyle_s@co.renville.mn.us)

Website: [www.renville.com](http://www.renville.com)

## **TREASURE ISLAND, FLORIDA (CLIENT SINCE 2012)**

*Mark Santos, CCIO, Information Technology Director*

Office: 727-547-4575 x234

Email: [msantos@mytreasureisland.org](mailto:msantos@mytreasureisland.org)

WEBSITE: [WWW.MYTREASUREISLAND.ORG](http://WWW.MYTREASUREISLAND.ORG)

## **BIRMINGHAM SHOPPING DISTRICT, MI (CLIENT SINCE 2013)**

*John Heiney, Executive Director*

Phone: 248-530-1200

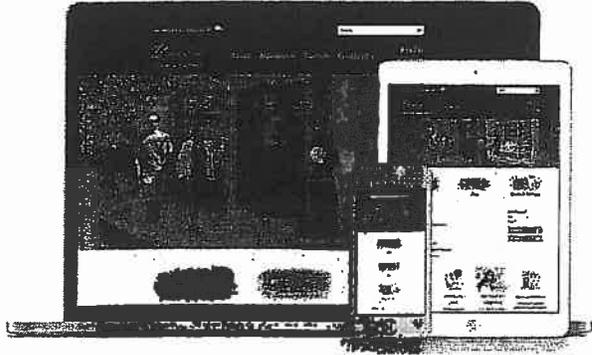
Email: [jheiney@bhamgov.org](mailto:jheiney@bhamgov.org)

Website: [www.enjoybirmingham.com](http://www.enjoybirmingham.com)

# Government Project Experience

**BIRMINGHAM ECONOMIC DEVELOPMENT,  
MICHIGAN- [WWW.ENJOYBIRMINGHAM.COM](http://WWW.ENJOYBIRMINGHAM.COM)**

## Open Branding, Responsive Web Design



Details: Birmingham is a highly desirable and well-planned community that wanted a website to show off its cosmopolitan character and increase economic development. It has an intuitive layout that guides the web visitor to important information while delivering ease of use among the community.

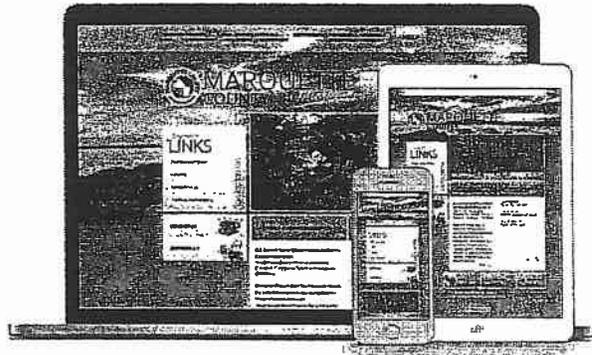
Features: Events Calendar, Document Center, Social Media Fly Out, Alert Center, Sliding Feature Bar, Changeable Rotating Photo Gallery, FAQ, eNotify, Translate This Page, Multi-Use Business Directory, Print This Page, Email This Page, etc.

**MARQUETTE COUNTY, MI –  
[WWW.CO.MARQUETTE.MI.US](http://WWW.CO.MARQUETTE.MI.US)**

## OBJECTIVE:

Responsive Web Design Details: Michigan County website designed as part of a multi-website campaign with the goal of showing the outside world that this county has to offer to live, work, and do business!

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment, Language Translator



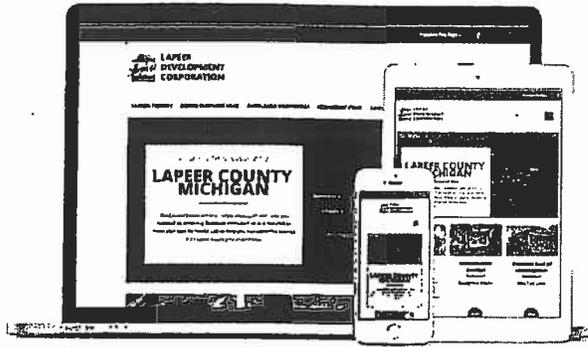
**WEBSTER CITY ECONOMIC DEVELOPMENT, IA –  
[WWW.BUILDWEBSTERCITY.COM](http://WWW.BUILDWEBSTERCITY.COM)**

## OBJECTIVE:

Responsive Web Design Details: Economic Development website design implemented after about a year of successful feedback from the City Website. This website has the goal of attracting large industrial developers.

Feature Spotlight: Members Center, Event Calendar, Document Center, and Quick links





**LAPEER DEVELOPMENT CORPORATION, MI**  
**[WWW.LAPEERDEVELOPMENT.COM](http://WWW.LAPEERDEVELOPMENT.COM)**

**Responsive Web Design**

Details: The Lapeer Development Corporation design was built to gain more business opportunities for the County of Lapeer. The home page features a clean entryway to business owners and visitor information and multiple touch points to get to everyday topics of economic development interest in one click.

Feature Spotlight: News Center, Upcoming Events, Document Center, I Want To

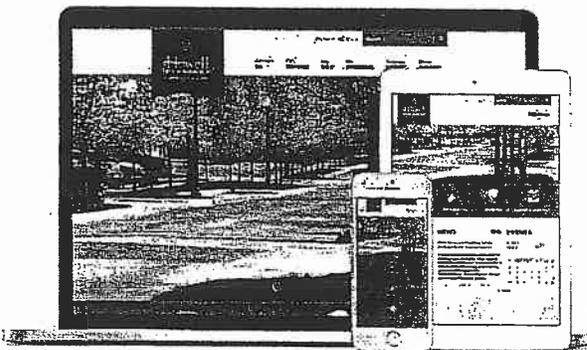


**RENVILLE COUNTY ECONOMIC DEVELOPMENT,**  
**MINNESOTA – [WWW.RENVILLE.COM](http://WWW.RENVILLE.COM)**

**OBJECTIVE:**

Open Branding Responsive Web Design Details: County website design to make you feel what it's like to live in Renville within 13 seconds. Also features a quick link navigation for residents and businesses to get access to everyday information in one click!

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



**CITY OF HOWELL, MICHIGAN**  
**[WWW.CITYOFHOWELL.ORG](http://WWW.CITYOFHOWELL.ORG)**

**Responsive Web Design**

Details: While not an economic development site specifically, the City of Howell had very similar goals to those organizations! New branding and expert photography was included to create a website that reaches out and grabs new residents and businesses!

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links, Citizen Request Center, Advanced Photo Gallery, Language Translator, Community Alerts and Social Media Sharing App

# Revize Quote For: The Next Superior Michigan Trade Zone

Phase 1: Project Planning and Analysis, SOW	\$500.00
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$1,500.00
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$3,500.00
Phase 5: QA Testing	\$800.00
Phase 6: Site map development/content development for all the top tier department home pages and content migration from old website into new website including spell checking and style corrections – up to 100 webpages and documents	\$734.00
Phase 7: Content editing and site administration training (one-day session)	\$600.00
Phase 8: Go live!	\$300.00
Annual tech support, CMS software updates (unlimited users) and website health checks website hosting included free of charge (Unlimited storage space)	\$1,900.00
<b>Grand Total (1st year)</b>	<b>\$9,834.00</b>
Second year and onward investment	\$1,900.00/year

## The Following Applications & Features will be integrated into Your Website Project

In addition to the eGov Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- ▶ **Citizen's Communication Center Apps**
- ▶ **Citizen's Engagement Center Apps**
- ▶ **Staff Productivity Apps**
- ▶ **Site Administration and Security Features**
- ▶ **Mobile Device and Accessibility Features**

### **CITIZEN'S COMMUNICATION CENTER APPS:**

- ✓ Home Page Alert Center with text and email alerts
- ✓ Bid Posting
- ✓ Document Center
- ✓ Email Notify
- ✓ FAQs
- ✓ Multi use Business Directory
- ✓ News Center with Facebook/Twitter Integration
- ✓ Online Forms
- ✓ Photo Gallery
- ✓ Quick Link Buttons
- ✓ Revize Web Calendars
- ✓ Social Media Sharing App
- ✓ Sliding Feature Bar
- ✓ Language Translator

### **CITIZEN'S ENGAGEMENT CENTER APPS:**

- ✓ Citizen Request Center with Captcha
- ✓ Online Bill Pay
- ✓ RSS Feed

**STAFF PRODUCTIVITY APPS:**

- ✓ Agenda Posting Center
- ✓ Vendor Registration/Management System with RFP Posting
- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Online Form Builder
- ✓ Staff Directory
- ✓ Website Content Archiving
- ✓ Website Content Scheduling

**SITE ADMINISTRATION AND SECURITY FEATURES:**

- ✓ Audit Trail
- ✓ Auto Site Map Generator
- ✓ History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics
- ✓ Workflows by Department

**MOBILE DEVICE AND ACCESSIBILITY FEATURES**

- ✓ Font Size Adjustment
- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) –Latest Government Design Technology to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices

# Revize Support Includes:

- ✓ 8 AM – 6PM EST (Monday thru Friday)
- ✓ Staff provides assistance and answers all questions
- ✓ Dedicated support staff
- ✓ New/existing user training
- ✓ Training Refreshers
- ✓ Video tutorials and online training manual
- ✓ Automatic integration of enhancements
- ✓ E-Newsletter Module support
- ✓ Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- ✓ Four major CMS upgrades per year
- ✓ Software and modules upgrades (automatic install)
- ✓ Server hardware and OS upgrades
- ✓ Immediate bug fixes/patches
- ✓ Round the clock server monitoring
- ✓ Data Center Network upgrades
- ✓ Security and antivirus software upgrades
- ✓ Firewall and router upgrades
- ✓ Bandwidth and network infrastructure upgrades
- ✓ Remote backup of all website assets
- ✓ Tape backup of all website assets
- ✓ Quarterly Newsletters on major feature updates
- ✓ Regular webinars on CMS features and usage

# Citizen's Communication Center Apps



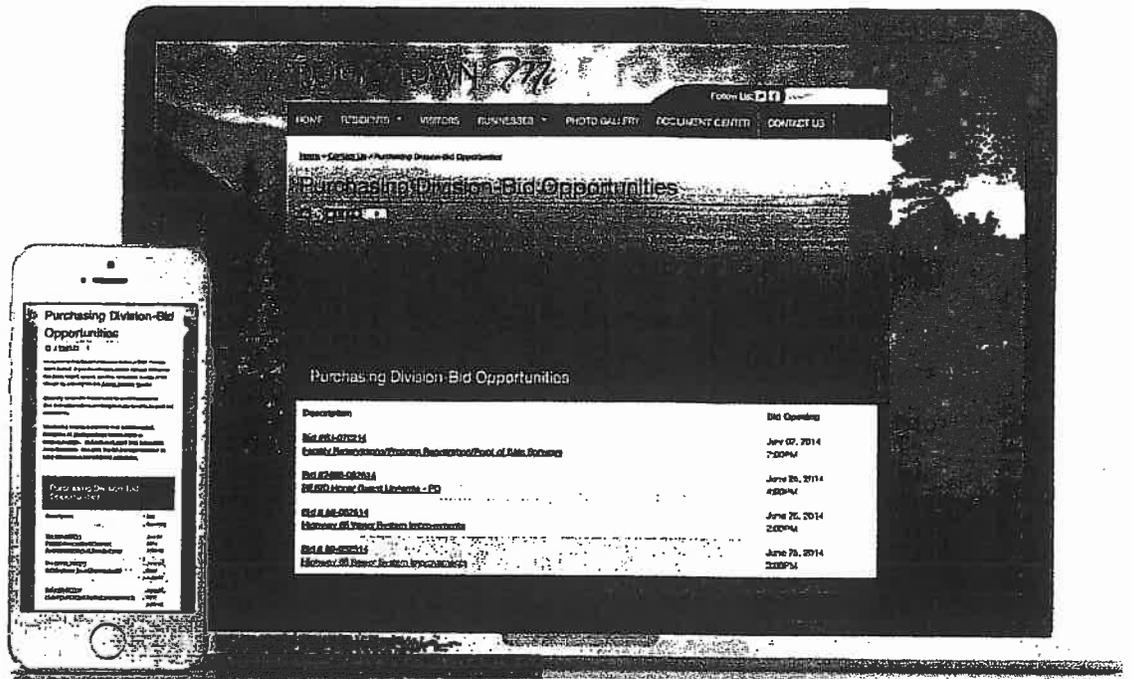
## ALERT CENTER

*Simple Yet Powerful*

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.



# BID

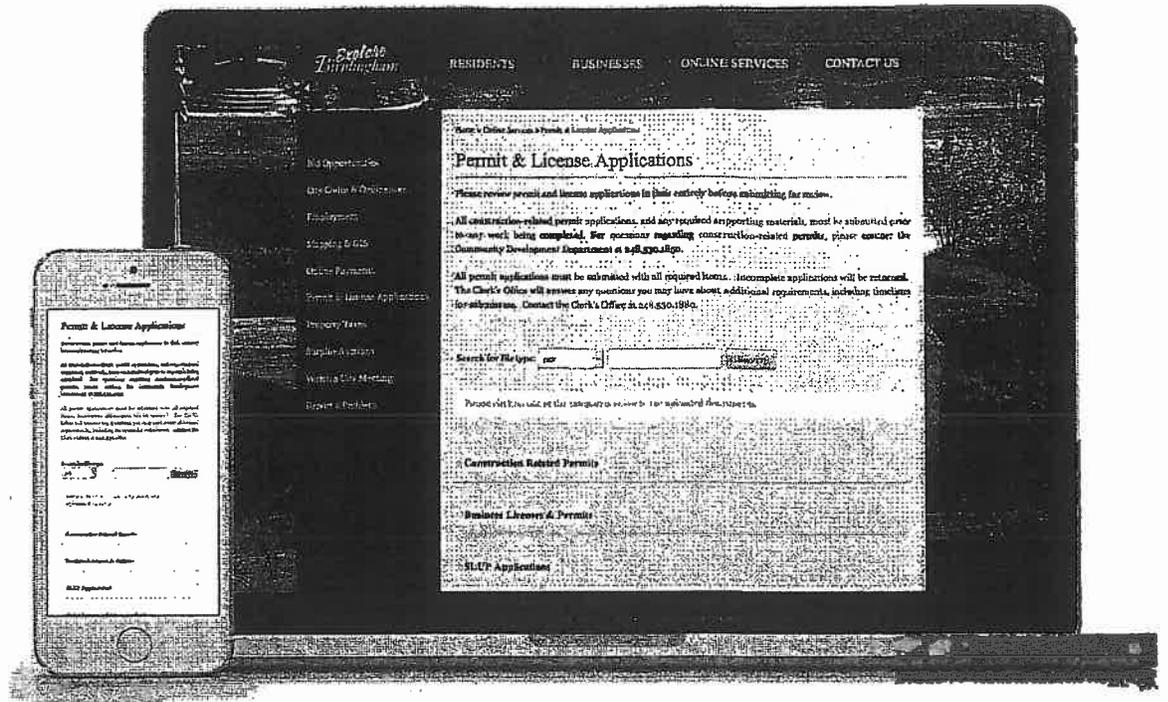


## POSTING

*Quick and Easy*

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.





## DOCUMENT CENTER APP

*Documents Done Right*

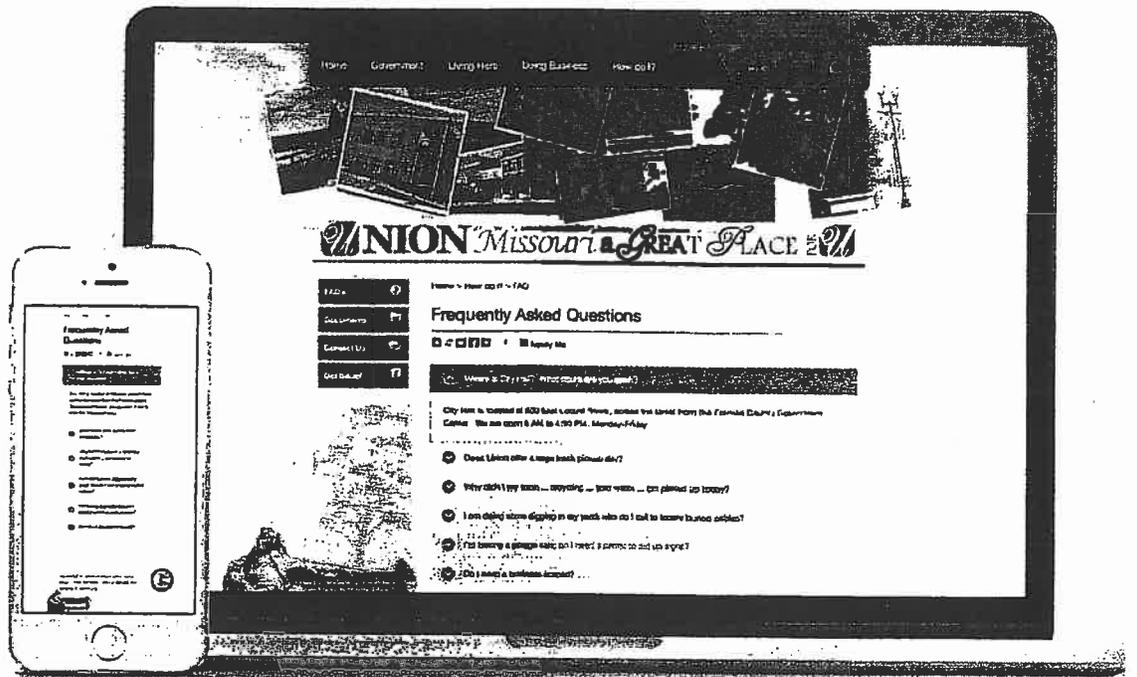
Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks – and you won't incur any printing or postage costs.



## FAQ

*Handy and  
Convenient*

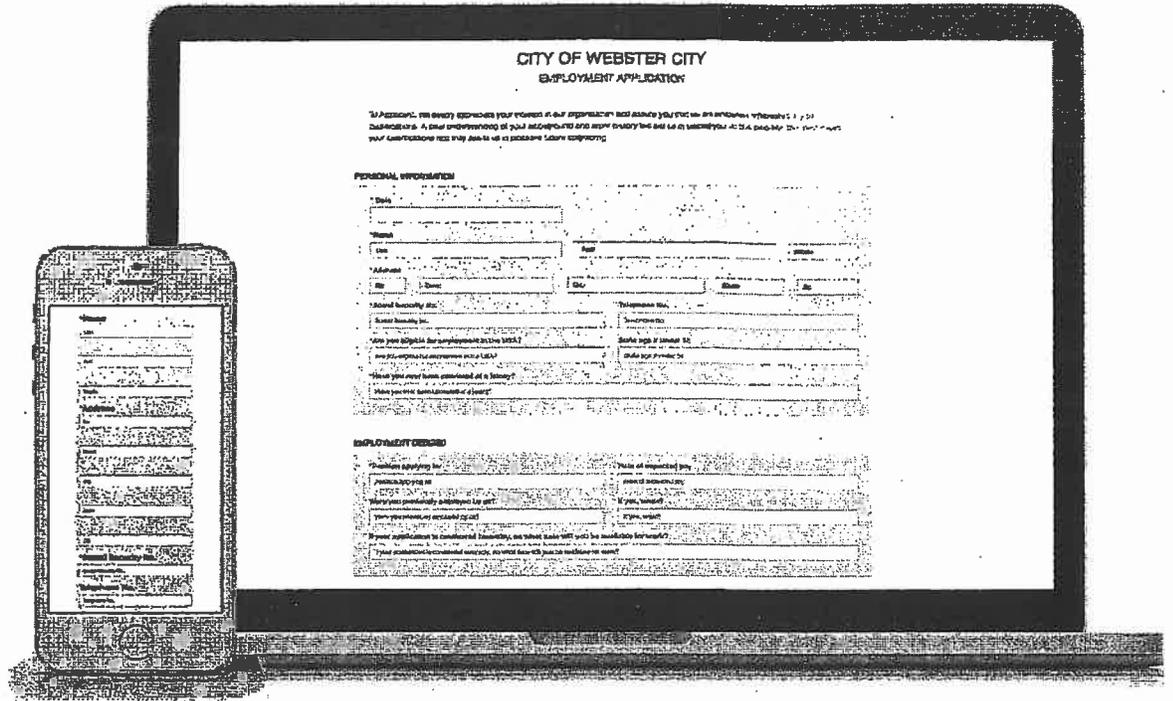
FAQ's make it  
easy for site  
visitors to find  
answers to  
common  
questions and  
will greatly  
decrease the



number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



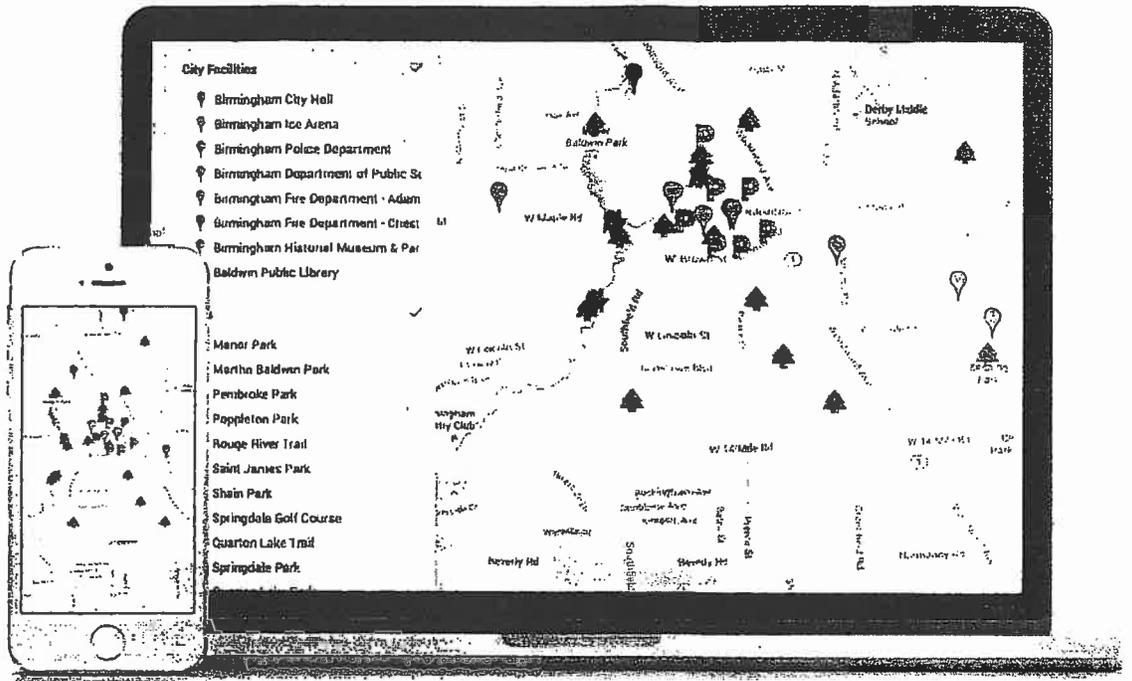
## JOB



## POSTING

*Find The Best*

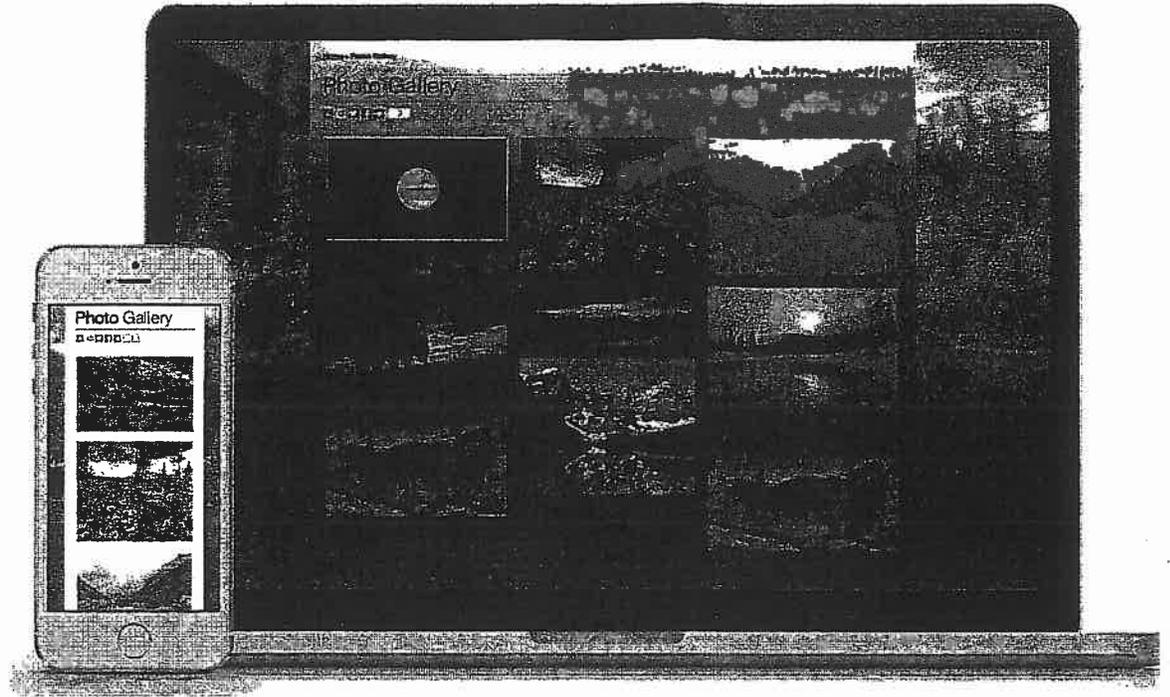
Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.



## INTERACTIVE MAP

### *Navigate With Ease*

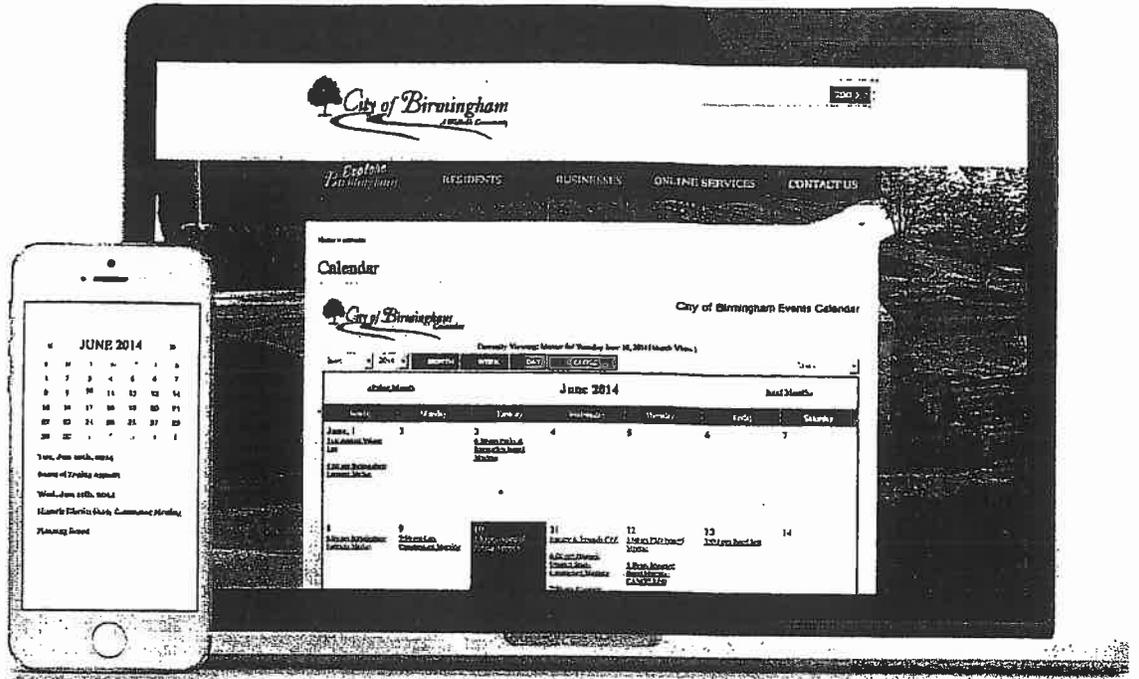
Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them to navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins



## PHOTO GALLERY

### *Eye-Catching*

A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing photos or videos of events in and around your community, the Photo gallery has a slider to scroll through photos and also has thumbnails for each picture with On/Off features.



## Calendar App

*Intuitive and Robust*

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



## BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and



## E-MAIL NOTIFY

Many of our municipal clients include an email notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

categorized by non-technical staff in a simple table interface.



## NEWS CENTER WITH FACEBOOK INTEGRATION

Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of any specific news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.



## ONLINE FORMS

Using this module, you can create – from scratch - - an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



## QUICK LINKS

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs.

Examples for users:

Where do I...Get Registered for Summer Camp

Where do I...Get a Marriage License



## SHARING APP

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

< >



## SLIDING FEATURE BAR

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions

## TRANSLATOR

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

# Citizen's Engagement Center Apps



## CITIZENS REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not created by a computer.



## CITIZENS REQUEST TRACKER

This app allows customers, residents, participants, students, or any site visitor to post requests online. Tracking those requests, along with your organization's response thereto, couldn't be easier using the Revize platform. Users can sign themselves up, create a Login ID and Password, then post a request and track the progress through completion. The request tracker can be used for any type of interactive communication where the client wants multiple individuals to be able to post, track, and resolve any type of request.



## CITIZEN CONNECT

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



## PARKS RESERVATION

This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.



## ONLINE BILL PAY

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.



## RSS FEED

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a

trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

# Staff Productivity Apps



## AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.



## JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.



## IMAGE MANAGER

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.



## INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.



## LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



## MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.



## NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.



## ONLINE FORM BUILDER

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



## WEB CONTENT ARCHIVING

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.



## WEB CONTENT SCHEDULE

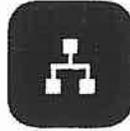
This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.

# Site Admin & Security Apps



## AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.



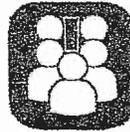
## AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.



## HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.



## ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.



## SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.



## WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.



## WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

## Mobile Device and Accessibility Apps



### ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.



### FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.



### RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, ie, smart phones, tablets, iPads and iPhones.

THANK YOU